

## EXECUTIVE & ONE STOP OPERATIONS

January 15, 2025

### Zoom Participants

Dan Sulpizio, WDB Vice Chair	Tom Bianco, One Stop Operator
Cleve Bryan, Youth Development Council	Lisa Cerny, GC Human & Special Svrs.
Glen Donelson, MidAtlantic States Career & Ed. Ctr	Michael Girone, Resource Analysis & Budget
Kim Gober, GC Housing Authority	Stephen Hart, DWD
Quincy Lee, NJLWD	Carolyn Oldt, GC Library System
Kim Quigley, St. John of God Comm. Svrs.	Michelle Shirey, WDB Executive Director
Stacey Smith, DVR	Ida Stewart, NJLWD
JaNea Wilson, NJLWD	Shannon O'Brien, WDB Staff
Allison Spinelli, WDB Staff	Bridget DiGiambattista, WDB Staff

Danny opened the meeting at 2:30 pm.

A motion to approve October 16, 2024 minutes was made by C. Bryan, seconded by M. Girone.

### **Status / Update**

#### One Stop Partners MOU & WDB Certification

Allison reported final signatures from local partner & CEO for the MOU and went to NJDOL prior to holiday break. We are waiting on final signatures from NJDOL.

The WDB certification is almost complete, we are finalizing PY23/24 annual report. We are waiting on final expenditures and performance to be included in the annual report. Michelle reported there is a new WDB staff person – Alice Smith, who will be working with Michelle on the annual report.

#### Upcoming Job Fairs & Newsletter

Shannon reported Mega Job Fair & Resource Event will be held March 7, 2025 at RCSJ with a closure date of March 28 in case RCSJ is closed due to weather. The following workshops are scheduled: Feb. 24 at GC Library, Feb 20 at AJC, Feb. 26 at RCJS & Feb. 27 will be virtual.

We will be hosting a Golden Opportunity Job / Volunteer Fair on April 10 at GC Library. This is a new initiative focusing on individuals that are 60 years plus that are looking for volunteer work or full time/part time work.

Newsletter – if anyone has anything they would like included in the February newsletter to forward to her by January 22<sup>nd</sup>.

#### One Stop Operations Report

Stephen reported due to covid they have had to change processes, i.e. meeting with organizations, outreach, and communicating with customers. We will be discussing technology, equipment and utilizing technology more to assist the customers. In February the Able Bodied Adults Without Dependents (ABAWDs) from WFNJ requirement of not being placed in work readiness is being lifted and they expect an increase of candidates being referred to work activity. They have an increase in enrollments interested in CDL training and allied health. They continue working with partners; continue creating outreach partnerships; continue work with juvenile justice/probation. We are experiencing an increase in the number of customers needing ESL (English as a Second Language) services. Currently we lack the resources to adequately service the customers without the use of either a translator, other resources such as a language line or other technology to speak to customers regarding services and/or having available materials in the language of the customer to present. Currently we utilize information in English, Spanish and Haitian Creole, but additional resources are needed to convert registration forms or other documents. Danny offered assistance in any financial literacy training.

#### ES Manager Report

JaNea reported she has received several emails with information about her request for assistance with basic computer skills, they are compiling a list so they have for resource reference. ES is still seeing approx. 200 unemployed individuals that are required for orientation. They average 350 customers

weekly via telephone calls, virtual services (not all are in person), and about 50% are interested in training. The job program has taken in 65 applications and provide bonding letters for them and they are working with Center for Family Services or New Beginnings. She has seen walk-ins increase but still see most clients virtually. The State does want to ensure that between Teams & Zoom we are able to meet customers and if they are comfortable meet in person that they have the staff available In order to ensure the client is being served successfully.

#### DVRS

Stacey reported their fiscal year started October 1<sup>st</sup> and have already opened 104 cases; moved 116 to eligible for services; 89 individuals were placed in individualized plan for employment; and have successfully closed 19 individuals. There will be a Project Search virtual presentation for recruitment for school year 25/26 being held on Jan. 16.

#### One Stop Operators Report

Tom reported looking forward to meeting with S. Hart since technology will play big role moving forward. The numbers continue to increase and is wondering what role AI will play into coming year.

#### **New Business**

Michelle reported they are working with JaNea and Stephen on ESL and technology concerns and will be meeting with them to discuss upgrading technology for both customers and staff. Michelle welcomed Ida Stewart, new Southern Regional WFNJ staff person from NJLWD. The cost allocation plan was shared with Executive Board with understanding that it is still being worked on pieces. She will have power point slide so the committee has better understanding of pieces being worked on.

#### RCSJ Student Member to the WDB

Michelle sits on Board for the Lita Abele Foundation at RCSJ and the Board has recommended providing students opportunity to engage in different types of activities with 'real world' experience. She has been asked to consider having RCSJ student member of our board (voting?) which would be for a 1-year term as Other category. This would have be presented to the Board of Commissioners for approval. A motion to have further discussion about the suggestion was made by M. Girone, seconded by K. Gober.

#### Chairs for Apprenticeship Committee

Michelle reported the WDB Apprenticeship Committee will be re-established and is a priority of the WDB, RCSJ, and the County. Gregory Davis, newly appointed WDB member has offered to help in revamping the committee. The recommendation is for Michelle & Danny to have conversation with Greg; discuss meeting schedule and at next Executive meeting propose 2025 meeting schedule and recommendation to Full WDB Membership for Chair of Apprenticeship Committee. Danny suggested Greg have a discussion with R. Davidson, who has experience with apprenticeship.

#### 2025 Resource Analysis & Budget Committee Schedule

Michelle recommended scheduling the meetings to be held quarterly. Michael will meet with A. Rastelli to discuss overall mission for the committee.

#### Cost Allocation Plan (CAP)

Michelle reported the plan was emailed to the committee and the document is a methodology on how costs are allocated. She reviewed the plan & shared some of the charts that were not included with the email previously sent. The CAP will need to be viewed by the Budget and Resource Analysis Committee once the time study is completed, due to new staff members who came on in the beginning for 2025. Ashley is currently working with both One Stop employees and WDB employees on the time study, it is one of the methods used for the basis of allocations.

#### Brand Standards

Shannon presented brand standards power point and reviewed when the various logos should be used.

C. Oldt reported the GC Library is collecting gently used or unused prom wear through May and will invite high school students to pick out a dress for free.

A motion for adjournment was made.

The next meeting will be held April 2, 2025.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff