



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

MINUTES

April 29, 2015

ATTENDEES:

Janice Bryant, Fiscal Manager, CCOS
Ellen Crain, Susquehanna Bancshares, Inc.
Kathy Mayfield, CCOS
Robert Weil, Conner Strong & Bucklew, Committee Chairman

STAFF

Wanda Cruz
Theo Primas
Jeffrey S. Swartz
Leslie Williams

WELCOME:

Chairman Weil welcomed attendees and asked for round table introductions.

MASTER BUDGET REVIEW-JANICE BRYANT AND KATHY MAYFIELD

- Master Budget/Actual Report 7/1/14 through 3/31/15 (PY14) reviewed.
- All expected funding included in the budget which includes the salaries of the newly hired Career Counselors and a transferred Professional employee.

- The WFNJ funding is expected to remain flat for PY 15-16
- No Funding streams have been confirmed yet for PY-16, including:
 - Smart Steps
 - WorkFirst
 - Workforce Learning Link
 - WIA/WIOA the SETC has not provided clear guidelines yet, however locally we need to function in the interim and prepare for the July 1, 2015 changes.

Part of the WIOA changes include changing the selection of the One-Stop Operator process to an Open bid process. This is a concern for many WIB's throughout the state and the final outcome is pending further inquiry and direction from the Federal government.

FUND BALANCE REPORT

In reviewing the fund balance report, the following was noted:

- WIA Adult, Youth and DW accounts are under spent for PY 13-14 and 14-15.

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- Case Management funding continues to be a source of funding that remains partially unspent even after certifying One-Stop staff.
ACTION ITEM: One-Stop Operator, Mayfield intends to meet with Board of Social Services Director, Shawn Sheekey to discuss and identify any BSS staff that might be able to become certified as Case managers for whom the costs could be reimbursed.

CONTRACT ANALYSIS REPORT

After extensive discussions over the past several months the WIB's Systems Performance Committee determined that in this transitional year of WIOA implementation, it is in the best interest of the WIB, the customers and the vendor if the WIB's exercises the second term renewal option for the Out of School Youth and modifies the contracts to incorporate the new WIOA regulations effective 7/1/15. This will preclude the WIB from having to release RFP's for Youth Services. All providers with the exception of Rutgers T.E.E.M. Gateway will be renewed.

PROGRAM EVALUATOR UPDATE

Training Provider Contracts (ITA) Individual Training Accounts

Monitoring schedule

- WOTS Literacy Center - 1/6/15
 - OEO - 1/8/15
 - Robeson CDC - 1/9/15
 - Image and Attitude (CWEP) - 1/14/15
 - KRA (CWEP) - 1/15/15
 - KRA (Youth) - 1/28/15
 - Center for Family Services - 1/29/15
 - CCC CWEP - 2/3/15
 - CC College ESL - 2/3/15
 - Image and Attitude (Clothing) - 2/11/15
 - The Work Group - 2/12/15
 - The Home Inspection Institute - 3/1/15
 - Camden CC Corporate Center - 3/10/15
 - Network Learning Institute - 3/10/15
 - National Personal Training Institute - 3/17/15
 - PRISM Career Institute - 3/26/15
 - Smith & Solomon Driver Training - 3/27/15
 - LTC Career Training - 4/15/15
- 2nd Quarter Performance Report (attached)
 - Procurement
 - Language was added to the Master ITA Agreement to clarify the approval of extension of training process. Resolution approving agreements should be on the May 2015 Freeholder agenda.

WIA

Procurement

- The WIB will not be releasing a *Youth Services* RFP for PY 2015.
- Rather, pursuant to our reservation of right in RFP # 14-YS-01 we will renew the services of each current Youth provider (excluding Rutgers) for an additional contract term, with modifications.
- Fiscal Office will make recommendations to WIB for contract awards, then formal offers will be made to the vendors.

Rutgers TEEM Gateway update:

- On 4/23/15, The Freeholders will entertain a Resolution de-obligating this vendor's funding by \$24,000 (and 4 slots).
- Rutgers has lagged far behind the other Youth vendors in their enrollments since 7/1/14, necessitating the de-obligation.
- They currently have 2 fully enrolled; 5 more pending.

The Work Group Contract Extension Request Update:

The Work Group's requested a one-time extension to the timeframe listed in the S-003-13 contract for GED attainment.

The One-Stop and WIB agreed that since the requested contractual extension could be complicated, addressing this matter on a case-by-case basis was preferable (especially since no other Youth provider expressed a similar concern).

Laurie Maguire, MIS Manager and her staff fashioned a workable remedy whereby individual exit dates could be extended. The WIB is in accord with this approach, and same was communicated to Lori Godorov of The Work Group.

Workfirst

- Procurement
 - The WIB will not be releasing PY 2015 RFPs for *Community Work Experience with Job Skills Training Directly Related to Employment* or *Clothing Assistance Services*.
 - Rather, pursuant to our reservation of right in RFP #s 14-DHS-01 and 14-DHS-02 we will renew the services of each current Workfirst provider for an additional contract term, with modifications.
 - Fiscal Office will make recommendations to WIB for contract awards, then formal offers will be made to the vendors.
- ESL + CWEP
 - The WIB will be releasing RFPs (for both the TANF and GA/SNAP populations) for an ESL + CWEP program(s). Targeting early May release date.
- Individual Demand Occupation Exception Approvals
 - Revised Customer Process (see attached)

STRATEGIC PLAN UPDATE

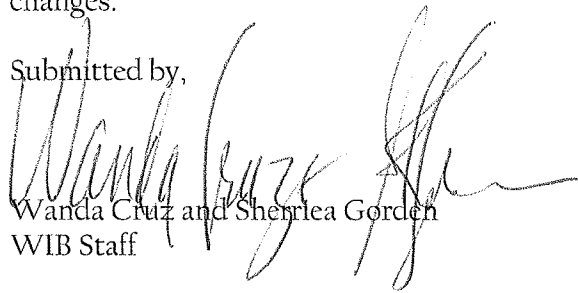
Chairman Weil asked members to stay on course of the goals as outlined in the Strategic Plan. He asked Mayfield to ensure that One-Stop staff are familiar with the Plan particularly related to the five targeted industry sectors and the deployment of resource by these sectors. He requested a meeting with the staff on May 29, 2015 10-11:30 to discuss ways to provide customers with valuable information on which to make decision and gain employments, solicit their ideas and answer questions. Staff invited to attend included all Counselor including the Learning Link and Youth Counselors, MIS staff, Training Orientation Facilitators, Job Developers, and Resource Center Managers.

OTHER BUSINESS

Leslie Williams, WIB Comptroller is scheduled to attend the GSETA Financial Committee Meeting.

ACTION ITEM: Chairman Weil asked Kathy Mayfield to provide any pertinent information received from attending the May 1, 2015 GSETA Fiscal Meeting on WIOA fiscal reporting changes.

Submitted by,



Wanda Cruz and Sherilea Gordon
WIB Staff



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Jeffrey S. Swartz, Executive Director

SYSTEMS PERFORMANCE COMMITTEE MEETING

MINUTES

January 21, 2105

ATTENDEES:

Janice Bryant, Fiscal Manager, CCOS
Ellen Crain, Susquehanna Bancshares, Inc.
Kathy Mayfield, CCOS
Barbara Pape, CCOS
Robert Weil, Conner Strong & Buckelew, Committee Chairman

STAFF

Sherriea Gorden, CCWIB
Theo Primas, CCWIB
Leslie Williams, CCWIB

WELCOME:

Chairman Weil welcomed attendees and offered a New Year greeting.

MASTER BUDGET REVIEW-BARBARA PAPE AND KATHY MAYFIELD

- Ms. Pape advised members that the amounts shown on the budget are up to date with the Smart Steps and Workforce Learning Link dollars incorporated. The ESL contract TANF has been authorized.
- Pape said the percentage expended should be around 45%-50% at this time however since we are using carry over funding the numbers are low.
- The obligated funding should reflect 100% however it doesn't include the pending new hire salaries of approximately \$60,000.
- Individual Training Account spending continues to be low and a concern for the system; an action plan is underway and will be thoroughly evaluated and submitted to the state for review.
- Case Management spending is again in jeopardy of being returned and all eligible One-Stop staff that have received Case Management certification are utilizing this funding already. We continue to offer funding to the Board of Social Services, however they have a significant amount of Case Management funding to spend and are not poised to assist in the spending of our fund.
- WIA, Adult, and Dislocated Worker funding may have to be carried over to 2016.
- Youth eligible for funding from the adult funding stream are being processed
- Mayfield will check to see if youth 18-21 can use Dislocated Worker funds and report back

- Expenditures have been made from the Workforce NJ WV funding even though the actual funding has not been released yet. Kathy advised members that there is enough funding in other WFNJ areas to cover these expenses in the event WV funds are not released. Mayfield will check with Patti Moran to follow-up.

OTHER BUSINESS

Chairman Weil told members that he sits of the board of the Library and the system is offering online high school. He requested Kathy Mayfield reach out to them and see if we can partner and possibly fund innovative programs for youth and adults.

PROGRAM MONITOR REPORT:

- Training Provider Contracts
 - (47) Contracts for PY 14-15 are active.
 - Monitoring
 - Mike's Driving School on 9/16/14
 - MCITC on 9/22/14
 - Merit Training Institute on 9/24/14
 - Joseph's Driving School on 9/25/14
 - Rutgers Executive Ed on 9/26/14
 - Harris School (Voorhees) on 10/10/14
 - Moe Shea Corporation on 12/9/14
 - Broadway Vocational on 12/10/14
 - Camden County College (Academic) on 12/17/14
 - Lincoln Tech on 12/18/14
 - Harris School (Cherry Hill) on 12/18/14
 - Rowan College at Gloucester County on 12/22/14
- (WIA) OOS Youth Services
 - Monitoring
 - OEO on 1/8/15
 - The Work Group scheduled for 1/27/15
 - KRA scheduled for 1/28/15
 - Rutgers TEEM Gateway
 - This provider was awarded 14 slots, but has yet to successfully enroll anyone. (Camden Program Director) Todd Pisani and (Rutgers Youth Development Division Director) Ken Karamichael were invited to the WIB office to meet with Jeff and me on 1/13/15 to discuss their struggle to perform.
 - A corrective action letter has been submitted by the vendor.
 - The letter indicated they potentially have eleven candidates. The committee authorized Theo to respond giving them until March 15, 2015 to enroll at least 75-80% of their awarded slots.

- Mayfield asked Theo to reply to the vendor and let them know they face potential de-obligation if they fail to meet their targets. Theo agreed and will forward a copy of the vendor notification to Ms. Mayfield.
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- (WFNJ) Adult (CWEP & Clothing) Services
 - Monitoring
 - Way of the Spirit Literacy Center on 1/6/15
 - OEO on 1/8/15
 - Robeson CDC on 1/9/15
 - Image and Attitude on 1/14/15
 - KRA Corporation on 1/15/15
 - Camden County College scheduled for 1/22/15
 - Center for Family Services scheduled for 1/29/15
- Individual Demand Occupation Exception Approvals
 - None since last report

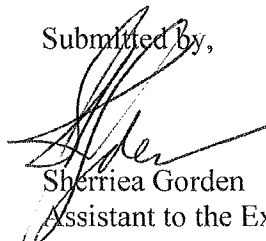
Kathy Mayfield suggested the Executive members hold a meeting with the One-Stop Career Counselors to discuss ways to improve performance with placing customers into Individual Training Accounts.

Additional discussion ensued regarding the possibility to work with the Library system to fund them for their customer's attainment of a high school diploma as vendors are paid \$600.00 out of the youth funding for this attainment.

Another area discussed is that the (RTV) request for training voucher paperwork completion for (ITA) Individual Training Accounts is being reviewed by Frank Filipek on the spot to ensure all that can be approved are being processed. The current review process is usually subsequent to the customer's visit. In past years the One-Stop has had a waiting list for this training. The One-Stop and WIB are continuing efforts to determine why this training resource is not being fully expended.

Mayfield's final suggestion was that the WIB Program Evaluator consider incorporating elements of the proposal review discussion document check list into his monitoring tool. Theo, Leslie and Barb agreed to schedule a meeting.

Submitted by,



Sherriea Gorden
Assistant to the Executive Director