

**FISCAL AND MONITORING COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Wednesday, July 17, 2019  
9:04 am

**ATTENDANCE**

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

**ABSENT**

Rich Krankota  
Commissioner Chip Abramovic

**WELCOME/ROLL CALL**

Dr. Feroz called the meeting to order at 9:04 am. Roll Call was taken. It was noted that there was a quorum.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Visitors introduced themselves; there was no public comment.

**APPROVAL OF MAY 15, 2019 MINUTES**

The meeting minutes dated May 15, 2019 were presented for approval.

**MOTION**

It was **moved** by Mr. Decker and **seconded** by Dr. Jackson to approve the May 15, 2019 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

- 1. The budget will be sent to the committee before it is included in the board meeting packet.**  
Complete.
- 2. A copy of the audit results will be sent to the board and CLEOs when it is available.** Ms. Brick assured the committee that the audit is expected to be completed no later than September 30. When a report is available, it will be sent to the group.

**FISCAL DISCUSSION**

Ms. Brick explained that she does not have an end of year report yet as she has only had two days to review submitted invoices, but she noted she is pleased with ResCare's performance last program year. The 30% training expenditure requirement has been met without issue. Ms. Brick noted that youth spending exceeded the contract, at about 110% of the allocation, while achieving the 75% out-of-school youth expenditure requirement as well as the 20% work experience expenditure requirement. There is about \$1M in carryover to expend by June 30, 2020, which is permitted. Ms. Brick also noted she is awaiting a transfer of about \$225k from dislocated worker to adult funding. Since the expenditure requirements were met, the Pay for Performance ad hoc committee will review the measures and determine what performance payments were achieved.

Ms. Brick noted that about \$500k-\$600k of WIF funding will be returned. She is also still working through the Teacher in the Workplace grant expenditures. Ms. Brick noted that she and Janet plan to meet with Ms. Dodeci's successor after the next board meeting to discuss next year's budget, which is due before August 15. Infrastructure Funding Agreements were due on the previous Monday, but Ms. Brick is awaiting information from Mr. Michael White of BWDA before submitting. He is currently out of the office.

Dr. Jackson asked Ms. Brick about the extra available admin funding noted on the attachment. Ms. Brick suggested that board staff is planning for a future reduction of available admin funding due to the possible loss of EARN.

## **MONITORING DISCUSSION**

### **ON-SITE MONITORING DEBRIEF**

Ms. Shaffer noted that BWDA conducted a monitoring visit July 1 to July 3. There were two monitors which conducted a file review on July 1, a financial monitoring on July 2, and concluded file monitoring on July 3. There was an informal debrief with staff, but no final report has been received. The monitors spoke very highly of the Fiscal Agent's process and were grateful to be walked through it by a knowledgeable person. The monitors also gave positive comments to Title I and noted organized files that were not very redundant. The forms ResCare put into place will be shared with other areas as best practices. There were a couple file-related questions that were mostly about the clarity of case notes and able to be explained by the Project Director. It is possible other items will be addressed in a final report.

### **PAY FOR PERFORMANCE 4<sup>TH</sup> QUARTER STANDINGS**

Ms. Shaffer explained that she will be meeting with Ms. Dodeci on Friday to finalize the Pay for Performance results. Preliminarily, all Title I performance measures appear to have been met with the exception of two and the Operator performance measures have all been met. Measures set for the PY19/20 year will be based on PY18/19's performance. Possible measures have been sent to the Pay for Performance ad hoc committee for review. Once finalized, they will be incorporated as part of next year's contracts. It was noted that Pay for Performance measures aimed high, and ResCare succeeded.

## **OTHER BUSINESS**

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

Mr. Rodriguez explained that the area has applied for 10 grants since January and has been awarded 8 of them. He explained the progress of the State Local Internship Program, the State Apprenticeship Expansion Grant, and the Economic Transition grant, which are all being administered as expected. Mr. Rodriguez thanked ResCare for their quick work in identifying participants for the Economic Transition Grant.

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

Ms. Dodeci thanked Ms. Shaffer, Ms. Brick, and Mr. Rodriguez for their acknowledgment of ResCare's success as the Title I contractor and noted their staff is very proud of their work in Northwest Pennsylvania. Ms. Dodeci has accepted a position elsewhere, and Ms. Bridget Wolf is working on filling the Project Director position permanently. In the interim, Mr. Camillo will be working closely with Ms. Dodeci as acting Project Director. Ms. Dodeci will be in the area through the end of July, then will be in the area occasionally and communicating daily with Mr. Camillo. Dr. Feroz thanked Ms. Dodeci for her service to the Northwest.

**NEXT MEETING – SEPTEMBER 18 @ 9AM**

**REPORT FOR EXECUTIVE COMMITTEE**

The committee asked that the Executive Committee be apprised of the fiscal update, grant update, and the Project Director position update.

**REVIEW OF ACTION ITEMS**

None.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:31 am.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect