



FISCAL AND MONITORING COMMITTEE MEETING

Via Skype
August 27, 2020
10:01 am

ATTENDANCE

Elizabeth Wilson
Dr. Aldo Jackson
Jack Hewitt

ABSENT

Dr. Ray Feroz
Brad Tisdale
Erin Sekerak

GUESTS

Diona Brick
Carm Camillo
Benjamin Wilson

STAFF

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

WELCOME/ROLL CALL

In the absence of the chair, Ms. Shaffer called the meeting to order at 10:01 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 JUNE 25, 2020 MEETING MINUTES

As a quorum was not present, the meeting minutes dated June 25, 2020 were presented for review. They will be provided at the next meeting for approval.

REVIEW OF PREVIOUS ACTION ITEMS

None.

RECOMMENDATION OF NEW AND REVISED POLICIES

ITA POLICY (REVISED)

Ms. O’Neil referred to the highlights in the revised policy which are state-required changes. These practices are part of the Title I contractor’s continuous review of costs and expenditures to ensure funds are being used appropriately. The contractor already conducts these practices, but the policy language ensures that the contractor knows the requirements and becomes part of the monitoring going forward. Those committee members present did not have any questions or concerns related to the policy revision.

WIOA ON-THE-JOB TRAINING POLICY (REVISED)

Ms. O’Neil noted highlighted changes to the policy, which were shared with the Business Solutions Team. One change requires that the occupations for OJTs be in-demand, not specifically on the High Priority Occupations List as it is currently. WIOA does not require that OJT opportunities be tied to the High Priority Occupation List and the list is not as exhaustive as it once was. Another change aligns the OJT per-hour reimbursement rate to average rate provided by CWIA, at \$20.20 per hour, which is also referred to in the incumbent worker training policy. The OJT policy allows for an hourly wage more than \$20.20 per hour but states that the employer will only be reimbursed for up to \$20.20 per hour. Those committee members present did not have any questions or concerns related to the policy revision.

GENERAL COMPLAINT POLICY (NEW)

Ms. O'Neil noted that this policy is required to be in place and outlines the process for addressing individuals with complaints that are not equal opportunity-related. Those committee members present did not have any questions or concerns related to the policy revision.

FISCAL DISCUSSION

Ms. Brick explained that the linked report is for the full program year. There are unspent funds that will need to be expended before the new program year funding is used. The required spending benchmark is 80%, and 85% was expended. The required percentage of spending for training is 30%, and the actual percentage is 32%. Title I dollars were supplemented with Rapid Response and Economic Transition money.

Ms. Brick noted the continued concentration on youth spending compliance and stated that 98% of funding was spent on out-of-school youth while 75% is required, and 24% was spent on Work Experience while 20% is required.

Administrative spending was slightly under budget and any remaining funds will rollover to the current year. Infrastructure funding agreements and operating budgets for PY20/21 have been approved and no revisions are expected. Ms. Brick noted that approvals sometimes take as long as December. This expedited timeline leads her to expect available funding will be on the system soon. About 64% of TANF Youth funding has been expended, but this funding has been extended by US DOL.

Ms. Brick noted that a NOO for \$300k in Rapid Response funding was just received, and will help the system be financially prepared for what is to come once unemployment compensation and similar benefits come to an end. Ms. Brick provided a short grant update, referring to the narrative portion of her report.

Ms. Brick informed the committee that an audit of Venango County finances is required annually, and this includes the workforce dollars that the county administers on behalf of the board. Per county code, this audit is not required to be procured as it is a professional service, which helps to avoid choosing the lowest bid for such services including, engineers, auditors, and attorneys. However, the Department of Labor & Industry has raised a concern with the lack of a procurement process for the auditing services. Ms. Brick continues to work through this with the state. Though the amount of money specific to fiscal agent duties is not over the required threshold for procurement, the issue could be a sticking point for the state going forward.

Dr. Jackson asked if there was a complaint filed that led to this concern and Ms. Brick noted that there has been an updated TEGE noting that audits must be re-procured every two years through an RFP process. This would likely include a scoring group and conflict of interest forms. Ms. Brick noted that some of the confusion lies in the fact that the board pays for fiscal agent services, and the audit is part of those services. Ms. Anderson noted that this change is similar to the changes the board sees to policies, in which the state requires local areas to address updated guidance, not that business has been conducted incorrectly. The objective is to be compliant with updated guidance.

MONITORING DISCUSSION

UPDATED 2018 MONITORING SUMMARY

After reviewing the provided update, Mr. Hewitt asked if after previous discussions, should language about advertising meetings on the website be included in the bylaws. Ms. O'Neil noted that she does not believe it needs to be specifically stated in the bylaws. Ms. Anderson noted that

if the website info is included, changes to the website details might necessitate a future change to the bylaws. Advertising meetings on the website should be common practice, and language in the bylaws follows the sunshine act. Dr. Jackson noted that the bylaws already go well beyond the Sunshine Act.

****ACTION****

- **Board staff will ensure meeting dates and times are listed on the website.**

TITLE I PERFORMANCE UPDATE

Ms. Shaffer noted that the youth credential attainment rate was not achieved and explained the detail associated with the measure, which includes staff checking specific boxes in the system of record. She noted that the time period for the measure evaluation was through December 2018, which was prior to the hiring of the current Youth Manager. Ms. Shaffer noted that board staff met with Title I about a year ago to discuss this measure and a team was created to address credential attainment, so improvements are anticipated in future reports. Ms. Anderson added that these performance measures are separate and apart from the required fiscal measures that Ms. Brick reported on earlier. She also noted that subsequent reports with unmet measures could lead to consequences, up to and including sanctions.

US DOL ETA 2020 MONITORING UPDATE

Ms. Shaffer noted that US DOL conducted monitoring of Economic Transition grant funding in the local area. A finding was reported regarding a supportive service payment, and as a result, all files will be reviewed to ensure compliance with Pell/FAFSA requirements when used in conjunction with this funding. Staff is gathering this information to report to US DOL through state oversight, BWDA.

PAY FOR PERFORMANCE 2019 STANDINGS

Ms. Shaffer noted that the Pay for Performance Committee met to discuss the final standings, which have since been sent to the Regional Director for Equus (formerly ResCare). The total payout for Title I was \$355,469 out of \$388,344. The only concern was the compliance with all facets of the statement of work, which equated to half of the available funding for that measure. Equus was awarded \$45k out of a possible \$55k in Pay for Performance dollars as one measure was not met and was due prior to the hiring of the current operator.

PAY FOR PERFORMANCE/SOW 2020 UPDATE

Ms. Shaffer noted that Title I will be given the opportunity to provide feedback on the Pay for Performance measures for PY20/21.

OTHER BUSINESS

GRANT UPDATES

Ms. Anderson noted that Ms. Brick's report covered grants. However, she added that the local area applied for a Workforce Opportunities for Rural Communities (WORC) grant through the Appalachian Regional Commission. The application was a joint effort to provide lending libraries of technology and navigators and coaches to use that technology. The effort would employ youth in work experience opportunities as the navigators/coaches. The request was for \$1.5M and awards will likely be announced in September. This opportunity was highlight competitive.

RESCARE UPDATE – FISCAL/MONITORING RELATED DISCUSSION

Mr. Camillo added that his staff is working with board staff to fulfill the requirements of the US DOL Economic Transition monitoring.

NEXT MEETING – OCTOBER 22 @ 10AM

REPORT FOR EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

- 1. Board staff will ensure meeting dates and times are listed on the website.**

ADJOURNMENT

The meeting adjourned at 10:55 am.

Minutes Submitted	Jacqueline Hamilton	October 22, 2020
Minutes Approved	NWPA Job Connect Fiscal & Monitoring Committee	October 22, 2020
Minutes Posted	https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021	October 27, 2020