

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

SYSTEMS PERFORMANCE COMMITTEE MEETING
August 17, 2018
Camden County Workforce Development Board Office

ATTENDANCE:

Members		18-Aug-17	13-Nov-17	23-Feb-18	7-Jun-18	17-Aug-18
Abusi, Pat, CHAIR	RailRoad Construction of South Jersey	X	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager	X	X	X	X	
Friedman, Joshua A.	Local Area Operations Director, CCOSCC		X	X	X	X
Mayfield, KathLeen S	Camden County One-Stop Operator					
McGuire, Laurie	CCOS, Manager, Information Systems	X			X	X
Pape, Barbara	CCOS, Senior Accountant	X	X		X	X
Sinclair, Nidia	CCOS, Director, Career Center				X	X
Volk, C. Ann	NJ Dept of Education, County Superintendent	X				
Weil, Robert	Conner Strong & Buckelew Companies Inc.	X				
Swartz, Jeffrey S., Exec. Director	WDB, Execitve Director	X	X	X	X	X
Primas, Theo	WDB, Program Evaluator	X			X	X
Varallo, Kathleen	WDB, Administrative Assistant	X	X	X	X	X
Williams, Leslie J	WDB, Comptroller	X	X	X	X	X

WELCOME:

Pat Abusi, Systems Performance Chair, welcomed attendees and asked for roundtable introductions.

MASTER BUDGET REVIEW

Barbara Pape, One-Stop, Senior Accountant, presented fiscal reports to the Committee. The Committee reviewed the Master Budget year to date, program year 2017-18 which completed as of June 30, 2018. She also presented the Fund Balance Report, Grant Funding Summary, Contract Analysis Summary and Expenditure Analysis through June 30, 2018. All expected funds are included in the budget. The fund balance report shows that last year's 2016-2017, WIOA funds have been completely expended and reported. 2017-2018 WIOA funds through June 30th were supposed to be 70% expended and 80% obligated. She reported that these goals were not met in three categories. We have less carryover funds this year than last year which is a good trend. We may have a chance to catch up with new request for training voucher (RTV's) coming through in the first part of the year. Jeff Swartz, Executive Director, WDB, said the trend seems to be following an improved economy across the state. He said we are serving less adults.

Barbara reported that full contact balances and salary/fringe/operating expenses and costs projected through 6/30/18 are included in the obligations column. The percentage of Expense/Obligation column should be in the 80%-90% range at this time.

The paid/accrued column reflects amounts paid and payable as of 6/30/2018. The percentage expense column should be in the 70%-80% range at this time.

Leslie Williams, WDB Comptroller, noted the agenda for this meeting. After reviewing the master budget actual report from PY17-18, the committee needs to review the master budget draft for PY18-19 in order to make an official recommendation for approval to the full Board of Trustees at the September Quarterly meeting. This process is officially in place as a result of SETC Policy Resolution #2016-03.

Master Budget Review PY18-19: Barbara Pape

- All costs in the budget have been reviewed and updated for the 18-19 fiscal year.
- The operating expenses are based on actual cost of last year.
- A 2% wage increase is projected for effective January 2019 per the union contract.
- Adjusted fringe benefits to 2018 actual rate as determined by Camden County.
- The direct cost of the resource center staff are allocated based on actual population served as shown in the P-120 report. Costs are based on enrollment. It is updated every quarter.
- Projected no increase in rent effective 4/1/19. The lease expires 3/31/2019.
- The WDB operating budget amount per the contract is included in the budget
- Most grants are contingent on the Federal budget passing as expected.
- Total grant awards are recorded, but only the amounts entered on the County budget can be expended. Some grants were increased and some decreased.
- Full contract balances and salary, fringe and operating expense costs are projected through 6/30/19 are included in the obligations column.

The committee discussed the budget and asked questions about line items to gain clarity in the overall expenses. All WorkFirst money is allocated for one program year. It cannot be carried over into a new program year if it is not spent. Some of the fund balances held in the Budget will be sent back due to low enrollments in those fund areas. WIOA funds are the only funds that can be carried over. Barbara reported there may be some adjustments to the budget as funding is awarded. All allowable carryover funds are shown in budget 18-19. The Committee reviewed the budget and agreed it was clear. The committee recommended that the budget be sent electronically to the full board review and voted on for approved at the next Quarterly Board Meeting on Wednesday, September 26, 2018.

CONTRACT ANALYSIS SUMMARY

- The Contract Summary provides a snapshot of what each of our individual contractors have been doing. Barb explained that the “Potentially Payable” amount represents the amount paid out if every student currently enrolled achieved every benchmark resulting in the balance or “Amount Not Utilized” or lost.

Barbara reported the WIOA Youth Contractors are required to be at least 70% expended as of 6/30/2018. At this point in time, only one contractor is 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. Barbara said the contractor’s expected expenditures are not on track. The committee reviewed the details of contract info included in the Contract Accrual Report.

She said the Individual Training Agreement (ITA) enrollments are slightly improved. The 2017/2018 Youth ITA dollars are almost fully expended in the 1st quarter but the Adult, Dislocated Workers and TANF grants remain low. The carryover funds have to be expended first. We are closer to being fully expended this year than we were last year at this time.

The Committee reviewed and discussed the general concerns. The WIOA Youth funds have a Work Experience mandate equal to a minimum of 20% of program funding. We passed the 20% of funding on to Youth providers, such as the Work Group who have work experience opportunities built into their programs. The balance of the money not contracted has that requirement. The One-Stop began to expend funds for work experience as of October, 2017. The 2016-17 funds were spent and we are on track to spend 2017-18 funds by the June 30, 2019 grant end date. Joshua Friedman, Local Area Operations Director said the Youth One -Stop is taking steps to reorganize that program.

Program Evaluator's Report to Systems Performance Committee

- Training Provider Contracts (ITA)
 - Monitoring
 - Mike's Driving School (6/14/18)
 - American Training Center (7/12/18 & 7/17/18)
 - Smith & Solomon (Date of site visit TBD)
 - CC College Corporate Center (7/26/18)
 - Network Learning Institute (7/11/18)
 - Procurement
 - (37) ITA vendors are currently eligible to receive PY 2018 CC Career Center referrals.
 - Quarterly Review
 - Awaiting SP Committee approval of recommended revision of the training provider sliding scale slot award (*see attached 6/7/18 email from Laurie Maguire*).
- Workfirst
 - Procurement
 - PY 2018-19 services have begun
 - New ETPL regulations
 - Pursuant to the required procedures for ETPL listing, as stated in NJ WIN 10-17(A), copies of the scoring rubrics and fully executed contracts were sent by the CCWDB to COEI.
 - This, combined with all service providers completing an ETPL Initial WIOA Youth/WFNJ Provider Application has resulted in their successful placement on the NJ ETPL.

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Theo reported that he conducted monitoring at five locations as noted above in his report. He also reported that he completed the process of processing contracts for 37 eligible vendors going into program year 2018-19. The WDB followed its normal procurement and contract process with all requirements being met. Theo reviewed an email sent by Laurie Maguire, Manager Information Systems and Workforce Learning Link. The committee discussed the ITA calculation report including a draft column indicating the recommended revision of the training provider sliding scale slot reward as follows. 15 slots to 20, 10 slots to 15, 5 slots to 10 and hardship slots remain at 3. The committee discussed and approved the revision.

Pat thanked the fiscal department for their work and preparation of the annual budget draft. He thanked the committee for their continued work. Jeff said that he will schedule a meeting with Lou Cappelli, Freeholder Director to review the annual budget for the vote at the upcoming quarterly meeting in September.

The next quarterly meeting of the System Performance Committee meeting is scheduled
Friday, November 16th, 2018 @9:00am

Submitted by,

Kathleen Varallo

WDB Administrative Assistant