

SYSTEMS PERFORMANCE COMMITTEE MEETING

August 21, 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.

The Committee reviewed the minutes dated May 22, 2020. Pat Abusi asked if there were any edits or corrections to the minutes. Pat asked for a motion to approve the minutes dated May 22, 2020. Ryan Doran made the first motion. Jim Raymond 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 Contract Analysis Summary through June 30, 2020 and the Fund Balance Report through June 30, 2020.

Barbara said all reports are current. She reported there is a good amount of WIOA funds that will carry over into the new program year. Historically all WIOA funds can be carried over. Whatever was not spent could possibly be rescinded. She said there has been no word at all. Some funding was cut by 20% so its good that we will be able to maintain the same level of service and hopefully spend down some adult funding. There is some carry over funding in the Learning Link that will be spent. There is carry over Workfirst NJ funds that will be extended through September 30, 2020. Notice of Awards (NOA) have not been received yet for the coming program year 2020-2021. Barbara said, hopefully, these funds will be made available by October 1st. Jeffrey S. Swartz, Executive Director, WDB said discussions have been ongoing at the state level about the possibility of moving funds from WIOA if funding is not released by September. This option has not been confirmed so he cautioned fiscal to pay close attention of the guidance before making any changes. He said a letter was sent by GSETA membership to the Department of Labor expressing concerns about the announcement of funding and asking to additional options for planning and budgeting. The Committee discussed some possible options. Laurie Maguire said eligibility and assessment compliance will be followed more closely before moving a participant from one funding pool to

another. It must be done on a case by case basis. Jeff said another option that was discussed was the transference of funds from one local area to another. Some local areas have more funds to carry them to the end of September. Again, these are options discussed at the state level. They are not confirmed. He asked Barbara if there were enough funds to carry the One-Stop to the end of September. Barbara said some funding areas are low but since the One-Stop has not been getting referrals from the Board of Social Services fund are likely to carry us through. As far as operations goes if funding is not released there may be some layoffs. SNAP and GA funds will fall short by the end of September. She said it hard to speculate at this time. Pat said it may be too soon to tell and asked if guidance has been released about the transference of funds. The Committee discussed funding projections. Jeff said there has been no guidance. He also noted a survey was taken among GSETA membership and 64% said they would have to lay off staff if funding did not come through by October 1st. The Committee agreed that a master budget cannot be put together for the new program year until funding is announced. Leslie Williams, WDB Comptroller, said she submitted some requested forms to the state. She also said the master budget will not be approved by the full board at the September Quarterly Meeting. The Master Budget and Annual Report can be approved at the December meeting.

Barbara reviewed the Contract Analysis reports. Both youth providers are operational and are expended at a range of 40-45%. She said by this time they should be at 70% expended. They are still working with their customers and reporting on regular basis. The clothing funds are unchanged so there may be left over funds in that area if they are needed. She noted that TANF contracts started the year very slow, but they are picking up a bit now. TANF funds do have to be sent back if not spent. She reminded the committee about the adjustments made the contracts for performance measures due to COVID restrictions on in person learning. These were approved at the last meeting.

Barbara reviewed the full funding summary with the Committee. All expected funds are in the budget. She noted it shows more detail of how much has been spent in all funding accounts. Most funds are spent at a range average of 85% as of this report. Barbara also noted she included the detail on all grants with the fiscal package sent out to the committee. The Committee reviewed the fiscal reports. Pat asked if there were any further questions. Leslie said once the master budget is completed, it will be reviewed at the next System Performance meeting in November. She noted that if the meeting is past, it may have to be reviewed electronically to be recommended to the full board.

PROGRAM EVALUATOR REPORT

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

- (62) 2020 contract packages have been sent out. Packages are still being processed.
- (23) ITA providers are currently eligible to receive CCOS referrals

Jeff said due to COVID restrictions, Theo suspended his monitoring functions. WIOA and Workfirst NJ second term renewals, with modification approved at the last Systems Performance Meeting, were sent out to current providers and acceptances have been received. The providers have agreed to continue services pending the Notice of Obligation. Approval was receiving at the County Board of Freeholder Meeting on July 16, 2020. They were sent to the county for final

execution on July 29, 2020. Jeff also reported, during the month of August, Theo will be monitoring the three worksites hosting youth for the Summer Youth Employment Program

Pat asked if there were any other concerns for topics or discussions for the good of the order of the Systems Performance Committee. Laurie Maguire asked Nidia Sinclair, Director Resource Center, to explain a concern about credentialing. She said the One-Stop is failing in that area. Nidia said the training providers issue a certificate of completion but they are not completing the certified testing to gain the national recognized credential. The trainees are getting jobs without the credential but if they lose the job, they may be surprised when the next job offer requires the credential. She would like to put some language in the contracts that requires the training provider to inform the students about the completion of state or board testing. She spoke to the counselors about putting some language in the acceptance letter and reviewing it with customers before going for training. The Committee discussed options for making sure that training providers and customers are made aware of testing requirements. Laurie said the Department of Education approves the training provider to be on the ETPL list. Leslie asked if the Vendor provides the credential. Laurie said it is in the vendor agreement but testing for the credential may be completed at board certified testing site. Nidia said it is a two-step process. She is going to make sure the counselors are reviewing the proper credentialing process during the customer assessment. Leslie said even if the school does not administer certified testing, it should be part of the schools offering to be sure students are prepared for testing and directed properly. The Committee agreed to investigate the concerns and discuss it further at the next meeting.

Pat thanked everyone for attending the meeting and asked for a motion to adjourn, Frank Cirii made the first motion, Jim Raymond made the second motion. The meeting was adjourned at 9:48

The next WDB Quarterly Meeting is scheduled for Wednesday, September 23, via Zoom.

The next quarterly meeting of the System Performance Committee is scheduled Friday, August 21, 2020 @9:00am via Zoom conferencing.

Submitted by,

Kathleen Varallo

WDB Administrative Assistant