

Performance and Oversight Committee

January 10, 2018 9 a.m.

1213 Purchase Street, New Bedford, MA | 2nd Floor Conference Room

Committee members in attendance: R. Melbourne, B. Morrel, L. Lemieux, A. Sapienza

WIB Staff: J. Oliveira, K. Holloway Cripps

**MINUTES**

**Call to Order**

B. Morrel called the meeting to order at 9:04 a.m.

**Consent Agenda**

B. Morrel called the committee’s attention to the minutes for review and approval. R. Melbourne made a motion for the approval of the minutes of November 29, 2017. A. Sapienza seconded. All in favor, no nays nor abstentions.

**Career Center Certification Update**

B. Morrel asked staff for an update of the certification process. K. Holloway Cripps called attention to the key dates and status on page 4 of the meeting packet: the Section 188 compliance review is delayed by DCS, the self-assessment was completed and all committee members have copies through Dropbox and M. Tarpey has the original, the Notice of Intent was received, and the application (copy in packet) was sent and is due back this month from DCS. No comments on application form. K. Holloway Cripps brought attention to the score of 54 for the standards. Discussion ensued on the standards and scoring. K. Holloway Cripps stated 2 more members were needed for the formal review team, currently is M. Tarpey, R. Melbourne, and Gayle from the career center, C. Rezendes will be asked and Carmen Aguilar from BCC as a partner by WIB staff. A discussion ensued on the certification process, including the option to delay the process per DCS, no one on committee motioned to delay, the process will continue according to the current time table.

**Recompete RFP**

B. Morrel agreed to take out of agenda order. K. Holloway Cripps shared the recompete corrective action plan which was sent and accepted by DCS who will be shared with DOL. The procurement will be released on 1/18. A discussion ensued on components of the RFP including a need for regional outreach by the successful operator. A discussion ensued on the outreach plan to solicit more bids. A copy was provided to the committee, no further discussion on the RFP.

**DOL Review**

K. Holloway Cripps referred to a handout on the DOL review status. The green items are resolved, the yellow items are pending and are items that were sent to DCS to deliver to DOL in December that the WIB staff is expecting to be settled. A discussion ensued on the three items that are outstanding. K. Holloway Cripps shared the findings 27 and 29 are related to a training which DCS still has to develop and deliver, no action necessary until DCS notifies of training availability. Finding 18 discussion ensued over the excess balance of advances since FY12. B. Morrel stated he is concerned that the NDS amount does not match the advances. R. Melbourne suggested a forensic auditor may be needed at one point. L. Lemieux asked if there is a point at which we may have to sue over the discrepancy. K. Holloway Cripps noted that this is still ongoing with S. Grant and NDS staff working along with DCS to resolve and will require Performance and Executive committee input in the near future.

L. Lemieux made a motion that the committee will institute a process to sue over the discrepancy between advances and billed amounts if not resolved by March 1, 2018. R. Melbourne seconded. No further discussion. All in favor, not nays nor abstentions.

**Other Business**

B. Morrel asked if there was any other business. K. Holloway Cripps shared that the accounting and finance manual was drafted and completed in November. The draft will be sent to the committee prior to the next meeting for review and a vote and feedback prior to forwarding to the executive committee. K. Holloway Cripps shared that an additional goal of the committee is to complete an internal fraud risk assessment per the recommendation of the auditor, who also recommended a separation of duties, which is challenged by the size of the staff.

R. Melbourne made a motion for the WIB staff to perform a fraud risk assessment internally and share the results at an upcoming meeting of the performance committee. L. Lemieux seconded the motion. No further discussion. No abstentions nor nays.

**Set next meeting**

B. Morrel will be in touch with WIB staff to determine the next meeting at the beginning of February.

**Executive Session**

A. Sapienza asked that the committee go into executive session to discuss matters at end and not to reconvene in regular session afterwards. R. Melbourne seconded the motion. All in favor, no abstentions nor nays.

Adjourned at 10:04 a.m. prior to executive session.



Performance and Oversight Committee

November 29, 2017 8:30 a.m.

1213 Purchase Street, New Bedford, MA | 2nd Floor Conference Room

**MINUTES**

In attendance: B. Morell, C. Rezendes, J. Fernandes, R. Melbourne, A. Sapienza

Staff: K. Holloway Cripps, J. Oliveira, M. Tarpey

Call to Order

Bruce Morell called the meeting to order at 8:37 a.m. Quorum.

Consent Agenda

R. Melbourne motioned to approve the Performance and Oversight Committee minutes of October 25, 2017. B. Morell seconded. No discussion. All in favor no abstentions, nor nays.

Career Center Certification Update

K. Holloway Cripps provided an update on the certification process. WIB staff K. Holloway Cripps and M. Tarpey met with the career center operator consultant, J. Vincent, to review technical assistance questions on 11/27 and with B. Francis and J. Vincent on 11/20. The self-assessment will be provided by the end of day 11/30 to the WIB. The next step in the process will be for the review team to review the self-assessment and initiate the next steps in the process.

DCS Fiscal Review Q1

K. Holloway Cripps presented an overview of the DCS Fiscal Review for Q1. A discussion ensued on the practice of advances with NDS and the WIB.

DOL Review Responses

K. Holloway Cripps provided to the committee a synopsis of the most recent update to the DOL findings noting most of the program related findings #26 - #29 and areas of concerns were pending due to upcoming or future training.

The committee discussed finding #20 on unallowable credit card expenses. R. Melbourne made a motion to recommend to the executive committee the payment from reserves of $1,089.16 for unallowable costs. J. Fernandes seconded the motion. All in favor, no nays nor abstentions.

K. Holloway Cripps shared that DCS staff is at the WIB this week working on the other issues including finding #18 and finding #22 and finding #24 and shared the biggest issue to address is finding #17 the inadequate procedures to procure the one-stop operator. A draft corrective action plan (CAP) was distributed to the committee for review. Discussion ensued on the findings.

A. Sapienza shared he felt there were four performance issues to address. First, are the compliance issues, as outlined by DOL and DCS.

Second, A. Sapienza shared that the New Directions Southcoast chair, T. Romanovitch, had stepped down. The former chair and current chair, along with a People Incorporated representative met with A. Sapienza and Mayor Jon Mitchell to share plans to acquire NDS. A discussion ensued including a discussion on the ramifications of the contract with NDS should an acquisition occur. C. Rezendes asked about the legal ramifications of an acquisition. A discussion continued. No action taken.

Third, A. Sapienza noted his position as CEO with Joseph Abboud ends on 12/31/2017 and would be stepping off the WIB board, however, there is a provision in the bylaws to allow any member to continue and complete a term after a change in job. A discussion ensued including a discussion on the complexities of a new board chair starting before 7/1/2018. B. Morell made a motion to recommend to the executive committee that A. Sapienza remain as chair through 6/30/2018 citing GNBWIB bylaw Article II Section 3. C. Rezendes seconded the motion. All in favor. No nays. A. Sapienza abstained.

Fourth, is the board needs to discuss appointments and succession planning on the board of directors to plan properly for future turnover. A discussion ensued. No action taken.

The committee returned to a discussion of the corrective action plan and discussed the merits of the recompete procurement or arguing against DOL on the finding. A discussion ensued on the matter and on the plan. R. Melbourne made a motion to recommend to the executive committee that the Greater New Bedford Workforce Investment Board Inc. to comply with the Department of Labor finding #17 and initiate the process to further develop and submit a corrective action plan and recompete the competitive procurement of the One Stop Career Center operator to be completed by June 30, 2018. C. Rezendes seconded the motion. All in favor, no nays nor abstentions.

Set next meeting

A meeting will be set at a future date TBD.

Adjourn

The meeting adjourned at 9:55 a.m.

**Key Dates Career Center Certification Process**

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| --- | --- | --- | --- | --- |
| Start Date | Activity | People | Due Date | Status |
| August 2017 | WIOA Section 188 compliance | Career Center | End of FY18 Q1 | Delayed by DCS |
| August 2017 | Career Center Self-Assessment | Career Center and Team as designated | 11/30/2017 | Completed |
| 30 days after conclusion of self-assessment | Notice of Intent to apply for Certification | Career Center | 12/31/2017 | Completed |
| 30 days of receipt of NOI | Acknowledgement of NOI by GNBWIB  Career Center Certification Review Team formed (CCCRT) | As designated | 1/31/2018 | Acknowledge – done  Received name from CC  Team form on 1/10 (need 2 more) |
| 30 days of acknowledgement of NOI | Career Center Review application sent to NDS | Career Center | 2/5/2018 | Application sent to NDS |
| As soon as application received | Career Center Review | CCCRT | 3/5/2018 | Set date on 1/10 |
| Within 15 days following conclusion of review | Results meeting | CCCRT and career center | 3/20/2018 |  |
| Following results meeting | Submission of results to DCS | CCCRT | 3/30/2018 |  |
| 30 days after results | Follow up on outstanding items | CCCRT and career center | Every 30 days until resolved |  |