

FISCAL AND MONITORING COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Wednesday, September 18, 2019
9:03 am

ATTENDANCE

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

ABSENT

Jim Decker
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 9:03 am. Roll call was taken. It was noted that there was no quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves; there was no public comment.

APPROVAL OF JULY 17, 2019 MINUTES

The meeting minutes dated July 17, 2019 were presented for review. As a quorum was not present, the minutes will be presented for approval at the next meeting.

REVIEW OF PREVIOUS ACTION ITEMS

There were no previous action items.

FISCAL DISCUSSION

Ms. Brick referred to her provided report, which was current through August 30 and most billings had been received. She noted that at 17% spent, Adult/Dislocated Worker spending was on target. Youth spending was a little low, at about 15%, and Ms. Brick, Ms. Anderson, and Mr. Camillo have been meeting to monitor progress. TANF spending is at 0, which is expected as the RFP for this year's contracts is currently out. Ms. Brick explained that she expects the County of Venango's audit report to be finalized by the end of the month, and there were no findings in a recent draft of the report. The Teacher in the Workplace and State Local Internship Program grants will be coming to a close at the end of the month.

MONITORING DISCUSSION

YOUTH PERFORMANCE DISCUSSION – CREDENTIAL ATTAINMENT

Ms. Anderson noted the PY2018 4th Quarter performance report received in August. She informed the committee of some issues related to credential attainment, which may be affected by several factors such as participants not completing programs, staff not inputting data correctly, and the turnover in staff between contractors GECAC and ResCare. The report's data is from the first quarter of ResCare's contract. Reports received until this point were related to GECAC's performance. ResCare Title I staff has scheduled an all-staff training on October 1 to address any

credential attainment issues. Ms. Anderson also noted that “measurable skill gains” is a new measure and they are working with the state to understand how this measure is calculated.

Mr. Camillo noted that Title I staff is taking the report very seriously and have designated a task force to identify technical issues, how long they have been affecting the data, and how to correct them, if possible.

SETTING OF COMMITTEE PRIORITIES

Board staff suggested a Six Thinking Hats session to help determine committee priorities; however, the committee deferred the exercise due to a lack of members participating in this meeting.

OTHER BUSINESS

GRANT WRITER/RESEARCH SPECIALIST UPDATE

Ms. Anderson shared that Mr. Rodriguez left his position in August and board staff has been digging into the current grants in his absence. “Grant Season” is approaching and Ms. Anderson is considering contracting out grant writing services. In the meantime, grant administration consumes a significant amount of staff time thanks to regular reports and update calls for each grant, as well as short-notice requests for information. Ms. Anderson added that research is very important as next year is a planning year for the board.

RESCARE UPDATE – FISCAL/MONITORING RELATED DISCUSSION

Mr. Camillo noted that he is now the Title I Project Director for the Northwest.

OTHER BUSINESS

Ms. Anderson detailed a possible concern in practices of the Title I Youth staff that are being addressed with ResCare leadership.

NEXT MEETING – NEED TO RESCHEDULE

Ms. Shaffer and Ms. Anderson will be out of the area November 19-22.

****ACTION****

- **Board staff will send out a Doodle to reschedule the November meeting.**

REPORT FOR EXECUTIVE COMMITTEE

The committee asked that the Executive Committee be apprised of the Title I Youth staff leadership development training information.

REVIEW OF ACTION ITEMS

1. **Board staff will send out a Doodle to reschedule the November meeting.**

ADJOURNMENT

There being no further business, the meeting adjourned at 9:37 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect