

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE
JULIO SABATER CHAIRMAN
MEETING MINUTES: September 20, 2022 10:00am Via Zoom

Committee Members

1. Julio Sabater- Committee Chair, Workforce Advantage
2. Yunia Labaut, Workforce Advantage
3. Maribel Carvalho, NJ Department of Labor
4. Jennifer Heisa, Plainfield Public Library
5. Martiza Batista, Union County College
6. Dr. Lyle Moseley, Elizabeth Board of Education
7. Nancy Berkenfeld, Elizabeth Public Library
8. Perle Almeida, Union County American Job Center
9. Nasrene Mondol, American Job Center
10. Robert Croom, Union County American Job Center
11. Diana Calle, Union County Office of Disabilities & Special Needs
12. Latoya Bennet, Youth Forward

UCWDB Staff

Meredith Barracato

Meeting Summary

Welcome and Introductions:

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

Review and Approval of The June 16, 2022, Meeting Minutes:

Jennifer Heisa made a motion to approve June 16, 2022, and Dr. Lyle Moseley seconded the meeting minutes. Motion carried.

Sub-Strategy Updates

Meredith Barracato shared with committee members information on the 2022 NJ Department of Labor in-demand list. She mentioned that the link to the page would be shared with all committee members as part of the presentation. All sub-strategy updates were included in the attached presentation pages. This included action steps, committee members assigned to the sub-strategy, and completion dates. The following were the sub-strategies that were discussed at the meeting:

- Development of training on the features and benefits of UCWORKS, the AJC Virtual One-Stop system.
- Distribution of AJC orientation for Title II partners to share with their clients.
- Creation of an AJC WIOA eligibility kit for Title II partners.

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- Expand Cross-Training Between the Literacy Consortium and the AJC for a Mutual Understanding Of Operational Process and Services.
- Develop A Process To Offer Wrap-around Services/Supportive Services to WIOA Eligible Clients.
- Consider The Creation Of Class Size Contracts.
- Procurement of digital tools such as laptops and Wi-Fi for clients to use while in training and job search.
- Enhancement of career exploration for Title II clients by 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.

Perle Almeida mentioned there are two providers who offer supportive services to clients who are in training or post-training activity. Chairman Sabater asked if Perle Almeida to provide a contact for the two agencies who will be offering supportive services. Perle Almeida mentioned she will provide the information to Meredith Barracato by September 26, 2022. The Chairman said there needs to be a liaison with all programs so partners can access the funding. All updates were included in the presentation. Perle Almeida mentioned she can offer vendors information on how to obtain class-size contracts.

The Chairman discussed the great collaboration with the American Job Center. He will now be able to move clients forward from Title II to Title I. Maribel Carvalho mentioned it was great to hear about the collaboration. It will be monitoring the Title II IET program.

Nasrene Mondol discussed the progress with the sub-strategies that were created, which include scheduling training for all partners, creating an eligibility kit, and putting the orientation online. Robert Croom mentioned that Nasrene Mondol will be the contact person for all the strategies that are being implemented. Maritza Bautista discussed updates for Marlene Loff.

Robert mentioned there were no updates regarding the procurement of the digital tools. The Chairman mentioned there is new funding at the state for the Title II programs and they will set up a strong laptop loaner program. Maribel Carvalho said there were funds issued for the betterment for the client and many programs offered technical assistance but they can be used for white boards, classroom supplies/equipment. Chairman asked to put this issue on hold. Dr. Mosley asked for assistance on how to roll out this program. Partners shared some of their rollout plan.

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Chairman Sabater stressed the importance of the integration between the Title II and Title I programs. He mentioned the need to monitor the integration of the programs and analyze how to improve the systems. Chairman would like to develop a system how to monitor how many referral enrollments or services were offered. Meredith Barracato discussed creating a report on the referrals sent to UCC and what is the status on those clients. Chairman Sabater mentioned the monitoring system should be shared and completed with the other members in the consortium.

Meeting Schedule:

Tuesday November 29th 10:00am

COMMITTEE ADJOURNMENT:

Chairman Sabater thanked everyone for coming to the meeting and all the work that has been done over the past few months.