

**Union County Workforce Development Board  
Adult Education and Literacy Committee  
Union County Administration Building  
Large Conference Room, 4<sup>th</sup> Floor  
January 13, 2017 AT 11:00AM**

**Present**

Julio Sabater, Chairman, Adult Education and Literacy Committee, Workforce Advantage  
Shirley Hollie-Davis, Union County College  
Jean Koszulinski, Union County Workforce Operations  
Antonio Rivera, Workforce Development Board  
Pamela Capaci, Prevention Links  
Anna Belin-Pyles, Plainfield Board of Education  
Robert Camacho, Investors Bank  
Phil Kandl, Workforce Development Board

**Committee Discussion:**

Chairman Julio Sabater welcomed everyone to the Adult Education and Literacy Committee meeting. Chairman Sabater invited all to introduce themselves and stated how excited he was about the day's business, a discussion by the Workforce Learning Link Program. Chairman Sabater handed the floor to Phil Kandl to lead the discussion.

Phil Kandl thanked Mr. Sabater and the committee. Mr. Kandl stated that he was tasked with providing an overview of the Workforce Learning Model. Mr. Kandl stated that his goal was to provide insight into inner workings of the of the model with the end-goal of creating an opportunity for all the one stop programs to better integrate with one another, particularly the Title II ABLE Plus program and the Union County College Literacy Program.

- It is anticipated that Union County's two (2) Workforce Learning Links (Elizabeth and Plainfield) will serve approximately 179 participants with a short-term computerized basic skills program to enhance their basic skills, build English language skills, learn computer skills, learn Microsoft Office and improve their overall employability skills for career maintenance, enrichment and advancement. The number of enrollments will depend on each client's skill levels, goals, and objectives. Classroom instruction will be of sufficient duration for participants to meet their short term goals: 10 to 20 hours per week for an average of three months.
  
- All clients accessing the American Job Centers will be scheduled for group orientations that will provide a menu of resources and services including WIOA Title II activities. Workforce Learning Link (WLL) participants will be administered a pre- and post- assessment test to gauge their progress. The assessment test selected will depend on the client's English proficiency: either TABE 9/10 or TABE CLAS-E.
  
- American Job Center Case managers will work one-on-one with clients to determine each individual client's goals and needs. Through case management, clients will develop an Individual Employment Plan, which will address the steps needed for the client to reach his or her goal(s). Case managers will refer appropriate clients to the Workforce Learning Link program which provides a bridge into occupational training or employment.

➤ The list of available services at both the Elizabeth and Plainfield American Job Center Workforce Learning Links include:

- ESL (English as a Second Language) (Rosetta Stone)
- ABE (Adult Basic Education) (Aztec)
- Basic Computers (Word, Excel, Introduction to the Internet)
- Keyboarding/Typing (Mavis Beacon)
- Jobs4Jersey (Job Search)
- Independent Job Search
- Resume Workshop (Plainfield)
- Case Management
- Career Beacon (Employment Service)
- T.A.B.E. Testing (Test of Adult Basic Education)

➤ For clients with a goal of employment or occupational training, the WLLs:

- Direct clients to utilize the State's uniform delivery digital platform, New Jersey Career Connections: [www.careerconnections.nj.gov](http://www.careerconnections.nj.gov)
- Provide information on apprenticeship and training opportunities;
- Provide information regarding American Job Center resources and services, including career information, job opportunities, workshops, and training opportunities and requirements;
- Utilize [njnextstop.org](http://njnextstop.org) Website for career information, and information regarding New Jersey's industries;
- Utilize NJ Library online resources: Learning Express Library and Learning Express Job & Career Accelerator regarding career information, occupational skills and aptitude assessment;
- Collaborate with Union County College to develop career pathways and to foster matriculation to non-credit occupational training programs.

- For clients with higher education as their goal, the Workforce Learning Link case manager/instructor will:
  - Direct clients to utilize the State's uniform delivery digital platform, New Jersey Career Connections: [www.careerconnections.nj.gov](http://www.careerconnections.nj.gov)
  - Provide information regarding enrollment in Union County College and other post-secondary institutions;
  - Provide information regarding local college fairs and open houses;
  - Collaborate with local postsecondary institutions to develop processes for referral, student testing, financial aid assistance, etc.;
  - Guide WLL clients to online resources regarding post-secondary institutions, i.e., US News and World Report of college listings, rankings and reviews;
  - Direct clients to the New Jersey Career Assistance Navigator ([njcan.org](http://njcan.org)) Website to explore education options including 2 and 4 year colleges. Also, the online *LearningExpress Library* will provide clients with college preparation information including college entrance exams and college admissions.
  
- A referral process has been developed between the *ABLE Plus* All WLL clients will be assessed for academic proficiency using the TABE 9/10 or TABE CLAS-E assessment tool. For individuals who have not achieved their High School Diploma or GED and are at or above 9<sup>th</sup> grade level, the Workforce Learning Links will refer these individuals to the WIOA Title II *ABLE Plus Consortium* for enrollment into their GED preparation instructional program and for additional assessment if necessary.
  
- For individuals whose goal is to complete the GED, the WLL will refer appropriate clients to the WIOA Title II *ABLE Plus Consortium* for GED Preparation educational courses. Client referrals will be based on the following parameters:
  - WLL students that possess academic proficiency of 9<sup>th</sup> grade and above, (NRS Educational Functioning Level Descriptors - Low & High Adult Secondary Education)

will be referred to the *ABLE Plus* Consortium to be enrolled in GED Preparation courses.

- If a client possesses less than a 9<sup>th</sup> grade academic proficiency level, they would remain with the WLL to improve their Educational Functioning Levels: with the goal to reach the 9th grade level or above.
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- For individuals who score below 5<sup>th</sup> grade reading level (*Consortium* and the Workforce Learning Links that will enable both agencies to provide all levels of basic skills and GED preparation educational services to eligible participants. Specifically, the *ABLE Plus Consortium* will provide the needed educational courses that will allow Workforce Learning Link participants to prepare for the GED exam.
  - The *ABLE Plus Consortium* will send interim and post TABE assessment results to the WLL to complete their case files. GED Preparation Program students may be referred back to the WLL for additional American Job Center services and / or occupational training. The following client outcomes must be communicated to both agencies in a timely manner (within one (1) year):
    - Entered employment
    - Entered post-secondary education or training
  - WIOA Title II programs are required to have signed L-6 Authorization for Disclosure of GED Documents and Information forms on-file for all clients without a high school diploma or GED enrolled in their program.

Chairman Sabater asked Phil Kandl for any details he may be able to share with the committee regarding the role of the Title II partners, including the college and the one stop. Mr. Kandl provided in-depth details:

- The Union County College Literacy Program will deliver basic skills/ESL programs designed to support eligible adult customers in the development of their basic math and English skills and additional skills necessary for employment and self-sufficiency.
- This UCC Literacy Program will provide services to customers who are assessed on NJ Labor & Workforce Development approved assessment inventories and determined to be ESL Intermediate (Low and High) and above in English proficiency and/or Low Intermediate Basic Education and above including Reading, Math, and Communications.
- Customers falling in other educational categories will be referred to other educational programs including Project ABLE PLUS, the Local Workforce Development Area's WIA Title II Adult Education and Family Literacy Consortium. Each customer will be assessed in the area of English Language proficiency and basic skills. This assessment will provide a complete academic picture of the learner and will guide the delivery of the curricula by allowing the instructor to create effective interactive and individualized learning activities as well as assigning the learner to appropriate software for reinforcement of classroom learning. The customer, together with Student Service Advisor/Counselors and Job Developers, will review all assessment results and develop an Individual Educational / Occupational Plan (IEP). The active participation of the learner in the development of the IEP initiates "learner buy in" and gives the learner ownership of decisions made around the learning activities and educational goals. This activity sets the stage for life-long learning. Learning through Equipped for the Future Content Standards allows the learner to

research jobs and careers in which he/she might have an interest and allows the learner to develop basic skills in relation to his/her job/career interest.

- Student eligibility will be determined by the Union County American Job Center System. Clients will be referred for adult basic skills / ESL services by the American Job Center System. As an American Job Center Partner, Union County College continues to benefit from a long history of collaboration with the Union County American Job Center System. As Union County College has been a partner in Project ABLE PLUS, a WIOA Title II funded program, the Consortium of literacy service providers offers an extensive and dynamic list of partners and supporting partners that include community-based and faith-based organizations that will add to the strength of this program. This extensive network of educational and social service providers will allow this program to refer clients for additional services that may help clients in the elimination of barriers to success (i.e. lack of child, substance abuse, transportation).
  
- Once program participants are recruited and identified, the enrollment and intake process begins. Union County College will use assessment inventories that have been approved the NJ Department of Labor & Workforce Development and are appropriate for determining academic skill levels. The results of this pre-assessment will determine each participant's remediation needs. Student Service Advisors/Counselors will develop and Individual Employability Plan (IEP) that will outline the student's academic and educational goals. The placement of students

in the appropriate educational level will allow staff to properly challenge each student and allow each student to progress. Each student will receive the minimum of 100 hours of instruction and will be scheduled for 5 hours per day; 20 hours per week from Monday to Thursday each week. Twenty-four (24) clients will be served by the UCC Literacy Program.

- As part of the intake process, Union County College will complete the One-Stop Customer Registration Form (AOSOS) for each One-Stop eligible individual entering the program. These forms are copied and then sent to the County for data recording and tracking. Educational and occupational goals for each participant will be developed.
  
- Post-assessment is the determining factor in moving students from one educational functioning level to another and for beginning job search activities. Providing post assessment testing continuously throughout the grant period provides greater assurance that every student exits the program accurately. Therefore, staff reviews academic progress, post assessment scores and instructor's recommendations. After secondary goals have been established, students may be referred to job developers for job search and placement activities or are recommended to apply for post-secondary education or training. Union County College Literacy Program participants will be connected to the American Job Center Career System thereby being able to tap into a myriad of employment placement and assessment resources available there. In addition to the American Job Center services, all participants will be



allowed to use the Union County College Career Center for additional job search/job development support.

Phil Kandl followed be seeking program guidance from the committee at some future date. Meeting the goals and objectives of the Workforce Learning program will only be as good as team which constructed its baseline strategy.

Julio Sabater, Chairman of the Adult Education and Literacy Committee, thanked Phil Kandl for his presentation and then adjourned the meeting at 12:30am.