

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

ATTENDANCE

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

ABSENT

Jim Decker

GUESTS

Diona Brick ☎
Carm Camillo ☎
Benjamin Wilson ☎

STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

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 JULY 17, 2019 AND SEPTEMBER 18, 2019 MINUTES

The meeting minutes dated July 17, 2019 and September 18, 2019 were presented for approval.

MOTION

It was **moved** by Commissioner Kafferlin and **seconded** by Dr. Jackson to approve the meeting minutes dated July 17, 2019 and September 18, 2019 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Board staff will send out a Doodle to reschedule the November meeting. (Complete)

FISCAL DISCUSSION

Ms. Brick referred to her provided report for the first quarter and noted no serious concerns with the numbers. Line items range in 20-25% spent which is mostly in alignment with the expected 25% after the close of the quarter. TANF funding is at 3% which is expected as the subcontracts have yet to be awarded. The County of Venango's audit was approved by their commissioners in October and there were no findings related to the board.

Ms. Brick noted a concern with the infrastructure funding agreement, as budget approval has not yet been granted by the state, and so no funding is available to draw down. There has been exchange of information as recent as the previous week, and Ms. Brick plans to follow up on Wednesday of this week. The County of Venango has carried the workforce system's expenses from July through October. In an effort to get available funds, Ms. Brick has notified the state that she will send required information due November 15 once funds are available.

Ms. Anderson gave an update on Teacher in the Workplace grants and noted that \$8k was deobligated in the previous week. This was part of IU6's requested funds through the PY17 grant. Board staff continues to work with them on a modification to the PY18 Teacher in the Workplace grant award.

MONITORING DISCUSSION

APPROVAL UPDATED MONITORING SCHEDULE FOR PY 2019

Ms. Shaffer explained that the monitoring schedule update for the Local Monitoring Plan requires approval, and it will be taken to the full board. She noted that the only significant changes include changing quarterly file reviews to biannual and as needed. She noted that under the current quarterly schedule, if the file review does not take place on schedule, the local board will be held accountable for not following their own policies. She noted that with at least two years in service delivery with ResCare, board staff feels comfortable with biannual reviews as long as monitoring continues where weaknesses were observed.

MOTION

It was moved by Dr. Jackson and seconded by Mr, Krankota to approve the updated monitoring schedule for PY 2019 as presented. All were in favor. Motion passed and carried.

FILE MONITORING REPORT

Ms. Shaffer referred to the report in the packet, which was a Title I file monitoring report. Concerns noted included the presence of unnecessary documentation, such as signed and unsigned version of forms. Also, the supervisor file review process may need evaluated, particularly for youth files, and some clarification and technical assistance may be provided by board staff as some issues may be explained by staff transition. Board staff will issue a corrective action. Dr. Feroz asked about the timeline for the corrective action and Ms. Shaffer noted that this has not yet been determined. Ms. Anderson added that she anticipates it being out early next week with an expected turnaround of no more than a couple of weeks. The action will likely require a plan to fix the files and train the staff, and the board should expect an update at the December 13 meeting or in that meeting's packet. Mr. Camillo noted that he and his team has already begun discussions with the youth manager and noted that audits are constructive and the team appreciates the feedback. Ms. Shaffer noted that this report should also be considered for approval and will go to the full board.

MOTION

It was moved by Mr. Krankota and seconded by Dr. Jackson to approve the file monitoring report as presented. All were in favor. Motion passed and carried.

Ms. Shaffer noted that board staff just received the next quarter's performance reports and haven't had a chance to process them, but at first glance they look positive.

OTHER BUSINESS

GRANT WRITER/RESEARCH SPECIALIST UPDATE

Ms. Anderson shared that board staff will not be moving forward with a grant writer, but instead will be hiring a program specialist for youth. Ms. Julie Price was recently interviewed and offered the position, which she accepted. She previously worked as a Title I case manager and has worked with non-profits since then. Most youth items will fall directly to her, and Ms. O'Neil will transition youth grants and Youth Committee interests to Ms. Price. Ms. Price will also report directly on youth files, while Ms. Shaffer will concentrate on adult/dislocated and WIOA grant

files. If grant writing or research is needed, board staff expects to hire a contractor for those services. Dr. Feroz asked if this approach was budget neutral, and Ms. Anderson noted that it was.

Ms. Anderson informed the committee that board staff will be asking the board to move toward spending 100% of WIOA youth funding on out-of-school youth at their next board meeting. She noted that the primary reason is that the newer youth staff and the schools both believe that since WIOA staff has the ability to be in the schools, that they should be in the schools. Ms. Anderson explained that youth spending includes funds spent on the youth services, mileage serving them, office space, etc. This means that if Title I staff are traveling to and spending time in schools, the spending will be counted toward in-school youth. Further, staff time spent attempting to recruit future out-of-school youth counts toward in-school funding. Participants enrolled as in-school youth do not become out-of-school after they leave school, for any reason, under WIOA regulations.

Ms. Anderson explained that this information was provided to the Youth Committee and they are in agreement, as long as TANF and grant funding are focused on in-school youth. Board staff stressed that they need to be creative and better leverage resources of those around the Youth Committee table.

Ms. Anderson noted that the operator is considering the adjustment of some partner sites in Clarion and Crawford. In Oil City, local staff was notified that the lease is on a month-to-month renewal as the lease expired. In the case of Oil City, the lease is between PennDOT and the Department of Labor & Industry, but still requires board approval. Board staff has asked for the lease terms to bring to the next board meeting for consideration. There is some concern that the current lease may not address communication as the site was not notified in a timely manner of changes to the phone system as well as parking availability changes, which have affected service delivery in the location. Dr. Feroz noted that the situation is distressing.

RESCARE UPDATE – FISCAL/MONITORING RELATED DISCUSSION

Mr. Camillo noted that Title I staff will be agreeable to a shift to 100% out-of-school youth funding, as it focuses staff better. He expressed frustration with the Oil City comprehensive site's phone and parking situations, noting the lack of partnership and communication from the Commonwealth. There was no notice of the phone system change, and the parking notice was given on a Thursday, when the changes took effect on Monday. Title I and other partner staff were not included on bargaining for parking. Commissioner Abramovic asked why the lease expired without notice, and Ms. Brick clarified that the County is not a party to the lease, as it is a state-to-state lease. It was not anticipated that they required board approval. Commissioner Abramovic noted that he will be contacting PennDOT for more information on the parking and phone issues.

NEXT MEETING – JANUARY 15TH @ 9:00 AM

REPORT FOR EXECUTIVE COMMITTEE

Board staff noted that they will inform the Executive Committee of the monitoring report, monitoring schedule, WIOA out-of-school youth spending, the new youth program specialist, and the fiscal report.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

There being no further business, the meeting adjourned at 9:53 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect