

**FISCAL AND MONITORING COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Wednesday, January 15, 2020  
9:00 am

**ATTENDANCE**

Dr. Ray Feroz ☎  
Jim Decker ☎

**ABSENT**

Dr. Aldo Jackson  
Rich Krankota  
Commissioner Chip Abramovic

**GUESTS**

Diona Brick ☎  
Carm Camillo ☎  
Benjamin Wilson ☎

**STAFF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Julie Price  
Carrie Symes  
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 no quorum.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Visitors introduced themselves; there was no public comment.

**APPROVAL OF NOVEMBER 18, 2019 MEETING MINUTES**

The meeting minutes dated November 18, 2019 were presented for review. As there was no quorum, the minutes will be presented at the next meeting for approval.

**REVIEW OF PREVIOUS ACTION ITEMS**

None.

**FISCAL DISCUSSION**

Ms. Brick referred to numbers, which were current as of late Friday. As FSRs will be submitted today, she has not yet run her half-year report. However, the quarterly report will be ready by the next board meeting.

Ms. Brick referred to the letter attachment dated January 9, which is in regard to spending compliance as monitored by the state. All measures were met, and this is the first spending compliance report for which it was only ResCare providing services.

Ms. Brick noted that in the previous day, she moved some funds between Adult and Dislocated Worker funding streams as requested. She and Ms. Anderson have asked Mr. Camillo to review Title I needs for additional state money.

Ms. Brick noted no audit updates.

## **MONITORING DISCUSSION**

### **APPROVAL OF ADMINISTRATIVE OVERSIGHT MONITORING REPORT APPROVAL OF RISK ASSESSMENTS**

As there was no quorum, Ms. Shaffer asked if the committee had any concerns with the vote items. There were no concerns voiced from those present. These documents will go to the Executive Committee before they go to the full board.

### **ECONOMIC TRANSITION GRANT – MONITORING UPDATE**

Ms. Anderson noted that this was covered earlier in the meeting as part of the fiscal discussion.

### **STATE/JFF EVALUATION UPDATE**

Ms. Anderson shared that as directed by the state, JFF will be conducting an evaluation of mobile services. Based on initial materials, it appears to be an empathetic evaluation, which will interview 15-20 individuals about how mobile service delivery makes them feel. Due to health concerns, the consultant is unable to make the January evaluation schedule, and it is likely the evaluation will be rescheduled for April or May. The CLEOs agreed to a state evaluation of mobile some time ago. Board staff noted that due to the empathetic nature of the evaluation, it may not fairly evaluate the effectiveness of mobile operations. The evaluation is expected to be a quick 3-day tour of interviews. Dr. Feroz asked if the staff was still collecting data based on the agreed-upon methodology, and Ms. Anderson noted that they had. It was suggested that this continue to be practice in case a negative evaluation needs to be refuted with data. Ms. Anderson agreed, and noted that after speaking with the evaluator, it was clear she did not understand the concept of mobile. As a result, board staff compiled historical information for the evaluator.

### **ONE STOP OPERATOR SURVEY UPDATE**

Ms. Shaffer noted that the One Stop Operator Survey was sent to partners at the end of December. So far, six of fourteen have replied. Nine replied in the previous year. A reminder was sent and it garnered no additional replies. Some partners will be contacted with personal reminders. Surveys received are positive and only note that Mr. Wilson is new in the role. Ms. Anderson noted that she didn't complete the survey yet, but will soon.

### **YOUTH FILES – CORRECTIVE ACTION UPDATE**

Ms. Shaffer noted that the recent youth file review resulted in a corrective action from ResCare, who responded with a plan that the monitor believes meets the need. ResCare is moving forward with the implementation of their plan to improve youth files. Ms. Price and Ms. Shaffer will be conducting follow-up reviews in the first week of February to monitor progress.

## **OTHER BUSINESS**

### **DEPTH OF LABOR POOL**

Ms. Anderson referred to the Depth of Labor Pool document and noted that the Workforce Needs Assessment will likely help make this analysis more specific by identifying the barriers of the population not looking for work. Mr. Decker noted that that specific information would be helpful, as currently the area does not have enough workers to fill open jobs. It was noted that it may be helpful to educate employers on marketing their employment opportunities. Furthermore, more work must be done to ensure educators are aware of the skills employers are looking for in new hires. It was also noted that employers are expecting more from employees and feel like they are already making concessions when they don't hire the exact person they expected. The committee continued to note that barriers must be addressed when bringing people back into working society,

such as reentry clients, to help reduce recidivism. Mr. Camillo noted that mobile service delivery meets these kinds of clients through the Salvation Army, shelters, and probation offices. Dr. Feroz noted that this information should be shared with the previously mentioned evaluator.

### **GRANT UPDATES**

Ms. Anderson summarized grant updates including recent Business Education Partnership, Teacher in the Workplace, and State Local Internship Program grant applications, and two recent collaborations with West Central on Youth Reentry and WORC. The current Teacher in the Workplace grant is struggling due to the substitute shortage, which has led to the postponement of activities, requiring a modification. The Northwest collaborated with West Central for a federal WORC grant and a Youth Reentry grant. The Economic Transition grant was monitored earlier this month and almost all of the funding is obligated.

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

Mr. Camillo thanked Ms. Brick for the spending compliance measures. He noted that the monitoring of the Economic Transition grant went well, and no major findings are expected. He noted the Northwest was chosen for monitoring as they are conducting the most Economic Transition grant activity in the state. Mr. Camillo concluded by stating that ResCare Title I continues to perform according to local, state, and federal measures.

### **NEXT MEETING – DATE TBD IN APRIL**

Ms. Shaffer reminded the committee that with the board moving board meetings to the opposite months, committee meetings will also move to their off months. Board staff will reach out with new committee dates and board members will be asked to choose according to their availability and interest. The next cycle of committee meetings will be in April.

### **REPORT FOR EXECUTIVE COMMITTEE**

Mr. Decker and Dr. Feroz asked that the committee discussion be summarized for the Executive Committee.

### **REVIEW OF ACTION ITEMS**

None.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:00 am.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect