

Performance and Oversight Committee

Minutes of December 4, 2019

Full audio recording available.

In attendance: Board Members–R. Melbourne, P. Correia, John Fernandes

Absent: M. Tavares

Staff: D. Meggison, J. Rodrigues, A. McLaughlin, J. Sylvia

Guests: J. Daniels, B. Costa

Meeting called to order by Chair R. Melbourne at 8:07

Vote on minutes of the November 6th minutes–attached. P. Correia made the motion to approve and J. Fernandes seconded the motion.

Agenda Item: BSU strategic plan

Item tabled until next meeting to allow J. Daniels and B. Costa time to review before presenting.

Agenda Item: CC performance reports

B. Costa a column was added to report reflecting the percentage of the annual plan on the monthly snapshot and noted that the November OSCAAR numbers were not out yet, but likely would be available soon and she would update the report accordingly. It was agreed that a note indicating numbers not divisible would be fine.

R. Melbourne stated he really liked the report and asked if there were any trends. It was noted that more time would be needed to identify anything and seasonal job seekers and advertising may push the numbers.

A. McLaughlin asked how youths were differentiated in the report. B. Costa stated they were calculated according to the programs they were in. She also noted that they were not entered until after they had completed the credentials and only counted after exit.

P. Correia asked about presenting at the upcoming quarterly board.

J. Fernandes noted that explanations should be noted to address any questions that may arise by the board.

B. Costa will update the report for that meeting send it to the committee for review prior to the meeting.

Agenda Item: CC Surveys (Employees, Job Seekers, Employers)

J. Daniels stated that the CC will be holding the surveys through December before they will be ready to close. He noted that they were not getting a lot of responses even though they have set up mechanisms to encourage participation as well as keeping the survey short. The group acknowledged this difficulty of getting people to complete surveys especially since nearly everyone asks for surveys and people are getting tired of responding. James asked that the surveys be added to the next meeting so they can pick up some more responses and report back.

Agenda Item: WIOA 4-year plan discussion

D. Meggison noted the plan was posted in the paper and on website per the required 30-day period of the state. It had been submitted to the state and we are waiting to hear back from them.

Agenda Item: DCS FMO monitor update

The group asked what exactly was DCS FMO and was told it was the Department of Career Services Field Management Oversight annual Career Center monitoring. J. Daniels and A. McLaughlin it was ongoing monitoring that started in April 2019. The reports have gone back and forth a few times between the state and the board after it is submitted it is sent back to address questions or concerns. Currently it is with Nester of the WorkPlace for additional input. In 2019 the state decided to designate a Workforce Board staff member to conduct the monitoring. A. McLaughlin was assigned the role. Judy Bower from the state was designated as a mentor, since Andrea had not done the job before. The monitoring is an extensive audit of performance. Files are physically pulled and reviewed for the services provided, to assure the MOSES entries are done appropriate, ITAs, services including veterans, are staff getting trained, posters, SOPs, etc. It is a very extensive review similar to field audit. It is an ongoing review and living document where the report is presented to the state and then items that need attention are sent back and addressed. J. Fernandes would be interested in finding out what the overall WIOA policy is and J. Daniels ensured the they are following the proper guidelines were being followed, that the dollars are be allocated appropriately and authorization is done prior to implementation.

R. Melbourne stated we will keep it on the Agenda for the January meeting to stay on top of it.

J. Daniels wanted to not a few item that he feels is related to performance about the Youth Programs. The four programs are almost completely filled and that by the end of January all of the contracted programs will be full and it is going very well. They are still accepting applications to ensure the programs are full and can always shift the applicants as needed.

A. McLaughlin noted that the are working to get closure on this cycle and make sure 2019 report is in good shape to lead into 2020.

Other Business

- Next meeting at the @ Quest Center will be on Tuesday, January 9, 2020 subsequent meeting will remain on Wednesday.

Meeting adjourned at 8:59