



**North Central Workforce Development Board  
Finance Committee Meeting Summary  
September 20, 2018 – 1:00 PM**

**Members via Conference Call:** Robert Cardamone, Susan Kefover, JoAnne Ryan, Tonya Coursey  
**Workforce Solutions Staff Present:** Vanessa Hasselman, Susie Snelick

**Topics Discussed:** Workforce Solutions' and ResCare's Expenditures, EARN Performance Funds, and the Regional IT RFQ Review

**Meeting Summary:**

The first item on the agenda was a review of the expenditures for Workforce Solutions. The new format of the reports was discussed, which included Workforce Solutions' PY18 approved budget, month-to-date and year-to-date expenditures, and the balances remaining in each account. All expenditures were in line with the budget with the exception of the PA SLIP Internship reimbursements. While funding was available to cover these expenses, they were not included in the report budget since the budget was prepared and approved prior to the grants being awarded. The committee requested that a process be developed to revise the budget and seek approval for each new contract awarded.

Next was a review of the YTD expenditures for ResCare. There were no questions or concerns regarding the current expenses provided at this time. In reviewing ResCare's training expenditures for the first two months of the new program year, it was determined that they had doubled the amount spent on training services in comparison to the previous provider over the same time period. The committee felt that this was a positive start to the new program year and expect that this level of performance will continue throughout the remainder of the contract.

An update was then given of the outcomes from the joint meeting of the LMC and Finance Committees regarding the use of EARN Performance Funds. It was determined that a letter would be drafted to the Department of Human Services seeking clarification and guidance regarding the use of performance dollars. The main issues to be addressed would include the ability to expand services to target a larger population and the specific services or benefits that would be allowable.

The committee then went into a discussion of the Regional IT RFQ. It was explained that the RFQ was to provide computer maintenance and IT support services to the seven CareerLinks in the six-county region as well as for Workforce Solutions and ResCare devices. With only one response received from Advanced Computer Solutions, the committee reviewed two different pricing structures, one based on a flat monthly fee for unlimited hours of service as compared to an hourly rate billed for each service call.

Questions were asked regarding what types of services, software, and support would be included in each option. After a thorough review of both options, the committee agreed with the recommendation to contract based on a flat monthly fee with the request for a detailed monthly report of services performed. The report would allow for the ability to evaluate the cost-effectiveness of this option in making future decisions. At the end of the discussion, JoAnne made a motion to approve the recommendation as presented, seconded by Susan. Motion passed.

With no other business to discuss, the meeting was adjourned.