

**SYSTEMS PERFORMANCE COMMITTEE MEETING**  
**May 17, 2019**  
**Camden County Workforce Development Board Office**

**ATTENDANCE:**

Members		7-Jun-18	17-Aug-18	16-Nov-18	15-Feb-19	17-May-19
<b>Abusi, Pat, CHAIR</b>	RailRoad Construction of South Jersey	X	X	X	X	X
Bryant, Janice	CCOS, Fiscal Manager	X		X	X	X
Cirii, Frank	Local Area Operations Director, CCOSCC			X	X	X
Doran, Ryan	IBEW Local 351				X	
Maguire, Laurie	CCOS, Manager, Information Systems	X	X	X	X	X
Pape, Barbara	CCOS, Senior Accountant	X	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	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 thanked them for their efforts and preparation of the documents for the meeting.

Kathleen Varallo, Administrative Assistant, WDB, noted some highlighted areas in the minutes that may need clarification or correction. The Committee reviewed the minutes. Barbara confirmed the statements made on page one of the minutes and clarified the 16 slots mentioned on page three were for the SNAP program. Pat made the first motion to approve the minutes dated February 19, 2019 pending corrections. Barbara Pape 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 Fund Balance Report, Grant Funding Summary, Contract Analysis Summary and Expenditure Analysis through March 31, 2019. She reviewed the Fund Balance Report and noted that two years of WIOA funding will be 100% expended by the end of this program year, PY 2018-2019. She said in the current year, Adult and Dislocated Worker funding are not being spent as projected. The Dislocated Worker, Individual Training Account (ITA) funding is almost completely allocated. There is going to be some carry over funding. The fiscal department is careful about spending these funds during the three month lull between funding announcements and funding access. This period typically runs from July 1 through September in any given program year. She said she usually works to protect funding for ITA's during this time as well.

Barbara reported that as of March 31, 2019, youth providers will only be at 50% of program. OEO has lost money in past years. The Work Group is usually completed by the end of the program year.

Jeffrey S. Swartz, Executive Director, WDB, said there are some local company closings including Camden City Schools being announced that may bring some customers in for programs. Barbara said they may not qualify due to their earnings. The Committee discussed some of the layoffs and agreed that funding requests would be reviewed on a case by case basis. Frank Cirii, Local Area Operations Director, said funding announcements have been received. Funding is up in two areas and down in Dislocated Worker funding.

Barbara reported that Youth Work Experience funding which is designated at a minimum 20% does not have to be spent yet by the end of this program year. She attended a Garden State Employment and Training Association (GSETA) meeting and received guidance from Yolanda H. Allen, D.P.A., Assistant Director, Office of Youth Programs, New Jersey Department of Labor and Workforce Development. Her recommendation was that the program does not have to be in place as long as Counselors are following a career plan with youth that is preparing them work experience. Some of the steps in that process are chargeable to work experience. The WIOA Youth funds have a Work Experience mandate equal to a minimum of 20% of program funding. Laurie Maguire, Manager, AOSOS & Information Systems, said that Youth would still have to follow the regular WIOA enrollment and eligibility process. They cannot be simply co-enrolled.

Barbara also reported that the learning link expenditures were down due to not having a certified teacher for a few months. These funds will only be 80% expended by the end of the program year. Dr. Lauren Hill, Youth Manager, is currently serving as acting manager of that program. WorkFirst and TANF are in the 60-70% range. She said invoices from contractors are expected but enrollments are down. Leslie Williams, Comptroller, WDB, asked about how these funds are distributed. Barbara said these funds are used for Career Voucher programs. These are for a person who is post TANF and is working but wants to advance their skills or get additional training. Laurie said the individual must be working to receive a voucher for training. This can be difficult to accomplish if they are taking care of children or other family responsibilities. The other issue is whether the employer will accommodate their training schedule so this makes it difficult to find candidates for these types of vouchers. Barbara reviewed the progress of other funding sources such as GA, SNAP and TANF. The Committee discussed points of eligibility for the different types of vouchers. Laurie said the State is aware that there has been difficulty sorting the data entry process in the AOSOS operating system for some of the programs. Barbara said the Master Budget is currently showing large amounts of carry over funding. She wants to expand the lay out and add columns to show more detail in the way funds are expended. Jeff said the State is going to be paying for the cost of Future Works knowing there have been glitches in the reporting system.

The Committee reviewed the Contract Analysis Reports. There are two active youth service providers contracted to the One-Stop. Camden County OEO and the Work Group. The Work Group will meet that expectation by the end of the program year. OEO will probably not meet the goal. The Youth Providers are under performing when it comes to achieving employment. Theo Primas, Program Evaluator, WDB, said enrollments are down. Many of the youth that enter these programs are not necessarily looking for employment. They just want to get their GED. Also, some youth are in the age range of 15-17 years old, which makes it difficult for them to achieve full time employment. Jeff suggested that some of these youth would be a fit for the Summer Youth Employment Pilot Program. Theo said that the program was discussed at the One-Stop Operations meetings. Laurie said the One-Stop would not get credit for meeting the bench mark because it is

subsidized employment. The youth could be referred back for a training voucher and in that case it could be counted. The Committee discussed the Youth Provider performance. Frank asked how skills gains are measured. Laurie referred to WIOA guidance as follows:

*Measurable Skill Gains: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:*

- a) *Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;*
- b) *Documented attainment of a secondary school diploma or its recognized equivalent;*
- c) *Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;*
- d) *Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or*
- e) *Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.*

Barbara said that Youth Providers are covered under benchmark two in the local contract. It also has to do with the individual setting a goal for themselves in their career plan. Laurie said it must be a milestone in a training program. Theo said he would like to hold two technical assistance meetings per year with WIOA providers, one with fiscal and one with MIS. This would instruct the providers on paper flow, vouchers and reporting. It would be beneficial for the Youth Providers. He said it looks like OEO, the Work Group and JEVS will receive contracts for this new program year PY2019-20. This guidance can be offered via conference call. Barbara also said that since youth funding will be increased this year, there are some decisions that need to be made on how to allocate more toward RTV's. As of now the policy has been to be very cautious of awarding these vouchers. Laurie said that more ITA's can be awarded to youth age 18 and over. The Committee discussed ways of improving the decision making process when we see that a youth is making measurable progress or successful outcomes. MIS has the ability to assist the counselors in making these decisions.

Jeff said that the Board of Social Services is working in better relationship with the One-Stop so we should see more referrals in this coming year. This will improve the ability to utilize more funding sources and achieve better outcomes. Referrals have been a concern in the past. He said the last thing we want to be doing is to send unused funds back to the State. Laurie suggested that since referrals from the Board are improving, there may be a possibility of re-instating the Early Employment Initiative (EEI). This program was originally created to provide job-readiness and job

search assistance to TANF applicants while waiting for approval of benefits. This assistance was meant to possibly prevent an individual from needing TANF benefits. (See exert from the original program created by the Division of Family Development as follows, 2016)

*The Early Employment Initiative (EEI) was created to divert certain Work First New Jersey/Temporary Assistance for Needy Families (WFNJ/TANF) individuals away from receipt of ongoing cash assistance and toward unsubsidized employment by providing a lump sum payment and job search/placement resources during the application processing period in the hopes that these individuals would secure employment prior to the granting of WFNJ/TANF benefits.*

The Committee discussed how this program could be incorporated into supportive services. Jeff suggested that Barbara or Laurie contact the State to get guidance about whether or not the program could be reinstated and be considered as an allowable expense.

All expected funding is included in the budget. Full contract balances and salary/fringe/oe costs projected through 6/30/19 are included in the obligations column. The %Exp/Obl column should be in the 70%-80% range at this time.

The Workfirst New Jersey CWEP/BREM contracts are shown at 100% obligated, however payments are dependent upon performance achievements.

#### MASTER BUDGET REVIEW

Barbara Pape, One-Stop, Senior Accountant, presented Master Budget to the Committee. The Master Budget has been revised to include a column for the Summer Youth Employment Pilot Program (SYEPP) funding. We received notice of the funding after the original master budget was reviewed at the last meeting. Leslie said the budget includes administrative and program funding. She also said the State Employment and Training Commission (SETC) requires 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 at the quarterly meeting scheduled on June 26, 2019 at Camden County College.

#### PROGRAM EVALUATOR REPORT

Theo Primas, WDB Program Evaluator, reported there are currently 48 Individual Training Account (ITA) Vendors eligible to receive program year (PY) 2018-2019 Career Center Referrals. As per One-Stop Counselor requests, he sent out two more packages. He said he is in the process of preparing 51 contract packages for distribution to 51 ITA vendors for PY 2019-2020. Once the contracts are reviewed and approved by the County, he will be sending out the Workfirst and WIOA training provider offers. Barbara said the ITA vendor contracts are a bit easier in that they provide a training course and are paid in full for the course. Payment to the Youth Providers is based on achievement of benchmarks. Theo said the ITA vendors do have to keep attendance records and show record of job placement. They are paid for the course but referrals are based on successful outcomes. The Committee discussed job placement outcomes policy and successes. Frank said that the State is making many changes that are focused on job placement. Many of the changes may match what Camden County One-Stop Counselors are already doing. Jeff said there

will be directives that clearly define the roles and responsibilities of the Business Service Representatives (BSR) and the Job Developers. He said these changes may become effective as of July 1, 2019. The BSR's will have more accountability to the WDB Directors. The Job Developer will focus more on making sure the jobseeker is matched and ready for employment. The BSR's will work more with the employer to gather intel about hiring such as certifications and skills. Frank said the One-Stop does not currently have a staff member actively taking on the Job Developer role. There either needs to be some re-defining of roles, hiring approval or assignment of dual roles. Frank suggested that BSR's could be getting more input from the counselors about the customers that are being trained and with that information the BSR could target employers with a specific need to receive these trained candidates. He said there needs to be a more coordinated effort centered on the local One-Stop customers and their training requests and the training providers. In this way we can achieve more successful outcomes. He also said he is still in favor of hosting employer recruitments for local companies like Wawa and Shoprite but BSR's could be connecting with healthcare employers knowing that the One-Stop is sending customers to training in those healthcare careers. Leslie asked if there is a report that could be provided by the One-Stop. Frank said he did not think a report like that currently existed. The One-Stop could track that information. Kathleen said the BSR's could be provided with a list of the training vendors that are contracted with the One-Stop to provide training, then at least they would know who they are. Frank said it could be a very positive initiative to coordinate with the WDB, and the BSR's to be targeting those industries that the One-Stop has trained for. That kind of success could be a model for the State. Jeff said a report could be generated and once the new program year starts, the BSR's could be given this kind of direction. He also stressed the need to be focusing on the five industry sectors named in the WDB local plan. The Committee agreed to pursue this type of linkage. Laurie suggested that the One-Stop can give one customer both an Individual Training opportunity or (ITA) and then an On-the-Job (OJT) opportunity. Barbara said the OJT's are very difficult to process due to new county requirements. The Committee discussed the process and agreed to look into finding a more qualified approach and a job developer that has a clearly defined role and training to match.

#### WORKFIRST

Theo reported that the Workfirst contracts were in the early stages of the procurement process at the last system's performance meeting. Three Request for Proposals (RFP) were published, technical sessions were held, and proposals were reviewed. The proposals were scored by a team of two in each of the three components of the RFP. Three RFPs were published on March 19, 2019. The Technical sessions were held on March 29, 2019. All proposals were due at the WDB office on Friday, April 12, 2019, at 12 noon. Nine proposals were received.

The Workfirst proposal reviews took place in the Camden County One Stop Career Center (Suite 105) Auditorium at 1:00 pm on Tuesday, April 16, 2019 and at 9:00 am on Wednesday, April 17, 2019. Theo referred the committee to the attached Summary of Proposal Evaluation Scores. Theo said he will be completing the contract process over the next month.

Theo introduced the WIOA fact sheet about Incumbent Worker Training (IWT). IWT, under WIOA, provides both workers and employers with the opportunity to build and upgrade the skills needed to meet new demands in industry to increase competitiveness. It is work-based and skills training that can help advance employment within a company or avert a layoff. He said this will

present an opportunity to dedicate 20% of Adult WIOA funds for this purpose. It could be used to spend carry over funds in a way that benefits the employer as well as staff development. He said that the WDB would have to establish a policy for this purpose. The Committee discussed the idea and recommended that the Executive Committee be made aware of establishing the policy.

The next quarterly meeting of the System Performance Committee meeting is scheduled  
Friday, August 23, 2019 @9:00am

Submitted by,

*Kathleen Varallo*

WDB Administrative Assistant