

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335

Wednesday, February 25, 2015

8:40 am

ATTENDANCE

Tyrone Clark (call)
Jim Decker
Dr. Ray Feroz
Felix (Chip) Folletti
Jill Foys
Jason Hall
Jack Hewitt
Dr. Aldo Jackson
Dr. Joyce Miller
Marybeth Reszkowski
Jake Rouch
Sherry Savoia
Linda Schell
Gary Shaw
Joy Sherry
Colleen Stuart
Dionne Wallace-Oakley (call)

ABSENT

Richard Baumcraz
Robert A. Cardamone
Mike Chevalier
Rob Kaemmerer
Matthew McClay
Edison Nicholson
Carl Nicolia
Ryan Ray
Tim Reddinger
Ron Steele

PFP STAFF

Rebecca Cornish
Deb O'Neil
Brian Nottingham
Jackie Hamilton

WELCOME/ROLL CALL

Dr. Miller called the meeting to order at 8:40 am. Roll call was taken. It was noted there was a quorum. She mentioned Mr. Cardamone would not be attending today due to the recent passing of his mother. The members offered condolences.

GUESTS

Commissioner Butch Campbell, Clarion County
County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
Rick Cornwell, PA CareerLink®
Jane Horetsky, PA CareerLink®
Janet Gatesman, PA CareerLink®
John Flanagan, VTDC
Kerri Bruce, VTDC
Susanna Giesey, VTDC
Wil White, CLEO Solicitor
Diona Brick, County of Venango
Lance Hummer, Keystone Comm. Education Cncl
Bev Rapp, Rapid Response
Jean Burrell, GECAC
Dmitry Zhmurkin, Labor & Industry
Doug Massey, ERCGP
Amanda Ivancik, PMI
Ken Falkenhagen, IU5
Caryl Unseld, IU5
Kathy Pagano, Barber Institute
Nancy Sabol, St. Ben's Education Center
Brad Tisdale, Steamfitters #449

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MINUTES – DECEMBER 17, 2014 MEETING

The Northwest PA Workforce Investment Board meeting minutes dated December 17, 2014 were presented for approval.

MOTION

It was **moved** by Mr. Hewitt and **seconded** by Ms. Sherry to approve the minutes for the December 17, 2014 Northwest PA Workforce Investment Board meeting as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

- 1. PFP will gather quotes for a strategic planning facilitator and provide this information to the WIB Executive Committee for a decision.** Ms. Cornish is gathering quotes; the due date for the quotes is February 28.
- 2. PFP will make arrangements to post information on providing a quote for facilitator services on the LWIA website, once the Local Plan public comment period is complete.** Complete.
- 3. The Nominating Committee will propose a slate of officers to the WIB at their April 15, 2015 meeting.** The slate of officers will be shared in the committee reports portion of this meeting.
- 4. Attorney Grasinger will obtain copy of the Directors and Officers Liability Insurance Policy to be provided to the WIB members and included in future copies of the orientation binder.** Attorney Grasinger was not present, but Ms. Brick stated that she had a copy of the policy available if any member would like to review it.
- 5. Ms. Hamilton will send the ECUA and Rural Regional College presentation to the WIB members and CLEOs via email.** Complete.

STATEMENT OF FINANCIAL INTEREST FORMS

Dr. Miller stated that Ms. Hamilton has requested the board members fill out Statement of Financial Interests forms for the State Ethics Commission. Ms. Hamilton provided each member present with a blank form, as well as their 2013 form for reference and asked that the completed forms be returned as soon as possible. Many members also received a second packet requesting an amendment to their 2013 form as required by the state monitor as a result of the annual WIB certification review. Members were encouraged to return this information to Partners for Performance by March 3 to avoid corrective action.

TITLE 1 RFP STATUS

Dr. Miller stated that Ms. O'Neil has been working with a Review Committee comprised of Dr. Ray Feroz (chair), Joy Sherry, Bob Cardamone, Tyrone Clark, Commissioner Bob Snyder, Commissioner Steve Vanco, and Diona Brick. As a team, they have been working to finalize the RFPs. The RFPs were also sent to Ms. Susie Snelick at North Central WIB for a comprehensive and objective review prior to their release. RFPs are expected to be released on Friday, February 27 or

Monday, March 2. Proposals will be due by 4:00 pm on March 30. The Review Committee will be charged with reviewing the proposals and developing recommendation(s) for award of contract(s) to be presented to the WIB at their April 15 meeting. The WIB will then vote to recommend the selection to the CLEOs, who will vote for final award of contract(s) at their subsequent meeting. Commissioner Snyder stated that by statute, CLEO approval is needed, as selection of a contractor is a fiscal responsibility. Mr. Hewitt informed the WIB that due to potential conflict of interest, he will be abstaining from any future discussion or votes regarding the RFPs and proposals received.

WIF RFP STATUS

Dr. Miller informed the board that although GECAC was integral in the Workforce Innovation Fund Grant proposal, federal regulations require the release of an RFP to award the program management services outlined in the grant. Ms. Brick stated that Venango County is the recipient of the grant, as the fiscal agent to the WIB. The WIB staff is responsible for developing the RFP to be released. The RFP for evaluator services was released in December, before it was known that the program management services would also need to go out for the bidding process. At this point, Dr. Miller stated to the board that her company, Keystone Research Corporation, submitted a bid for evaluator services, so she will be abstaining from future discussion or votes on choosing an evaluator.

Ms. Schell asked if a timeline has been established, as the plan for the grant is due by July. Mr. Rouch asked if publicly declaring a conflict of interest would be sufficient meet the procurement process requirement. Dr. Miller stated that this process would be further discussed during the Fiscal Agent Report. Commissioner Snyder added that previous conflict of interest issues resulted from the sole-source processing of the previous contracts without competitive bid.

STRATEGIC PLANNING PROCESS

Dr. Miller stated that the Strategic Planning Retreat has been scheduled for May 1st and 2nd in Erie. Ms. Hamilton is coordinating the event venue. Ms. Cornish noted that the scope of work for the facilitation services has been released and bids are due by February 28. Dr. Miller emphasized that this retreat will be a good opportunity to evaluate the WIB's current path and make any changes needed to better serve the region. She also noted that lodging will be provided for those members more than 50 miles from the venue.

COMMITTEE REPORTS

SYSTEM DESIGN AND IMPLEMENTATION

Mr. Rouch provided a report from the System Design and Implementation Committee. It is on file at Partners for Performance. Mr. Rouch stressed that the PA CareerLink[®] system improvement is a primary focus of the WIB at this time. As such, it is important to get the system working more efficiently and effectively for employers, as well as job seekers. Dr. Zhmurkin noted that WIOA will allow for more flexibility in the PA CareerLink[®] offices. Dr. Feroz noted the bullet on the provided report as being especially important as a summary: PA CareerLink[®] performance is the highest profile service/activity of the WIB at present time and, therefore, is a top priority for attention and action. Mr. Rouch also noted that this committee understands it will be working closely with the Monitoring and Evaluation Committee on a regular basis.

MONITORING AND EVALUATION

Dr. Jackson provided a report from the Monitoring and Evaluation Committee. It is on file at Partners for Performance. Dr. Miller noted that the committee has been mainly working with the Governance Committee to ensure the policies up for vote later in the meeting are in compliance. County Executive Dahlkemper noted that she appreciates the attendance listing included on this report and would like other committee reports to include something similar.

GOVERNANCE COMMITTEE

There was no report provided for the Governance Committee as the chair, Mr. Cardamone, was unable to attend due to a death in the family. However, Ms. O'Neil noted that the committee spent their first meeting reviewing the policies and monitoring forms up for vote today.

COMMUNICATIONS COMMITTEE

Mr. Decker provided his previous meeting's draft minutes as a report from the Communications Committee. He noted that recently Ms. Hamilton and Ms. Horetsky have discussed coordinating website efforts between the WIA and PA CareerLink[®] sites, in an effort to ensure that the sites complement each other and do not duplicate information.

Mr. Rouch inquired if the WIB should ask the WIA website provider, Epic Web Studios, to oversee the Mercyhurst students working on the PA CareerLink[®] website redesign. Mr. Cornwell noted that the PA CareerLink[®] locations have no outreach budget and would not be able to provide funding to support that effort. Mr. Decker asked if these two web sites should be separate in the future. Ms. Schell stated that she believed that two web sites serve the different missions of their respective entities. Mr. Rouch stated that creating an effective website for PA CareerLink[®] should be paramount and added that he did not believe the payback of disallowed costs to the state should take precedence over furthering efforts to improve the PA CareerLink[®] locations. Commissioner Snyder clarified that the payback of disallowed costs would go through the state, but the funds were owed to the federal government. Ms. Foys noted that some other areas do have one website for the local workforce investment area and the PA CareerLink[®] locations. Ms. Schell noted that the PA CareerLink[®] locations do not have money for professional design of a website in the RSAb. Ms. Brick explained that it would be an allowable expense that could be incurred if PA CareerLink[®] underspends in other areas. Dr. Zhmurkin noted that PA CareerLink[®] sites are only required to have their contact information, business hours, locations, and programs listed on the internet. Ms. Stuart recommended that this issue be further discussed in the Communications Committee. Dr. Miller concurred. Commissioner Campbell noted that at the very least, the websites should have seamless, reciprocal links. Mr. Decker noted that this discussion has demonstrated that communication is tremendously important when considering website content and linking with PA CareerLink[®]. Ms. Brick noted that the WIA website costs are approximately \$11,000, which is comparable to the product being provided to the PA CareerLink[®] locations by the Mercyhurst students.

YOUTH COUNCIL

In the absence of Mr. Chevalier, Ms. Stuart offered a report on Youth Council. The report is on file at Partners for Performance. She reported that the council understands that youth and parent participation is key to advancing their efforts, but transportation and time commitments have an impact on their ability to regularly participate in meetings. The Youth Council is continuously working on creating reciprocal links between employers and the area career and technical centers.

Dr. Miller noted that the WIB members have been sent Save the Date invitations for the Industry Club Expo and the Youth Awards Luncheon. She encouraged participation in these events.

NOMINATIONS COMMITTEE

Ms. Foys offered a report from the ad hoc Nominations Committee. According to the bylaws, each year the WIB is required to develop a slate of officers for the new program year by April 15. A slate was offered as follows: Jason Hall, Chair; Dr. Ray Feroz, First Vice Chair; Sherry Savoia, Second Vice Chair; Richard Baumcratz, Secretary; Jill Foys, Treasurer. An at-large member from Crawford County will be determined at a later date to ensure all counties are represented on the Executive Committee.

MOTION

It was **moved** by Mr. Decker and **seconded** by Ms. Sherry to accept the slate of officers as proposed. All were in favor. **Motion passed and carried.**

UPDATES FROM PARTNERS FOR PERFORMANCE

VOTE ITEMS: APPROVAL OF POLICIES AND MONITORING FORMS

Ms. O'Neil stated that new policies created and the changes made to current policies were required by the recent corrective actions and are enumerated in the vote items provided. She stressed that going forward, there is opportunity to discuss any additional revisions to the policies that may be needed to ensure continued compliance. Mr. Rouch reiterated that the WIB should provide feedback as necessary. Ms. O'Neil also stated that these policies have been reviewed and recommended by the Governance Committee, as well as the Monitoring and Evaluation Committee, prior to being presented for WIB approval.

MOTION

It was **moved** by Dr. Feroz and **seconded** by Mr. Hewitt to approve the following policies as presented:

- **WIA Title 1 Program Participant Services Policy**
- **Individual Employment Plan/Individual Service Strategy**
- **Risk Assessment Policy**
- **WIA Youth Sixth Barrier Policy**
- **WIA Youth 5% Income Exception Policy**
- **WIA Eligibility Review Policy**
- **WIA On the Job Training Policy**
- **Equal Opportunity Policy**
- **Record Retention Policy**
- **Monitoring Policy**
- **Personally Identifiable Information Policy & Sign off Form**

All were in favor. **Motion passed and carried.**

Mr. Rouch explained that monitoring was last conducted in 2013 and revised tools needed to be approved to complete the monitoring process for this year. Dr. Miller noted that modification of these tools is encouraged as needed. Mr. Rouch asked who will be performing the monitoring. Ms. O'Neil stated that she believed Mr. Nottingham, the new Partners for Performance Program Specialist, would be charged with that responsibility. Mr. Rouch asked why Partners for

Performance was charged with monitoring, as opposed to a third party. Dr. Jackson explained that Partners for Performance is contracted by the WIB to perform the monitoring. Mr. Rouch asked how monitoring findings are reported. Ms. O’Neil stated that any findings identified would be reported to the WIB, who would then recommend a corrective action be sent to the contractor, allowing the contractor thirty days to respond. She also reported that though local monitoring was last conducted in 2013, state and federal monitoring has been conducted, including review of participant files. Mr. Rouch stated that reports of all monitoring visits should be provided to the WIB. Ms. Cornish clarified that those reports would also be sent to the Monitoring and Evaluation Committee. Dr. Miller stated that having these monitoring tools in place will help the WIB develop a more accurate and current depiction of the state of the services offered, as the state and federal monitoring of participant files can go back several years. Mr. Rouch reiterated that the tools should be enhanced to better evaluate in the near term. Dr. Zhmurkin emphasized that the data from the participant files inputted in CWDS must be accurate to report accurate results. Dr. Jackson stated that these tools aren’t performance monitoring tools. Dr. Miller noted, however, that they do monitor operations.

MOTION

It was moved by Dr. Jackson and seconded by Mr. Shaw to approve the following monitoring tools as presented:

- **LWIB Adult/DW Program Monitoring Participant File Form**
- **LWIB Youth Program Monitoring Participant File Review**
- **LWIB Program Contractor Monitoring Review**
- **LWIB PA CareerLink® Monitoring Review**

All were in favor. Motion passed and carried.

Ms. O’Neil informed the board that a Supportive Services Policy and a Fiscal Agent Monitoring Tool will be offered for approval at a future meeting.

PERFORMANCE NEGOTIATIONS

Ms. O’Neil reported that the state has approved the negotiated performance levels submitted after the last meeting. She expressed concern with a couple of the increased levels to the state, but noted there would be an opportunity to renegotiate with the state if the local performance levels indicated a need to do so in the future.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick provided a Fiscal Agent Report. This report is on file at Partners for Performance.

MOTION

It was moved by Ms. Stuart and seconded by Ms. Sherry to approve the Fiscal Agent Report as presented. All were in favor. Motion passed and carried.

Ms. Brick noted that she reviewed the single audits of the Title 1 and EARN providers, with no concerns noted.

Ms. Brick stated that there are four key points when determining a conflict of interest:

1. Conflict of Interest and Statement of Financial Interest forms should be properly completed.

2. Those with a potential conflict of interest should recuse themselves from discussion and votes.
3. Those with a potential conflict of interest should have no part in drafting, discussing, or reviewing the RFPs or any proposals received as a result of the RFP release.
4. Recusing from discussions and abstentions from voting should be properly documented in the minutes and completed Written Memorandum for Disclosing a Conflict of Interest forms should be kept on file with those minutes.

Ms. Brick emphasized the need to move forward in approving the move of the PA CareerLink[®] - Warren County office by voting to give proper termination notice to the current land lord and to sign the lease with the new land lord. The prevailing wage requirement will increase the total cost of the lease by \$6k and Venango County will provide a monitor to spot check the construction workers. The Venango County solicitor is reviewing the lease and will petition for two minor changes to include the number of days' notice required for termination and the waiver of a security deposit. Ms. Brick emphasized that the process to change offices has been too drawn out and action needs to be taken. It is her understanding that the PA Department of Labor & Industry will take issue with further delay and asked Ms. Schell for clarification. Ms. Schell deferred to Dr. Zhmurkin. He shared with the WIB that the PA Department of Labor & Industry will decrease their presence in the PA CareerLink[®] - Warren County office due to decreased foot traffic numbers regardless of the move. The one full-time employee will be reduced to two days a week at the Warren location and will be assigned to work out of other locations in the six-county region on the remaining three days per week.

Commissioner Campbell noted that he is offended that this information is being revealed in a public meeting, prior to a vote, with seemingly no discourse, after the year of negotiations for the new space. He noted that the state does not tend to act swiftly on matters and wonders why this information was withheld. Without a full staff presence, the PA CareerLink[®] - Warren County office may not be able to function effectively as a full service comprehensive site. Mr. Decker also expressed frustration. Mr. Rouch questioned if the operators were aware of the situation prior to the meeting and Ms. Stuart confirmed that they were not. Dr. Zhmurkin offered that there has been a miscommunication and he was only informed at the end of the previous week. The other three days currently spent by the PA Labor & Industry employee at PA CareerLink[®] - Warren County will be covered elsewhere in the system. Mr. Rouch wondered if RSAs could be adjusted accordingly to still allow for the PA CareerLink[®] - Warren County office to remain fully operational.

Mr. Hewitt reminded the WIB of his staff reduction as well. His single employee will go from five days a week to one day a week at the Warren location. This is due to the costs associated with supporting a field office. He cannot afford to enter into a full agreement to share supplies that he does not use, as he already has his own supplies required by OVR for his staff to utilize.

Commissioner Campbell stated that the CLEOs will work with the PA Department of Labor and Industry to keep their presence in the PA CareerLink[®] - Warren County office. He offered that the WIB could move forward with voting pending the resolution of the issue, as they will not be meeting again until April 15, and the delay would result in missing the required 90-day termination period of the current lease.

MOTION

It was moved by Mr. Folletti and seconded by Ms. Sherry to approve providing the 90-day notice of the current PA CareerLink® - Warren County site lease termination to the current land lord, pending resolution of the reduction of PA Labor & Industry staff at the site. All were in favor. Motion passed and carried.

MOTION

It was moved by Ms. Sherry and seconded by Mr. Decker to approve entering into the lease at the new site for the PA CareerLink® - Warren County office, pending resolution of the reduction of PA Labor & Industry staff at the site. All were in favor. Motion passed and carried.

TITLE 1 PROVIDER REPORT

Mr. Flanagan provided a Title 1 Provider report. The report is on file at Partners for Performance. He noted that all performance measures were met or exceeded. The 2nd quarter performance report was recently released. Ms. Cornish offered to have that report forwarded to the WIB.

****ACTION****

- **Partners for Performance will forward the 2nd quarter performance report to the WIB.**

Mr. Flanagan requested that the WIB identify what they would like to see on future renditions of this report. Dr. Miller noted that the Monitoring and Evaluation Committee would be the appropriate group to determine what belongs on the report.

****ACTION****

- **The Monitoring and Evaluation Committee is charged with determining what information is to be provided on the Title 1 Provider Report.**

WIB POLICY AND PROCEDURE DISCUSSION ITEMS

PARTNERS FOR PERFORMANCE DIRECTOR POSITION

Mr. Rouch expressed that in light of the Partners for Performance Director Position opening, a discussion should be had regarding hiring a CEO of the WIB to elevate it to the next level. An increased salary is needed to attract another crowd in applying. He expressed concern that there are significant workforce development conversations taking place in the region without the benefit of representation of the WIB. He also expressed the need for a grant writer on staff to attain more dollars for the area. The current salary range for the Director position opening is \$60k-\$70k. Mr. Rouch emphasized that he believes it would be a wise investment of the CLEOs to seed extra money to grow the WIB by hiring a candidate to grow the WIB. Dr. Miller stated that the Partners for Performance board is comprised of the CLEOs and that this issue is under their authority. Ms. Sherry concurred with Mr. Rouch, and stated that currently, the WIB doesn't have the meaningful discussions about the local job force and employers' needs that it truly needs to have to create an impact on the region. Ms. Foy also suggested posting the position on the PA Workforce Development Association (PWDA) site.

Commissioner Summers acknowledged that there are funding issues but under the current conditions, the local system is working as efficiently as possible. She also emphasized that the

CLEOs have invested a significant amount of time into the local workforce investment area and they would like it to succeed as well. She believes extra money may be accommodated at some point in the future.

Dr. Zhmurkin offered that he is familiar with what other WIB Directors in the state get paid. There is a federally-regulated cap of \$185k per year and he noted that there are only three WIB Directors in Pennsylvania that are paid less than \$100k per year. He also noted that WIA and TANF funds can be used to support this salary. Commissioner Summers noted that the salary range for the Director would be \$60k to \$80k.

Mr. Decker stressed that the CLEOs need to move to release the WIB of their liability for the disallowed costs payback to limit the negative impact of reduced funding on the region. He inquired about what WIB members can do to rally legislators to their cause. Dr. Zhmurkin stated that perhaps there is a chance that the payback might be forgiven, as the local workforce investment area has made significant progress and has solid plans to move forward. Dr. Miller stated that this issue will be further discussed by the CLEOs and Executive Committee.

****ACTION****

- **The CLEOs and WIB Executive Committee will discuss the status of the payback of the disallowed costs to the state.**

GECAC AS OPERATORS CONSORTIUM PARTNER

Dr. Miller stated that GECAC has requested to become a member of the operators consortium, due to their increased operations in Erie County. Ms. Schell noted that the WIB should clarify any vote they take on whether GECAC should have a vote in only Erie County discussions, as they are currently only operating their programs there. Dr. Miller suggested holding a vote to recommend a decision to the CLEOs. If they believe there should be additional details to the appointment, they may add them.

MOTION

It was moved by Ms. Foys and seconded by Mr. Folletti to recommend to the CLEOs that GECAC become a member of the operators consortium. All were in favor. Motion passed and carried.

It was felt that the operator consortium will need to clarify the voting rights of GECAC as a member of the operator consortium who currently operates their programs only in Erie County.

OTHER BUSINESS

Dr. Miller left the room at this time.

Ms. Cornish stated that the RFP for evaluator of the Workforce Innovation Fund Grant garnered four proposals. Ms. Brick noted that Susie Snelick of the North Central WIB independently evaluated the proposals and recommended Keystone Research Corporation. Dr. Miller is listed as a principle investigator. This recommendation was identified as the most cost-effective option and the hourly rate is significantly less than the other proposals. Keystone Research Corporation offers a \$75 hourly rate and the other two

qualified applicants offered \$135 and \$147 hourly rates. The fourth proposal did not meet budget and was not further considered.

Mr. Decker expressed concern that the \$75 hourly rate of Keystone Research Corporation was a special rate and if that would bring about a discussion regarding conflict of interest. Ms. Burrell inquired if the grant's scope will be renegotiated since 15% of the grant will go to the independent evaluator. Ms. Brick noted that a renegotiation may be a possibility, or a budget revision could work as well and is needed anyway. Dr. Feroz asked about the urgency of the evaluation portion of the grant and Ms. Brick noted that a preliminary tool is due to the federal government by July 1. The tool will be accepted or rejected by September 30. A discussion ensued regarding whether an organization familiar with the local workforce development system would be beneficial. Ms. Foys noted that since these proposals were submitted for evaluation of the grant, familiarity with the grant may be more important than familiarity with the workforce area. She also noted that Ms. Snelick is very knowledgeable and she trusted her recommendation of Keystone Research Corporation.

MOTION

It was moved by Ms. Foys and seconded by Ms. Stuart to accept the recommendation of the independent evaluator for Keystone Research Corporation as Workforce Innovation Fund grant evaluator. All were in favor. Motion passed and carried.

Dr. Miller returned to the room at this time.

Ms. O'Neil briefed the board on two individual training account participant waivers. It was felt that in the future, the WIB committees should be charged to address waiver requests. They will also review the existing ITA policy to determine if revisions are needed to avoid delays in waiver request processes in the future. In the interim, the board was asked to approve two urgent participant waivers to avoid any delay in participant training.

MOTION

It was moved by Ms. Sherry and seconded by Mr. Folletti to approve the two participant waivers as presented by Ms. O'Neil. All were in favor. Motion passed and carried.

It was noted that Mr. Brad Tisdale of the Steamfitters Local #449 was in attendance. He would meet the criteria as a required workforce system partner representing apprenticeships under WIOA.

PRESENTATION – NORTHWEST COMMISSION

Mr. Dave Zellers of the Northwest Commission gave a short educational presentation on Economic and Workforce Development Collaboration in Northwest Pennsylvania.

REVIEW OF ACTION ITEMS

- **Partners for Performance will forward the 2nd quarter performance report to the WIB.**
- **The Monitoring and Evaluation Committee is charged with determining what information is to be provided on the Title 1 Provider Report.**
- **The CLEOs and WIB Executive Committee will discuss the status of the payback of disallowed costs to the state.**

ADJOURNMENT

MOTION

**It was moved by Mr. Hewitt and seconded by Ms. Stuart to adjourn the meeting. All were in favor.
Motion passed and carried.**

The meeting was adjourned at 11:31 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance