



FISCAL AND MONITORING COMMITTEE MEETING

Via Skype
October 22, 2020
10:03 am

ATTENDANCE

Elizabeth Wilson
Dr. Aldo Jackson
Erin Sekerak

ABSENT

Jack Hewitt
Brad Tisdale

GUESTS

Diona Brick
Carm Camillo
Benjamin Wilson

STAFF

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

WELCOME/ROLL CALL

In the absence of a chair, Ms. Shaffer called the meeting to order at 10:03 am. Roll call was taken. It was noted that there was a quorum. It was noted that it was likely Ms. Wilson would be moved to the Treasurer position on the Executive Committee at the next board meeting. If that takes place, Ms. Wilson will become the chair of the Fiscal/Monitoring Committee.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves; there was no public comment.

APPROVAL OF JUNE 25, 2020 and AUGUST 27, 2020 MEETING MINUTES

The meeting minutes dated June 25, 2020 and August 27, 2020 were presented for approval

MOTION

It was **moved** by Dr. Jackson and **seconded** by Ms. Wilson to approve the Fiscal/Monitoring Committee Minutes dated June 25, 2020 and August 27, 2020. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

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

FISCAL DISCUSSION

Ms. Brick explained that the linked report is for the first quarter of program year 2020-2021. She noted that she must be more diligent from the “first in first out” perspective for the stream allocations as they are affected by carry over and encumbrances from the previous program year. From a spending compliance perspective, the first quarter does not offer much insight into the 30% training requirement, this will be monitored more intensely in the second and third quarters. Ms. Brick noted that Title I is mostly fully staffed, but is not submitting for a significant amount of ITAs or OJTs. This may be due to the first quarter or the pandemic, but training programs do traditionally start in the fall. Ms. Brick noted that youth budget percentages are on track, but regular calls are still being conducted to monitor their progress. TANF youth spending is only at about 19%. Administrative spending is at 24%, EARN is at 28% and both are considered on track. EARN performance payments are current through June 2020 and were paid out on the previous day. Ms. Brick noted that the PA CareerLink® operating budgets associated with the IFA were generally on track.

Ms. Brick noted that she works with the operator team to monitor dislocated workers related to funding. There was a grant of \$52k awarded to support dislocated workers in janitorial and/or security positions in

PA CareerLink® office during the pandemic. This Dislocated Worker National Emergency Grant funding may only otherwise be spent on triage for dislocated workers. One way to accomplish this would be to hire peer counselors like the area did for the GETS layoffs a few years ago. This is being explored since so few people are coming into or reaching out to PA CareerLink®.

Ms. Brick noted that she is working on the Form 990 and the final audit forms are due soon. The results will be shared with the board and committee.

MOTION

It was moved by Ms. Sekerak and seconded by Dr. Jackson to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.

MONITORING DISCUSSION

NEGOTIATED PERFORMANCE UPDATE

Ms. Shaffer noted that at the end of September, the local area received the final measures for Program Years 2020 and 2021. The results were a combination of what the state had proposed and what the area asked for.

2020 CONTRACT/PROCUREMENT MONITORING

Ms. Shaffer noted that the state has asked for documentation as part of their regular monitoring, and this will be provided by the October 23 deadline.

UPDATED 2018 MONITORING SUMMARY

Ms. Shaffer noted that this summary has been updated and provided to the committee for several meetings, and the attached report will likely be the final update.

US DOL ETA 2020 MONITORING UPDATE

Ms. Shaffer noted that US DOL monitored the Economic Transition grant based on a finding they found in one file. The most recent request was to submit all 137 participant files for review. Board staff submitted all relevant files as required and have not yet received any feedback on the submission.

PY2020-2021 MONITORING SCHEDULE

Ms. Shaffer referred to the attached schedule, which needs committee recommendation for board approval. She has scheduled the next file review with the Title I provider and will review paper files.

MOTION

It was moved by Dr. Jackson and seconded by Ms. Wilson to recommend the PY2020-2021 Monitoring Schedule for approval as presented. All were in favor. Motion passed and carried.

PA CAREERLINK® CERTIFICATION/EO COMPLIANCE SURVEY

Ms. O'Neil explained that the local area is required to certify the comprehensive sites every three years, and the sites were last certified in December 2017. The certification is due again at the end of the year, despite the pandemic. Earlier this year, the state indicated that the requirement was still in place but there has been no directive confirming this. Ms. O'Neil has started the process by reviewing the previous certification process and forms and sharing them with Ms. Shaffer and the

Operator Team. A required part of the certification is the ADA walkthrough, which was scheduled with OVR in March, but was canceled due to pandemic closures. The local area continues to try to reschedule, but the state staff is teleworking with restrictions on travel and there is also a delay for email replies. Ms. O’Neil added that a Equal Opportunity Compliance Survey was received without expectation and required a lengthy review of the nondiscrimination plan, which has since been conducted and submitted by the deadline. The state level Office of Equal Opportunity must approve the plan as part of the PA CareerLink® certification. Despite the ADA and EO realities, board staff continues to move forward with what parts of the certification are under local control. The board may be asked to provide a provisional approval contingent on the state requirements before the end of the year.

OTHER BUSINESS

GRANT UPDATES

Ms. Shaffer noted that the Workforce Opportunities for Rural Communities (WORC) grant request was not funded.

EQUUS UPDATE – FISCAL/MONITORING RELATED DISCUSSION

Mr. Camillo did not have any further information to add. Ms. Anderson asked about the status of TANF contracts and Mr. Camillo noted that the contractor is collecting info from subcontractors for year 2 of the TANF contracts and hope to have updated contracts out in November for review and signature. Ms. Anderson asked if Equus will be conducting an in-school youth program with TANF funds and Mr. Camillo noted that his team is researching projects from other areas and Equus teams to formulate ideas for a plan.

NEXT MEETING

Ms. Shaffer asked the committee if they would like to reschedule the next meeting, as it was scheduled for Christmas Eve and they did ask that it be rescheduled with respect to the holiday.

****ACTION****

- **Board staff will coordinate a reschedule of the December 24 meeting.**

REPORT FOR EXECUTIVE COMMITTEE

The committee asked that their approvals be communicated to the Executive Committee.

REVIEW OF ACTION ITEMS

1. **Board staff will coordinate a reschedule of the December 24 meeting.**

ADJOURNMENT

MOTION

It was moved by Dr. Jackson and seconded by Ms. Wilson to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting adjourned at 10:33 am.

Minutes Submitted	Jacqueline Hamilton	December 16, 2020
Minutes Approved	NWPA Job Connect Fiscal & Monitoring Committee	December 16, 2020

Minutes Posted	https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021	January 20, 2021
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