



**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

August 28, 2015

ATTENDEES:

**Robert Weil, Chair** Conner Strong & Buckelew, Committee  
Barbara Pape, Fiscal, CCOS  
Kathy Mayfield, One-Stop Operator, CCOS

STAFF

Wanda Cruz, Assistant to the Executive Director  
Theo Primas, Program Evaluator  
Jeffrey S. Swartz, Executive Director

WELCOME:

Chairman Weil welcomed attendees and asked for round table introductions.

MASTER BUDGET REVIEW-BARBARA PAPE

- Reviewed Master Budget for PY 14-15
- All expected funding is included in the budget.
- On the Fund Balance report, full contract balances and salary/fringe/oe cost projected through 6/30/15 are included in the obligated column AND the paid/accrued column reflects amount paid and payable as of 6/30/2015.
- The Budget also includes a 2% wage increase projected for 2013, 2014, 2015 and 2016 pending union contract to be effective 1/1/2013.
- All retro payments through 6/30/15 will be accrued to the prior year master budget.
- Cost allocation is based on counts from the P-120, WFNJ Crosswalk and the WIA outcome detail.
- A .50 increase in rent is projected effective 4/1/2016. Lease expires 3/31/2016.
- We need to consider increasing the budget due to Regional Planning and increased Healthcare cost.

The Master Budget, Fund Balance report and Funding Summaries are attached.

CONTRACT ANALYSIS REPORT-BARBARA PAPE/KATHY MAYFIELD

The WIA Youth contracts are required to be at least 70% expended as of 6/30/15. As of June 30, 2015 only KRA has met that goal. The Work Group has achieved 61%, but has always met 100%

expended in the past. Camden County OEO has achieved 68%, but past performance indicates that much of this will not be billed out. Rutgers TEEM is still under 10% expended.

The WFNJ CWEP/Brem contracts are shown as obligated only for enrollments as of 6/30/15. Balance available amounts reflect under enrollment on contracts. Obligations are still contingent on enrollees meeting benchmarks by 11/30/2015.

With nearly \$2 Million in WIA/WIOA carryover to the PY 15/16 year, the ITA enrollments are crucial to avoid loss of funding.

PROGRAM EVALUATOR'S REPORT – THEO PRIMAS

Training Provider Contracts (ITA)

*Procurement*

- Master ITA Agreements have been sent to 58 Training Providers. 17 have yet to be returned, and 2 have been declined by the vendor.

The Program Evaluators Report showing unannounced site visits to vendors, complaints and outcomes is attached.

STRATEGIC PLAN UPDATE-KATHY MAYFIELD

The committee reviewed the Strategic Plan Scorecard provided by Kathy Mayfield, One-Stop Operator. The PY goals and actual results of the following sector strategies were discussed. Reviewed by committee members to identify the updated goals and results for 8/19/15.

- #5: OJT; Training Targeted Sector- pending information
- #11: Access curricula for work readiness models.
- #19: Vendor Coursework Evaluation Program performance; needs work
- #21: Performance Metric Evaluations- OJT will be added and adjusted, WIB is currently reviewing the numbers of metrics utilized. The goal set is at 12 and its current results is showing 10.

NEXT MEETING

The next Systems Performance Committee meeting is scheduled for December 4, 2015, 9:00AM at the WIB office.

  
Wanda Cruz  
Assistant to the Executive Director