



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

SYSTEMS PERFORMANCE COMMITTEE MEETING

AUGUST 13, 2024, 9:00 A.M.

ZOOM MEETING

ATTENDANCE:

Table with columns: Name, Organization, Trustee Member, 26-May-23, 24-Aug-23, 3-Nov-23, 16-Feb-24, 23-May-24, 13-Aug-24. Lists attendees like Abusi, Pat, Cirii, Frank, Cream, Aaron, etc.

Systems Performance Committee

The Systems Performance Committee develops the standards and criteria of customer satisfaction and continuous improvement for One-Stop partners, programs, and vendors.

Welcome

In Pat Abusi's absence, WDB Executive Director, Jeffrey Swartz, welcomed the attendees and called the meeting to order at 9:04 a.m.

Approval Of Prior Meeting Minutes

Jeff requested a motion to approve the minutes of the May 23, 2024, Systems Performance meeting. Motion was made by Tom Johnson and seconded by Ryan Doran.

Program Evaluator Report

Bridget Henderson, Program Evaluator, Workforce Development Board

August 2024 Report-Program Evaluator

Completed: 8/8/2024

Upcoming Monitoring:

- There are two Summer Youth Work Experience Program (SYWEP) sites left to monitor.

Completed Monitoring

- All but two SYWEP monitoring sites are completed. There were no major findings from any sites. 2 sites had issues with interns (dress codes, respectfulness, etc.) that were resolved through monitoring visits



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- Standout sites:
 - Camden Redevelopment Agency – The agency offered the interns a policy project.
 - Social Responsibility Through Me (SRTM) – Interns loved working with youth as teachers.
 - Camden Health Department – Interns were given rotation opportunities interns through different departments.
- Bridget noted that some of the SYWEP interns were offered employment at their work-learn sites.

WFNJ & WIOA Youth Contracts

- All contracts were renewed for 2024-2025.
- CFS submitted their amended budgets to One-Stop Fiscal.

ITA

- New ITA Contract Packages for 2024-2025 were sent out the first week of June.
- 19 schools have fully executed contracts.

Tuition Cap

- One of our most popular driving schools for CDL training, Mike’s Driving School, has increased their tuition from \$4,000 to \$5,000 per participant. The current cap on Individual Training Agreement (ITA) tuition is set at \$4,000. Mike’s Driving School made both the One-Stop and the CCWDB aware of their tuition increase. Consensus was to approve a payment of \$5,000 per participant for their school.
- For other schools that are raising their tuition, the committee discussion led to the following:
 - ITA Providers must disclose the tuition cost on the ETPL. The policy limits for tuition will be discussed, with a consideration of a maximum cost of \$6,000 and the policy will be revised by the Systems Performance Committee.
 - An electronic vote by the committee will be taken to increase the cap for ITAs to \$6,000 once some research is done on the issue. Once approved, an addendum to the current ITA agreements will be sent out to providers.

Subcontractors

- Schools are required to submit a subcontractor form for all ITAs that would like to use a subcontractor for their services. Typically, only schools that require labs or clinics use a subcontractor for that portion.
- The ITA contract states that a majority of the services cannot be subcontracted. Camden County College was using a subcontracted agency for most of their services (Ed2Go). We emphasized in the contract that this is not permissible. They have not yet returned their ITA contract package.

Current ITA Contracts:

- American Training Center
- ASI Career Institute
- Avtech Institute of Technology
- Bordentown Driver Training School dba Smith & Solomon Driver Training School
- Medical Construction Industrial Training Center



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- Mike's Driving School, Inc
- Pennco Tech – Blackwood
- Center for the Healing Arts
- Robotech CAD Solutions
- Rowan College of SJ - Gloucester Campus
- Rowan College of SJ-Gloucester CTE
- Rowan College of SJ - Cumberland Campus
- American Institute - Cherry Hill Campus
- LasComp Institute of IT
- T Byrd Computer School
- Holt Computer Training, Inc.
- Start CDL, LLC.
- Compassionate Care Institute of NJ
- Love Works for All

Jeff commented that this is Bridget's last meeting. She is leaving the WDB to begin a fellowship in Baltimore with the U.S. Dept of Health and Human Services.

Finance Report

Lynn Martin, Senior Accountant, One-Stop Career Center

The fiscal reports were presented to the committee for FY 2024 for month ending July 2024.

The format of the Fund Balance report has been changed to be more reader friendly. Grant period information will be included going forward.

- Fund Balance (*See attached*)
 - The final data for FY23 was provided for WIOA and the WFNJ Learning Link (beginning 7/1/22).
 - Jeff noted that WDBs now will have to submit competitive bids for funds for their Learning Link. The State will release an RFP (late Aug./early Sept.) for approximately \$3 million dollars available for grant awards. The window for fund expenditure will be 2 years.
 - Lynn presented the report for FY24 as of July 31, 2024. Data reporting (State-mandated use of FutureWorks for data tracking) funds have been expended.
 - For FY25(beginning 7/2/24), nothing has been spent for WIOA, Data Reporting. For WFNJ ,a small percentage of funds have been spent to date.
- Contract Analysis (*See attached*)
 - Clothing – For FY24, funds remaining as of June 30, 2024 will be returned to the State.
 - Goodwill – One-Stop Fiscal has requested spending clarification for March/April reports submitted by Goodwill. To date, Goodwill has not submitted expenditure reports for May, June or July and has not submitted reimbursement documentation.



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Camden County One-Stop Career Center

Frank Cirii, Local Area Director

- There will be a job fair on September 13, 2024 in the atrium (Nordstrom corridor) at the Cherry Hill Mall from 10:00 a.m. to 2:00 p.m. A number of County entities will attend the event, including the Dept of Corrections, 911, Juvenile Detention and the Camden County Police Department.
- Referrals from the Board of Social Services are increasing for SNAP/TANF clients as waivers are rescinded.
- The One-Stop is participating in the Southern NJ Transportation Authority's planning committee meetings.
- Facility maintenance projects are all completed.
- A threat from a disgruntled UI client at the One-Stop last week was investigated by the NJ State Police and the Camden County Sheriff's Department.
- A number of One-Stop staff are out on medical leave. An upper respiratory infection/Covid has been affecting staff since late-July but seems to be ending.

Committee Updates

Jim Raymond, TD Bank

- Jim commented he expects the Fed will decrease the interest rate 50-75 basis points before the election. He suggested holding off business financing for the next 30-60 days to see where the rates go.

Jeffrey Swartz, WDB Director

- The quarterly board meeting will be on Zoom on September 18th. Board members are asked to rsvp as soon as possible as a quorum is needed to conduct WDB business, including the approval of the master budget.
- WDB staff attended National Night Out events in Cherry Hill, Clementon and Pine Hill over the past week and will be present at several events in the coming weeks, including the Stand Down of South Jersey event for veterans at the Cherry Hill Armory.

Final Remarks

The next System Performance Committee meeting is scheduled for Friday, November 15, 2024 at 9:00 a.m. via Zoom conferencing.

- Electronic votes to amend the ITA Policy and for the Master Budget will be circulated to the committee.

Adjournment

Jeff thanked everyone in attendance and asked for a motion to adjourn. Motion was made by Frank Cirii, seconded by Jim Raymond. By majority vote to the affirmative, the motion carried, and the meeting was adjourned at 9:40 a.m.

Submitted by:

Debra Vaughn

Assistant to the Executive Director