

**SYSTEMS PERFORMANCE COMMITTEE MEETING**

**November 19, 2021**

**Camden County Workforce Development Board Office (Zoom)**

**ATTENDANCE:**

COMMITTEE INFORMATION AND ATTENDANCE									
Name	Organization	Trustee Member	21-Aug-20	20-Nov-20	19-Feb-21	21-May-21	20-Aug-21	19-Nov-21	
<b>Abusi, Pat, CHAIR</b>	RailRoad Construction of South Jersey	✓	X	X	X	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager		X	X	X	X	X	X	X
Cirii, Frank	Local Area Operations Director, CCOSCC	✓	X	X	X	X	X	X	X
Doran, Ryan	IBEW Local 351	✓	X						X
<b>Johnson, Tom, Vice Chair</b>	Independent	✓					X	X	
Maguire, Laurie	CCOS, Manager, Information Systems		X	X	X	X	X	X	X
Pape, Barbara	CCOS, Senior Accountant		X	X	X	X	X	X	X
Raymond, James	TD Bank			X	X	X	X		
Sinclair, Nidia	CCOS, Director, Career Center		X	X	X	X			X
Weil, Robert	Conner Strong & Buckelew Companies Inc.	✓			X				
Levitt, Alex	WDB Staff		X	X	X	X	X	X	X
Swartz, Jeffrey S., Exec. Director	WDB Staff		X	X	X	X	X	X	X
Primas, Theo	WDB Staff		X	X	X	X	X		
Varallo, Kathleen	WDB Staff		X	X	X	X	X	X	X
Williams, Leslie J	WDB Staff		X	X	X	X	X	X	X

**SYSTEMS PERFORMANCE COMMITTEE:**

The Systems Performance Committee develops the standards and criteria of customer satisfaction and continuous improvement for One-Stop partners, programs, and vendors. The committee also provides for the fiscal planning and management for the One-Stop system.

**WELCOME:**

Pat Abusi, Committee Chair, called the meeting to order at 9:14am. He thanked everyone for their attendance and participation. Pat welcomed Tom Johnson as the newly appointed Vice Chair of the System Performance Committee. Tom was appointed to the WDB Board of Trustees at the November 2021 Camden County Board of Commissioners meeting. Pat also welcomed Aaron Cream who is a Fiscal Professional at the One-Stop.

Alex Levitt, WDB Administrative Assistant did a roll call of those in attendance for the record. Pat asked those who were joining the meeting by phone to state their names.

**APPROVAL OF PRIOR MEETING MINUTES**

The Committee reviewed the minutes dated August 20, 2021. Pat asked if there were any edits or corrections to the minutes. Kathleen Varallo, Administrative Assistant, asked for clarification concerning the term “sip code.” It was confirmed the term was correctly used and placed in the minutes.

Pat asked for a motion to approve the minutes. Tom Johnson made the first motion. Jeffrey Swartz made the second motion. By unanimous vote to the affirmative the motion carried, and the minutes from August 20, 2021, were approved.

## FISCAL REPORTS

Barbara Pape, Sr. Accountant, One-Stop Career Center

- The Fund Balance Report through September 2021 shows how much has been expended to date and how much is projected to be expended for each of the grants. The 2020/2021 and the 2021/2022 grants are both still active. This year spending for the Youth grant appears to be on target, however Adult and Dislocated Worker Funds are significantly under spent this many months into the year. We expect the Incumbent Worker Training Program will help increase spending from the Adult and Dislocated Worker grants. (*The Incumbent Worker Training is explained below by Frank Cirii, Local Area Operations Director.*)
- The WorkFirst Learning Link funds from last year finished at about 77.8% expended. This year we project that a larger percentage of funds will be expended because we were awarded less funds for this grant, but our expenses remained the same.
- For the WorkFirst New Jersey grant that just ended June 30, 2021, there is still about \$150,000 obligated funds outstanding. These funds will be paid out once vouchers for reimbursement are presented by the vendors. For this year, spending from GA/SNAP funds have done very well. TANF funds are only about 75% expended which is low but expected considering the low enrollment due to COVID. Jeffrey Swartz, the WDB Executive Director, said we should expect to see an increase in TANF enrollments beginning January 2022 due to the lifting of work requirement waivers for Board of Social Services clients.
- The Contract Analysis Report shows funds spent and the number of enrollments by subrecipient(vendor). Jeff explained, to help our vendors remain open and continue to provide services, we allowed them to do direct recruiting of those who would be eligible for funding rather than just accepting enrollees from the Board of Social Services due to low or nonexistent referrals. Current year and prior year reports were available for review. Only one of our two Youth vendors is showing the expected number of enrollments. There have been no enrollees in the Clothing Program over the last 2 years. Laurie Maguire, MIS Manager, suggested we discuss the Clothing Program in the next operations meeting to ensure the vendors and customers know this program is still available. There has only been one enrollee in the TANF/CWEP programs and one enrollee in the GA/SNAP programs. Prior year contract analysis reports show we were unable to spend about \$406,000 of the contracted funds.

## INCUMBENT WORKER TRAINING

Frank Cirii, Local Area Operations Director, One-Stop Career Center

Local workforce areas are allowed to use up to 20% of their WIOA funds toward Incumbent Worker Training. Incumbent Worker funds are used to provide upskill training for current employees to prevent layoffs within companies or organizations as well as create jobs within the community. The One-Stop Career Center is working with Camden County College to provide the training for this program. Each employer must provide matching funds for the program. However, if they simply pay their employees while they are participating in the training program, the matching requirement should be met easily. Laurie Maguire has been extremely helpful in providing the onboarding documents. The College is currently working on recruiting employers to enroll in the program as well as matching available courses with employer needs.

## PROGRAM EVALUATOR REPORT

Jeffrey S. Swartz, WDB Executive Director (Theo Primas, Program Monitor not present)

Theo and Leslie have spent time over the last few weeks assisting Janice and the One-Stop staff in gathering documents and information for a State Monitoring audit. Everything requested to date has been submitted.

Jeff referred everyone to Theo's printed report which shows his procurement and monitoring activities over the last few months. A copy of the report is inserted below.

### PROGRAM EVALUATOR'S REPORT TO SYSTEMS PERFORMANCE COMMITTEE 11/19/21

- Training Provider Contracts (ITA)
  - Procurement
    - (49) 2021 contract packages have been sent out. Packages are still being processed.
    - (35) ITA providers are currently eligible to receive CCOS referrals
- WorkFirst
  - Monitoring
    - All WorkFirst service providers are listed on the NJ ETPL.
    - Administrative questionnaires distributed to all CWEP providers, returnable on 11/22/21.
    - Completion of monitoring tool is in progress.
    - Site visits anticipated for December.
- WIOA
  - Procurement
    - Responded to WIOA Title I Procurement monitoring/data collection from NJLWD regarding the following areas:
      - ✓ WIOA Youth Program Elements
      - ✓ Youth Partnership and Procurement
      - ✓ One-Stop Procurement
      - ✓ Required One-Stop Partners
      - ✓ MOUs and IFAs
  - Monitoring
    - All WIOA service providers are listed on the NJ ETPL.
    - Administrative questionnaires distributed to all Youth providers, returnable on 11/22/21.
    - Completion of monitoring tool is in progress.
    - Site visits anticipated for December.
- SYEP
  - Monitoring
    - All final reports have been completed.

COMMITTEE UPDATES OR FINAL REMARKS

## No Committee Updates

Pat thanked Tom Johnson for joining the committee and volunteering to be the Vice Chair.

Jeff reminded everyone that the next WDB Quarterly Meeting is scheduled for Wednesday, December 15th, @8:30am, via Zoom. Our guest speaker will be Karen Carroll who is the new Director for the NJ Division of Vocational Rehabilitation Services.

Pat thanked everyone for their commitment to the organization, wished everyone a happy holiday and asked for a motion to adjourn. Tom Johnson made the first motion; Jeff Swartz made the second motion. By unanimous vote to the affirmative the motion carried, and the meeting was adjourned at 9:53am.

The next System Performance Committee meeting is scheduled for Friday, February 18, 2022 @9:00am via Zoom conferencing.

Submitted by,

*Leslie Williams*

Comptroller