

SYSTEMS PERFORMANCE COMMITTEE MEETING
November 16, 2018
Camden County Workforce Development Board Office

ATTENDANCE:

Members		13-Nov-17	23-Feb-18	7-Jun-18	17-Aug-18	16-Nov-18
Abusi, Pat, CHAIR	RailRoad Construction of South Jersey	X	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager	X	X	X		X
Cirii, Frank	Camden County One Stop					X
Friedman, Joshua A.	Local Area Operations Director, CCOSCC	X	X	X	X	X
Maguire, 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	
Weil, Robert	Conner Strong & Buckelew Companies Inc.					
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. He welcomed Frank Cirii who is the newly designated Local Area Operations Director effective December 1, 2018.

MASTER BUDGET REVIEW

Barbara Pape, One-Stop, Senior Accountant, presented fiscal reports to the Committee. She said that since we just completed the first quarter of the new program year, there are not many changes to the reports. The Master Budget has been revised to include Smart Steps¹ funding. We received notice of the funding after the original master budget was reviewed at the last meeting. Leslie reminded the committee that whenever the master budget is revised, it must be reviewed by the System Performance Committee and put before the full board for approval. The Committee reviewed the Master Budget as amended for program year 2018-19 and recommended it be presented to the full Board of Trustees for approval in the December 2018 meeting.

FUND BALANCE REPORT

Barbara presented the Fund Balance Report, Grant Funding Summary, Contract Analysis Summary and Expenditure Analysis through September 30, 2018. Barbara reported that the fund balance report shows that we are on track to be fully expended by the end of the program year in all funding streams except for Adult and Dislocated Worker. We have not met our funding goals in these two areas for the last few years. There are less carryover funds this year than last year which is good news. We have been putting more Adults into training.

¹Smart STEPS provides alternative financial assistance to eligible Work First NJ TANF recipients who have been approved to pursue a college level program leading to an AAA/AAS or BA/BS degree. Smart STEPS participants receive the same TANF grant dollar amount that they were getting through the Work First NJ program and all the normally available support services provided through Work First NJ, as long as they are enrolled in an approved education activity.

Joshua Friedman, Local Area Operation Director through November 31, 2108, reported that October has been a busy month of new requests for training vouchers (RTVs) He asked if carryover funds have been spent for Youth. Barbara said we are obligated in Youth, Adult and Dislocated worker carryover funds. Some of these have not yet been paid out.

Barbara reported that Learning Link funds must be obligated by June 30th and fully expended by October 31st. Joshua said that last year we did not spend all the funds but this year may be better thanks to the new pilot program being launch at the South County Library Branch in Winslow Township.

The Committee discussed that some training providers are serving more customers than for which they are billing. According to their contract they must expend funds before billing. However, they are not filing the paperwork for reimbursement. Leslie Williams, WDB Comptroller, suggested that the untimely filing of paperwork should be considered during RFP review. All agreed that this concern does affect the obligation or de-obligation of State funds. Joshua said that he met with the new Adult Basic Skills program management at Camden County College to guide the transition regarding their contract with the One-Stop. He made sure to address reporting procedures with them.

Barbara reported TANF funds are not being spent due to fewer contracted services. The One-Stop is not getting referrals from the Camden County Board of Social Services (CCBSS). It was discussed that the lack of referrals may be attributed to the State issuing waivers for sanctions when CCBSS clients fail to participate in work activities.

Laurie Maguire, MIS Manager, said that from a reporting perspective, it looks like some clients are being referred to CWEP sites with which we do not have contracts. Joshua said that concerns about the Board of Social Services (CCBSS) system of referrals has been discussed in Operations Committee Meetings. A representative from the CCBSS usually attends and reports at that meeting. Joshua said that he and Frank Cirii will be meeting with the Board Chair of CCBSS in the coming weeks to come up with some working solutions to the referral process. He also said that there is a training scheduled in December with the NJ Department of Human Services and Division of Family Development. The training will address the Supplemental Nutrition Assistance Program (SNAP), Employment and Training (E&T) and the One-Stop. Hopefully this training will produce some positive outcomes. Barbara said that there is also funding that could be spent on TANF recipients to provide them with training grants. They simply do not know the funds exist. A better referral process could open up more training opportunities for these customers. Pat said that the funding sources we oversee are here for the greater good and it is in everyone's best interest to get the two systems of service to work more closely together. Barbara also reminded the committee about the five year, life time limit for TANF recipients. The opportunity funds, in our budget, are designated to help customers gain skills that will get them into a sustainable career paths. All agreed that improving the referral process should be a top priority.

Program Evaluator's Report to Systems Performance Committee

Theo Primas, WDB Program Evaluator, presented to the committee an update concerning his monitoring visits.

- Training Provider Contracts (ITA)
 - Monitoring
 - Smith & Solomon (9/28/18, with follow-up on 10/10/18)
 - Angels of Mercy Nursing Skills School (Date TBD)
 - CC College – Academic (Date TBD)
 - Camden Dream Center & Technology Training School (Date TBD)
 - Harris School of Business – Voorhees (Date TBD)
 - Rutgers Executive Education – Camden (Date TBD)
 - Procurement
 - (41) ITA vendors are currently eligible to receive CC Career Center referrals.
 - Abundant School
 - ITA contract (#TP-02-18) was terminated by written notice. *A letter dated 9/24/18 is available for review in their vendor file.*
- Workfirst
 - Monitoring
 - OEO on 10/22/18
 - Camden County College on 10/19/18
- WIOA
 - Monitoring
 - OEO on 10/22/18
- South Jersey Transportation Authority (SJTA)
 - Initial monitoring of SJTA on 10/29/18.

Theo reported that he a conducted monitoring visit at Smith & Solomon CDL training in September and a follow-up visit in October. No issues were found. There were some complaints about students having to wait around in the training yard. He spoke to the trainers who said there is a whole new set of requirements for commercial driving. Each student is given a package with a check list of things they would have to do before even turning on a truck. Students are encouraged to keep this package with them and should be studying it while they are waiting to take their turn at operational maneuvers. Some customers ignore the request and stand around chatting. Theo said he checked the yard and found this to be true. He saw no problems with the overall operation of the training facility. He said the other five locations listed above will be scheduled for monitoring, after pre-preparation, during the first month of the New Year.

Theo reported that the County officially terminated the contract with the Abundant School after a long series of corrective measures not being fully addressed. He included the termination letter with his report. There are four students finishing up with training and they are being closely monitored through their completion. Joshua said that Camden County's contracting and monitoring process really works. We need to share this model with other counties especially from a legal prospective.

Theo also reported that there are currently 41 training vendors contracted to receive students with Request for Training Vouchers. (RTV). He will be monitoring the WIOA Youth Training Vendors after the first of the year before he conducts the annual "Think Tank" Discussions. These meetings help to analyze, evaluate and improve the quality of our contracts, request for proposals and training vendor selections. He noted that the Workgroup is the gold standard when it comes to youth programs and is doing a great service to Camden County as far as youth are concerned.

Theo reported having met with the new leadership of the Adult Basic Skills Consortium at Camden County College on October 19, 2018. He reviewed the RFP, reporting procedures and previous monitoring reports to give them a better idea of issues that have been addressed in the past. He hopes for better outcomes with the College, going forward, as a result of this meeting.

Theo also did a monitoring of the South Jersey Transportation Authority on October 29, 2019. They have reporting issues.

Joshua asked Theo to meet with the Managers at the One-Stop to discuss and formulate a monitoring check list and procedure for monitoring internal services at the One-Stop including the youth program, counseling unit, learning link, fiscal, MIS and testing such as (TABE). Jeff said that this is something that is being suggested by the State Employment and Training Commission. SETC

Pat thanked the committee for their continued work and wished them a healthy happy holiday.

The next quarterly meeting of the System Performance Committee meeting is scheduled
Friday, February 15, 2019 @9:00am

Submitted by,

Kathleen Varallo

WDB Administrative Assistant