camden county

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

Friday, May 29, 2026 on ZOOM

ATTENDANCE:

Name	Organization	Trustee	21-Feb-25	23-May-25	15-Aug-25	16-Aug-25	21-Nov-25	20-Feb-26	29-May-26
Abusi, Pat, CHAIR	Railroad Construction of SJ	X	X	X	X	X	X	X	X
Johnson, Tom, Vice Chair	Independent	X	X	X				X	X
Cirii, Frank	CCOSCC	X	X	X	X	X	X	X	X
Cream, Aaron	CCOS, Fiscal Team								
Donato Jr., Carl A. WDB CHAIR									X
Doran, Ryan	IBEW Local 351	X							
Eisenmann, Kevin	CCOSCC				X	X	X	X	X
Gitierrez, Inocencia	CCOSCC							X	
Macrina, Peter	CCOSCC			X				X	X
Maguire, Laurie	CCOSCC		X	X	X	X	X	X	X
Martin, Lynn	CCOSCC		X	X	X	X	X	X	X
Peterson, Jyi	CCOSCC				X	X	X		X
Raymond, James	TD Bank								
Romolini, Eric	CCOSCC			X	X	X	X	X	X
Sinclair, Nidia	CCOSCC		X				X	X	X
Vasquez, Marisol	CCOSCC							X	
Weil, Robert	Conner Strong & Buckelew	X							X
Richelle Hardison	WDB		X	X	X	X	X	X	X
Swartz, Jeffrey S.,	WDB		X	X	X	X	X	X	X
Vaughn, Debra	WDB		X		X	X	X	X	X
Williams, Leslie J	WDB			X	X	X	X	X	X

WELCOME

The meeting was called to order at 9:05AM with a roll call to confirm attendance. A motion to approve the minutes for the February 26, 2026 meeting was made by Frank Cirii, seconded by Pat Abusi. By unanimous vote to the affirmative, the motion carried and the minutes were approved.

PROGRAM EVALUATORS REPORT

Richelle Hardison, Program Evaluator

ITA Contracts, Monitoring, and RFP Updates

Richelle Hardison provided updates on Individual Training Account (ITA) contracts, vendor technical assistance, monitoring activities, and upcoming procurement timelines. There are currently no new ITA contracts for the program year, with 31 total contracts listed in the report.

Key Updates

- Program Year 2026–2027 ITA contracts will begin being prepared and sent out at the end of the month.
- A technical conference for current, new, and prospective vendors is scheduled for June 22nd at 10:00 AM.
- One Stop staff were encouraged to attend the vendor conference to help address questions related to programs, performance evaluation outcomes, credentials, and required documentation.

- The goal of the technical conference is to reduce issues and improve communication ahead of the new ITA program year.

Monitoring Updates

- Goodwill Industries' CWEP contracts were monitored since the last report.
- A participant working toward a GED was interviewed and demonstrated strong understanding of program requirements. The participant intends to return to the One Stop to enroll in medical training ITA classes.
- No areas of concern were found during the monitoring of Goodwill Industries.
- Goodwill reported that its ESL program is not receiving referrals from the One Stop.
- Goodwill also raised a concern regarding GED approvals, noting that two students took the same portion of the GED but received different approval decisions.
- One Stop monitoring was conducted as part of the Workforce Development Board certification process required by the SETC.
- The One Stop certification review included policy updates and monitoring of three contracts: Career Services, Youth Services, and One Stop Operator.
- The One Stop review remains ongoing and will include an in-person review of PII and related measures.

RFP and Procurement Updates

- The RFP for One Stop Out-of-School Youth Services was issued on April 27th, with proposals due in office by May 20th.
- Three proposals were received from The Work Group, Business Interface, and Camden County OEO.
- The Workforce New Jersey Services RFP process is expected to begin in July 2026 for the September–October 2027 program period.

Action Items and Follow-Up

- Richelle Hardison will schedule the in-person portion of the One Stop monitoring review, including PII and related measures.
- One Stop staff are encouraged to attend the June 22nd vendor technical conference.
- The Board and One Stop team should follow up on Goodwill's concerns regarding ESL referrals and GED approval consistency.
- Leslie Williams noted that fiscal monitoring will also take place at the One Stop.

<u>FISCAL REPORT</u>

Lynn Martin, Senior Accountant

Fund Balance Report

- Lynn presented the fund balance report, beginning with Fiscal Year 2025 grants.

- For the FY25 WIOA grant, spending is on pace to fully expend the grant by the end of the grant period.
- Adult and Dislocated Worker program funds are fully spent, and Adult and Dislocated Worker administrative funds are mostly spent.
- Youth program funds are approximately 91% spent. Remaining FY25 balances may be addressed by charging eligible FY26 expenditures back to FY25 before the grant period closes.
- The Work First New Jersey FY25 grant has been closed, with more than 97% of the grant expended.
- For FY26 WIOA, current expended balances were reviewed, and staff will examine remaining FY25 balances for possible eligible chargebacks.
- FY26 Work First New Jersey spending is also on pace to expend the full grant.
- Lynn noted the grant period now runs from October 1 through September 30.

Contract Analysis Report

GA SNAP Contracts

Lynn began presenting the PY25 contract analysis for GA SNAP and TANF programs, detailing the percentage of contract awards spent by various providers.

The contract analysis format includes providers and programs, contract award amounts, enrollment counts, benchmark data, and the percentage of contract award spent.

Benchmark definitions were clarified: for GA SNAP, Benchmarks 1 and 2 are skills gains, and Benchmark 3 is employment or further education/advanced training.

- OEO has spent slightly more than 52% of its contract award.
- Goodwill has two contract awards: one is just under 50% spent, and the CWEP with ESL award is approximately 60% spent.
- The Father Center has two contract awards: the clothing contract is approximately 20% spent, and the CWEP contract is just under 47% spent.

TANF Contracts

- OEO has spent slightly more than 65% of its contract award.
- Goodwill has two contract awards: one is just under 50% spent, and the CWEP ESL award is slightly more than 59% spent.
- The Father Center clothing contract has no expenditures reported to date.
- The Father Center CWEP award is just under 51% spent.

Youth Contracts

- For PY25 youth contracts, OEO has spent just under 59% of its contract award.
- The Work Group has spent slightly more than 75% of its contract award.
- Jeff asked whether The Work Group has traditionally spent the balance of its funding later in the contract year.

- Laurie explained that prior flexibility allowed providers to exceed service levels when participants did not meet all benchmarks; however, continuing this practice should be reviewed because adding additional participants to reach lower benchmarks may affect performance outcomes.

Follow-Up Items

- Add a benchmark explanation chart to the bottom of future contract analysis reports, consistent with the prior format.
- Review whether the practice of allowing providers to exceed service levels to meet partial benchmarks should continue, given the potential impact on performance outcomes.

Discussion

The conversation ended with Pat introducing a discussion about the WIOA Youth Services Plan.

Frank Cirii provided an overview of increasing budget pressures affecting youth services, particularly the Youth One-Stop program. He explained that current funding levels have limited the program's ability to issue RTVs and place youth clients into educational and training programs in a timely manner. He noted that the organization is anticipating a federal-to-state funding reduction estimated between 9% and 15%, with local planning currently using a minimum projected cut of approximately 9%.

Key Points

- The youth budget has remained relatively flat over recent years, while operating expenses such as salaries, wages, overhead, rent, utilities, and RTV costs have increased substantially.
- RTV costs were noted as having increased by approximately 33%, adding further pressure to available program funds.
- The Youth One-Stop currently has a waiting list of approximately 33 youth, with some clients potentially waiting more than six months for services.
- Because of limited RTV funding, youth clients may be delayed from entering programs such as CDL training or college-based educational opportunities, and some may need to borrow money or take student loans if they want to begin immediately.
- Staff have attempted to be responsive by transferring funds from other areas, but this approach is limited and can be delayed by competing Workforce Development Board priorities.
- Requests for additional state funding are not sufficiently timely or responsive, as funds may arrive six to eight months after the request and may not be available when clients need services.

Recommendation

Frank stated that staff recommend retrenching funds historically outsourced to third-party vendors or sub-recipients and redirecting those funds to support direct service delivery through the Youth One-Stop. The recommendation is based primarily on the need to serve clients more fully and promptly with existing internal staff and resources.

Rationale

- The current funding environment does not provide enough resources to continue outsourcing youth services while also maintaining sufficient direct program capacity at the Youth One-Stop.
- Outsourcing requires funding vendor overhead costs, including utilities, heat, administrative expenses, and an estimated 15% off-the-top cost, which could instead be redirected to direct youth services.
- Mr. Cirii noted that the 15% overhead amount alone could help fund the planned in-school youth program for the next year, including a proposed apprenticeship-related effort in Camden County budgeted at approximately $130,000.
- Program performance data were cited as another factor. The Youth One-Stop's credentialing performance was described as approximately 75%, while vendor performance was described as significantly lower, with one vendor around 25% and another around 35% to 40%.
- Vendor outcomes were described as pulling overall program performance into the red, despite the Youth One-Stop's stronger results.
- The existing system requires encumbering funds for benchmarks that may never be achieved or spent. Mr. Cirii estimated that this practice ties up approximately $100,000 annually, which may ultimately be rolled into the next program year or returned.

Action Items / Next Steps

- Continue review of the recommendation to redirect outsourced youth services funds to the Youth One-Stop.
- Evaluate the budget impact of reducing or eliminating third-party vendor/sub-recipient contracts for youth services.
- Assess how redirected funds could support RTVs, youth educational placements, and the planned in-school youth/apprenticeship program.
- Review vendor performance data and credentialing outcomes as part of the decision-making process.
- Consider the impact of benchmark-related encumbrances on annual budget planning and service delivery capacity.

The committee discussed staffing needs, with Frank confirming plans to hire two additional staff members if needed, and Jeff noted that the proposal needed to be finalized by July 1st for RFP review and scoring. The meeting also covered additional operational matters including a required fire suppression system maintenance at the One Stop.

NEXT STEPS

Eric

- Obtain quotes and coordinate repair of the server room fire suppression system to ensure compliance.

- Add the June 11th "Successfully Hiring Uniquely Abled Associates" event to the calendar and ensure One Stop representation.
- Prepare necessary paperwork for the extension of the Camden County One Stop provider contract (One Stop operator, career services, and youth services) and submit by June 1st to avoid service interruption.

Frank

- Share the Goodwill report on the two GED students with Frank (Laurie) and follow up directly with Frank before including such concerns in future public meeting documents.
- Ensure that a chart explaining the benchmarks is included at the bottom of future contract analysis reports, as requested by Leslie.

Jeff

- Circulate the finalized youth services plan to the committee for review prior to July 1st and coordinate an electronic vote on the plan.

Richelle

- Schedule and conduct the in-person portion of the One Stop certification monitoring, including review of PII and other measures, and follow up with Frank regarding the GED/skills gain issue raised during monitoring.

Collaboration

- Leslie, Eric, and Lynn: Finalize the proposed budget for the new youth services plan, ensuring it reflects a potential 10% funding cut and that additional funds primarily support RTVs and ITAs, and circulate the final plan and budget to the committee for review.
- Frank, Eric, and Jyi: Incorporate final narrative and budget changes into the youth services plan and submit to Leslie for review.
- Frank and team: Plan for the possible hiring and training of two additional staff for the One Stop to handle increased youth caseload, ensuring new hires meet state certification requirements.

ADJOURNMENT

Motion to adjourn was made by Frank Cirii, seconded by Jeff Swartz. By unanimous vote to the affirmative, the motion carried and the meeting adjourned at 10:00AM.

The next Systems Performance Meeting is Friday, August 21, 2026 at 9:00 AM on ZOOM

The next quarterly Board of Trustees meeting will be held on Wednesday, June 17th at 8:30 AM at Camden County College/Blackwood Campus, Roosevelt Hall/Room 102 at 8:30 AM. Breakfast will be served.

Respectfully submitted by Debra Vaughn, Executive Assistant