

FISCAL AND MONITORING COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Wednesday, January 16, 2019
9:03 am

ATTENDANCE

Rich Krankota ☎
Dr. Ray Feroz ☎
Dr. Aldo Jackson ☎
Commissioner Ben Kafferlin ☎

ABSENT

Jim Decker
Commissioner Chip Abramovic

GUESTS

Diona Brick ☎
Sara Dodeci, ResCare ☎

STAFF

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

WELCOME/ROLL CALL

Dr. Feroz called the meeting to order at 9:03 am. Roll Call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

There were no visitors nor public comment.

APPROVAL OF NOVEMBER 21, 2018 MINUTES

The meeting minutes dated November 21, 2018 were presented for approval.

MOTION

It was **moved** by Commissioner Kafferlin and **seconded** by Mr. Krankota to approve the November 21, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

None.

FISCAL DISCUSSION

Ms. Brick referred to her provided report. Adult/Dislocated Worker funds are on track and while TANF funding is underspent, some awards have yet to be executed. She noted concerns with meeting spending benchmarks, such as the 75% out-of-school youth requirement. In the previous year, \$150k in youth funding was returned to the state, and a corrective action was required. The local area noted in the corrective action plan that they are working with the Title I contractor to implement an innovative youth program. To date, about \$1M in youth funding needs to be spent by the end of the program year.

Ms. Brick also noted that the local area will be returning some Workforce Innovation Fund grant funding and board staff has been working with the grant contractor, GECAC, to ensure remaining funds are expended appropriately and in the time allotted.

Ms. Brick further noted that admin funds are on track, as well as PA CareerLink® RSA budgets. She stated that some partners are exploring the possibility of adding Site Administrator positions to the system, but funds need to be reviewed in more detail to make a determination.

County of Venango's next audit begins in May.

Dr. Feroz asked if the Youth Committee was aware of the youth spending situation and Ms. Anderson replied that they were, but noted that there is difficulty adhering to the benchmark across the nation. Engaging out-of-school youth has proven difficult and maintaining the spending benchmark has led to hesitancy in serving in-school youth. Some states have successfully retained a waiver of the benchmark and now must spend 50% on out-of-school youth. Pennsylvania has no such waiver in place, but the Commonwealth is requesting a waiver. It is not likely it will be approved by the federal government before the end of the program year.

Ms. Brick and Ms. Dodeci spoke about specific figures in the Fiscal Report and it was noted that ResCare has yet to deliver a real-time dashboard-type tool to help track funding and obligations with relation to benchmarks. Ms. Anderson noted that in the meantime, board staff and the fiscal agent have been working with the Title I contractor to stay on top of the funding and obligations together.

MONITORING DISCUSSION

QUARTER 2 FILE MONITORING REPORT

Ms. Shaffer referred to her provided report and noted no findings for quarter two file reviews, which covered Oil Region, Erie, and mobile operations.

QUARTER 1 FILE MONITORING ACTION REQUIRED UPDATE

Ms. Shaffer noted that she has followed up on the instances of missing eligibility documents found during the file review, and all of the discrepancies were remedied. Additionally, the contractor's quality assurance person reported a review of all active dislocated worker files to ensure all eligibility documentation was in place. No issues are expected going forward.

UPDATE ON PY17 MONITORING

Ms. Shaffer reported that she has been updating the monitoring tools in response to the PY17 monitoring review. Once complete, she will submit them to Oversight Division. The committee will be updated on any progress.

Ms. Hamilton added that the 2018 Board Certification review was submitted to Oversight Division yesterday.

OTHER BUSINESS

Dr. Feroz asked if there was a follow up on the letter from Steve Bishop sent to board members. Ms. Anderson noted that Mr. Decker replied to the letter. This letter will be sent to the board. Ms. Anderson also explained that she is meeting with the new Director of the Corry Hi-Ed to address any remaining concerns.

Dr. Jackson asked for an update on the Partner Program Evaluation Survey. Ms. Shaffer informed the committee that she reached out to Mr. Staszko for additional feedback on the survey and has not yet received any. Ms. Anderson noted that the staff can not require all partners to complete the survey. It was suggested that Ms. Shaffer reach out to Mr. Staszko again to ask for his feedback before the survey is sent out. Dr. Feroz noted that the survey is an important piece of local monitoring.

****ACTION****

- **Board staff will send Mr. Decker's reply to Mr. Bishop's letter to the board.**

- **Ms. Shaffer will again follow up with Mr. Staszko for his feedback on the Partner Program Evaluation Survey.**

GRANT WRITER/RESEARCH SPECIALIST UPDATE

Mr. Rodriguez noted that staff is awaiting response regarding multiple grants, but was happy to announce that the Business-Education Partnership grant was awarded to the Northwest in the amount of \$157,160. Ms. Anderson commended Mr. Rodriguez and the rest of the staff for support in submitting 11 proposals before December 21 in addition to many support letters for PAsmart grant proposals from local schools and organizations.

RESCARE UPDATE – DASHBOARD STATUS

Ms. Dodeci reported that she expects a dashboard to be available in about a month. The dashboard will track and display data related to required benchmarks by pulling from multiple systems in real time. The regional manager has access to the product and will suggest tweaks before granting local access. In the meantime, ResCare's WORCS system has some capabilities to track benchmarks in the meantime. Mr. Krankota asked if the dashboard may be presented to the board and Ms. Dodeci replied that it could be, as it is web-based. Ms. Anderson noted that the dashboard was originally expected at the end of 2018 as part of a pay-for-performance measure, but upon following up with ResCare management, she was assured that the project is currently a priority. Dr. Feroz noted his appreciation for work on the dashboard.

****ACTION****

- **ResCare will provide a pdf of benchmark progress at a future meeting.**

QUARTERLY BOARD MEETING PROPOSAL

Ms. Anderson recalled that when she started in the Director position, the CLEOs expressed interest in possibly adjusting the frequency of board meetings to quarterly. Currently fifteen out of the 22 LWDA's in Pennsylvania meet quarterly. She noted that while the newer members have appreciated the bimonthly frequency as they become familiar with the workforce system, she was gathering opinions from all committees and reporting the information to the Executive Committee before determining whether to consider changing the board meeting frequency to quarterly. Committee members noted that the bimonthly frequency still serves the board well and should not be changed at this time.

NEXT MEETING – MARCH 20 @ 9AM

REPORT FOR EXECUTIVE COMMITTEE

No specific report was referred, but the Executive Committee will be apprised of the meeting notes.

REVIEW OF ACTION ITEMS

- **Board staff will send Mr. Decker's reply to Mr. Bishop's letter to the board.**
- **Ms. Shaffer will again follow up with Mr. Staszko for his feedback on the Partner Program Evaluation Survey.**
 - **ResCare will provide a pdf of benchmark progress at a future meeting.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:08 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect