



**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

August 18, 2017

Camden County One-Stop Office, 2600 Mt. Ephraim Ave., Camden, NJ

ATTENDANCE:

Members	Meeting Date								
	25-Nov-15	19-Feb-16	20-May-16	17-Aug-16	2-Dec-16	24-Feb-17	19-May-17	18-Aug-17	
Abusi, Pat, CHAIR	RailRoad Construction of South Jersey		X	X	X	X	X	X	X
Bryant, Janice	Camden County One-Stop	X	X	X	X	X	X	X	X
Mayfield, Kathleen S	Camden County One-Stop Operator	X	X	X	X	X	X	X	
McGuire, Laurie	Camden County One-Stop								X
Pape, Barbara	Camden County One-Stop	X	X	X	X		X		X
Pranzatelli, Joe	Camden County College, Blackwood								
Volk, C. Ann	NJ Dept of Education, County Superintendent	X	X	X				X	X
Joshua A. Friedman	Director, CC Resource Center					X		X	
Weil, Robert	Conner Strong & Buckelew Companies Inc.	X	X	X	X	X	X	X	X
Swartz, Jeffrey S., Exec. Director	WDB	X		X	X		X	X	X
Primas, Theo	WDB	X	X	X	X	X	X	X	X
Stubblefield, Lelia	WDB	X	X		X				
Varallo, Kathleen	WDB				X	X	X	X	X
Williams, Leslie J	WDB		X	X	X	X			X

WELCOME:

Chairman Robert (Bob) Weil welcomed attendees and asked for roundtable introductions. He thanked everyone for their attendance and introduced Pat Abusi as the new chair of the System's Performance Committee. He said it has been pleasure serving. His responsibilities have transitioned to the WDB Board Chair position. He said the main goal of the committee is to analysis where and how we will direct funds that will have the most value for participants. It is about creating equitable and equal opportunities for residents in Camden County that change their lives for the better. He turned the meeting over to Pat Abusi. Pat said he has been attending the System's Performance Meetings for a while now and has witnessed first-hand the dedication and hard work the fiscal department of the One-Stop puts into generating the information we are about to review.

Leslie Williams, WDB Comptroller, noted the agenda for this meeting. Just prior to reviewing the master budget actual report from PY16-17, the committee needs to review the master budget draft for PY17-18 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.

Barbara Pape explained that only the Master Budget Draft for PY17-18 was handed out. There was no change to the Master Budget Actual Report for PY16-17 since it was handed out at the May 2016 Systems Performance Meeting. Barbara then suggested we review the Master Budget for PY17-18 first.

MASTER BUDGET REVIEW PY17-18: BARBARA PAPE

- All costs in the budget have been reviewed and updated for the 17-18 fiscal year.
- The operating expenses are based on actual cost of last year.
- A 2.25% wage increase is projected for effective January 2018 per the union contract.
- Adjusted fringe benefits to 2017 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 4/1/18. The lease expires 3/31/2018.
- The WDB contract amount 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/oe costs projected through 6/30/17 are included in the obligations column.

The committee discussed the budget and asked question 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. All allowable carry over funds are shown in budget 17-18. A little over one million dollars budgeted under Workfirst NJ funding will be sent back to the state. The committee discussed whether or not this would decrease future allocations. Jeff Swartz, WDB Executive Director said that closer monitoring of data and enrollments would help is to be more pro-active with outreach. Joshua Friedman, Resource Center Director, noted that participation is down statewide. Theo Primas, WDB Program Evaluator noted that customers are referred from several different sources such as the Board of Social Services or CWEP contracts. Laurie Maguire, ASOS Manager said that there are ways to include training in some work experience contracts which would help us to spend some returnable funds.

The Committee reviewed the budget and agreed it was clear. The committee recommended that the final budget be sent electronically to the full board and approved at the next Quarterly Board Meeting on Wednesday, September 27th, 2017.

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. However these numbers do not reflect the 3 month extension of WFNJ funds so the balances or potential dollar lost, should go down from what is shown.

- (It was noted that the provider who decided to terminate their contract prior to the end of the fiscal year and cease to operate within the County has turned over all equipment and furniture purchased with grants funds. These items will either be redistributed at the One-Stop or disposed of after proper approval.)

CONTRACT ANALYSIS SUMMARY
8/15/2017 Expenditure Analysis

YOUTH PROGRAMS

Note: follow-up year excluded from completion percentage

CONTRACTOR: CAMDEN COUNTY OEO - YOUTH SERVICES 2016-2017					
CONTRACT NUMBER: Y-03-16		100% time completed		6,11,16	
CONTRACT PERIOD: 9/1/16 - 6/30/17		68% \$ documented		OPEN	
AWARDED TO DATE: 96,000.00		READY FOR NEXT AWARD			
	BUDGET	ACTUAL AMT DOCUMENTED	POTENTIALLY PAYABLE	AMOUNT NOT UTILIZED	
Cost Reimbursement	52,800.00	38,400.00	-	14,400.00	
Benchmarks	79,200.00	51,831.65	27,368.35	-	
Total Contract	132,000.00	90,231.65	27,368.35	14,400.00	32% potentially lost
Number of Enrollments	22	22	100% enrolled to date		
achieved benchmark 2 completion		15	68% of enrollments		
achieved benchmark 3 certificate and/or GEI		16	73% of enrollments		
achieved benchmark 4 employment/other p		0	0% of enrollments		
achieved benchmark 5 GED		3	14% of enrollments		
WORK EXPERIENCE MINIMUM	26,400.00	9,750 Expended		16,650.00	Balance

CONTRACTOR: CAREER TEAM - YOUTH SERVICES 2016-2017					
CONTRACT NUMBER: Y-04-16		100% time completed		6,12,18	
CONTRACT PERIOD: 9/1/16 - 6/30/17		0% \$ documented		VOIDED	
AWARDED TO DATE: 0.00		Addl enrollments needed for NEXT award increase			
	BUDGET	ACTUAL AMT DOCUMENTED	POTENTIALLY PAYABLE	AMOUNT NOT UTILIZED	
Cost Reimbursement	60,000.00	-	-	60,000.00	
Benchmarks	90,000.00	-	-	90,000.00	
Total Contract	150,000.00	-	-	150,000.00	100% actually lost
Number of Enrollments	25	0	0% enrolled to date		
achieved benchmark 2 completion		0	#DIV/0! of enrollments		
achieved benchmark 3 certificate and/or GEI		0	#DIV/0! of enrollments		
achieved benchmark 4 employment/other p		0	#DIV/0! of enrollments		
achieved benchmark 5 GED		0	#DIV/0! of enrollments		
WORK EXPERIENCE MINIMUM	30,000.00	0 Expended		30,000.00	Balance

CONTRACTOR: THE WORK GROUP - YOUTH SERVICES 2016-2017					
CONTRACT NUMBER: Y-01-16		100% time completed		10,20,30	
CONTRACT PERIOD: 9/1/16 - 6/30/17		68% \$ documented		OPEN	
AWARDED TO DATE: 180,000.00		READY FOR NEXT AWARD			
	BUDGET	ACTUAL AMT DOCUMENTED	POTENTIALLY PAYABLE	AMOUNT NOT UTILIZED	
Cost Reimbursement	98,400.00	72,000.00	-	26,400.00	
Benchmarks	147,600.00	94,937.32	52,662.68	-	
Total Contract	246,000.00	166,937.32	52,662.68	26,400.00	32% potentially lost
Number of Enrollments	41	41	100% enrolled to date		
achieved benchmark 2 completion		26	63% of enrollments		
achieved benchmark 3 certificate and/or GEI		12	29% of enrollments		
achieved benchmark 4 employment/other p		5	12% of enrollments		
achieved benchmark 5 GED		12	29% of enrollments		
WORK EXPERIENCE MINIMUM	49,200.00	25,585 Expended		23,614.98	Balance

CONTRACTOR: YMCA - YOUTH SERVICES 2016-2017					
CONTRACT NUMBER: Y-02-16		100% time completed		3,6,9	
CONTRACT PERIOD: 9/1/16 - 6/30/17		13% \$ documented		OPEN	
AWARDED TO DATE: 17,986.67		Addl enrollments needed for NEXT award increase			
	BUDGET	ACTUAL AMT DOCUMENTED	POTENTIALLY PAYABLE	AMOUNT NOT UTILIZED	
Cost Reimbursement	28,778.67	7,194.67	-	21,584.00	
Benchmarks	43,168.01	2,398.22	6,405.40	34,364.39	
Total Contract	71,946.68	9,592.89	6,405.40	55,948.39	87% potentially lost
Number of Enrollments	12	2	17% enrolled to date		
achieved benchmark 2 completion		0	0% of enrollments		
achieved benchmark 3 certificate and/or GEI		0	0% of enrollments		
achieved benchmark 4 employment/other p		0	0% of enrollments		
achieved benchmark 5 GED		0	0% of enrollments		
WORK EXPERIENCE MINIMUM	14,389.34	0 Expended		14,389.34	Balance

PROGRAM EVALUATOR'S REPORT TO SYSTEMS PERFORMANCE COMMITTEE 8/18/17

- Training Provider Contracts (ITA)
 - Procurement
 - (23) ITA vendors are currently eligible to receive CC Career Center referrals.
 - This decrease reflects a number of ETPL suspensions.
 - These are mainly “paperwork suspensions”, meaning expired Approval Certifications, expired Certificates of Occupancy, Fire Inspections, etc.
 - Trenton (COEI) is also (finally) cracking down on schools that don't timely report/upload student results to the ETPL.
 - Needless to say, these are all the responsibility of the provider, and renders them INELIGIBLE for CCOS referrals until they are reinstated.

- WIOA
 - Contracts for 2017 OSY services have been sent to the three (3) successful proposers. (*See attached memo dated 6/27/17.*)
 - Youth enrollment activity has begun; classes to commence as of 8/1/17.

- Workfirst
 - PY 2017 Workfirst programs began on 7/1/17.

The tentative schedule for 2017-2018 System Performance Committee meetings is as follows:

Friday, November 3, 2017 @ 9:00am

Friday, February 23, 2018 @ 9:00am

Friday, May 18, 2018 @9:00am

Submitted by,
Kathleen Varallo
Administrative Assistant