



# 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 **May 20, 2016**

### ATTENDANCE:

Members		Meeting Dates 2015-2016				
		28-Aug	25-Nov	19-Feb	20-May	
<b>Weil, Robert CHAIR</b>	Conner Strong & Buckelew Companies Inc.	X	X	X	X	
Abusi, Pat	RailRoad Construction of South Jersey			X	X	
Bryant, Janice	Camden County One-Stop		X	X	X	
Mayfield, Kathy	Camden County One-Stop	X	X	X	X	
Pape, Barbara	Camden County One-Stop	X	X	X	X	
Pranzatelli, Joe	Camden County College, Blackwood					
Volk, C. Ann	NJ Dept of Education, County Superintendent		X	X	X	
Swartz, Jeffrey S., Exec. Director	WDB	X	X		X	
Cruz, Wanda	WDB	X				
Primas, Theo	WDB	X	X	X	X	
Stubblefield, Lelia	WDB		X	X		
Williams, Leslie J	WDB			X	X	

### WELCOME:

Chairman Robert (Bob) Weil welcomed attendees and asked for roundtable introductions.

### MASTER BUDGET REVIEW-BARBARA PAPE

Barbara Pape reviewed the Master Budget, Fund Balance Report and the Contract Analysis Summary. Handouts were given to each member.

- Barbara informed the committee that all expected funding is included in the budget and no changes have been made to the Master Budget. In the Fund Balance report the WIOA projection for expenditures are very low due to the large amount of carryover funding the previous year. However, Camden County has spent carryover funding for Adult and Youth Dislocated Workers. Two hundred and twenty thousand dollars (\$220,000.00) are remaining as of April 30, 2016. The Workforce Learning Link (WFLL) money will be spent. The Workforce New Jersey Program (WFNJ/DOL) we are doing good except for TANF and GA, which are low due to low enrollments. Per Kathy TANF and GA are down throughout the State; Smart Steps shows no expenditures. Barbara is waiting for the list to be generated and all the funds will be spent. The committee discussed the Workforce Development Partnership Program (WDP) grant money that was received. Kathy told members the policy was reviewed regarding not accepting funds. Kathy said since the funds are already included in the County's budget, the grant will be closed out at the end of the year. Kathy suggested CCWDB send a

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letter to explain why Camden County cannot use the funds and the grant can be closeout as of December 30, 2016. Kathy also informed members that KRA is closing their Camden Office. The closing of their office will impact the balance for the year expenditures. KRA current customers will be re-assigned. Jeff mentioned to members he has a potential youth provider.

Barbara then referenced the Total of all Grant Funds as of 4/30/2016. The full contract balances and salary/fringe costs projected through 6/30/16 are included in the obligations column. The Percentage Expended/Obligated column should currently be in the 90%-100% range. The Paid/Accrued column reflects amounts paid and payable as of 4/30/2016 and the Percentage Expended column should be in the 75%-85% range. Barbara also said the Youth requirement for work experience has not been used. At the end of program year 6/30/17 (the end of the current funds), the State will be looking at 20% minimum for work experience.

Youth contracts are required to be 70% expended by June 30<sup>th</sup>. WFNJ Cwep/Brem contracts are shown as 100% obligated; however, payments are dependent upon performance achieved. The Individual Training Agreement (ITA) enrollments remain extremely low. Kathy said the unemployment rate is also low. Kathy added for the WIOA Youth, Camden County has met the credential with the adjustment and new procedures that are in place but now we are failing in unemployment for youth.

#### PROGRAM MONITOR REPORT

Training Providers Contracts (ITA): The ITA master agreement for PY 2016-17 is undergoing review and amendment with input from WDB, Camden County One Stop (CCOS) Fiscal and CCOS MIS. Theo added Aaron CCOS Fiscal Agent has encounter issues with vendors submitting vouches timely. Suggestions were given to Kathy and Theo and they will incorporate them in the new contracts. Laurie CCOS MIS has issues with attendance and she recommended the attendance be submitted electronically. Kathy added in the body of the contract, the statement "priority will to given to courses that provides an industry recognized credential" will be included.

WIOA Youth- Theo redrafted the contracts to reflect language changes, new eligibility, statue numbers, requirements for work experiences, and program elements. A draft of OSY Services and RFP have been submitted on 4/5/16 to MIS for review and comments. A meeting has been scheduled with Laurie and Barbara to discuss timelines and certification. Furthermore, Theo said the youth RFP has not been processed and the contract will be an 11-month contract. Kathy said Camden County will ask the State to extend current contract by one month. Theo further explained that once the contacts are released, at least one week is required for review to determine what each provider will be awarded. Kathy added she will submit the RFP's to the County. The RFP will be placed on the County's agenda for July to obtain a resolution. Theo will publish the RFP's in August after the resolution is passed. Language in the Youth contract will reflect changes. Language in the RFP that shows "maximum page link" will not be change but "anything of excess of that page link will not be consider" will be removed.

Workfirst RFP's were released timely. There were two RFP's (TANF and GA), which provides three different services. Eight (8) proposals were submitted for TANF RFP. Four (4) were disqualified per rating criteria. Seven (7) proposals were submitted for GA RFP. Three (3) were disqualified per rating criteria. Those qualified proposers will be awarded funds. Subsequent to the awards the RFP's will be republished. The committee discussed the contract awards. Kathy said Camden County has no allocation and the County will not allow awards to contracts without funding. After Caucus, providers will be notified of their disqualification. Also, offer letters will be mailed to providers. The committee further discussed the rating criteria. Providers are graded on certain criteria and Ann suggested to include in the RFP a check list form that is required from each provider before the review. Kathy also suggested to provide Reviewers written instructions regarding the grading process. Ann added moving forward, a clearer process on the RFP should be given explaining what Camden County is looking for from providers. The committee also discussed the number of independent reviewers and the program review. Leslie suggested reserving the auditorium for the providers to review once the RFP's are published.

Theo also informed member KRA advised CCWBD that they would not be submitting proposals for RFP's in PY 2016-2017. KRA will phase out services to TANF, GA and OSY customers by June 30, 2016.

The next System Performance Committee meeting is scheduled for August 19, 2016 @ 9:00 at the WDB Office in Cherry Hill, NJ.

Submitted by,

*Lelia Stubblefield*

Administrative Assistant