

UNION COUNTY WORKFORCE DEVELOPMENT BOARD

LITERACY COMMITTEE

JULIO SABATER CHAIRMAN

MEETING MINUTES: TUESDAY, MARCH 22ND, 10:00am Via Zoom

<https://zoom.us/j/93199056804?pwd=LzhoZWRXM2g3V1dkeW9Ga3ZLdkE4Zz09>

Committee Members

1. Julio Sabater- Committee Chair, Workforce Advantage
2. Yunia Labaut, Workforce Advantage
3. Scott Kuchinsky, Plainfield Public Library
4. Marlene Moreira Loff, Union County College
5. Dr. Lyle Moseley, Elizabeth Board of Education
6. Perle Almeida, Union County American Job Center
7. Nasrene Mondol, American Job Center
8. Robert Croom, American Job Center
9. Barbara Bagger, Literacy of New Jersey
10. Nancy Berkenfeld, Elizabeth Public Library
11. Pamela Mata, American Job Center

UCWDB Staff

Meredith Barracato

Meeting Summary

I. Welcome and Introductions:

Chairman Sabater welcomed everyone to the meeting. All committee members introduced themselves.

II. Review and Approval of The January 25th Meeting Minutes:

Marlene Loff made a motion to approve the **January 25th**, and Perle Almeida seconded the meeting minutes. Motion carried.

III. Unemployment Update

Meredith Barracato shared information regarding a Google Drive Partner Resource file that is available to all committee members. In this file, committee members will have access to Labor Market Information (LMI), committee member information, and job postings. Meredith Barracato then reviewed information on the Conference Board material that discussed labor market trends across the United States. Meredith Barracato reviews the NJDOL labor market information for Union County.

Marlene Loff asked if there was an update on the NJ in-demand list. Meredith Barracato mentioned she has been reaching out to the NJDOL liaison, but he has not followed up. Meredith Barracato clarified that the risk of the automation list is different from the in-demand occupation list.

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Meredith mentioned 2020 in-demand occupation list is in the file for review in the Partner Resource Google Drive Folder.

Pam Mata mentioned that the AJC offers Skill Up to clients interested in a self-paced training program. She added that clients can get trained on topics that include office skills.

Chairman Sabater introduced Pam Mata, the American Job Center Business Service Manager, who is creating a link between the AJC clients and employers. Chairman Sabater added that it is essential to ensure Title II clients not only upgrade their literacy skills that focus on career pathways but also find meaningful employment, which will lead to self-sufficiency.

Title II Program Updates: Marlene Loff reviewed Title II reports focusing on the performance of their ABE, ESL, Integrated Literacy and Civics, and IET programs. Title II reports will be attached to the meeting presentation. Marlene Loff shared that the highest group needing Title II assistance is Hispanic, Females between the ages of 25-44. Chairman Sabater asked Marlene Loff to share the outcomes with the group committee last year. Marlene Loff mentioned that UCC has some professional development workshops to ensure their staff understands how to keep this population motivated and engaged because they have had a hard time with clients engaging to achieve their goals.

Dr. Moseley mentioned he would agree with Marlene Loff because his students who drop out of school believe it's easier to get their GED, but once they start the program, they find out how difficult it is to complete it. He said comparing 6 hours of instructions to 30 hours a week is much more difficult. Dr. Moseley added that they have been educating their staff to ensure they can show the client's career pathway and look beyond what they are currently working on.

Nasrene Mondol asked if the Adult Education program is only offered in English. Marlene Loff said yes because the objective is for the student to understand sight words. Marlene Loff stated they could not teach in Spanish as per the state. Chairman mentioned he would bring up this issue at the SETC SCALES meeting. Nasrene Mondol mentioned that the AJC is looking to offer GED prep in Spanish to increase services. Marlene Loff mentioned. Unfortunately, they are not able to do that with Title II funding.

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Chairman Sabater mentioned that might be something the AJC can do with their funding.

Nasrene Mondol asked where do the referral come from. Marlene Loff said the referrals come from the general public, state or county websites, word of mouth, etc. Nasrene Mondol asked what the current capacity is and their process for the overflow of those clients. Marlene said there is a waiting list, and each partner has a waiting list and will usually have them start in September. Nasrene Mondol asked for a separate meeting to discuss with Marlene Loff ways the AJC can facilitate taking on the overflow/waitlisted clients to reduce the time a client waits for services. Marlene Loff says the clients who come from the AJC will be tested and given priority. Chairman Sabater mentioned that all Title II partners have a waiting list, and there is not enough funding to address those clients' needs. He added that this is why they are looking for additional funding to meet the demand or to leverage funding from partners to meet the demand. Marlene Loff mentioned that the state measures the need through the census report, so the funding is limited. Nasrene Mondol mentioned that she is looking forward to collaborating more to take on those clients waiting for services.

Marlene Loff mentioned that Title II clients are always encouraged to go to the AJC and other partners once they complete their program or are on the verge of leaving, but many other programs no longer operate. Chairman Sabater mentioned to Nasrene Mondol that all of the questions she asked are valid but does not know if their committee is the most appropriate to have these discussions, and that is why he would like for Marlene Loff to review the IET program. Chair Sabater mentioned he would like to map out and implement ways to provide services to Title II clients.

Meredith Barracato mentioned that the Literacy Committee would be the most appropriate place to have these discussions since they have been identified as critical. All the partners can provide solutions/assistance in overcoming those barriers.

Marlene Loff reviewed the IET program. Chairman Sabater mentioned a lack of connectivity between the Title II and Title I clients. She added that the money from the IET programs comes from the Civics course. She added there was a success with the CNA program, which only accounts

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for 1% of the program. The classes are small and concentrated, and many students are working and looking to upgrade their skills to get a promotion. Chairman Sabater mentioned that this would be an excellent opportunity for an individual to improve their language skills and occupational training.

Sub-Strategies Update

Meredith Barracato reviewed the information on the sub-strategies that focus on the action step that has been completed or needs to be added to the agenda.

- Development of training on the features and benefits of UCWORKS, the AJC Virtual One-Stop system. Nasrene Mondol mentioned they had identified one of their staff members who can train partners and are ready to schedule the partners. The next step would be to propose some dates for their partners, and they are looking to have this accomplished by the end of April.
- Distribution of AJC orientation for Title II partners to share with their clients. Meredith Barracato mentioned she is working with the AJC to tailor the orientation to Title II clients. Meredith Barracato asked if a committee member, would volunteer to provide feedback on the final orientation. Marlene Loff mentioned she would review the orientation. The orientation will be completed by the middle of May.
- Creation of an AJC WIOA eligibility kit for Title II partners. Meredith Barracato mentioned she is working with the AJC to create a system similar to what the AJC has with Plainfield Public Library. This will be completed by April 30th.
- Attend Literacy Consortium meetings to discuss Title II client's transition plan and progress. Marlene will share the Literacy Consortium meeting schedule with Robert & Nasrene by April 11th. Scott Kuchinsky mentioned that the library's system with the AJC is excellent, but there should be more guidance from the state on what forms are acceptable.
- Expand Cross-Training Between the Literacy Consortium and the AJC for a mutual understanding of operational process and Services.
- Have an intro meeting w/Title II partners to show presentation at the Literacy Consortium meeting
- Schedule staff and Instructor for presentation
- Schedule AJC staff training on Title II services

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- Enhancement of career exploration for Title II clients by a partner agency. Sharing of tools-Career/interest Inventory/ IEP/ISS
- Develop a Title II continuum of service process to transition the student from Title II to Title I services with specific outcome measures.
- Develop A Process to Offer Wrap-around Services/Supportive Services to WIOA Eligible Clients. Will FU at next meeting on point person & details of offering SS w/provider names
- Perle Almeida mentioned she would need to research some information before being able to present Supportive Services to partners. This will be completed by June 16th.
- Consider the Creation of Class Size Contracts.
- Create a presentation for partners on class size contract procedures.

IV. Meeting Schedule

Next Meeting

Thursday June 16th, 2022 10:00AM via Zoom

Thursday July 14th 10:00am

Tuesday September 20th 10:00am

Tuesday November 29th 10:00am

V. COMMITTEE ADJOURNMENT