

FISCAL AND MONITORING COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Wednesday, March 20, 2019
9:00 am

ATTENDANCE

Jim Decker ☎
Dr. Ray Feroz ☎
Dr. Aldo Jackson ☎
Commissioner Ben Kafferlin ☎

ABSENT

Rich Krankota
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 9:00 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 JANUARY 16, 2019 MINUTES

The meeting minutes dated January 16, 2019 were presented for approval.

MOTION

It was **moved** by Dr. Jackson and **seconded** by Mr. Decker to approve the January 16, 2019 meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. **Board staff will send Mr. Decker's reply to Mr. Bishop's letter to the board.** Complete.
2. **Ms. Shaffer will again follow up with Mr. Staszko for his feedback on the Partner Program Evaluation Survey.** Complete.
3. **ResCare will provide a pdf of benchmark progress at a future meeting.** Ms. Dodeci reported that ResCare is close to the first version of the dashboard and provided an update (PDF) to the committee that details the features and timeline of the dashboard. The project has proven difficult due to the need to track multiple data points for multiple training providers for ITAs and multiple employers for OJTs, all while keeping track of obligated and spent funds in comparison to the budget. This dashboard will not replace the WORCS tool already in place; it shows additional information needed to track expenditure compliance. The next version of the dashboard is expected to be ready in June.

FISCAL DISCUSSION

Ms. Brick referred to her provided report, which was dated February and was the most recent report available. She noted a concern that Adult spending was ahead of expectations: 66% expected, 71% actual. However, an Economic Transition grant and \$181k in additional Rapid Response funding are expected to help bridge that gap while helping the area meet client needs as well as the 30% training expenditure requirement. Ms. Brick added that the additional Rapid Response funding must be spent by 6/30/2020.

Youth spending is at 29% but there are weekly review meetings with the contractor to review programming and spending progress.

Ms. Brick noted several more items:

Admin spending is at 58% vs an expected 66%

The EARN program is expected to be RFP'd at the state level

Some WIF funding will be returned; the grant will close out NLT September 30.

Teacher in the Workplace billing from IU6 is low

Ms. Brick explained that due to a problem in CWDS, the County of Venango is not able to draw down \$548k in adult funding since 12/31. Additionally, the state pays certain costs for PA CareerLink® budgets, but Ms. Brick hasn't seen any billing since December. She has estimated their costs for invoicing purposes. Dr. Feroz asked if the CWDS and billing problems have impacted the ability to pay vendors and Ms. Brick replied that it affects the County of Venango's cash flow. Ms. Brick was asked to continue to monitor the situation and engage the board when necessary. Ms. Anderson added that other local areas are experiencing similar issues.

Ms. Brick stated that the budgeting process will begin in late April or early May. The County's next audit is scheduled for May.

MONITORING DISCUSSION

PAY FOR PERFORMANCE STANDINGS – QUARTER 2

Ms. Shaffer referred to the Performance Report Update provided in the packet. The fifth measure of Title I Category 2, "Diversification of Job Seekers" was not met in quarter two. This may be due to the holiday. However, the contractor could still reach the overall measure of 1684 participants, the total of all the quarters with available measures.

PARTNER PROGRAM EVALUATION SURVEY UPDATE

Ms. Shaffer noted that she has received a few replies to the survey, but not enough to complete an evaluation. Due to Mr. Staszko's feedback, the survey clearly states that it is optional. Dr. Jackson asked if Ms. Shaffer had a goal number of respondents she was hoping to receive feedback from. She hopes to hear from at least six or seven with an increased goal for next year.

OPERATOR SURVEY UPDATE

Ms. Shaffer noted that 37.5% have responded to the operator survey compared to last year's 32%, despite there being less Title II partners. So far, generally good feedback has been received by the operator, and her rating has increased. Dr. Feroz suggested sending an additional survey reminder to the partners and conduct a trend analysis of the two years of survey results.

****ACTION****

- **Ms. Shaffer will inform the committee if additional operator survey responses are received.**

RISK ASSESSMENT

Ms. Shaffer explained that the state requires a Risk Assessment to be conducted annually as part of regular monitoring. With the merger activity related to ResCare, board staff believed it a good time to conduct one. This will be presented to the committee in May. Dr. Jackson asked if risk assessment was always a required part of monitoring. Ms. O'Neil noted that it was not required as

long as annual monitoring was conducted locally. She also reminded the committee that they may expand the Risk Assessment process if they believe there is value in doing so.

The formal Risk Assessment process is prescribed by state guidance and includes routine questions with answers that convert to points. The point level determines the level of risk. Ms. Brick noted that the new Uniform Guidance has an increased focus on Risk Assessment for all federal funding.

OTHER BUSINESS

GRANT WRITER/RESEARCH SPECIALIST UPDATE

Mr. Rodriguez gave a general update on the current grant awards. Of the seven awards, NOOs have only been received for four, so board staff is working to implement those opportunities: Business Education Partnership, Economic Transition, State Apprenticeship Expansion, and State Local Internship Program.

RESCARE UPDATE – FISCAL/MONITORING RELATED DISCUSSION

Ms. Dodeci had nothing further to add.

NEXT MEETING – MAY 15 @ 9AM

OTHER

Ms. Anderson noted that the EARN discussion call will be canceled and rescheduled as a face to face event. The loss of local oversight for the EARN program will reduce the local budget by \$142.8k. The state appears to be unwilling to discuss other options where local oversight is remains a part of the program.

REPORT FOR EXECUTIVE COMMITTEE

The committee asked that the Executive Committee will be apprised of the dashboard progress through the committee's meeting notes.

REVIEW OF ACTION ITEMS

- 1. Ms. Shaffer will inform the committee if additional operator survey responses are received.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:51 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect