

MEETING SUMMARY

Meeting	: Monitoring / Performance Committee
Date and time	: May 10, 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: 834 2055 8896 Or to join meeting online via Zoom, go to: https://us02web.zoom.us/j/83420558896
Chairperson	: Kim Skinner
Members Attending	: Present: Anton Salome, Kim Skinner, Marlene Thomas-Herrera, Gary Whitehead Absent: Alonzo Gonzales, Glenda Greene Staff: Steve Duran, Angela Longovia, Krisye Shook
Guests in Attendance	: Veronica Alonzo, Yvette Bayless, Concha Cordova, Christina Garcia-Tenorio, Carrie Hernandez, Darleen Lopez, Marissa Molano, Josh Orozco, Marcos Peña, Cindy Quillin, Eric Rivera
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	Meeting called to order at 10:12 a.m. by Ms. Skinner
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	Mr. Whitehead 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. Thomas-Herrera – Yes • Mr. Whitehead - Yes
6.	Approval of Summary for February 8, 2021	Mr. Whitehead made a motion to approve the summary, seconded by Mr. Salome. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> • Mr. Salome – Yes • Ms. Thomas-Herrera – Yes • Mr. Whitehead - Yes
7.	Reports, Discussion and Recommendations	PY20 Service Provider Contract Deliverables <ul style="list-style-type: none"> • Mr. Duran presented YDI's Progress Report through April 30, 2021. All areas were green, which indicates goals were met or exceeded, except for minimum expenditure levels. • Because goals were met everywhere except for expenditures, Mr. Whitehead asked if participants and dollars for each participant were built fairly into this chart/report. Ms. Cordova stated that they call it encumbered funds and explained that they are able to calculate the total cost for each participant when they know what type of placement they will receive: work experience, on-the-job training, individual training account, or online job readiness. It will take 3-4 months to show that total expenditure. For each

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		<p>month, they report the expenditures for the number of hours the participant completed for each component, but not the total amount allocated for each placement. OJT's and ITA's are not reported until they are invoiced by the vendor for those services. Mr. Whitehead suggested having another line for encumbered funds. He also suggested adjusting the goal for staff retention because basing it on only 14 staff, 1 or 2 can be expected to leave and that would not be fair to report they have not met their staff retention goal.</p> <ul style="list-style-type: none"> Ms. Skinner agreed that encumbered funds should be shown for an accurate picture and would like the staff retention goal adjusted. She also commented that we have seen a great improvement. Mr. Duran stated that we will add those line items beginning the next program year to allow YDI time to prepare to add that data to the report. <p>PY20 Service Provider Performance Indicators</p> <ul style="list-style-type: none"> Mr. Duran presented the performance indicators for the Adult program, Dislocated Worker program, and the Youth program. Mr. Rivera described how Median Earnings are calculated. Mr. Peña stated they just provided training for all staff on Credentialing, Skill Gains, and Median Earnings to ensure everyone is on the same page and they are confident their numbers will be higher by the end of June. Ms. Thomas-Herrera stated the Navajo Nation is under strict advisement again and they are not sending participants out for work experience. They are only offering online training. <p>PY20 Fiscal and Program Monitoring Report</p> <ul style="list-style-type: none"> Mr. Duran stated that monitoring reviews are conducted annually to provide information on compliance of contractual requirement and performance. The results identify strengths and weaknesses and opportunities to remedy deficiencies. SAWDB Chair requested that a monitoring be conducted on the administrative entity that includes WIOA regulatory, scope of work, and budgetary compliance. The Monitoring Committee would establish a review tool, perform the monitoring, and report the outcomes. These would be identified as pass or fail items. These monitorings would begin PY21. The next steps are for the committee to meet again in a few weeks to begin working on the process. Ms. Longovia will reach out to the members to select a date.
	Member Input	No member input
	*Public Comment	No public comment
	Next Regular Meeting	Monday, August 9, 2021 at 10:00 a.m. via Zoom
	Adjournment	Mr. Salome made a motion to adjourn, seconded by Mr. Whitehead. Ms. Skinner adjourned the meeting at 11:41 a.m.

Attested: Kim Skinner

Date 06/23/2021