

UNION COUNTY WORKFORCE DEVELOPMENT BOARD  
LITERACY COMMITTEE  
JULIO SABATER CHAIRMAN  
MEETING MINUTES: TUESDAY, January 25<sup>th</sup>, 10:00am

**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. Jas Verem, International Rescue Committee
8. Nasrene Mondol, American Job Center
9. Debbie Walter, Union Public Library
10. Barbara Bagger, Literacy of New Jersey
11. Latoya Bennet, Youth Forward
12. Jackie Santiago, Youth Forward

**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 October 19<sup>th</sup> 2021 Meeting Minutes:**  
Jas Verem made a motion to approve the October 19<sup>th</sup>, and Debbie Walter seconded the meeting minutes. Motion carried.
- III. **Review of Sub- Strategies Recommendations:**  
Chairman Sabater asked for everyone's feedback on the sub strategies recommendations listed on the slides. The following were comments made by committee members regarding the sub strategies listed. Specific details regarding the sub strategies are listed in the presentation.
  - 1. Expand staff cross-training to include Literacy Committee members to increase understanding of partner agency processes and services. Marlene Loff stated the idea behind this recommendation was for the AJC staff to understand what the AJC operation process is. The modified sub strategy will be Expand cross training between the AJC and Literacy Consortium staff for a mutual understanding of services and operations. Marlene and

UNION COUNTY WORKFORCE DEVELOPMENT BOARD  
LITERACY COMMITTEE  
JULIO SABATER CHAIRMAN

MEETING MINUTES: TUESDAY, January 25<sup>th</sup>, 10:00am

Perle agreed to work on this recommendation over the next three months.

- Creation of a training on the features and benefits of UCWORKS, the AJC Virtual One Stop system. Nasrene Mondol explained what UCWORKS is and how it would benefit client. Nasrene mentioned they are currently developing a training and are planning how to roll out. Nasrene agreed to work on this recommendation and will work on this over the next six months.
- Distribution of AJC orientation for Title II partners to share with their clients. Nasrene Mondol mentioned there is currently a virtual orientation and will share it with all the partners so the information can be shared with partner staff and clients. She agreed to work on this recommendation and will work on this over the next month.
- Creation of an AJC WIOA eligibility kit for partners. Nasrene Mondol mentioned the AJC is looking to create a packet for partner to streamline the process. Jackie Santiago mentioned she can also share the documents and orientation for the Youth Forward team. Both Nasrene and Jackie mentioned they would work on this over the next month.
- Identification of common enrollment elements from each Title II partner for a streamlined referral process. Meredith Barracato mentioned she would work on the following sub strategy over the next three months.
- Development of a universal referral mechanism with basic enrollment information to accompany the client. Meredith Barracato mentioned she would work on the following sub strategy over the next three months. Meredith Barracato mentioned she would work on the following sub strategy over the next three months.
- Identification of program liaison for interagency referrals, creation of referral procedures and training for all AJC partners. Meredith Barracato mentioned she would work on the following sub strategy over the next three months. Meredith Barracato mentioned she would work on the following sub strategy over the next three months.
- Procurement of digital tools such as laptops and Wi-Fi for clients to use while in training and job search. Nasrene Mondol mentioned

UNION COUNTY WORKFORCE DEVELOPMENT BOARD  
LITERACY COMMITTEE  
JULIO SABATER CHAIRMAN  
MEETING MINUTES: TUESDAY, January 25<sup>th</sup>, 10:00am

she will ask about how many computers were available for clients. By the next meeting she will be able to provide some feedback.

Chairman Sabater said he would like to know who is in charge and what the capacity is and how many computers are left for clients.

- Consider the expansion of AJC office hours to accommodate client work/school schedules. Meredith Barracato mentioned this has been in discussion for sometime now but it would be up to the Director of Human Services Debbie Ann Anderson would need to focus on this topic.
- Enhancement of career exploration for Title II clients by partner agency. Sharing of tools-Career/interest Inventory/ IEP/ISS. Nasrene Mondol and Marlene Loff mentioned they would work on reviewing the documentation and seeing if they could incorporate some of the same language. Chairman mentioned this is something that needs to be done by each literacy consortium. Marlene mentioned the state is looking at purchasing the Burlington English program and agencies such as Dr Mosleys program who uses the program. Dr Mosely said he wanted to know if there was a document from the AJC that tracks the students career goals. Nasrene and Meredith mentioned they would share the IEP and ISS for committee members to use. Chairman suggested this would be
- Consider the adoption of a quarterly case conferencing to review client progress and needs to facilitate successful outcomes. Marlene Loff said this was something that was done years ago on a smaller scale between each agency for WFNJ clients. Marlene mentioned this would be more for students that are ready to move on to job training or more intense job search. Chairman shared his concern adding another meeting. Marlene said this could be part of the Title II meeting where they can discuss particular student who are ready to move on. This would be a six-month time frame to complete. Someone from the AJC needs to be added to the Literacy Consortium. Nasrene mentioned she would be interested in participating in the consortium and might bring in the AJC site supervisors to attend.

UNION COUNTY WORKFORCE DEVELOPMENT BOARD  
LITERACY COMMITTEE  
JULIO SABATER CHAIRMAN

MEETING MINUTES: TUESDAY, January 25<sup>th</sup>, 10:00am

- Develop a process to offer wrap-around services/Supportive Services for WIOA eligible clients. Identify lead agency/contact person for case management purposes. Chairman asked who is

responsible for the supportive services. Perle Almeida mentioned she is working on getting the system in place. She would be reviewing the information and taking the lead on this topic. She is hoping to get this process started for the first quarter of this year.

- Integrate an outcome measure that can identify services needed to ensure a success. Meredith Barracato mentioned this is not a sub strategy for one person but is a necessity for all partners to ensure they are documenting outcome measures in their employment educational plans for the participant. The Chairman suggested this goal be added into career pathway sub strategy.
- Consider the creation of class size contracts. Chairman Sabater mentioned he was excited because this sub strategy was finally working and making a huge difference in the way they deliver services. Chairman asked vendors to contact Perle for more details on class size contracts.

**V. Next Meeting**

**Tuesday, March 22<sup>nd</sup>, 2022 10:00AM via Zoom**

**VI. COMMITTEE ADJOURMENT**