



**Camden County  
Workforce Investment Board**  
*Supporting the Development and Retention of a World Class Workforce*

*Gregg T. DeBaere, Chair  
Jeffrey S. Swartz, Executive Director*

SYSTEMS PERFORMANCE COMMITTEE MEETING

MINUTES

January 21, 2105

ATTENDEES:

Janice Bryant, Fiscal Manager, CCOS  
Ellen Crain, Susquehanna Bancshares, Inc.  
Kathy Mayfield, CCOS  
Barbara Pape, CCOS  
*Robert Weil, Conner Strong & Bucklew, Committee Chairman*

STAFF

Sherriea Gorden, CCWIB  
Theo Primas, CCWIB  
Leslie Williams, CCWIB

WELCOME:

Chairman Weil welcomed attendees and offered a New Year greeting.

MASTER BUDGET REVIEW-BARBARA PAPE AND KATHY MAYFIELD

- Ms. Pape advised members that the amounts shown on the budget are up to date with the Smart Steps and Workforce Learning Link dollars incorporated. The ESL contract TANF has been authorized.
- Pape said the percentage expended should be around 45%-50% at this time however since we are using carry over funding the numbers are low.
- The obligated funding should reflect 100% however it doesn't include the pending new hire salaries of approximately \$60,000.
- Individual Training Account spending continues to be low and a concern for the system; an action plan is underway and will be thoroughly evaluated and submitted to the state for review.
- Case Management spending is again in jeopardy of being returned and all eligible One-Stop staff that have received Case Management certification are utilizing this funding already. We continue to offer funding to the Board of Social Services, however they have a significant amount of Case Management funding to spend and are not poised to assist in the spending of our fund.
- WIA, Adult, and Dislocated Worker funding may have to be carried over to 2016.
- Youth eligible for funding from the adult funding stream are being processed
- Mayfield will check to see if youth 18-21 can use Dislocated Worker funds and report back

- Expenditures have been made from the Workforce NJ WV funding even though the actual funding has not been released yet. Kathy advised members that there is enough funding in other WFNJ areas to cover these expenses in the event WV funds are not released. Mayfield will check with Patti Moran to follow-up.

#### OTHER BUSINESS

Chairman Weil told members that he sits of the board of the Library and the system is offering online high school. He requested Kathy Mayfield reach out to them and see if we can partner and possibly fund innovative programs for youth and adults.

#### PROGRAM MONITOR REPORT:

- Training Provider Contracts
  - (47) Contracts for PY 14-15 are active.
  - Monitoring
    - Mike's Driving School on 9/16/14
    - MCITC on 9/22/14
    - Merit Training Institute on 9/24/14
    - Joseph's Driving School on 9/25/14
    - Rutgers Executive Ed on 9/26/14
    - Harris School (Voorhees) on 10/10/14
    - Moe Shea Corporation on 12/9/14
    - Broadway Vocational on 12/10/14
    - Camden County College (Academic) on 12/17/14
    - Lincoln Tech on 12/18/14
    - Harris School (Cherry Hill) on 12/18/14
    - Rowan College at Gloucester County on 12/22/14
- (WIA) OOS Youth Services
  - Monitoring
    - OEO on 1/8/15
    - The Work Group scheduled for 1/27/15
    - KRA scheduled for 1/28/15
  - Rutgers TEEM Gateway
    - This provider was awarded 14 slots, but has yet to successfully enroll anyone. (Camden Program Director) Todd Pisani and (Rutgers Youth Development Division Director) Ken Karamichael were invited to the WIB office to meet with Jeff and me on 1/13/15 to discuss their struggle to perform.
    - A corrective action letter has been submitted by the vendor.
    - The letter indicated they potentially have eleven candidates. The committee authorized Theo to respond giving them until March 15, 2015 to enroll at least 75-80% of their awarded slots.

- Mayfield asked Theo to reply to the vendor and let them know they face potential de-obligation if they fail to meet their targets. Theo agreed and will forward a copy of the vendor notification to Ms. Mayfield.
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- (WFNJ) Adult (CWEP & Clothing) Services
  - Monitoring
    - Way of the Spirit Literacy Center on 1/6/15
    - OEO on 1/8/15
    - Robeson CDC on 1/9/15
    - Image and Attitude on 1/14/15
    - KRA Corporation on 1/15/15
    - Camden County College scheduled for 1/22/15
    - Center for Family Services scheduled for 1/29/15
- Individual Demand Occupation Exception Approvals
  - None since last report

Kathy Mayfield suggested the Executive members hold a meeting with the One-Stop Career Counselors to discuss ways to improve performance with placing customers into Individual Training Accounts.

Additional discussion ensued regarding the possibility to work with the Library system to fund them for their customer's attainment of a high school diploma as vendors are paid \$600.00 out of the youth funding for this attainment.

Another area discussed is that the (RTV) request for training voucher paperwork completion for (ITA) Individual Training Accounts is being reviewed by Frank Filipek on the spot to ensure all that can be approved are being processed. The current review process is usually subsequent to the customer's visit. In past years the One-Stop has had a waiting list for this training. The One-Stop and WIB are continuing efforts to determine why this training resource is not being fully expended.

Mayfield's final suggestion was that the WIB Program Evaluator consider incorporating elements of the proposal review discussion document check list into his monitoring tool. Theo, Leslie and Barb agreed to schedule a meeting.

Submitted by,

Sherriea Gorden  
Assistant to the Executive Director