

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE
JULIO SABATER, CHAIRMAN
MEETING MINUTES: March 9, 2023 10:00am Via Zoom

Committee Members

1. Julio Sabater- Committee Chair, Workforce Advantage
2. Yunia Labaut, Workforce Advantage
3. Scott Kuchinsky, Plainfield Public Library
4. Dr. Lyle Moseley, Elizabeth Board of Education
5. Perle Almeida, Union County American Job Center
6. Ashley Rodriguez, American Job Center
7. Jennifer Byczkiewicz, Union County American Job Center
8. Latoya Bennet, Youth Forward
9. Barbara Laird Bagger, Literacy NJ
10. Vera Liang, International Rescue Committee
11. Marlene Loff, Union College

UCWDB Staff

Meredith Barracato

Meeting Summary

Welcome and Introductions:

Chairman Sabater welcomed everyone to the meeting. Everyone was asked to introduced themselves.

Review and Approval of The September 8, 2022 Meeting Minutes:

Marlene Loff made a motion to approve September 8, 2022, and Perle Almeida seconded the meeting minutes. Motion carried.

Strategic Plan Update:

Meredith Barracato reviewed a slide which discussed the strategic plan update which include the following information:

- Draft Plan has been completed and will be posted on the Union County Workforce Development Board website for public comment soon.
 - Regional Strategic Plan Extension was issued and will be finalized by the end of March 2023.
- Public Comment is the next phase and all partners and community members are encouraged to review and provide comments.
 - Submit for Public Comment Period will begin Mid-March
- Final Submission will be completed after the Union County Workforce Development Board approval at the April 12, 2023 meeting.

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE

JULIO SABATER, CHAIRMAN

MEETING MINUTES: March 9, 2023 10:00am Via Zoom

- o State Employment and Training Commission will receive the final plan.

Meredith Barracato then discussed the partner snapshot initiative and mentioned that all the partners will be contacted to capture their organization's information to share with all the partners. Meredith Barracato mentioned that the Workforce Development will continuously meet with program participants to ensure their voice is incorporated into the workforce system. Quarterly focus groups will be scheduled and ask all Committee Members to join in facilitating these sessions.

Sub-Strategy Updates:

Nasrene Mondol did not attend the meeting but Marlene Loff offered some feedback regarding their engagement initiative. Marlene Loff mentioned Isaias Rivera has been meeting with all of Union College Title II clients to discuss the American Job Center services. Marlene Loff noted that the American Job Center has been sending the college referrals for Title II services. Chairman Sabater asked how can these initiatives be expanded to the Literacy Consortium. Marlene mentioned they have referred three GED students and Isaias Rivera will be meeting with the partners to explain the process.

- Development of training on the features and benefits of UCWORKS, the American Job Center Virtual One-Stop system. Union College and the American Job Center has met to review the website Union County Works. Marlene Loff added that there was going to be a video recording of the Union County Works website. Perle Almeida said that they are waiting for Union County Works to complete tech advancements and mentioned it would be updated by June 15, 2023 and by then they would have had a better understanding of the upgrades.
- Distribution of AJC orientation for Title II partners to share with their clients. Chairman Sabater asked Perle Almeida if they had an orientation video online. Perle Almeida said yes and included the link in the chat box. Marlene Loff added that Nasrene Mondol was supposed to have a specific Title II orientation. The Chairman asked that the American Job Center provide the partners something that can be shared with their clients now because they have been waiting on this sub-strategy for a while now. Chairman Sabater asked Dr Moseley his thoughts and Dr Moseley mentioned a vast majority of his clients don't have social security numbers and cannot help their clients and that many of his clients work during the hours the American Job Center is open. Chairman Sabater informed him that we will need to focus on the individuals who are eligible to obtain services from the American Job Center. The goal is to integrate Title I and Title II individuals' even if it is 10 individuals who are unemployed/underemployed and have social security numbers. Dr

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE

JULIO SABATER, CHAIRMAN

MEETING MINUTES: March 9, 2023 10:00am Via Zoom

Moseley mentioned his staff is helping one student enroll in the system.

Scott Kuchinsky asked Perle Almeida to clarify if someone has work authorization can they still be enrolled? Perle Almeida mentioned she would get back to the committee confirming Scott Kuchinsky's question.

- Creation of an AJC WIOA eligibility kit for Title II partners. Jennifer Byczkiewicz mentioned she was not sure if there was an update on this sub-strategy. Chairman Sabater asked that representation from the One Stop needs to be present to address the issues especially since the committee has been discussing these strategies for over a year. Meredith Barracato mentioned that the strategic plan focuses on discussing how local areas are going to operationalize the co-enrollment procedures. Marlene Loff mentioned she has spoken to Robert Croom and Nasrene Mondol on needing the feedback on what is happening with the status of the client's progress with the American Job Center. Marlene Loff mentioned she needs a fluid conversation regarding the client's outcome. Chairman Sabater asked for an additional strategy that can map out the process that includes feedback and finds the need for constant communication critical and vital. Chairman Sabater asked Perle Almeida if the eligibility kit is complicated to produce and when would it be ready because he would like for all the staff and teachers to understand what services are available at the One Stop. Perle Almeida said it should be ready for review and should be out shortly. Perle Almeida agreed to take on this sub-strategy and will have the document available by April 13, 2023.
- Expand Cross-Training Between the Literacy Consortium and the AJC for a Mutual Understanding Of Operational Process and Services. Marlene Loff mentioned they have had meetings with the American Job Center but she does not know if anything has been scheduled with any other partner.
- Develop A Process To Offer Wrap-around Services/Supportive Services to WIOA Eligible Clients. Perle Almeida mentioned Community Access Unlimited and Plainfield Action Corp have been contracted to provide supportive services to clients. Marlene Loff asked if they can have the contact information for both programs. Perle Almeida said that clients need to go to the American Job Center to complete referral forms. Chairman Sabater asked Perle Almeida who is the supportive service point person at the American Job Center. Perle Almeida said there was no identified staff but partners can refer the clients to her for services. Perle Almeida mentioned the client would have to be WIOA eligible and enrolled in a career service. Marlene Loff asked if Title II activities count as

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE

JULIO SABATER, CHAIRMAN

MEETING MINUTES: March 9, 2023 10:00am Via Zoom

a career service. Perle Almeida said they will have to co-enroll in a career service. Meredith Barracato added that Title II services are considered career services. Chairman Sabater asked if the clients have to go through the intake process since they are already engaged in Title II services and reported in LACES. Perle Almeida mentioned she will need to verify the information and asked if the partners have client's information on hand to avoid duplicating the information. Marlene Loff mentioned that at Union College the clients are required to fill out the AOSOS form and sent over on a weekly basis. Perle Almeida mentioned she will need to follow up with the MIS staff to confirm they are not asking clients for the same intake information.

- Expand Cross-Training Between the Literacy Consortium and the AJC for a Mutual Understanding of Operational Process and Services. Marlene Loff mentioned the strategy was initiated with Union College but need to be expanded to other consortium partners.
- Enhancement of career exploration for Title II clients by partner agency. Sharing of tools-Career/interest Inventory/ IEP/ISS. Marlene Loff has created an IEEP, shared with Nasrene and will need to meet to put together to align with the AJC IEP and combine information. She will schedule meeting to combine the document.
- Develop a Title II continuum of service process to transition student from Title II to Title I services with specific outcome measures. Marlene Loff said they are trying to make this process concrete and will need the American Job Center input. Meredith Barracato asked Marlene Loff if she has log in information for Union County Works so she can see the progress. Marlene Loff mentioned that they have access but there are a lot of things they have not been able to do and can not move forward. Perle Almeida said they can talk offline to look at the privileges. Meredith Barracato recommended that the American Job Center and Union College should have a Zoom meeting so they can see where are the trouble spots in Union County Works. Marlene Loff said she would like to have everything worked out before they expand to the other partners. Chairman Sabater asked that these procedures be formalized and a document produced so all the partners are on the same page.

Review of Literacy Consortium Data:

Marlene Loff review data from the LACES website on the performance of the Title II Consortium. She mentioned the Consortium is on target for post testing and they should meet 60% of testing and reviewed the different performance levels in ABE and ESL which will increase because March is when many partners post test. Marlene Loff mentioned Jonathan Cohen will be the new liaison for Title II and will be taking over Maribel Carvalho's role. She added the

UNION COUNTY WORKFORCE DEVELOPMENT BOARD
LITERACY COMMITTEE

JULIO SABATER, CHAIRMAN

MEETING MINUTES: March 9, 2023 10:00am Via Zoom

consortium also applied and was awarded a grant that will support students to have better outcomes and each partner will have a portion of the funding to support their clients.

VOYCE Translation Service:

Jennifer Byczkiewicz and Ashley Rodriguez from the American Job Center discussed the VOYCE and reviewed a slide regarding the Voyce translation service the American Job Center staff use for clients who are unable to speak English. They mentioned using the system is beneficial in person but they have had challenges over Zoom and phone. Meredith Barracato mentioned on the website it shows the clients are able to use it more as an application and an interpreter is able to hop on a Zoom call. Jennifer Byczkiewicz mentioned they are still looking into the features and only have one table they share between both sites and added they use it twice a week. Meredith Barracato asked for the cost and if there are plans to get more devices. Jennifer Byczkiewicz said they are ordering more. Chairman Sabater asked if they can use it on any devices or do you have to buy the iPad. Perle Almeida said the iPad come with the subscription but she doesn't know if they can download. Chairman Sabater asked for Perle Almeida to share the information. Marlene Loff mentioned Tina Lopez shared with her the VOYCE Translation service contact information. Meredith Barracato will share the contact information with everyone.

Meeting Schedule:

- **Thursday April 13, 2023**
- **Optional Meeting Thursday June 15, 2023**
- **Thursday September 21, 2023**
- **Thursday November 30, 2023**

COMMITTEE ADJOURNMENT:

Chairman Sabater thanked everyone for coming to the meeting.