



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

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

SYSTEMS PERFORMANCE COMMITTEE MEETING
June 7, 2018
Camden County Workforce Development Board Office

ATTENDANCE:

Members		18-Aug-17	13-Nov-17	23-Feb-18	7-Jun-18
Abusi, Pat, CHAIR	RailRoad Construction of South Jersey	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager	X	X	X	X
Friedman, Joshua A.	Local Area Operations Director, CCOSCC		X	X	X
Mayfield, KathLeen S	Camden County One-Stop Operator				
McGuire, Laurie	CCOS, Manager, Information Systems	X			X
Pape, Barbara	CCOS, Senior Accountant	X	X		X
Sinclair, Nidia	CCOS, Director, Career Center				X
Volk, C. Ann	NJ Dept of Education, County Superintendent	X			
Weil, Robert	Conner Strong & Buckelew Companies Inc.	X			
Swartz, Jeffrey S., Exec. Director	WDB, Execitve Director	X	X	X	X
Primas, Theo	WDB, Program Evaluator	X			X
Varallo, Kathleen	WDB, Administrative Assistant	X	X	X	X
Williams, Leslie J	WDB, Comptroller	X	X	X	X

WELCOME:

Pat Abusi, Systems Performance Chair, welcomed attendees and asked for roundtable introductions.

MASTER BUDGET REVIEW

Barbara Pape, One-Stop, Senior Accountant, presented fiscal reports to the Committee. The Committee reviewed the Master Budget year to date, program year 2017-18 as of 4/30/2018, Grant Funding Summary, Contract Analysis Summary and Expenditure Analysis Through 6/30/2018. All expected funds are included in the budget.

Barbara reported that full contact balances and salary/fringe/operating expenses and costs projected through 6/30/18 are included in the obligations column. The percentage of Expense/Obligation column should be in the 80%-90% range at this time.

The paid accrued column reflects amounts paid and payable as of 6/30/2018. The percentage expense column should be in the 70%-80% range at this time.

Barbara reported that the One-Stop is underspent in WorkFirst funds and ITA funds. She said we have spent our allotted funds to date on case management.

The WIOA Youth funds have a Work Experience mandate equal to a minimum of 20% of program funding. Barbara said we passed that 20% of funding requirement to the Youth providers, and some are spending these funds. The balance of the money not contracted also has that requirement. These funds are subject to recapture if not spent. The One-Stop is planning to implementing a Youth Work Experience program as of October 1st, 2018. These funds are subject to re-capture if not spent.

Joshua Friedman, Local Area Operations Director, reported that he has not received job descriptions from County Agencies that originally agreed to host youth for work experience. He plans to revise the work experience structure, in the coming program year, to include local area non-profit organizations. The policy as approved by the WDB does not need to be changed. In an immediate solution, he is considering supporting some of the work experience programs conducted by the Workgroup. They do an excellent job with Youth. Jeff suggested we may be able to include HopeWorks youth participants in the plan.

Jeff Swartz, WDB Executive Director, said that the State will probably will not call for corrective actions, for this program year, due to any failed attainment of performance metrics. This is the result of the transition from WIA to WIOA standards overlapping in the 2017-2018 program year as well as the transition in government administration. Joshua said that he and Nidia Sinclair, Director, Career Center, are making so many positive changes to youth programs as well as the One-Stop in general that are already having a positive impact on the numbers.

Barbara reported there may be some changes in the budget due to staffing changes. We are now fully staffed at the One-Stop

CONTRACT ANALYSIS SUMMARY

- The Contract Summary provides a snapshot of what each of our individual contractors have been doing.

Barbara reported the WIA Youth Contractors are required to be at least 70% expended as of 6/30/2018. At this point in time, none of the contractors are on track to meet this target. The Contract Accrual Report provides current detailed information for review.

The WorkFirst NJ Cwep/Brem contracts are shown as 100% obligated, however payments are dependent upon performance achievements. Barbara said the contractor's expected expenditures are not on tract. The committee reviewed the details of contract info included in the Contract Accrual Report.

She said the Individual Training Agreement (ITA) enrollments are slightly improved. The 2017/2018 Youth ITA dollars are almost fully expended in the 1st quarter but the Adult, Dislocated Workers and TANF grants remain low. The carryover funds have to be expended first. We are closer to being fully expended this year than we were last year at this time.

The committee discussed the possibility of changing the fiscal year. Barbara said that would not affect the County's fiscal year end which is June 30th. Leslie Williams, WDB Comptroller, reported that this spending allocation issue was discussed at the last GSETA fiscal meeting. There is a way to ensure that funds are 80% expended by June 30th, she will be reviewing best practices with some of the other local areas and will pass this information on to Barbara.

Barbara reported that the One-Stop received more money this year than last year. A little less was spent this year. There will be WorkFirst NJ funds being sent back to the State at the end of this fiscal year. The report for WorkFirst will be required in June, 2018.

The Committee reviewed the contracts, discussed enrollments and the ongoing concern by vendors that the bench marks are too stringent to achieve. Laurie Maguire, Manager, Learning Link and Information Systems, said that new contracts for the upcoming year will address these concerns. She said that vendors now understand that they may be able to boost enrollments going into the new program year. She also suggested helping Smart Steps participants as a way of spending down some program funds. Request for Training Vouchers (RTV) for current students could be considered.

Program Evaluator's Report to Systems Performance Committee

- Training Provider Contracts (ITA)
 - Monitoring
 - Mike's Driving School (Date of site visit TBD)
 - American Training Center (Date of site visit TBD)
 - Smith & Solomon (Date of site visit TBD)
 - CC College Corporate Center (Date of site visit TBD)
 - Network Learning Institute (Date of site visit TBD)
 - Procurement
 - (43) ITA vendors are currently eligible to receive PY 2017 CC Career Center referrals.
 - PY 2018 contract packages were prepared and sent to (47) ITA vendors. Those contracts take effect on July 1, 2018.
- Workfirst
 - Procurement
 - Pre-RFP meeting held on 4/10/18
 - Three (3) RFPs published on 4/24/18
 - Tech conference held on 5/3/18
 - (15) proposals received on 5/17/18
 - Proposal review began week of May 21 at CCOS
 - Four (4) proposals were disqualified for funding consideration due to failure to achieve a 50% score in the fiscal review. Having made this determination, there was no need to do a program review for those proposals.
 - The remaining (11) proposals are eligible for funding.

- WIOA
 - Procurement
 - Pre-RFP meeting held on 4/10/18
 - OOS Youth Services RFP published on 4/17/18
 - Tech conference held on 4/27/18
 - Two (2) proposals received on 5/15/18
 - Proposal review began week of May 21 at CCOS
 - Both proposals are eligible for funding.

Theo reported that he will be scheduling monitoring, site visits at five provider locations as noted above in his report. He also reported that he is in the process of processing contracts for 43 eligible vendors going into program year 2018-19. All agencies that submitted proposals will be sent approval or disqualification letters once the Notice of Obligations are received. The WDB followed its normal procurement process with all requirements being met. He thanked the Committee for those who assisted in this process. Vendors who are disqualified are given the chance to come into the office and review the scoring. This usually happens with first time proposers. He reported that there were only two proposals submitted under WIOA funding. These were two of our most solid providers, The Work Group and OEO. The Committee discussed ways to attract new proposers at the next round of procurement in program year 2019—2020. Jeff suggested making courtesy calls to vendors we work with on a regular basis and direct them or invite them to a pre-procurement meeting.

Joshua mentioned Denise McKinsey, Respond Inc. He was happy to report that Respond Inc. is nearing completion of the approval process to be included on the State's Eligible Training Provider List (ETPL) for its Culinary and Automotive Certification Programs. He said that Respond has a state of the art training facility thanks to the sponsorship of Subaru Inc. The One-Stop has developed a relationship with European Metal Recycling (EMR), which is headquartered worldwide in Bellmawr, NJ. They will be looking for ways to work with Respond Inc. to accept graduates of their programs. He said that once we can show better outcomes as a result of contracts we may be able to attract more providers. Laurie Maguire suggested creating some comparison charts for the changes made to youth achieving full time employment. Theo also suggested that if we can get reasonable tracking measures in place once customers achieve employment, we should be able to work with the vendor who has complied with the placement benchmark, but for reasons beyond their control, the customer drops off. It's hard to penalize the vendor in this case. Joshua suggested that the One-Stop conduct a training provider conference to review the details of benchmarks, placement and best practices.

Pat thanked the Committee and the team that participated in the procurement process.

The tentative schedule for 2017-2018 System Performance Committee meetings is as follows:

Friday, Aug 17th, 2018 @9:00am

Friday, November 16th, 2018@9:00am

Submitted by,

Kathleen Varallo

WDB Administrative Assistant