

MEETING SUMMARY

Meeting	: Monitoring / Performance Committee
Date and time	: August 9, 2021 at 10:00 a.m.
Location of Meeting	: Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 858 7819 3880 Or to join meeting online via Zoom, go to: https://us02web.zoom.us/j/85878193880
Chairperson	: Kim Skinner
Members Attending	: Present: Anton Salome, Kim Skinner, Susana Santillan Absent: Marlene Thomas-Herrera, Gary Whitehead Staff: Steve Duran, Angela Longovia, Krisye Shook
Guests in Attendance	: Yvette Bayless, Concha Cordova, Christina Garcia-Tenorio, Mary Gandara, Darleen Lopez
Summary submitted by/Signature	: Angela Longovia, Communications Manager
Next Meeting	: August 9, 2021 at 10:00 a.m.

#	Agenda Item	Summary
1.	Call to order	Ms. Skinner called the meeting to order at 10:06 a.m.
2.	Welcome and Introductions	Ms. Skinner welcomed all attendees and asked for introductions
3.	Roll Call & Abstentions	Ms. Longovia called roll, there were no abstentions
4.	*Public Comment	No public comment
5.	Approval of Agenda	Ms. Santillan made a motion to approve the agenda, seconded by Mr. Salome. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> • Mr. Salome – Yes • Ms. Skinner – Yes • Ms. Santillan – Yes
6.	Reports, Discussion and Recommendations	Approval of the June 15, 2021 special meeting summary <ul style="list-style-type: none"> • Mr. Salome made a motion to approve the summary, seconded by Ms. Santillan. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> ○ Mr. Salome – Yes ○ Ms. Skinner – Yes ○ Ms. Santillan – Yes <p>Work Session: Administrative entity monitoring tool</p> <ul style="list-style-type: none"> • Mr. Duran reviewed the Monitoring Process with the committee which included a 30-day notice with request for documentation; review of administrative processes, deliverables, and fiscal transactions; issue monitoring report for responses to findings and areas of concern; provide opportunity to remedy and technical assistance, and more. • Mr. Duran presented Workforce Board Models A, B, and C in a table. Model A is used in the Southwestern and Central regions. In this model, the board contracts directly with separate entities as its sub-recipients. Under this model, the local board does not have any employees.

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		<ul style="list-style-type: none"> • In Model B, the administrative entity contracts directly with separate entities as its sub-recipients and the local board does not have any employees. • In Model C, the board contracts directly with separate entities as its sub-recipients. The local board has its own employees. This model is used in the Northern and Eastern regions. • Mr. Duran shared the Draft Monitoring Guide which listed the Administrative Entity Scope of Work – Deliverables and presented a Draft Monitoring Tool which is a spreadsheet listing each deliverable to be monitored and questions to consider when evaluating that item. • Mr. Duran presented some items Ms. Garcia-Tenorio sent. These items were presented as examples for the committee, to inform them of different models, guides, and tools that are being used. These are items used by the Northern board to monitor their staff. These items do not align with Workforce Board Model A used in the Southwestern region. • Ms. Skinner requested that all items presented be sent to the committee to review. • Mr. Duran stated an update on the AE Monitoring Tool will be presented to the board at the August 12 board meeting. Ms. Skinner recommended the items she would like presented and added it needs to be very clear what can legally be looked at. • Ms. Garcia-Tenorio stated she can send citation directly from the Act.
7.	Member Input	<ul style="list-style-type: none"> • Mr. Salome thanked staff for making this process easy to follow. • Ms. Santillan thanked staff for the detailed information. • Ms. Skinner thanked Ms. Garcia-Tenorio for sharing information.
8.	**Public Comment	<ul style="list-style-type: none"> • No public comment
9.	Next Regular Meeting	<ul style="list-style-type: none"> • Monday, November 8, 2021 at 10:00 a.m. via Zoom
10.	Adjournment	<ul style="list-style-type: none"> • Mr. Salome made a motion to adjourn, seconded by Ms. Santillan. Ms. Skinner adjourned the meeting at 11:04 a.m.

Attested: Kim Skinner

Date 12/07/2021