



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

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

**SYSTEMS PERFORMANCE COMMITTEE MEETING**  
**November 25, 2015**

**ATTENDANCE:**

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

**WELCOME:**

Chairman Robert Weil welcomed attendees and asked for roundtable introductions. A heartfelt welcome was given to Ann Volk, a new committee member.

Robert Weil explained to Ann Volk what the System Performance Committee oversees. The committee supervises the budget and monitors programs. The committee is the fiscal planning and management of the One-Stop system. Jeff Swartz added our office is working under a new law. The Workforce Innovation Opportunity Act (WIOA) is more flexible than the old law. We are funded entirely through federal & state dollars. No local dollars are received.

**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 another grant was received. The Workforce Development Partnership Program – Dislocated Worker- Employer Focus (WDP-DW-EF) grant.
- The WIOA grant has to be tracked –the adult, youth, dislocated workers money as well as WorkFirst, Learning Link, administrative funds, and any other “to-work” grants under the NJ Dept. of Labor & Workforce Development Local Area Contract.

However, Barbara stated we are still struggling with dislocated worker money. Ann Volk asked the committee what is a dislocated worker. Kathy explained dislocated workers are people who are in the workforce that have been laid off or terminated or have received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise. A dislocated worker also includes displaced homemakers who have depended on the income of another family member but is no longer being supported by that income.

Barbara also referenced and spoke about the following:

- The workforce Learning Link is connected with the adult basic skills program
- Smart Steps-TANF recipients can attend college and receive a two or four year degree without interfering with the time limitation of their benefits.
- The fiscal agent collects data from four categories, Administration, One-Stop Operator, Resource Center and Contracts (WorkFirst & ITA's). Jeff stated some of the dollars are a reflection from the previous year and reflect a decrease. Kathy explained federal dollars are allocated by formulas. Some money can be carried over for two years. However, the state money cannot be carried over and is returned at the close out period (cashed out by December 31, 2015). Kathy also explained that each contract is based on benchmarks and payment matches what the requirements are for that law. Each contract has different requirements but the last requirement is obtaining a job. This is how the outcome is measured.
- WorkFirst numbers are low and we are not yet sure what that means. An accurate read cannot be obtained from the caseload. State wide, case banking was implemented. However, right now, we cannot get people processed who are receiving grant money and our caseload has gone down. There are people who are working and earning money but they are not entered into the system. These individuals are not being captured because the data has not been processed by the Camden County Board of Social Services (CCBSS). Ann and Jeff suggested there is a decrease in population because people are moving out of state.
- WIOA is the current grant funds.

Fund Balance report for September 30, 2015 pertains to the Workforce Investment Act, Workforce Learning Link (WFLL) and the WorkFirst New Jersey Programs (WFNJ/DOL). This report shows allocations, funds expended to date, operating expenses projected, contracts obligated, balances, expended percentage, expended projected obligated and compliance requirements.

#### CONTRACT ANALYSIS REPORT

Barbara explained the Contract Analysis Summary shows how many people are currently enrolled. The vendor percentages are based on their actual enrollment. This data also reflects

their proposal. The vendors are four months into the program year; therefore, each vendor should have 25% of students enrolled. Vendors who are under 25% are reviewed and only one vendor is under 25%. Without students, benchmarks will not be met. However, if benchmarks are met the vendors can receive more funding.

Jeff explained vendors who achieved the benchmarks for the first quarter are eligible to receive more funding for the next quarter. Bob stated if vendors do not reach their benchmarks their money can be deobligated.

Barbara reviewed the following reports:

- 11/18/2015 Expenditure Analysis Summary for the Youth Programs for contract period 7/1/15-6/30/18 and from 7/1/14/- 6/30/17.
- 11/18/2015 Expenditure Analysis Summary for the TANF Contracts beginning contract period 7/1/15-6/30/16 and contract period from 7/1-14-6/30/15. Providers must enroll individuals by 6/30/16.

**Note:** 28% of the contact dollars were spent and we should be around 25% for the quarter.

- 11/18/2015 Expenditure Analysis Summary for the GA Contracts beginning contract period 7/1/15-6/30/16 and contract period from 7/1-14-6/30/15.
- 11/18/2015 Expenditure analysis for Clothing Services from contract period 7/1/15-6/30/16

#### PROGRAM MONITOR'S UPDATE:

Theo explained to Ann what the program monitor does. A program monitor creates a review process to evaluate the effectiveness of programs by developing feedback methods. He monitors vendors and creates tools to increase programming quality and is required to deliver regular and annual reports to the board and committee.

- Issues

Theo Primas express concerns about two (2) training providers. Theo and Jeff met with the providers regarding the issues and are continuing to work out solutions. Theo will give committee updates.

- Monitoring Schedule
  - The Abundant School on 10/15/15
  - Smith & Solomon on 10/19/15
  - Mike's driving School on 10/ 20/ 15
  - ASI Career Institute on 10/21/15
  - MCITC on 10/22/15
  - Merit Training Institute on 10/23/15

- Joseph's Tractor Trailer, Truck & Bus Driver training on 10/27/15
- AI Allied Health training Institute on 10/28/15
- Angels of Mercy Nursing Skills School on 11/4/15
- Rutgers CCPD on 11/15
- Camden County College-Academic (site visit TBD)
- Camden County College-Corporate (site visit TBD)
- Harris School of Business-Cherry Hill (site visit TBD)
- Harris School of Business-Voorhees (site visit TBD)
- Lincoln Tech (site visit TBD)
- Network Learning Institute (site visit TBD)
- Rutgers Executive Education-Camden (site visit TBD)
- Broadway Vocational (site visit TBD)

- WIOA & Workfirst Providers

Theo is preparing for a formal monitoring visits for this group in December and January which coincide with the Fiscal Mid-Year Review.

#### STRATEGIC PLAN UPDATE

Bob explained which strategic goals the System Performance is responsible for. Kathy stated the System Performance Committee works in conjunction with the Operations Committee. She also conveyed to the committee we are still making progress on the strategic plan.

#5 -OJT Funding /Industry Sectors -This strategy should be redefined. We have only the state OJT's and they are not sector specific.

#18 One Stop Evaluation- for the past three years the One-Stop evaluation has been about the training process. This year we are supposed to be evaluating the Youth One-Stop. Kathy said she needs ideas from the WDB as to which direction she should go. Jeff indicated he wants to obtain numbers from the Youth Investment Council on how many youth enter the Youth One-Stop, have moved to the next activity, and or employed, and how many have returned for training.

#19- Program performance entails what the schools are providing -rating criteria that measure the individual occupations, the overall count of what the vendor has completed, how many people attended the school, individuals who have completed the course, received training, attained credentials/licenses and how many have obtained training related jobs.

#21-System performance metrics- there are nine (9) common measures. The metrics measure the employment, retention and wages for the adults and dislocated workers. The measures for the youth are employment, attained a degree, and Literacy/Numeracy. WIOA measures for youth includes: focusing on the credential, the work activity, employment and the degree attainment. We are currently looking at the numbers on the level of service, and contract reports for workfirst and for youth. We are developing a reporting system for the Youth One-Stop.

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

Submitted by,

*Lelia Stubblefield*

Administrative Assistant