UNION COUNTY WORKFORCE DEVELOPMENT BOARD

CONVENING OF THE COMMITTEES

American Job Center Partners · Youth · Disabilities · Adult Education and Literacy

AI in Our Work: Lead It, Use It, Connect It

Wednesday, October 28, 2026, 12:00 p.m., via Google Meet

MEETING MINUTES

PRESENTERS

1. Stanley Robinson, Jr., Vice Chair, UCWDB; Chief Coaching Officer, Social Sales Link (Lead It)
2. Mary Adelman, Business Consultant, Union County Economic Development Corporation (Use It)
3. Antonio Rivera, MSW, Director, UCWDB (Connect It)

COMMITTEE MEMBERS AND PARTNERS PRESENT

1. Robert Croom, Director, Union County American Job Center
2. Lillian Roman, Manager, Union County American Job Center
3. Ana Paula Mariano, MIS, Union County American Job Center
4. Juanito Chiluisa, Program Manager, NJ Department of Labor
5. Valerie Kerrigan, Manager, NJ Department of Labor, Division of Vocational Rehabilitation Services
6. Julio Sabater, CEO, Workforce Advantage
7. Yunia Labaut, Director, Workforce Advantage
8. Dr. Lisa Hiscano, Executive Director, UCNJ Union College of Union County, NJ
9. Marlene Loff, Interim Director, UCNJ Union College of Union County, NJ
10. Maritza Batista, Associate Director, CEWD Grant Program, UCNJ Union College of Union County, NJ
11. Dr. Elizabeth Ramos, Ed.D., Dean of Elizabeth Campus, UCNJ Union College of Union County, NJ
12. Tathiana Puchik, UCNJ Union College of Union County, NJ
13. Dr. Lyle Moseley, Coordinator Alternative Learning, Elizabeth Public Schools
14. Gwen Ryan, Superintendent of Schools, Union County Vocational-Technical Schools
15. Rhonda McClain, Union County Division of Social Services, Department of Human Services
16. Edgar Lopez, Deputy Executive Director of Programs, Elizabeth Development Company
17. Scott Kuchinsky, Director of Literacy Services, Plainfield Public Library
18. Clarissa Anderson, Employment Specialist, Plainfield Public Schools

Approximately 22 participants attended, including the three presenters. One additional participant could not be identified.

UCWDB STAFF

Antonio Rivera, MSW, Director

MEETING SUMMARY

WELCOME AND OPENING: Antonio Rivera, Director, opened the session at 12:00 p.m. and welcomed the members of the American Job Center Partners, Youth, Disabilities, and Adult Education and Literacy Committees. He explained that the session grew out of the work of the UCWDB AI Committee, whose members include Stanley Robinson, Jr. and Mary Adelman, and that its purpose was to share that committee's discussion with all of the standing committees as an informational session organized around the theme Lead It, Use It, Connect It.

Antonio Rivera thanked Stanley Robinson, Jr. for his service as Chair of the Board and noted that the Board had elected Antonietta La Vecchia as Chair at its meeting that morning, with Mr. Robinson now serving as Vice Chair. He also thanked the outgoing committee chairs, James Brady (American Job Center Partners), Scott Kuchinsky (Youth), Julio Sabater (Adult Education and Literacy), and Cyndy Walsh Rintzler (Disabilities), and noted that new committee chairs would be named following the election of the new Board Chair.

OPEN PUBLIC MEETINGS ACT STATEMENT: Antonio Rivera read the Open Public Meetings Act statement, confirming that adequate notice of the meeting had been given pursuant to N.J.S.A. 10:4-10 through publication of the 2026 annual meeting schedule and posting of at least 48 hours' notice in the County Courthouse, on the Union County Workforce Development Board website, and with the Office of the County Clerk. He reviewed the agenda. It was noted that this was an informational session and that no committee business would be conducted and no action would be taken.

LEAD IT: AI ADOPTION AND THE PEOPLE SIDE: Stanley Robinson, Jr. presented on the people side of artificial intelligence adoption, noting that while the technology is new and changing rapidly, effective implementation depends on people and that leadership is vital. He asked that questions be held until the end of the presentations. He cited Gallup research indicating that only 25 percent of United States employees say their organization has communicated a clear plan or strategy for integrating artificial intelligence, and outlined five commitments for leaders: model AI use personally, share a vision of AI augmenting people's work, assign ownership to an internal AI champion, fund tools, training, and learning time, and review progress and remove roadblocks.

Mr. Robinson emphasized that AI adoption is not solely an information technology project and requires coordination across information technology, legal, procurement, operations, human resources, and marketing. He recommended that organizations inventory the AI tools already embedded in their existing software before purchasing new tools; adopt a usable AI policy covering approved tools, sensitive data, human review, disclosure expectations, and questions and escalation; and begin with short, closely reviewed pilots of repeatable, low-risk internal tasks with measurable baselines for time, quality, errors, and adoption before expanding. He closed with six essentials of AI adoption and a suggested 60-day start: use AI, name an owner, set a policy, and pilot and share results.

USE IT: EVERYDAY USES AND PROMPTS: Mary Adelman, Business Consultant, Union County Economic Development Corporation, presented on writing effective prompts for tools such as ChatGPT, Gemini, Claude, Copilot, and Perplexity. She described four elements of an effective

prompt: the role the AI should take, the task, information about the audience and context, and the desired tone, format, and length. She offered practical tips, including being specific in instructions, using follow-up prompts to refine results, and asking the AI directly how it can help. She cautioned participants to remove names, personal identifiers, and confidential organizational details from any document before uploading it to an AI tool.

Ms. Adelman demonstrated the difference between a basic and a structured prompt by having Copilot and ChatGPT summarize McLean & Company's Future of Work report for Workforce Development Board members, and showed Copilot generating presentation talking points and slide content from the report. She shared additional examples of prompts for marketing, program, email summary, and budget analysis tasks, and recommended the free Make AI Work for You series from Grow with Google. She noted that the Union County Economic Development Corporation offers virtual AI training workshops that partner staff may attend, and committed to compiling her prompts, results, and resource links into a shared document for participants.

CONNECT IT: AI AND THE CAREERS WE FUND: Antonio Rivera presented research by Anthropic on the labor market effects of artificial intelligence (Massenkoff and McCrory, Labor Market Impacts of AI: A New Measure and Early Evidence, March 2026), which draws on the Anthropic Economic Index. He explained that the researchers break each occupation into its tasks using the federal O*NET database of approximately 800 occupations, rate whether AI could perform each task, and compare that with privacy-protected data on how people actually use AI at work, producing a measure of observed exposure: the share of a job's tasks that AI is already performing. He emphasized that exposure is not the same as job loss and that, to date, AI use has primarily changed how work is done rather than eliminating jobs.

He summarized four findings: AI is being used well below its potential (in computer and mathematical occupations, AI could assist with 94 percent of tasks but is used for 33 percent); each 10-point increase in exposure is associated with 0.6 percentage points less projected job growth through 2034; the most exposed workers earn about 47 percent more and are nearly four times as likely to hold a graduate degree as workers with no exposure; and there has been no broad rise in unemployment, although workers aged 22 to 25 are being hired into exposed occupations about 14 percent less often than in 2022.

Applying the research locally, Mr. Rivera reported that of the 149 occupations on the New Jersey Labor Demand Occupations List for which training may be funded through Individual Training Accounts, 14 have high or moderate-high AI exposure, covering approximately 187,000 New Jersey jobs; 20 have moderate exposure; 102 have low exposure; and 13 were not scored by Anthropic. Of the 14 exposed occupations, two require a high school diploma, one a postsecondary certificate, and eleven a bachelor's degree. The most exposed include Medical Records Specialists, Market Research Analysts, Software Quality Assurance Analysts and Testers, Information Security Analysts, Web Developers, and Data Scientists. He noted that exposure scores are changing quickly as AI develops and that some moderate-exposure occupations, such as Software Developers, may move into higher exposure.

Mr. Rivera identified durable career pathways with low AI exposure, including Registered Nurses, Medical Assistants, Licensed Practical Nurses, Electricians, Plumbers, Pipefitters, and

Steamfitters, HVAC Mechanics, Industrial Machinery Mechanics, Dental Hygienists, and Physical Therapist Assistants. He stated that, while preserving customer choice, the Board and its partners should ensure that participants make informed training decisions so that training investments do not lead to later displacement. He outlined four ways to use the data: counsel participants with exposure information; build AI literacy into training for exposed fields, consistent with the U.S. Department of Labor AI Literacy Framework (TEN 07-25); prioritize durable pathways in outreach, youth programs, and career counseling; and engage employers, including through incumbent worker training to upskill existing employees. He noted that several partners, including UCNJ Union College, Workforce Advantage, and the Plainfield Public Library, already provide AI-related training.

QUESTIONS AND DISCUSSION: Dr. Lisa Hiscano, UCNJ Union College, described how program design has evolved to use labor market information on regional job openings and in-demand skills, match those skills to industry credentials, validate curricula with employers, and work with the New Jersey Department of Labor to align newer employer job titles with the occupational categories used in published data.

Julio Sabater, Workforce Advantage, thanked the presenters and shared that his organization has used AI since the COVID-19 pandemic, including in developing an English as a Second Language learning application. He stressed the importance of reinforcing with staff that AI is a tool to enhance performance and not a replacement for the human factor.

Stanley Robinson, Jr. invited participants to share obstacles to learning or using AI. Participants reported the following:

- **Rhonda McClain,** Union County Division of Social Services, noted that YouTube is blocked at her organization, which limits access to free training videos, and indicated that organization-sponsored training would help.
- **Dr. Lyle Moseley,** Elizabeth Public Schools, reported that the district is moving ahead with AI, has provided introductory professional development for staff, and is developing district policy on AI use. He also suggested Coursiv as an introductory course on prompt writing.
- **Valerie Kerrigan,** NJ Department of Labor, Division of Vocational Rehabilitation Services, reported that the State has begun rolling out Microsoft 365 Copilot to managers and supervisors, with staff access to follow.
- **Dr. Lisa Hiscano,** UCNJ Union College, reported that UCNJ offers open-enrollment and customized AI training, including prompt writing and business applications, on a fee-for-service, tuition-based, or grant-funded basis.

Stanley Robinson, Jr. shared a link to the Grow with Google resource, and Mary Adelman noted that Grow with Google also offers short, step-by-step videos suitable for staff and job seekers. Ms. Adelman left shortly before the close of the session for a prior commitment and invited participants to send questions to her by email.

NEXT STEPS: The following next steps were identified:

- **Mary Adelman** will compile the prompts, results, and resource links from her presentation into a shared document and provide the link to Antonio Rivera.

- **Antonio Rivera** will distribute the presentation slides and resources to all individuals who received the meeting invitation.
- **Participants** were asked to review the options presented for a next session (a shared prompt library for the committees, a hands-on working session, assistance drafting an AI use policy, or a session on agents and automation) and to inform Antonio Rivera of any topics that would be most helpful, including topics not listed.

ADJOURNMENT: Stanley Robinson, Jr. and Antonio Rivera thanked participants for attending. The session concluded at 1:00 p.m. No committee action was taken.