

Union County Workforce Development Board
American Job Center Partners Committee Meeting
Administration Building- 4th Floor Large Conference Room
10:00 AM October 17, 2018

Committee Members Present

Debbie Ann Anderson, Union County Director of Human Services (Chair)
Juanita Vargas, United Way of Greater Union County
Meredith Barracato, One Stop Center
Elton Armady, American Job Center
Antonio Rivera, Director UCWDB
Perle Almeida, American Job Center
Jeffrey Jackson, American Job Center
Isaias Rivera, Union County College
Dr. Lisa Hiscano, Union County College

Staff

Elizabeth Paskewich, UCWDB
Robert Rachlin, UCWDB

Meeting Summary

1. The meeting was called to order at 10:06 AM by Committee Chair, Debbie Ann Anderson.
2. Ms. Anderson stated that this was the first meeting of the American Job Centers partners.
3. She first thanked those in attendance for their participation and then spoke of how the AJC has been neglected through the years. She told the committee that the packets also contain the Federal Guidelines.
4. She wants to know what progressive steps can be taken to rebuild the AJC in general,
5. Antonio Rivera declared that there should be informality to the process. The agenda that he and Ms. Anderson compiled was in actuality for the next year. "How can we put the pieces together?" "We need to pay particular attention to the AJC Committee because that is what drives the system." He also stated that WDB has the authority to set up any committee that is appropriate. He further stated that the One Stop Operator is responsible to the state. "They might not like it, but need to be at the table." He mentioned that page 2 in the agenda listed the Federal Regulations regarding One-Stop partners.
6. Chairman Anderson announced that meetings are taking place with Literacy and DVR. She also declared that AJC is made up of all the partners in the network using Jobs for Veterans and Community Development Block Grants as examples. Mr. Rivera queried "How do we integrate all these service opportunities?"

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7. Dr. Hiscano was concerned about people falling through the cracks. "We must be unified."
8. Meredith Barracato was concerned about how data is entered so that it is received by the Department of Labor, Department of Education as well as the Federal Government.
9. Mr. Rivera replied that our mode is antiquated.
10. Ms. Anderson mentioned that we need to bring back "layers". We need to speak to power brokers. "We are still in a period of electronic transition." "We will build it and get approval."
11. Mr. Rivera mentioned that AJC needs to be certified by the WDB. "We can only provide guidance." He and Ms. Anderson had discussions and concluded that AJC changes should be evaluation and research based. AJC has to have an astute focus in place.
12. He further stated that any services provided by a partner in the One-Stop Delivery System should be leveraged to the grant. We need to have a branding system, as well as brochures, and team mechanisms to prevent clients from falling through the cracks.
13. Juanita Vargas purported that as a partner she is concerned about the technology piece. She is sending information to the DOL, Education Department as well as the Federal Government. She is concerned if the technology is adequate. Ms. Anderson has been talking to the state. She believes we will be receiving updated technology. She doesn't know what form yet. We need the State's approval and she is working on it.
14. Debbie Ann divulged that we are bringing on a programmer analyst charged with data breakdown. She will see what sectors we are successful in getting our clients jobs. She has an economic and marketing background and has experience in Return on Investment (ROI). She will be starting sometime in the middle of November.
15. There will be a shift in hierarchy. Elton will oversee the AJC's and provide some administrative assistance. Perle will be involved in administration. Meredith as more of an operator will assist with the linkage between the partners. She will be holding everyone accountable for their data. She is the operations piece. Jeffrey is the operator's piece. He will be surveying all that falls under the umbrella at the AJC's locations. He will be a problem solver. In situations where there is a problem with a career counselor, it will be under his purview to address it. There is to be no slowing the process down. There should never be circumstances that cause any potential participant to be turned away.

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16. Each partner may provide some of the pieces of data. WDB seeks out all data. It is the AJC's responsibility to use it properly. There should be no disconnect between data reported and what in actuality it really is.
17. Mr. Rivera informed us the Federal Government feels we are not properly serving the populations that need it the most. We should be aware of how Title 2 funding is integrated with Title 1. There must be quality integration with proper sharing of resources.
18. The minute you help someone, they are now a participant. Now they need to be tracked in different formats to indicate what services we are providing to each participant.
19. Mr. Rivera went on to describe the different stages a participant may be in and what needs to be reported. This delivers real time updates as to where a participant, if still receiving services, or one who exits stands. There should not be an automatic exit from the system.
20. A great deal of what Mr. Rivera refers to throughout the meeting will be found in the agenda. To fully understand what he is referring to you will need the agenda.
21. Mr. Jackson is greatly concerned regarding a lack of follow up by the AJC's in the past. Mr. Rivera stated that he would put together a dedicated team to see that follow up services are administered properly.
22. Antonio noted that there was a job fair coming up. He feels that every Q2 participant be contacted and gotten there by any means possible. Jeffrey Jackson and others agreed. Participants for a job fair are already in the system.
23. Debbie Ann referenced the 7 to 12 touchpoints throughout the system. She feels that participants should be contacted at each of the touchpoints to see how they are doing. She again referenced the challenges in getting the required data. Isaias Rivera showed concern for how much time elapses before the data is no longer useful. He then described it in detail. There was some discussion as to the accuracy of his statements. There was also discussion of the certification process.
24. Isaias asked a question about whether an AOSOS form would be appropriate. There were differences of opinion as to the answer.
25. In response to a question, Mr. Jackson stated that a reportable individual is one who we have not spent money on as of yet. There was some difference of opinion on what constitutes someone who is reportable versus a participant.
26. Antonio Rivera again indicated how important each partner is.

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27. Debbie Ann discussed how the role Group I & I has played and will continue to play in the entire process.
28. Debbie Ann also stated that the ultimate goal is to evolve from case management into career planning. She wants to see our case managers to evolve into career counselors as per the government's stated requirement. There will be a mandate for all partner's participation in the process.
29. Antonio stated that branding is everything.
30. Dr. Hiscano questioned if there are any changes now that TANF is part of Title 2. Antonio answered that things should remain the same. Additionally, WFNJ will be treated more seriously and everything e.g. WAD, WDW, TANF will all fall under the same umbrella.
31. Antonio stated that Social Services should under that umbrella.
32. Debbie Ann stated TANF and GA will now be at the One Stops. We need state approval for services to be allowed.
33. Antonio spoke briefly about the One Stop certification process.
34. The Meeting was adjourned at 10:44 AM.
35. Verbatim dialogue is available through recording.