

**FISCAL AND MONITORING COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Tuesday, September 25, 2018  
2:32 pm

**ATTENDANCE**

Jim Decker  
Rich Krankota  
Dr. Ray Feroz  
Commissioner Chip Abramovic  
Commissioner Ben Kafferlin

**ABSENT**

Dr. Aldo Jackson

**GUESTS**

Sara Dodeci

**STAFF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Ramon Rodriguez  
Jackie Hamilton

**WELCOME/ROLL CALL**

Dr. Feroz called the meeting to order at 2:32 pm. Roll Call was taken. It was noted that there was a quorum.

**VISITOR RECOGNITION/PUBLIC COMMENT**

There were no visitors nor public comment.

**ACTION ON MAY 8, 2018, JUNE 5, 2018, and JULY 10, 2018 MEETING MINUTES**

The meeting minutes dated May 8, 2018, June 5, 2018, and July 10, 2018 were presented for approval.

**MOTION**

It was **moved** by Mr. Decker and **seconded** by Mr. Krankota to approve the May 8, 2018, June 5, 2018, and July 10, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**ACTION ITEM**

1. Ms. McCartney will coordinate an electronic vote of the May 8, 2018 and June 5, 2018 meeting minutes, which will be ratified at the next meeting. The minutes were all approved at the beginning of this meeting.
2. Mr. Decker recommends the Board begin discussions at the October meeting regarding the evaluation of extending ResCare's contract in July 2019. This will be ready for the December board meeting agenda when performance measures will be available.

**FISCAL DISCUSSION**

Ms. Brick referred to her provided report. She then noted she continues to meet with ResCare to coordinate funding efforts, especially regarding Dislocated Worker and Rapid Response. She also noted that each staff member in case management has a caseload of about 50 which is what was previously suggested by US DOL.

Ms. Brick noted continuing revisions to the Partner MOU's IFA. She asked that a limit of how often revisions will be considered and recommended no more than semiannually. Ms. Anderson recommended that this year, since it is already almost the close of the first quarter, that quarterly be allowed and semiannually be considered going forward. Ms. Brick noted that was fair and the committee agreed.

Ms. Brick noted that the 2016 Audit Report has been accepted by the state and the 2017 report will be filed on time, by October 1, 2018.

## **MONITORING DISCUSSION**

### **ADMINISTRATIVE OVERSIGHT MONITORING**

Ms. Shaffer noted that she conducted local administrative oversight monitoring and the summary report will be sent to the committee, presented to Fiscal and Monitoring Committee for review, and presented to the board for approval. As the Partner MOU is not yet fully executed, there will be further monitoring on its progress. Additionally, a tool to monitor sub-recipient capacity to provide oversight was expected to be presented to the committee today, but it was determined that the tool will be implemented through SurveyMonkey so this item will take additional time to complete.

### **UPDATE ON STATE EVALUATION OF PY17 LOCAL MONITORING**

Ms. O'Neil and Ms. Anderson noted that staff participated in a PY17 state monitoring review call but due to the significant turnover in BWDA oversight staff, it was unclear whether there were any outstanding issues in the Northwest. While official word has not been sent, board staff does not expect to hear of any significant issues, but perhaps some recommendations and insight.

### **MONITORING UPDATES – PY18 UPCOMING ACTION ITEMS**

Ms. Shaffer referred to the monitoring schedule provided in the packet. She noted that file reviews were conducted in September. Small issues were noted, which are mostly explained by the change in provider last year. She continues to work through improvements with ResCare.

### **SURVEYS**

While board staff has not sent out a survey recently, Ms. Shaffer did note that ResCare sends their own separate satisfaction survey regularly.

## **OVERSIGHT REVIEW OF PROGRAM CONTRACTORS**

There was no update for this item.

## **ONE STOP CENTER BUSINESS**

Ms. Shaffer noted that the accessibility determination of PA CareerLink® - Erie County has been in review for over a year now, and most recently identified as still in progress for the PA CareerLink® Certification in December 2017. An automatic door opener was required to counter the wind which affected the door pressure and made the doorway non-compliant with ADA. The door opener was purchased by the partners for about \$7500 and installed. In addition to the door pressure, the state expressed concern with the accessible spaces in the parking lot. After thorough review of the parking lot and the updated doorway, board staff has received notification from the state that both comprehensive sites in the Northwest are now considered compliant. This notification has been included in the packet.

## **OTHER BUSINESS**

### **GRANT WRITER/RESEARCH SPECIALIST UPDATE**

Mr. Rodriguez introduced himself and referred to the available grants worksheet provided to the committee. He explained that part of his role on board staff is to help with research to make more strategic funding and policy decisions. He has been researching market data on the Northwest region and is evaluating HPO and training relationships as well as short term and future needs of

the region. He noted that his intent is not to chase grants, but to be strategic in coordinating with partners and applying for grants that fill gaps in services.

### **RESCARE UPDATE**

Ms. Dodeci noted that most of her update was covered by Ms. Brick and reiterated that she continues to review services provided to Dislocated Workers, as they may have been attributed to the Adult funding stream. Additionally, she has been researching incumbent worker training, which is part of the area's performance measures, and best practices for implementation which is expected to commence next quarter.

Ms. Dodeci noted that the TANF RFP was released and a bidder's conference held for all interested organizations. Subsequent to the conference, the state released TANF guidelines that altered the eligibility determination process significantly. Interested bidders have been notified of these changes, which are expected to impact the ability to spend funding. Ms. Dodeci noted that awards will begin October 1 and expected to be complete by the end of November.

Ms. Dodeci noted that Rural Adult ITA spending has been occurring at a higher rate than the previous year. She attributed this to training opportunities that start in August and September, and to the mobile effort of reaching out in the rurals. While \$150k was spent in July and August, leaving around \$100k remaining, she does not expect this rate of spending to continue. Internal conversations to monitor the spending are ongoing and efforts are being made to ensure these are attributed to the proper funding stream within guidelines and regulations.

### **REVIEW OF ACTION ITEMS**

None.

### **ADJOURNMENT MOTION**

**It was moved by Mr. Krankota and seconded by Commissioner Kafferlin to adjourn the meeting. All were in favor. Motion passed and carried.**

The meeting adjourned at 3:06 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPJ Job Connect