

SYSTEMS PERFORMANCE COMMITTEE MEETING

November 20, 2020

Camden County Workforce Development Board Office (Zoom)

ATTENDANCE:

Members		15-Feb-19	17-May-19	23-Aug-19	15-Nov-19	28-Feb-20	22-May-20	21-Aug-20	20-Nov-20
Abusi, Pat, CHAIR	RailRoad Construction of South Jersey	X	X		X	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager	X	X			X	X	X	X
Cirii, Frank	Local Area Operations Director, CCOSCC	X	X	X	X	X	X	X	X
Doran, Ryan	IBEW Local 351	X					X	X	
Maguire, Laurie	CCOS, Manager, Information Systems	X	X	X	X	X	X	X	X
Pape, Barbara	CCOS, Senior Accountant	X	X	X	X	X	X	X	X
Raymond, James	TD Bank					X			X
Sinclair, Nidia	CCOS, Director, Career Center							X	X
Weil, Robert	Conner Strong & Buckelew Companies Inc.								
Swartz, Jeffrey S., Exec. Director	WDB, Execitve Director	X	X	X	X	X	X	X	X
Primas, Theo	WDB, Program Evaluator	X	X	X	X		X	X	X
Varallo, Kathleen	WDB, Administrative Assistant	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB, Comptroller	X	X	X	X	X	X	X	X

WELCOME:

Pat Abusi, Chair, Systems Performance Committee, welcomed everyone and asked for a roll call of attendees. Leslie Williams, Comptroller, WDB, named all attendees on the call.

The Committee reviewed the minutes dated August 21, 2020. Pat Abusi asked if there were any edits or corrections to the minutes. Pat asked for a motion to approve the minutes dated August 21, 2020. Jim Raymond made the first motion. Barbara Pape made the second motion. By unanimous vote to the affirmative the motion was carried, and the minutes were approved.

FISCAL REPORTS REVIEW

Barbara Pape, One-Stop, Senior Accountant, presented the Master Budget 2020-2021, Contract Analysis Summary through September 30 2020, and the Fund Balance Report through September 30, 2020.

Barbara said all reports are current, but they do not include funds received on October 1, 2020. The new grants are reported though the SAGE Program and she is working out kinks to that program. She entered some information for future expected costs. The system is not very user friendly, so she will be more familiar with it once the October reports are entered. The current report reflects the 2018-19 Program Year (PY) and PY 2019-20. The PY19-20 is the carry-over year. WIOA, as of September, still has quite a bit of balance of funds to be spent in addition to new funds which were cut by 15-20%. Barbara noted that current funding reductions will not hurt operations this year but if cut again next year she is not sure how things will turn out. She reported that Learning Link funds were drastically cut so the master budget will reflect that. WorkFirst 2019 remaining unused funding, noted at the bottom of the report, will reflect what will be sent back to the State. These are in line with funding cuts so there will not be much of a problem in spending this year.

Barbara referred the committee to the Contract Analysis Summary through October 31, 2020. She said the report includes new Youth Contracts as of the July 1st, 2020 start. They have no

enrollments to date. They have billed for cost reimbursement. There was one youth enrollment reported by OEO.

Barbara reviewed the TANF contracts which will not likely change by the end of the year. These areas reflect some of the funds that will be sent back. The same is reflected in GA and SNAP analysis which show very low enrollment. She said the extended fiscal year did not help these grants. Leslie asked Barbara to state some of the numbers for attendees calling in by phone. Barbara listed some of the fund amounts in rounded totals that will possibly be going back to the State. She said some cost reimbursements might adjust those totals. She stated again, the reasons for this are low enrollments reported through the year and this was expected.

Barbara referred the committee to the Master Budget 2020-2021 for review. Leslie said the view on the screen is broken down in three sections WIOA, WorkFirst and all other funding streams in the third page view. She pointed to funding cuts in the three areas and how they were spread out over income and expense line items. She also explained carry over funds. Adult carry over funds are usually higher. The higher funding carryover is due to the pandemic and not being able to get customers into training. Barbara said there has been some movement toward getting new customers into training in recent months. The new funding and carryover funding is separated in the budget. Administrative costs have been kept at the same levels or below last year's budget. Jeffrey S. Swartz, Executive Director, WDB, asked and Barbara reviewed the columns of funding between carryover and new funding which is shown separately in the budget then expended out in expense areas. Jeff asked and Barbara confirmed that carryover funding must be spent first, by June 30th, 2021, before new funding allocations can be spent or obligated. The new funds have a two-year term. Jeff wanted the committee to understand the progression of spending and accelerated goals to get or place more customers into training grant opportunities. Barbara agreed especially in areas of Adult and Dislocated Worker. These funds are spent almost solely on placing customers into schools or vendor training programs. Jeff asked if there were any other options or shared best practices from other local areas about how they are accomplishing these or optional goals. Barbara said there may be some other options or best practices, but she did not have any new information to share at this time. Leslie said this may be discussed at the next GSETA fiscal meetings.

Barbara reviewed WorkFirst funding and again noted areas that were extended but not spent. Jeff reminded the committee that the local area did apply to the State and was granted a three-month extension from July 30-September 31st to use these funds. He said the State gave us new funding based on a nine-month fiscal year from October 1st2020-June 30th, 2021 so the Master Budget is based on this period. Barbara confirmed the budget the committee is reviewing today reflects the shorter program year. She said this may be the first time in six to seven years that there may be a shortage at the end of the year and that is reflected at the bottom of the master budget. She budgeted less for TANF ITA's based on last year's spending, but additional slots can be funded using Adult funds if needed. SNAP ITA will likely be spent. Barbara noted again that Learning Link funds were drastically cut but there were carry over funds, so we have not used any of this year's funding yet. Leslie asked and Barbara confirmed that Smart Step funds have not yet been received.

Leslie asked if there were any other questions or comments about the Master Budget. The Committee reviewed the Master Budget again. Pat asked for a motion to approve the Master Budget 2020-2021 for recommendation to be approved by the full Board at the next Quarterly Meeting, December 16, 2020. Leslie made the first motion; Pat made the second motion. By

unanimous vote to the affirmative, the motion was carried. The Master Budget will be approved by the Camden County Board of Freeholders at their December meeting and by the full WDB Board at their next Quarter Board of Trustees meeting in December as noted above.

PROGRAM EVALUATOR REPORT

The Committee reviewed the Program Evaluator Report submitted by Theo Primas, WDB Program Evaluator. Theo reviewed his updates as follows.

(63) 2020 contract packages have been sent out. Packages are still being processed.

(23) ITA providers are currently eligible to receive CCOS referrals

Theo reviewed the criteria of youth providers in that they receive funding based on an established level of service as do WorkFirst providers. He said the fundamental difference between the way the providers operate as set forth by the Request for Proposal (RFP) is youth providers have always recruited their own participants. The Workfirst RFPs have always indicated that referrals would be coming from the Board of Social Services (BSS). Having noted that fact, Theo said there has been a decline in those referrals from the BSS over the past several years. This has made it difficult since those referrals constitute the level of service and form the basis for what the provider programs are built on. Theo noted the most severe casualty of this decline was Image and Attitude who had to close their doors after many years of service due to a lack of referrals. To make matters worse, the BSS instituted a policy this year, due to the pandemic, which is “non-mandatory participation.” This action gives BSS clients the option of participation or not or, in other words, made it strictly voluntary. Theo said much of the Budget review today at this meeting has been centered on cuts in funding and lack of referrals to spend down carryover funds. So as the County begins its nine-month contracts, providers are starting to express grave concerns about the lack of referrals. Theo said the WDB working very closely with the One-Stop, primarily Nidia Sinclair, Director, Recourse Center, and Laurie Maguire, Manager, Information Systems, over the last few weeks; put together a viable modification which accommodates the BSS non-mandatory participation. Theo noted documents and correspondence added to his reports. He referred to procedural invoicing and accommodations permitting service providers to be more proactive in recruiting participants. This accommodation allows WorkFirst Providers to recruit in a way youth providers have been able to for years. Theo noted the highlighted areas in the document, “Procedure for Invoice Processing” He reviewed points of the document with the committee and thanked Laurie Maguire and her unit for their work formulating the document. The Enrollment/Exit Form could also be used for referral and recruitment services. Once the procedural documents were approved, Theo was able to send them out to the providers and he responded to a letter sent to the WDB, One-Stop and Elected Officials by Arnold Byrd, OEO. (included in reports)

Theo said the report reflects a large focus of his work since the last Systems Performance Meeting in November aside from processing contracts based on the notice of funding award, October 1st, 2020. He thanked Nidia and Laurie for their cooperation and coordination over the last weeks to create a reasonable remedy to a potentially fatal problem of providers having to close their doors. Theo said the notices just went out so it will be a wait to see outcomes and response to the accommodations. He is confident that the providers have good teams in place to begin recruiting and Nidia and Laurie are communicating with the Board of Social Services.

Jeff said this concern about referrals is not limited to the local areas. Many WDB Directors around the State have expressed concerns about state waivers of work activities extended because of the

pandemic. They are regularly expressing these concerns to the Department of Labor on calls and virtual meetings. He said this Procedural Accommodation that Theo is reporting was presented to the Executive Committee at their meeting yesterday, November 18th and they approved it.

Pat asked if there were any question regarding the Procedural Accommodation that allows Workfirst Providers to proactively recruit participants while still accepting any referrals from the Board of Social Services. Pat asked for a motion to approve the WorkFirst Procedural Accommodation. Barbara Pape made the first motion; Janice Bryant made the second motion. By unanimous vote to the affirmative, the motion was carried.

Theo also noted changes made to this year's contracts resulting from "Think Tank" sessions held earlier in the year, notably additional provider incentives for the career assessment benchmark. Some other benchmarks were adjusted to accommodate issues of remote learning due to the COVID restrictions on in person learning. This was done to give providers every opportunity to achieve better outcomes and maximize cost reimbursements for those achievements. Theo said there has always been a good check and balance system between One-Stop Fiscal and MIS. Theo noted that this local area has done its best to come up with viable solutions to address the current conditions.

Theo reported that youth monitoring has begun, and all monitoring of the Summer Youth Employment Program has been completed. The reports are completed, and they have been sent out to the worksites.

The Committee discussed concerns about the possibilities of additional closures due to a spike in COVID cases. Frank Cirii, Local Area Operations Director, reviewed safety screening and protocols at the One-Stop. He noted there have been no direct incidents of COVID exposure at the One-Stop. He also announced the County will be hosting immunizations at the One-Stop and other locations along with Food Distribution which will continue through the end of the year.

Pat thanked everyone for attending the meeting and asked for a motion to adjourn, Leslie Williams made the first motion, Barbara Pape made the second motion. The meeting was adjourned at 10:04. Pat wished everyone a safe and healthy Thanksgiving Holiday. He said the pandemic has caused a strain on all services and everyone here has done a great job and shown true dedication and hard work throughout the year. He looks forward to a day when the committee can meet in person.

The next WDB Quarterly Meeting is scheduled for Wednesday, December 16th @9am, via Zoom. The new Master Budget will be approved at that meeting.

The next quarterly meeting of the System Performance Committee is scheduled for Friday, February 19, 2021 @9:00am via Zoom conferencing.

Submitted by,

Kathleen Varallo

WDB Administrative Assistant