



**Camden County
Workforce Development Board**
Supporting the Development and Retention of a World Class Workforce

Gregg T. DeBaere, Chair
Jeffrey S. Swartz, Executive Director

SYSTEMS PERFORMANCE COMMITTEE MEETING
August 17, 2016

ATTENDANCE:

	Members	Meeting Date			
		25-Nov-15	19-Feb-16	20-May-16	17-Aug-16
Weil, Robert CHAIR	Conner Strong & Buckelew Companies Inc.	X	X	X	X
Abusi, Pat	RailRoad Construction of South Jersey		X	X	X
Bryant, Janice	Camden County One-Stop	X	X	X	X
Mayfield, Kathy	Camden County One-Stop	X	X	X	X
Pape, Barbara	Camden County One-Stop	X	X	X	X
Pranzatelli, Joe	Camden County College, Blackwood				
Volk, C. Ann	NJ Dept of Education, County Superintendent	X	X	X	
Swartz, Jeffrey S., Exec. Director	WDB	X		X	X
Primas, Theo	WDB	X	X	X	X
Stubblefield, Lelia	WDB	X	X		X
Varallo, Kathleen	WDB				X
Williams, Leslie J	WDB		X	X	X

WELCOME:

Chairman Robert (Bob) Weil welcomed attendees and asked for roundtable introductions. He took a minute to thank all private sector business representatives who are volunteering their time to serve on the committees of the Camden County Workforce Development Board. (WDB)

Leslie Williams, WDB Comptroller, noted a change to the agenda for this meeting. Just prior to reviewing the master budget actual report from PY15-16, the committee needs to review the master budget draft for PY16-17 in order to make an official recommendation for approval to the full Board of Trustees at the September Quarterly meeting. This process is officially in place as a result of SETC Policy Resolution #2016-03. Barbara Pape explained that only the Master Budget Draft for PY16-17 was handed out. There was no change to the Master Budget Actual Report for PY15-16 since it was handed out at the May 2016 Systems Performance Meeting. Barbara then suggested we review the Master Budget for PY16-17 first.

MASTER BUDGET REVIEW PY16-17: BARBARA PAPE

- All costs in the budget have been reviewed and updated.
- The operating expenses are based on actual cost of last year.
- Expenses include a projected 2% wage increase effective January 2017 per the union contract.
- Adjusted fringe benefits to 2016 actual rate as determined by Camden County.

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- The direct cost of the resource center staff are allocated based on actual population served as shown in the P-120 report. Costs are based on enrollment. It is updated every quarter.
- Barbara P. and Kathy M. suggested the budget include a transfer of use between WIOA Dislocated Workers to Adult funds for training agreements. The WDB Board would need to approve this transfer. It is not a reallocation of funding provided but an internal transfer of use only. Barbara explained that the funds will continue to be reported under Dislocated Worker but may be used for adult as long as those funds are tracked separately. Per Kathy, it is easier to move the funds upfront in the contract process. Kathy recommends we move about \$200,000 at this time.

Leslie requested that \$2,000 of the WDB funds be considered as part of the transferred funds from Dislocated Worker to Adult.

Jeff summarized that 2 votes will need to be taken to authorize resolutions to approve the PY16-17 Master Budget and to approve the use and tracking of about \$200,000 of Dislocated Worker Funds for Adult programs.

- On the second page of the Master Budget draft, there is a \$193,765.11 deficit shown under the TANF column as a result of projected WFNJ contracts in the amount of \$1,204,125. Fiscal usually over obligates funding because historical data shows that all obligated funds will not be expended because all required benchmarks will not be met. However, for this year, the actual total amount for the proposed contracts is only about \$905,000 as opposed to the projected \$1.2 Million which means the budget will not reflect an over obligation of funds but a surplus. Barbara will make the revisions on the budget.

- There also needs to be an adjustment made to the budget for the actual amount to be obligated for the Able Body Adults Without Dependents (ABAWD) contracts which are due by noon today, August 17, 2016 and will be reviewed on Friday, August 19, 2016. The committee agreed to have the final draft of the budget ready to be electronically reviewed by September 1, 2016 with electronic vote for recommendation to the full board by September 3, 2016. This will allow time for the budget to be sent out to the full board for review and questions prior to the September 28, 2016 quarterly Board meeting.

- Other notable changes to funding over last year includes an increase in Learning Link and Smart Steps funds, and increase in Dislocated Worker funds. There was a decrease in General Assistance/Supplemental Nutritional Assistance Program funds (GA/SNAP).

- The Systems Performance Chair, Bob Weil, asked if everyone was in agreement that the 2016/2017 master budget should be submitted to the full Board of Trustees for approval by vote. Everyone was in agreement. No members took exception. The Master Budget will be submitted to the full Board for vote on September 28, 2016.

MASTER BUDGET REVIEW PY15-16: BARBARA PAPE

- Referring to the Total All Grant Funds Report, the Budget column reflects the Master Budget for these line items as approved from last year. The Paid/Accrued is what has been expended and the Obligated as of 6/30/2016 column is what is waiting to be spent. The balance is what will be part of carryover or lost funds. Currently that balance is showing about \$1.8 million. However, with the 3 month extension to spend WFNJ funds this amount should decrease by an estimated amount of about \$500,000. We expect carryover to be about \$1.2 million as reflected on the PY16-17 budget. The carryover money allow operations to continue for the months of July, August and September as 1st quarter funding in the new grant year would not be sufficient to meet all

obligations. Kathy explained that the grant for WIOA funds requires at 80% to be obligated by the end of the fiscal year allowing 20% to be carried over to the following year. We currently have slightly more than 20% in carryover, however this is all funds from PY15-16. All carryover funds from PY14-15 were spent by June 30, 2016. Per Kathy, we are working to reduce the amount of carryover by using the allowable option to use some Dislocated Worker funds for Adults as previously noted.

CONTRACT ANALYSIS SUMMARY

- The Contract Summary provides a snapshot of what each of our individual contractors have been doing. Barb explained that the “Potentially Payable” amount represents the amount paid out if every student currently enrolled achieved every benchmark resulting in the balance or “Amount Not Utilized” or lost. However these numbers do not reflect the 3 month extension of WFNJ funds so the balances or potential dollar lost, should go down from what is shown. Kathy noted that some contracted providers were actually awarded additional slots from funds that were left by providers who did not meet their increments or funds leftover after one of our contracted providers decided to terminate their contract.
- *(It was noted that the provider who decided to terminate their contract prior to the end of the fiscal year and cease to operate within the County has turned over all equipment and furniture purchased with grants funds. These items will either be redistributed at the One-Stop or disposed of after proper approval.)*

PROGRAM MONITOR REPORT

- ITA Procurement- Theo reported he has sent out 50 Master Agreements on time. (1 additional than shown on Evaluator’s Report). 31 Agreements have been returned. They are being processed as received.
- WIOA Procurement- RFP’s were released on July 13, 2016. Proposals were due to the WDB by August 4, 2016. A technical conference was held on July 20, 2016 for potential bidders to cover proposal specifications. Review teams began meeting on August 8, 2016 to evaluate and score the received proposals. Theo prepared a letter and report to Kathy M., copying Jeff and Bob, showing the results of the review and making a recommendation for contracts to be awarded. The proposed awardees have been presented to the Camden County Freeholders for approval.
 - Kathy M. wanted the minutes to officially reflect a special “thank you” to Patricia Moran at LWD who worked to make it possible to extend WFNJ PY15-16 funds to September 30, 2016.
 - Theo noted that 2 of our youth providers are new but their status on the Eligible Training Provider List (ETPL) is pending. Their contracts can be awarded but funds cannot be disbursed until they obtain permanent ETPL status. The RFP is very clear about this policy.

- In response to a question raised by Bob W. concerning the RFP process for this year, Theo explained that we had to cancel the first RFP process and put out another RFP because (1) the funding was received too late to have a July 1, 2016 start and (2) when the funds were received they had a set of additional requirements that were not identified in the first RFP notice. Theo also explained that during the technical conference, the bidders were given a copy of the checklist used by the contract reviewers, to ensure they understand the expectations for their proposals.
- Workforce NJ RFP's were released on July 20, 2016. 15 proposals from 6 vendors were received. Scoring for these proposals is still underway. See note below concerning the disqualification of one of the vendors.
- An additional RFP had to be released this year on July 27, 2016 for the ABAWD/SNAP population. These proposals are due to the WDB by Friday August 19, 2016. The RFP is for vendors who will provide a work experience for this population.

Special Note: There was a vendor who was awarded contracts in prior years and submitted 2 proposals for contracts this year. However, County Internal Audit found what they described to be irregularities in their fiscal records which has resulted in them not being considered for an award this year on the advice of County Counsel and the recommendation of the County Internal Audit department. After consideration and discussion, the members of the WDB Systems Performance Committee decided to have Theo draft a letter notifying the vendor that they would not be considered for an award. The committee also asked Theo to submit the letter to County Counsel for review and approval prior to sending it out.

The tentative schedule for 2016-2017 System Performance Committee meetings is as follows:

Friday, December 2, 2016 @ 9:00am

Friday, February 24, 2016 @ 9:00am

Friday, May 19, 2016 @9:00am

Submitted by,

Leslie J. Williams

Comptroller