

**FISCAL AND MONITORING COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Wednesday, May 15, 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 ☎  
Carm Camillo ☎

**STAFF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
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 MARCH 20, 2019 MINUTES**

The meeting minutes dated March 20, 2019 were presented for approval.

**MOTION**

It was **moved** by Commissioner Kafferlin and **seconded** by Dr. Jackson to approve the March 20, 2019 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

1. **Ms. Shaffer will inform the committee if additional operator survey responses are received.**  
This will be covered later in the meeting.

**FISCAL DISCUSSION**

Ms. Brick referred to her provided report. She noted that some funding streams are a little over their budgeted amount at this point in the year, but she is not worried as there is Economic Transition grant and Rapid Response funding available. Ms. Brick also noted she did not expect the 75% out-of-school youth benchmark to be an issue, as there are large expenses coming through. These will be reflected on the May billing which is due by June 10. She expects at least expending \$1.3M of the available \$1.5M.

Ms. Brick noted that next year's allocation has not yet been received. She is working with Ms. Anderson this week on a budget using the current allocation numbers and they will adjust as needed. The budget will be sent to the committee before it is included in the board meeting packet.

The County of Venango is undergoing a regular audit which will conclude by September 30. A copy of the results will be sent to the board and CLEOs when it is available.

Dr. Feroz asked Ms. Brick what fiscal-related issue weighs heaviest on her mind. Ms. Brick noted that Youth spending is her biggest concern, as there is a corrective action in place from last year, when the area returned \$181k. However, lots of work is being done to engage out-of-school youth in innovative ways, and weekly calls with board staff and the Fiscal Agent have helped to monitor progress. Soft skills and assessment tool software purchases will help to build the program and expend funds. Additional staff has also been hired in recent months. In last week alone, \$47k in youth work experience funding was expended. It appears the program is trending in the right direction. Ms. Brick is prepared to write another corrective action if need be; other areas are having difficulty meeting the 75% spending goal for out-of-school youth.

Ms. Brick noted that last year, there was a concern with meeting the 30% training requirement before the end of the year; however, that was met and is not expected to be an issue this year.

**\*\*ACTION\*\***

- **The budget will be sent to the committee before it is included in the board meeting packet.**
- **A copy of the audit results will be sent to the board and CLEOs when it is available.**

**MONITORING DISCUSSION**

**PARTNER PROGRAM EVALUATION SURVEY UPDATE**

Ms. Shaffer explained that at the last committee meeting, she reported three responses. At this time, there are a total of six: WIF, Title II, and four Title I. WIF and Title I were required to complete the survey as subcontractors, and Title II's response was very much appreciated. The staff is looking at ways to revise the survey for more responses in the future.

The survey results reveal where program focus is, analyzes where most of their time is spent, and reveals priorities, giving good insight for performance measures in the coming year. The survey is a good way to see where focus needs to shift. There is also a suggestion prompt at the end of the survey which will be considered in revisions of the survey.

One question on the survey asked programs to evaluate themselves as well as other programs; this is helpful in the ongoing culture discussion among partners and help to analyze how effective other programs are as partners. The general feedback is that some other programs could benefit from technical assistance. Board staff is working to address this conclusion.

**OPERATOR SURVEY UPDATE**

Ms. Shaffer recalled that at the last committee meeting, it was suggested she send out an additional request for responses. This was completed and no further responses were received; however, the response rate increased from last year overall. Dr. Feroz suggested conducting a trend analysis for questions. Ms. Shaffer noted that overall, there was a positive trend in responses when compared to the previous year. No apparent areas of neglect were identified through the survey results.

**RISK ASSESSMENT DISCUSSION**

Ms. Shaffer explained that board staff recently found some new guidance related to risk assessment of local areas and a Risk Assessment Evaluation is now required in addition to regular local monitoring. Ms. O'Neil compared the former risk assessment policy and an evaluation conducted according to the new guidance was to the committee earlier that morning. It was explained that the state has three categories for risk: high, medium, and low. Due to the local area

only having one contract for all Title I funding streams, a low risk rating is not attainable. Evaluating ResCare, Ms. Shaffer determines that they are in the lower part of the medium risk category. The evaluation of the provider was conducted as a local assessment, despite the company conducting services nationwide.

## **OTHER BUSINESS**

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

Mr. Rodriguez asked Ms. Shaffer to advise the committee of a few grant updates. Agreements are being finalized for about 25 interns at 16 companies through the State Local Internship Program (SLIP).

- State Apprenticeship Expansion meetings funded through that grant begin the week of May 20. This \$30k grant has been extended until the end of September.
- A second Teacher in the Workplace grant was awarded to the local area. Board staff is currently working with IU6, a subcontractor of the first grant, to expend all funding by the end of the grant. However, an extension may be needed. They have requested technical assistance from board staff.
- Economic Transition grant funding of \$450k is being successfully implemented by ResCare. Board staff estimates that 98% of the local funding is allocated. Another Economic Transition opportunity is expected to be available soon.
- Business Education Partnership grant agreements are in progress.
- Next Generation Industry Partnership Notice of Obligation has only recently been received. The Great Lakes Building and Construction Trades Industry Partnership has phased out and board staff is looking for builders or contractors in all counties that would be leaders at the table, to talk about challenges, working better with educational institutions, economic development, and workforce development. Manufacturing employers are still needed for their partnership as well; currently, the partnership is heavy in participation from Crawford and Erie Counties. If committee members have any suggestions, they are encouraged to contact board staff.

Ms. Anderson explained that one of the big setbacks of administering multiple grants are the required update calls with the state. However, the state is considering consolidating the calls or minimizing this requirement.

## **OTHER**

Ms. Anderson noted that she has met with Mr. Dan Kuba and Mr. Mike White to discuss an area wide workforce needs assessment using state resources for part, if not all, of the study.

Ms. Anderson also shared that 1700 union workers may be laid off by Wabtec. Rapid Response funding may be used to begin the process of addressing these layoffs if needed. Board staff is working with a realtor to find a possible transition center site in Erie.

## **RESCARE UPDATE – FISCAL/MONITORING RELATED DISCUSSION**

Ms. Dodeci shared that over 200 combined ITAs and OJTs have been administered this year. A better breakdown will be provided after the end of the program year.

## **NEXT MEETING – JULY 17 @ 9AM**

## **REPORT FOR EXECUTIVE COMMITTEE**

None.

## **REVIEW OF ACTION ITEMS**

- 1. The budget will be sent to the committee before it is included in the board meeting packet.**
- 2. A copy of the audit results will be sent to the board and CLEOs when it is available.**

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:47 am.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect