

## FISCAL AND MONITORING COMMITTEE MEETING

Via Skype  
June 25, 2020  
10:03 am

### ATTENDANCE

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

### GUESTS

Diona Brick  
Carm Camillo  
Benjamin Wilson

### STAFF

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

### WELCOME/ROLL CALL

Dr. Feroz called the meeting to order at 10:03 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 APRIL 23, 2020 MEETING MINUTES

The meeting minutes dated April 23, 2020 were presented for approval.

### MOTION

It was moved by Mr. Tisdale and seconded by Mr. Hewitt to approve the April 23, 2020 meeting minutes as presented. All were in favor. Motion passed and carried.

### REVIEW OF PREVIOUS ACTION ITEMS

None.

### FISCAL DISCUSSION

Ms. Brick explained that since the quarter was not yet complete, there was no quarterly report to review. However, the budget was presented for review and recommendation. Ms. Brick worked with Ms. Anderson and ResCare to create the budget in alignment with the state's decreased allotment for PY20-21, which represents to a reduction of \$621k. This shortfall will largely be made up by attrition on the casework side, with ResCare opting to not fill some open positions.

Further in the budget, Ms. Brick explained that EARN's allotment is about \$1.293M and is paid based on cost reimbursement and performance. The state recently updated guidelines and more changes are expected next year.

Ms. Brick explained the administrative budget, which covers board staffing and fiscal agent services. The budget includes a raise which has not been discussed by the CLEOs yet, as well as an estimate for increase in health benefits in March. The budget is for about \$750k, but about \$1M is available. Dr. Jackson asked if the contingency should be increased given the funds available and Ms. Brick noted that it was an option, but not necessary as she may pull from what's available or from contingency when needed. Ms. Brick noted that if she needs to increase the contingency, she will consult the committee and/or full

board. It was also noted that outreach under oversight from the Communications Committee is part of the budget.

## **MOTION**

**It was moved by Mr. Tisdale and seconded by Ms. Sekerek to Recommend the PY20/21 Budget for approval as presented. All were in favor. Motion passed and carried.**

Ms. Brick noted that spending compliance is a key point. Ms. Anderson and Ms. Brick have been meeting with ResCare weekly to ensure that the benchmarks will be met. Compliance is expected; however, the Youth Work Experience measure may be close.

For grant updates, Ms. Brick reported that about \$300k in Rapid Response Additional Assistance grants have been very helpful to provide security on the PA CareerLink® offices. The state requires security and increased sanitation. The cost to support these extra requirements is significant. The Operator is working to reduce the burden by employing dislocated workers or youth work experience participants to conduct the janitorial services. While the centers aren't experiencing a significant amount of traffic at this time, an uptick is expected when the Pandemic Unemployment Assistance's \$600/week expires at the end of July.

Ms. Brick noted that a copy of the audit will be sent to the committee when it is available. It is expected to be completed by September 30. The independent audit will be reported to the state as well as the federal government.

It was asked whether NWPA Job Connect/PA CareerLink® will be receiving CARES Act funding and Ms. Brick reported that the state would be awarded funds which would be directed to us, likely in the same manner Rapid Response Additional Assistance funding is requested and awarded. Mr. Hewitt asked if consideration for the security and janitorial positions was being given to those with barriers. Ms. Brick noted that janitorial positions are being filled that way with dislocated workers and youth work experience participants; however, this is more difficult to accomplish for security positions due to liability and contracting with an outside company for qualified individuals.

## **MONITORING DISCUSSION**

### **PY18 STATE MONITORING REPORT**

Ms. Shaffer noted that the board staff recently received a state monitoring report for the PY18 monitoring. There are several findings and concerns, but no response was requested, likely due to the late timing of this report. Board staff referred to the attachment and went over each item and the board staff's course of action to address the items in preparation for another monitoring. In addition to the report, Ms. O'Neil noted that the item addressing the lack of term limitations was discussed at the Governance Committee meeting on the previous day and they requested that the Executive Committee and full board be queried for their preference on term limits. Then the bylaws will be amended as needed and presented for approval at a future meeting. Ms. O'Neil also noted that the Governance Committee suggested advertising all meetings at the beginning of the program year in the Meadville Tribune then consider advertising online elsewhere. This will also require a slight bylaws revision.

Ms. Shaffer noted that staff also wanted to address the Economic Transition grant monitoring. The state requested that the local area send a corrective action to the state to address USDOL findings. The issue noted was an instance where a case note indicated that a supportive service provided may have not been necessary. In this case, a participant was beginning an online training program

and the case note did not document the need for a laptop before it was provided. However, it was a necessary purchase as evidenced by documentation from the school. To avoid this issue in the future, board staff intend on holding a training with front line staff to address best ways to research and document a need, especially in the case of providing supportive services. Mr. Camillo concurred with the summary and noted the issue stemmed from a poor case note that failed to note that a laptop was required, but the option was available to buy one through the school or independently. The Talent Development Specialist that made the note has been counseled and understands why there is an issue.

## **RECOMMENDATION OF NEW AND REVISED POLICIES**

### **ITA POLICY (REVISED)**

### **SYSTEM OF RECORD/FILE MANAGEMENT POLICY (NEW)**

Ms. O'Neil referred the attachment and explained that ITA Policy language was revised to add flexibility with assessments due to the pandemic, which has presented a capacity issue for conducting CASAS assessments. Group settings are not permitted for assessments and they must be conducted on a case by case basis. Some participants may not need the assessment, or in extreme circumstances, may use the CASAS Academy in ResCare Academy as an alternative assessment tool to determine if the participant should enter into an ITA, along with case manager monitoring progress.

Ms. O'Neil stated that the System of Record/File Management Policy is a new policy and is a requirement of monitoring and the Local Planning process. The state's revised system of record policy is out for public comment and has significant changes; however, there is no timeline for a final policy from the state and this policy must still be in place locally. If the state's final policy requires changes the local policy, it will be brought before the committee and board for additional changes. In the meantime, Ms. O'Neil recommended the committee consider moving forward with the presented policy language to remain compliant with current requirements.

### **MOTION**

**It was moved by Dr. Jackson and seconded by Ms. Sekerak to approve the revised Individual Training Account Policy and the new System of Record/File Management Policy as presented. All were in favor. Motion passed and carried.**

## **OTHER BUSINESS**

### **GRANT UPDATES**

Ms. Shaffer noted that the local area has been notified that some grants have been withdrawn and are being reassigned to support COVID-19 mitigation efforts.

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

Mr. Camillo did not have any additional information.

### **NEXT MEETING – AUGUST 27 @ 10AM**

## **REPORT FOR EXECUTIVE COMMITTEE**

The committee asked for the recommendations to be carried to the Executive Committee.

**REVIEW OF ACTION ITEMS**

None.

**ADJOURNMENT**

**MOTION**

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

The meeting adjourned at 10:53 am.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect