



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 24, 2023, 9:00 AM

CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD OFFICE (ZOOM)

ATTENDANCE:

COMMITTEE INFORMATION AND ATTENDANCE								
Name	Organization	Trustee Member	19-Nov-21	18-Feb-22	20-May-22	24-Feb-23	26-May-23	24-Aug-23
Abusi, Pat, CHAIR	Railroad Construction of South Jersey	✓	X	X	X	X	X	X
Cirii, Frank	CCOSCC	✓	X	X	X	X	X	X
Cream, Aaron	CCOS, Fiscal Team			X		X		
Doran, Ryan	IBEW Local 351	✓	X					
Johnson, Tom, Vice Chair	Independent	✓	X	X	X	X	X	X
Maguire, Laurie	CCOSCC		X	X	X	X	X	X
Martin, Lynn	CCOSCC			X	X	X	X	X
Raymond, James	TD Bank			X	X	X		X
Romolini, Eric	CCOSCC					X	X	X
Sinclair, Nidia	CCOSCC		X	X	X	X	X	
Weil, Robert	Conner Strong & Buckelew Companies	✓		X	X			
Henderson, Bridget	WDB Staff					X	X	X
Levitt, Alex	WDB Staff		X	X		X	X	X
Swartz, Jeffrey S., Exec. Director	WDB Staff		X	X	X	X	X	X
Vaughn, Debra	WDB Staff			X	X		X	X
Williams, Leslie J	WDB Staff		X	X	X	X	X	X

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. The committee also provides for the fiscal planning and management for the One-Stop system.

Welcome

Pat Abusi, Committee Chair, welcomed the attendees and called the meeting to order at 9:07 am. Pat requested a roll call by Alex Levitt. He then asked that people state when they conclude their presentations and ask if there are any questions before the meeting progresses to the next agenda item.

Approval Of Prior Meeting Minutes

Pat requested a motion to approve the minutes of the May 26, 2023, Systems Performance meeting. Motion was made by Jim Raymond, seconded by Jeffrey Swartz. By majority vote to the affirmative, the motion carried, and the minutes recorded for May 26, 2023 were approved.

Program Evaluator Report

Bridget Henderson, Program Evaluator, Workforce Development Board

Systems Performance 8/24/2023

Individual Training Agreements 2023-2024

- ITA contract packages were sent out on 6/6/23 to all providers who held an ITA the prior year. Some providers that did not hold contracts last year have requested a contract through the One-Stop. Contracts are being delivered to WDB on an ongoing basis.

Summer Youth Employment Monitoring

- All SYEP sites have been monitored. The most common non-compliant issue was using white-out on timesheets.
- One site had their work-learn site agreement terminated due to the interns being unhappy and the duties assigned to them differing from the job descriptions provided. There have been no major findings at any of the SYEP sites otherwise.
- Some interns are doing exceptionally well and having a great learning experience, such as the Camden Redevelopment Agency, Molina-Mastery Charter School, Mighty Writers, and the Camden County Health Department.

WFNJ RFP-Round 2

- A second RFP (23-WF-02) for WFNJ TANF/GA, ESL, and clothing services was released on August 21st. The following timeline is set for the RFP:
 - 8/21/23 - RFP to public
 - 8/28/23 - Questions due
 - 8/31/23 - Tech Conference
 - 9/14/23 - Proposals due
 - 9/18/23 - Final proposal review
 - 9/21/23 - Notification of intention to award
- Services will begin 11/1/2023 after a notice of award is submitted for approval to the County Commissioners and returned. Services will go from 11/1/23 to 6/30/24.
- Volunteers are needed to review proposals from 9/14/23 to 9/18/23. Review is simple and follows a rubric. The programming or the financial portion of the proposals can be reviewed by volunteers.

WFNJ/ITA/WIOA Monitoring

- A new, more detailed monitoring tool is being created. The new monitoring report will show areas for improvement, non-compliant items, and strengths of programs.
- There will also no longer be questions that the sites have to answer through email. Going forward, the questions will be answered during the monitoring visit. Documentation will be requested at the site visit.
- Monitoring will begin at the start of October and continue into the new year.

Fully Executed ITA Contracts

- A1 Allied Health Training Institute
- Academy Of Healthcare Excellence
- American Training Center
- ASI Career Institute
- Avtech Institute of Technology
- Bordentown Driver Training School dba Smith & Solomon Driver Training School
- Camden County College - Corporate Center
- Empire Beauty School - Cherry Hill Campus
- Merit Training Institute
- Mike's Driving School, Inc
- Rizzieri Aveda School
- 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
- LasComp Institute of IT
- T Byrd Computer School

Comments

Frank commented that Camden County College (CCC) has established a new pantry and clothing donation area for students in need of food or clothing for interviews. He will have Eric forward the link to the RFP for clothing services to CCC. Jeff added that Goodwill, the WorkGroup and some vendors that have not participated in the past, have expressed interest in providing services. Frank reached out to some other vendors that have not participated in the past and there has been some interest.

Master Budget Review

Lynn Martin, Senior Accountant, One-Stop Career Center

- Lynn presented the Master Budget Report for fiscal year 2022-2023. A full set of backup pages to the report information being shown on screen was emailed to meeting attendees for review.
 - The Master Budget will be presented at the September 20, 2023 Quarterly Board Meeting.
 - Jeff noted the following for meeting attendees who may not be familiar about the Master Budget:
 - The 10%-12% cap is the cap for the allowed administrative charges. Each account allows for a percentage to be used for administration and differs between 7% up to 12%. The report highlights which of the funding streams allows for a percentage and what that percentage is.
 - Leslie commented that one of the differences over last year is the state issued a WIN (WorkSource Information Notice) asked us to have 1% set aside of total WIOA funds for development/training. This year, another WIN was issued, requesting that 2% of total WIOA funds be set aside for development and training, with half of that set aside for the GSETA trainings that will be happening.
 - Leslie noted that the complete Master Budget with the detail pages and the Fund Balance Report will be attached to the meeting minutes. She added that the Master Budget must be approved by the committee to be presented at the September Quarterly Board Meeting.
- Lynn presented the Fund Balance Report.

Fund Balance Report

FY 2022

- WIOA Data Reporting funds have been spent.
- Since the last meeting, WorkFirst NJ and Learning Link figures have not changed.
- Practically all of the SNAP/TANF/GA funds have been spent and the remaining WorkFirst funds need to be fully expended by the extended deadline of December 31, 2023.

Frank commented that dislocated worker programming will likely be the One-Stop's biggest challenge in terms of serving customers. With the lower unemployment rate, there are few dislocated workers coming into the program. Unemployed seasonal workers may qualify for dislocated worker services. With high interest rates, there may be a major slowdown in residential housing building and purchasing.

FY 2023

- WIOA Data Reporting funds have been spent.
- WorkFirst New Jersey (WFNJ)
 - TANF Administration - 78.2% spent
 - TANF Program - 56.4% spent
 - GA SNAP Administration - 7.7% spent
 - GA SNAP Program - 65.1% spent
- WorkFirst Learning Link (WFL)
 - Administration - 49.5% spent
 - Program - 3.6% spent

Contract Analysis

CLOTHING SERVICES

- The WorkGroup – 2022/2023 TANF/GA
 - TANF - 3 enrollments
 - GA - 3 enrollments

TANF

- CCC – 2022/2023 TANF
 - CCC CWEP
 - Enrollments - 12
 - ✚ Second benchmark achieved - 7
 - ✚ Third benchmark achieved - 2
 - ✚ Fourth benchmark achieved - 1
 - ESL CWEP
 - Enrollments - 2
 - ✚ Second benchmark achieved - 2
 - ✚ Third benchmark achieved - 1
- OEO – 2022/2023 TANF
 - CWEP
 - Enrollments - 9
 - ✚ Second benchmark achieved - 8
- CFS – 2022/2023 TANF
 - CWEP
 - Enrollments - 14
 - ✚ Second benchmark achieved - 12
 - ✚ Third benchmark achieved - 12

GA/SNAP

- CCC – 2022/2023 GA
 - CWEP
 - Enrollments - 7
 - ✚ Second benchmark achieved - 3
 - ✚ Third benchmark achieved - 1
 - ✚ Fourth benchmark achieved - 1
 - ESL CWEP – No enrollments
- OEO – 2022/2023 GA
 - CWEP
 - Enrollments - 15
 - ✚ Second benchmark achieved - 11
 - ✚ Third benchmark achieved - 0
 - ✚ Fourth benchmark achieved - 3

YOUTH PROGRAMS

- OEO – 2022/2023 Youth Services
 - Enrollments - 25
 - ✚ Second benchmark achieved - 22
 - ✚ Third benchmark achieved - 9
 - ✚ Fourth benchmark achieved - 0

- The WorkGroup – 2022/2023 Youth Services
 - Enrollments - 60
 - ✚ Second benchmark achieved - 60
 - ✚ Third benchmark achieved - 15
 - ✚ Fourth benchmark achieved - 4

Pat asked for a motion to accept the Master Budget and present it to the Board of Trustees at the September Quarterly Board Meeting. Motion was made by Jim Raymond, seconded by Jeff Swartz.

Camden County One-Stop Career Center

Frank Cirii, Local Area Director

- Frank commented the One-Stop had recently been audited by the State. There were no major findings and corrective actions were being taken. The audit results will be discussed at the November Operations Committee meeting.
- The One-Stop will support a job fair at Cherry Hill Mall on September 15, 2023. The job fair will be held in the atrium location (Nordstrom) from 10:00 am until 2:00 pm. Multiple county agencies will participate in the event. Camden County public safety (911 operators) and law enforcement entities such as Camden County Police Department, Camden County Department of Corrections, Camden County Juvenile Detention will be accepting applications, as will other employers that are hiring. The One-Stop and Employment Services will attend to assist job seekers with resumé.

Workforce Development Board

Jeffrey Swartz, Director

- The next Quarterly Board Meeting is Wednesday, September 20, 2023 at 9:00 am via Zoom. The election of officers is on the agenda. Jeff asked attendees to confirm their attendance to ensure a quorum. The guest speaker will be Gary Altman, Executive Director for the SETC, who will speak about the SETC's role and some of the local governance issues that workforce agencies are struggling with, as well as some of the changes that the DOL and NJDOL/LWD have put forward.
- The Summer Youth Employment Program concluded for most of the participants on August 19th. Leslie Williams commented that a few participants will complete the program on August 25th because of work-learn site operations schedules. She added that, for the purposes of MIS, the reports will be completed at the end of August.

Final Remarks

The next System Performance Committee meeting is scheduled for Thursday, November 3, 2023 at 9:00 am at the Camden County One-Stop.

The next Quarterly Board Meeting is Wednesday, September 20, 2023 at 9:00 am via Zoom.

Adjournment

Pat Abusi thanked everyone in attendance and asked for a motion to adjourn. Motion was made by Frank Ciri, seconded by Carl Donato. By majority vote to the affirmative the motion was carried, and the meeting was adjourned at 9:43 am.

Submitted by:

Debra Vaughn

Administrative Assistant to the Executive Director