

**FISCAL AND MONITORING COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Thursday, April 23, 2020  
10:01 am

**ATTENDANCE**

Dr. Ray Feroz ☎  
Elizabeth Wilson ☎  
Dr. Aldo Jackson ☎  
Brad Tisdale ☎  
Erin Sekerak ☎  
Jack Hewitt ☎

**STAFF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Julie Price  
Carrie Symes  
Jackie Hamilton

**GUESTS**

Diona Brick ☎  
Carm Camillo ☎  
Benjamin Wilson ☎

**WELCOME/ROLL CALL**

Ms. Shaffer called the meeting to order at 10:01 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.

**COMMITTEE CHAIR SELECTION**

Ms. Anderson noted that committee membership has been updated and reestablished, so committee chairs will need to be determined. Chairs are nominated by committee members and must be board members. Once nominated, the board chair appoints the committee chairs.

**APPROVAL OF NOVEMBER 18, 2019 and JANUARY 15, 2020 MEETING MINUTES**

The meeting minutes dated November 18, 2019 and January 15, 2020 were presented for approval.

**MOTION**

It was **moved** by Mr. Tisdale and **seconded** by Mr. Hewitt to approve the November 18, 2019 and January 15, 2020 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

None.

**FISCAL DISCUSSION**

Ms. Brick referred to the narrative page in her provided report. She noted that adult/DW spending is at 66% instead of the expected 75%, but she expects that all will be spent before the end of the year. It was noted that the Fiscal Agent is awaiting ResCare signature for execution of an additional request for \$100k in DW formula dollars for supportive services and training. Regular meetings with the Youth program have helped to ensure that the population is served and that they are on track for spending. There are some challenges, exacerbated by COVID-19, but if the program stays on track, WEX and OOSY requirements should be met.

Ms. Brick noted that the administrative budget is at 61% for the third quarter through March, due to the timeline of hiring staff. EARN performance payments are current through December. TANF spending is at 26%, and full expenditure may be difficult in the pandemic.

Ms. Brick stated that the remaining RRAA funding at \$39k has been completely obligated, and the local area will be afforded an additional \$127k. Also, a request was submitted for \$300k to prepare for the expected additional volume of customers. The request included technology, transition sites, and more staff. The state asked the local area to prepare for a National Emergency Grant request this week, and the Title I contractor and the Operator reviewed needs for triage, janitorial, cleaning, and other needs to support a \$1.6M request. Some additional funding is needed to meet the requirements of providing services during a pandemic. An additional request for Economic Transition funding is being considered to support more supportive services requests. Business Education Partnership grant activities have been affected by the pandemic. The industry partnerships and PAsmart initiatives still have unspent funds.

Ms. Brick noted that the PY20/21 budget will be forthcoming and will hopefully be in place by June.

Dr. Feroz asked if there will be concern from awarding agencies over unspent grant funding due to COVID. Ms. Anderson noted that the state has requested extensions of the federal funding and some have been granted already. However, USDOL and PA Dept of Labor & Industry are focused on unemployment at this time. The other extension requests are expected to be granted.

## **MONITORING DISCUSSION**

### **APPROVAL OF YOUTH FILE MONITORING REPORT**

Ms. Shaffer referred to the attached report and noted that a file review was conducted in January/early February and some youth files had issues related to previous findings. An all staff training was conducted by ResCare after the review to address those issues and no further issues are expected after further conversations with the contractor. The staff's intention is to follow up with another file monitoring in the spring to ensure the issues have been rectified.

### **APPROVAL OF ONE STOP OPERATOR SURVEY REPORT**

Ms. Shaffer noted that the survey of the operator showed improvement in four out of six areas, and no significant decrease in other areas. Comments received from the survey explained that the operator was new in his role and this may explain discrepancies.

### **APPROVAL OF PY19 OPERATIONAL LEADERSHIP CHANGES MONITORING REPORT**

Ms. Anderson explained that as the final year of the contract with ResCare approaches, the board will have to consider whether an RFP is necessary in the fall timeframe. The staff felt it was necessary to conduct an operational leadership monitoring by conducting subjective no-notice random interviews with front line staff. The attached report has been shared with ResCare up to the VP of Operations.

## **MOTION**

It was **moved** by Mr. Hewitt and **seconded** by Mr. Tisdale to recommend approval of the Youth File Monitoring Report, the One Stop Operator Survey Report, and the PY19 Operational Leadership Changes Monitoring Report as presented. All were in favor. **Motion passed and carried.**

## **OTHER BUSINESS**

### **GRANT UPDATES**

Ms. Anderson referred to the updates given earlier in the meeting, and noted that in total, about two million dollars has been requested. The PA CareerLink® offices may be reopening as early as May 8 depending on logistics. The concentration will be on identifying clients who are unable to receive services virtually due to lack of equipment or connection and mitigating those barriers. This will be accomplished by one-on-one pre-scheduled appointments, but most of these instances should be served virtually going forward.

Mr. Hewitt asked whether temperature checks will be implemented and Ms. Anderson noted that at this time, the plan is to implement this practice with staff, but it will be up to each employer of record and it will be recommended to complete a form in addition to or in lieu of a check. Sanitation staff will be hired to work in the comprehensive sites and any triage centers or transition center teams. Security will also be hired to maintain social distancing and to deescalate situations in addition to regular security duties. These practices may or may not be long-term but will likely be in place while UC is catching up on claims.

Dr. Feroz asked if the Northwest was at any advantage thanks to implementing mobile services. Ms. Anderson noted that this move helped to already have staff equipped with laptops and connections to work off site, so they were able to implement virtual services immediately. However, other areas have caught up and are implementing similar practices. Ms. Anderson stressed that staff in the Northwest have already worked outside of comprehensive sites, so the idea of providing services outside their office was not inherently foreign to them. It is her hope that this mindset will continue to serve the clients of the Northwest well as a soft opening is considered. The committee discussed that opening multiple additional comprehensive sites to address the impending influx of clients is not viable long-term. Social distancing measures are likely to still be in place and the funding to support the current changes in operations will not likely be available long-term.

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

Mr. Camillo noted that TANF is a moving target because programming largely supports in-school youth. The youth team has been working with agencies conducting TANF programming on creative ways to serve clients and spend funding.

### **NEXT MEETING – JUNE 25 @ 10AM**

### **REPORT FOR EXECUTIVE COMMITTEE**

The committee asked for the recommendations to be carried to the Executive Committee, along with the discussion on the future of comprehensive sites in the area.

### **REVIEW OF ACTION ITEMS**

None.

### **ADJOURNMENT**

#### **MOTION**

It was **moved** by Mr. Tisdale and **seconded** by Ms. Sekerak to adjourn the meeting. All were in favor. **Motion passed and carried.**

The meeting adjourned at 10:50 am.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect