



**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
MINUTES
Friday, February 24th, 2017

ATTENDANCE:

Members		Meeting Date					
		25-Nov-15	19-Feb-16	20-May-16	17-Aug-16	2-Dec-16	24-Feb-17
Weil, Robert CHAIR	Conner Strong & Buckelew Companies Inc.	X	X	X	X	X	X
Abusi, Pat	RailRoad Construction of South Jersey		X	X	X	X	X
Bryant, Janice	Camden County One-Stop	X	X	X	X	X	X
Mayfield, KathLeen S	Camden County One-Stop Operator	X	X	X	X	X	X
Pape, Barbara	Camden County One-Stop	X	X	X	X		X
Pranzatelli, Joe	Camden County College, Blackwood						
Volk, C. Ann	NJ Dept of Education, County Superintendent	X	X	X			
Joshua A. Friedman	Director, CC Resource Center					X	
Swartz, Jeffrey S., Exec. Director	WDB	X		X	X		X
Primas, Theo	WDB	X	X	X	X	X	X
Stubblefield, Lelia	WDB	X	X		X		
Varallo, Kathleen	WDB				X	X	X
Williams, Leslie J	WDB		X	X	X	X	

WELCOME:

Chairman Robert (Bob) Weil called the meeting to order at 9:05am, welcomed attendees and asked for roundtable introductions.

Master Budget Review PY16-17: Barbara Pape

Barbara Pape, One-Stop, Fiscal Manager, submitted and reported on the Master Budget and Fund Balance Report through the end of January 31st, 2017. There were no changes to the Master Budget Actual Report for PY16-17 since it was handed out at the December, 2016 Systems Performance Meeting. All expected funding is included in the budget. Barbara reported that expenditures on the WIOA side are low because we have not finished spending our carryover funding.

The WIOA Youth funds have a Work Experience mandate equal to a minimum of 20% of program funding. We passed the 20% of funding requirement on to the Youth providers, and some are spending this. However, the balance of the money, not contracted also has that requirement. The One-Stop must expend funds for work experience. Nothing has been spent, as of this date. These funds are subject to recapture if not spent.

Youth Contractors are required to be at least 70% expended as 6/30/17. None of these contractors are on track to meet this target due to their late starting date of September 1st 2016.

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One Youth Vendor, Career Team, cancelled their contract. Kathleen Mayfield, One-Stop Operator, said she will be requesting corrective action plans to be submitted from Youth Vendors even though their contracts got off to a late start. Hopefully this will result in an increase in enrollments. She said the Workgroup got off to a late state due to clarification issues with the state. She is also waiting for a formal explanation from Career Team as to the cancellation of their contract. Jeffrey S. Swartz, WDB Executive Director, said he has inquired about existing vendors taking on some of the Youth Services.

Kathy said she had an idea about the low expenditures in work experience for Youth. In order to procure work experience sites, we normally have post an RFP. The Community Work Experience Program (CWEP) is governed differently. We may be able to post a RFP to obtain a Vendor to solely handle work experience for Youth. There is a 20% mandated expenditure, required in our budget, and we have not begun to meet that requirement. She has mentioned it to Nidia Sinclair, One-Stop Youth Manager. She also suggested the idea be addressed at a Youth Investment Council Meeting. This action would require a Request for Proposal (RFP). The Youth carry over funds end on June 30th, 2017. Kathy requested that Theo Primas, WDB Program Evaluator, check the requirements of Youth Work Experience Programs. Then we could formulate what the RFP would need to include. As long as there is a plan in process, we may be able to save those funds and help more Youth. This process may take 60 Days.

Kathy was hoping that the YMCA would have garnered more youth participation. Kathy said the work experience is supposed to support career development. Jeff asked if the Cooper Medical Coding Project, now being negotiated with Hopeworks and Camden County College, could count to use those Youth training funds. Kathy agreed that it could count under that program. Jeff also suggested looking at the parameters of the Camden CorpsPlus program. Theo suggested that the Workgroup has always excelled in the area of obtaining meaningful work experience for Youth. The committee discussed other ideas and decided to bring it up at a future One-Stop WorkFirst Operations Meetings on Wednesday, March 1st 2017.

Barbara mentioned WIA Youth contractors are required to be at least 70% expended as of 6/30/17. 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. Again, the contractors' expected expenditures are not on track. Detailed contract information is included in the Contract Accrual Report.

Barbara reported that the Individual Training Agreement (ITA) enrollments remain low.

Adult – enrolled 82; need 44 more by June

Dislocated Worker – enrolled 82; need 124 more by June

TANF enrolled 4; need 50-80 more by June

Snap/ABAWD – enrolled 2; need 20-32 more by June

GA/Snap – enrolled 2; need 10-16 more by June

Our carryover Adult funding, from the previous year, that must be spent by June 2017, has been allocated. Our current adult funding provided for PY 16-17 has not been fully allocated.

Barbara reported on the Dislocated Worker (DLW) Funds. The Board previously approved moving DLW funds to Adult, but all Adult funds must be spent first. She said as of right now, we will be able to make application for the transfer of funds. A letter from the WDB Board Chair will be sent with application to the state and an explanation of use. The One-Stop Fiscal office has been closely monitoring the use of funds and feels the Dislocated Worker Fund will not be negatively impacted by the transfer of funds.

Jeff addressed the issue of why we continue to hold so much IT funds and the fact that we are not giving out training slots. There is criteria for these IT's that a customer must meet. He suggested that the committee might review the current criteria to see if it is making it difficult for individuals to qualify for slots.

Kathy said she does look and has been compiling customer data that reflects where individuals are falling short of the requirements. She also looked at the vendors and found the ones who were performing poorly are still performing poorly. This is an indication that she does not want to change the criteria or the evaluation at this time. She suggested adding a more recent quarter to the reports. Some of the training programs are not relevant anymore and they are still showing up in PY reports. If we added the current quarter, plus a new quarter, and looked at the report, the outcomes might show differently. Initially it will cause a loss of slots because the employment is not yet recorded. If we could tie in a better reporting mechanism with a very thorough corrective action plan on the counseling unit, then we could keep better track of those individuals. The MIS reporting system does not get the reporting unless it goes through Wage Match or another system. This is not how it should work.

Theo said that even though it is stated in vendor contracts that employment must be reported, individuals/customers not placed in employment by the Vendors, do not come back and tell when they get a job. The vendor and the counselor have to rely on the customer to provide employment information. There needs to be some requirement that brings the customer back to report this information.

Bob asked what information is needed to close out the reporting. Kathy said there is an employment verification form that gives the employer name, customer ID, the wage, the start date and benefits. It should not be difficult to obtain, yet if the customer does not come back to report this information, there needs to be a follow-up mechanism in place that enforces the capturing of the necessary reporting information. Kathy said that she wants to revise the vendor evaluation to include the Classification of Instructional Program (CIP Code), what types of training are offered, what is the measured quality of the training and how well is it resulting in job placement.

PROGRAM EVALUATOR'S REPORT TO SYSTEMS PERFORMANCE COMMITTEE 2/24/17

- Training Provider Contracts (ITA)
 - Procurement
 - (38) ITA vendors are currently eligible to receive CCRC referrals.

- Monitoring

WDB is in the process of conducting monitoring of ITA vendors. The following Vendors have been monitored. Monitoring has been postponed for some vendors who were delayed in starting programs due to logistical issues or lack of enrollment.

 - ASI Career Training – 12/13/16
 - Angels of Mercy – 12/19/16; follow-up is required in order to observe class in session.
 - Network Learning – 12/19/16
 - A1 Allied Health – 12/20/16
 - CCC Corporate Center – 1/10/17
- WIOA
 - YMCA
 - Provider had to relocate from proposed location (Waterfront Technology Center) due to purchase of the building by Camden County. Provider has moved into new space at 808 Market Street as of 2/1/17.
 - Recruitment activities were interrupted, and provider had no enrollments during the first 25% of contract period.
 - Per the contract, an immediate written corrective action was required and submitted.
 - Career Team
 - After signing contract to provide PY16 Youth services, provider’s senior management expressed deep concerns over the “fiscal limitations” of same.
 - Subsequent to being advised by the WDB that the contract would not be renegotiated, provider informed the WDB that it ***“could not in good faith make the terms and conditions of this contract work”***, and expressed a desire to terminate the agreement.
 - The WDB has sent Career Team a written notification of termination and the OS Operator has requested a Freeholder action for same
 - Monitoring
 - OEO - 2/14/17
 - The Work Group – scheduled for 3/9/17
 - YMCA – To be determined
- Workfirst
 - Lack of referrals from CCBSS is a continuing cause for concern among some providers.
 - Monitoring
 - PREP (Image and Attitude) – 2/6/17
 - Center for Family Services – 2/8/17
 - OEO – 2/14/17
 - Camden County College – 2/15/17
 - Robeson CDC - 2/18/17

- Camden County One-Stop Operator

- The WDB is continuing the process of procurement of the One Stop Operator.

Cooper Health Information Management Training & Development Initiative

Background:

Cooper has an ongoing need to staff positions in its Revenue Cycle Department. The demand for these positions often exceeds the supply of qualified workers and Cooper typically meets this demand through the use of “agency” workers supplied by external staffing services. Cooper believes that there is a more cost-effective means to address this situation that also aligns with its long-standing interest in supporting the people of Camden.

Cooper wants to create career ladders for qualified individuals living in Camden who aspire to careers in Health Information Management. This is an opportunity to match civic interests with business needs. Additionally, Cooper believes that its interest in the employment of residents of Camden is consistent with the purposes of a number of local government programs and the missions of Camden-based non-profit organizations. Working together, a consortium of such programs and organizations can achieve these mutual goals and advance our shared interests.

To further this approach, Cooper has assembled such a group, all of whom who have expressed a desire to participate in such a consortium. These include: the County of Camden, the WDB, Camden County College, One-Stop, Camden County Technical Schools and Hopeworks. The group has conducted several work sessions and developed a comprehensive program structure designed to promote the success of the participants.

The committee reviewed a request by the WDB/One-Stop to provide additional funding for this initiative over the normal allowable training grant funding. The details of the program were provided in the Memorandum of Understanding. (MOU) presented to the committee. Bob asked if there were funds in the budget to cover the additional training costs and what funding source will the funds be drawn from WIOA or WorkFirst. Barbara said the additional funds could be budgeted from WIOA. The committee made a recommendation to increase WDB funding support for this initiative pending Executive Committee review and budget approval.

The tentative schedule for 2016-2017 System Performance Committee meetings is as follows:

Friday, May 19, 2017 @9:00am
Friday, August 18, 2017@9:00am

Submitted by:

Kathleen Varallo

Administrative Assistant