

# *Greater Raritan One Stop Monthly Leadership Meeting*

## **Agenda**

**1<sup>st</sup> Floor Conference Room**

*Tuesday November 26, 2024*

*10:00AM*

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### ➤ **Attendees**

Christine Gillespie	Executive Director Independent Electrical Contractors	cgillespie@nj-iec.org
Richard Peterson	Employee Supervisor I DOL	richard.peterson@dol.nj.gov
Isable Jimenez	WFNJ Tech	isabel.jimenez@dol.nj.gov
Alexis Williams	Program Coordinator	awilliams@middleearthnj.org
Karen Araujo,	Business Rep DOL	karen.araujo@dol.nj.gov
Jessica Johanson	Employment Training Specialist DOL	jessica.johannesen@dol.nj.gov
Danielle Kwan	Manager (DVRS)	danielle.kwan@dol.nj.gov
Monica Mulligan	Director CTS	mulliga@co.somerset.nj.us
Maria Marnell	Asst. Coordinator HCESC WFNJ	mmarnell@hunterdonesc.org
Jeanne Cassano	GRWDB	jcassano@co.somerset.nj.us
Poo Lin	Chef Field Operations	poo.lin@dol.nj.gov
Paul Grzella	Director GRWDB	grzella@co.somerset.nj.us
Aminah Reeves	WFNJ-Somerset	reeves@co.somerset.nj.us
Fernandel Almonor	Operator	fernandel@empowersomerset.com

### ➤ **Invited Guest**

Introduce Christine Gillespie, Executive Director [Independent Electrical Contractors](#)

#### **IEC Overview**

The New Jersey IEC is a statewide chapter of a national trade association. NJIEC provides its members with continuing education and training, governmental

affairs representation, networking, access to health benefits, and a DOL approved Apprentice Program.

### **Apprenticeship Program:**

The apprenticeship program of the IEC is a four-year program combining classroom instruction and on-the-job training sponsored by the New Jersey Apprenticeship & Training Program. The program is designed to provide the beginning apprentice with the necessary theoretical and practical training to eventually earn the status of Journeyman Electrician. A minimum of 576 hours of classroom instruction and 8,000 hours of on-the-job training are required to complete the program. Both the classroom instruction and on-the-job training are under the direct supervision of the Apprenticeship and Training Committee. At the end of the instruction and training period, the apprentice will receive a completion certificate from the U.S. Department of Labor, Office of Apprenticeship.

#### Explore Collaboration Possibilities:

- Co-enroll appropriate clients, establish a referral pipeline with ES, CTS and DVRS.
- Establish OJT pipeline with BS.
- Establish an Employment Pipeline with ES, CTS, DVRS and WFNJ.

Christine Gillespie was introduced to Poo Lin, Monica Mulligan, Jessica Johanson and Danielle Kwan. Contact information was provided and partners were encouraged to follow up Gillespie to establish recruitment pipelines, alternative training/apprenticeship options for clients and OJT exploration.

#### ➤ **Healthcare Recruitment Event**

Location: 27 Warren St. 1st Floor Conference Room, Somerville, NJ 08876  
Date & Time: Tuesday 1/14/24 10am - 12pm

Client Pre-Registration Process  
[Form](#)

- Clients should prepare like this was an interview (attire and general preparation)
- Prep Workshop Logistics

CTS is facilitating the virtual prep workshop on January 7<sup>th</sup>. The workshop will focus on interview skills and provide general prep assistance for the recruitment event.

### **Employers Confirmed for Healthcare Recruitment**

[Stonebridge at Montgomery](#)

[Bright Star Care](#)

[Spring Point](#)

[Right At Home](#)

[Arch Angel Services](#)

[Hackensack Meridian Health](#)

[Matheny Medical and Education Center](#)

[Robert Wood Johnson Barnabas Health](#)

There's a 15-employer capacity for the event.

(3) Employers confirmed intentions to interview select customers at the event. (3) interview rooms were reserved in CTS to accommodate.

### ➤ **Employment Pipeline**

[Pilot Employer Tracker](#)

[Master Employer Outreach Tracker](#)

[Pipeline Customer Submission Tracker](#)

### **Employer & Submission Protocol**

#### 1. Princeton University

Princeton University Job Site: [Search Opportunities | Human Resources](#)

- a. Review and share relevant jobs from link provided with your customers.
- b. Interested candidates will indicate their interest to their case manager/your team. Department leadership will share names and positions of interest with Fernandel. Then Fernandel will send names of applicants directly to me before the candidate applies whenever possible. We are working on ensuring there is a source code in our applicant tracking system to ensure applicants

are flagged. As soon as I have this, I will circle back to let you know how to pass this along to case managers.

- c. The recruiters will screen candidates that are flagged on their requisitions and will be the main point of contact in the process once their applications are received.
- d. I will continue to gather feedback on the candidates and help streamline our workflow as we move forward to work out any bottlenecks or issues in the process.

There could be an opportunity for anyone interested in security guard positions to interview in advance of a posting, as that group tends to do rolling interviews even without open positions to build a pipeline for once opportunities pop up.

## 2. Las Automotive Transport LLC

We are seeking an experienced On the Road Truck Driver to join our team. As an essential part of our logistics operations, you will be responsible for transporting goods over long distances, ensuring timely deliveries and maintaining a high level of safety on the road.

Salary: Approx.. 70,000.00 a year

Number of vacancies: 6

### \*Duties\*

- Drive long distances to deliver goods to various locations
- Follow specific routes and time schedule
- Inspect vehicles and loads, upload pictures
- Maintain accurate driving logs
- Adhere to all traffic laws and regulations

Clean driving record is required

Previous OTR work experience (but not required)

Contact information.

[tracy@lasautotransport.com](mailto:tracy@lasautotransport.com)

908-216-4052

## 3. Marriott

Currently no Greater Raritan positions posted

## 4. Empower Somerset

Bilingual Adolescent Health Program Associate

## 5. Good News Home Inc.

Awaiting job description(s)

## 6. Able Medical Transportation

Mobility Asst. Vehicle Operator

## **Update**

Partners must explain pipeline to all unemployed clients and share job leads. Clients must communicate that eligible participations are guaranteed a first interview if the position is still available. To be eligible client must meet the general qualifications of the position and be approved by their Career Navigator/ Case Manager.

If all your clients are not interested in a pipeline employer's positions, One-Stop partner must provide a brief typed explanation of why appropriate clients declined. These explanations will be consolidated and shared with the employer.

## **Marketing & Promoting Strategies**

- 1. Using the preference data, Navigators/ Case Managers share pipeline information with all customers that align with the pipeline positions. They compile names of interested customers and positions targeted. Department heads ensure interested/qualified customers are placed on Google Spreadsheet Tracker.**
- 2. (customized) Engage by Cell marketing flyer texted once a month.**
- 3. Pipeline marketing flier promoted on GRWDB website.**
- 4. Pipeline marketing flier strategically placed at partner locations.**
- 5. Pipeline fliers shared with local partners and CBOs.**

### **Collateral Needed:**

- a. General Marketing flier
- b. Abbreviated Engage By Cell Text Flier
- c. Shared Google Spreadsheet Tracker capturing customer pipeline submissions

## **➤ GRWDB**

During the month of November, the GRWDB learned it was not a recipient of the Literacy Innovation or Fund My Future competitive grant opportunities. We are still waiting to hear about the Opportunity Partnership Grant proposal we put in with NJMEP.

The TANF Initiative program is off to a solid start; recipients began to receive services in September and October. The marketing outreach is beginning in early December.

After just filing our final 2024 SYWEP reports, we received the NGO for the 2025 SYWEP program – responses are due by Dec. 20 and they hope to get out awards by the end of January 2025, which will give us more time to outreach to individuals and employers. We are considering asking for funding for 100 participants (\$17 an hour up \$3,400).

The RFA for Incumbent worker and OJT services had two respondents – Metrix Learning will provide online incumbent worker training for employers and a Bound Brook auto firm applied for one person for an incumbent worker project. This RFA can be rereleased if another company is interested in OJT services.

Notices to all GRWDB vendors for annual monitoring will be sent out in December. The 2024-2025 monitoring documents are being updated for and will include fiscal monitoring requirements as well as program monitoring.

A planning retreat for board members and staff will be conducted on Dec. 9. The 2025 meeting schedule will be available in December and the annual report will be completed during December for release in early January.

#### ➤ **Business Services Update**

The OJT program called Return and Earn has ended and will not be refunded. We are still offering the OJT for dislocated workers who are currently collecting unemployment or have collected in the past 52 months. In addition, we can look at qualifiers like long term dislocated, homemakers returning to the workforce, individuals participating in our Work First Program, SNAP, and TANAF. As I promote the OJT program I am promoting it in “general” so I am able to market the program and then we (DOL and WDB) can decide which funding source to utilize for contracts. Currently, I am outreaching to all employers that I have worked with over the past 8 years to market OJT and offer services. In addition, I able to market the Employer Pipeline and send invitations to healthcare employers for the upcoming event.

#### ➤ **Employment Services/One-Stop Office Update**

On November 6, 2024, VSC requests moved from Excel spreadsheets on SharePoint over to SimpliGov. Technical Assistance sessions provided by WIOAPOD team are ongoing, to assist OSCC staff in this transition.

Career Services Weekly Tabulation platform will move from Excel spreadsheets housed on Teams to SimpliGov. Process is currently being built by NJDOL Office of Marketing and Communications, NJDOL OIMSS (Office of Information Management, Services and Solutions), and SimpliGov staff. This

will allow for entry of data by OSCC staff and partner(s), while generating more meaningful and actionable data.

Regional in-person meetings are being scheduled for early 2025 by NJ DHS/DFD with local WDB Directors and OSCC Managers to discuss strategies to better serve our mutual populations: WorkFirst New Jersey TANF, GA, and SNAP clients. Topics will include client flow, WFNJ activities, BSS/WDB/OSCC relationships, outcomes, etc. (Challenge: As a potential consequence, manpower may need to be diverted from other program areas.)

Joel Walker has accepted ES Trainee job offer and will commence employment effective December 2, 2024. Another candidate was selected for the second Trainee position but awaiting completion of pre-hire paperwork. On 11/20/2024, PathStone participant Inger Kaden-Miller was interviewed and selected to assist Linda Lonobile with reception and administrative duties in the afternoon.

### ➤ **Career Training Services Update**

#### General Update and Successes

- Our newest Career Navigator, Dorien Quiles, has been trained and is beginning to meet with customers on her own, which will begin to open some additional appointment slots. In the new year.
- We moved the Friday 11/29/24 training grant orientation to Wednesday 11/27/24 due to the Thanksgiving holiday.
- Training grant orientation is being scheduled for 12/6/24 with a few slots remaining.
- Individual customer appointments are booked through the end of November. There are a few open appointments beginning the first week of December.
- We continue to tap into the supportive services funding for our customers who need this support.
- We have served 940 new customers between 7/1/24 - 10/31/24.
- Members of the One Stop Career Training Services Center team attended the following additional free trainings in October/November:
  - 10/10/24 Accommodating with Technologies that Go With You (Job Accommodation Network)
  - 10/27/24 Living the Good Life with Supportive Services (Boggs Center, Rutgers)
  - Unlocking Better Communication (HRDQ)

- 11/13/24 Hard Skills vs Soft Skills (Workforce 180)
- 11/14/24 Accommodations at Work (Job Accommodation Network)
- 11/15/24 Workforce Acceleration – Bridging Skill gaps with Targeted Training (MedCerts)
- 11/18/24 Aging and Disabilities (Boggs Center, Rutgers)
- All One Stop Career Training Services Center team members (except for one) attend the GSETA conference: Ride the Wave of Innovation Oct 23-24, 2024, Ocean Resorts, Atlantic City, NJ, receiving over 70 hours of training in total.
- Two team members attended the 11/18/24 – 11/20/24 NAWDP Annual Youth Conference in Phoenix, AZ
- Jan Goodman presented a workshop to Leadership Somerset on the Multi-Generational Workplace on 10/18/24.
- Jan Goodman is presenting a series of workshops to Hillsborough Township as part of its leadership and professional development program.
- One Stop will be tabling at Bound Brook court on 12/18/24 and 11/18/24 from 10AM – 2PM in collaboration with SC Human Services and the SC Library system.
- The One Stop Career Training Services Center continues to send out information monthly to all new UI filers from Hunterdon and Somerset County with information about One Stop system services and flyers for upcoming events. This information has reached 1966 new UI filers between 7/1/24 – 10/31/24.

#### Challenges:

- Carryover: We have a team member who is out on leave from 10/28/24 – 1/20/24. Coverage arrangements have been made.
- Carryover: AOSOS continues to have many technical issues that complicate things – NJDOL had indicated we should only be utilizing the new version but recently indicated the new version continues to have technical issues and we may need to use the old version as well. Using AOSOS continues to be a cumbersome task.
- Carryover: Increase in WFNJ referrals due to sanctions being put back into place. This has led to an increase in workload for One Stop Career Training Services Center staff.
- Recurring: Training providers continue to report issues with the ETPL.



### Supports Requested:

- Continued connection with partners who interface with businesses to develop relationships that lead to employment opportunities for our customers.

### Upcoming Events:

- The next Career Café is scheduled for 11/22/24 (flyer attached).
- One Stop Career Training Services is hosting a Holiday Open House at its Flemington location on 12/4/24 from 1PM – 4PM (flyer attached)

### ➤ **Department of Vocational Rehabilitation Services Update**

General update: One counselor is being promoted to Vocational Rehabilitation Counselor 2 as of 11/30. We were able to hire our 55+/Pathstone employee as a Clerk, effective 12/2. We still have not filled the Head Clerk position.

Previous challenges: We had a counselor out for several weeks, but they have returned. We are still actively reaching out to the high schools in the area to get more referrals. We also had addressed some concerns regarding the Hunterdon Co space, but Paul was able to connect us with the Hunterdon Co Administrators to implement some changes to make the space work.

Current challenges: None, other than continuing to try to get more referrals from the high schools.

### ➤ **Work First New Jersey Update**

#### **Update on challenges shared at prior meetings:**

SNAP referrals are very high. We had over 90 Somerset SNAP workshop referrals in September -which is much higher than ever and pulls our resources disproportionately toward this population.

We are exploring using text messaging as an efficient way to outreach referred clients and streamline processes.

#### **Participation Updates:**

Somerset County Data as of Oct 31, 2024 (see attached)

Hunterdon County Data as of Oct 31, 2024 (see attached)

## **Challenges:**

Partial participation is a concern. TANF clients are now required to attend in-person to help boost participation. Transportation is being offered to all TANF customers.

### ➤ **Middle Earth YES Update**

WIOA Youth Outreach and Work Based Learning Update

Alexis Williams will be representing Middle Earth at today's leadership meeting.

There are 26 students currently enrolled in the Middle Earth Visions Program, and 2 students are scheduled for a new student orientation. We have been able to re-engage students who have been out of communication with staff for a while, and help them to reconnect with the program staff. We are also in the process of closing one student out of the program because she has been accepted into RVCC! This particular student was able to complete all of the phases of the program except the Job-Shadowing placement.

We currently have 8 students in the process of completing their employment readiness groups, 3 students are making progress with their credential, and 2 students have chosen their internship placement and have met with our Internship Coordinator to begin the training process. There are also a few more students who are also in the last phase of the program, and are exploring different options before picking their internship placement. 4 students were also able to satisfy their community service requirements by participating in a leaf raking clean-up event this past Saturday. Overall, the students are meeting staff with enthusiasm, and have positive attitudes about the program.

### ➤ **Hunterdon PolyTech YES Update**

WIOA Youth Outreach and Work Based Learning Update

Continue outreach to community organizations to share YES information

Will present YES information at an upcoming Hunterdon County School Social Workers meeting in early December.

Will facilitate YES table outreach/ marketing at upcoming HCVSD Open House

Working on having a poster developed to distribute at Hunterdon County organizations and businesses.

**Next Meeting: Tuesday, January 28<sup>th</sup> @ 10am 1<sup>st</sup> Conference Room**