

**Notes from Performance Measures and Accountability Committee (PMAC)
Meeting - March 22, 2018
10:00am – 11:30am
Dillingham AJCH**

Discuss purpose of committee:

“This committee will explore coordination of services among partners to assist with the monitoring of the local workforce system’s performance measures and its continuous improvement under the new core measures established by WIOA for adult, dislocated worker, and youth funding. This committee will work closely with the Finance Committee to monitor the effectiveness and continuous improvement of the American Job Center(s) and its Operator. This committee will also coordinate the revisions and updates of the Local Plan.”

Decide priorities of next steps, timelines for specific tasks:

Most important task is evaluating the One Stop Operator. First year contract ends on June 30, 2017. Evaluation by the Board and also the AJCH Partners is important to set a baseline.

2nd task: evaluating the performance of the Title I Service Provider on achievement of required Performance Measures, fiscal responsibility (mainly Federal monitoring and paying invoices and stipends in a timely manner), and ability to serve target populations.

3rd task: planning for the 2 year required “update” to the Oahu Local Plan (due early 2019) and the writing of a new plan (required every 5 years) due July 1, 2020.

4th task: Creating the evaluation tools for the OWDB Staff to be used by the Executive Committee and Executive Director.

Review draft of One Stop Operator Performance Evaluation Form:

Justin created an evaluation form for the Board to use based on the requirements set forth in the One Stop Operator RFP. Evaluation should be completed before the end of the One Stop Operator’s first year.

Committee requested a separate evaluation form to be sent to all AJCH Partners in an electronic survey. Justin will look at modifying the Board’s form and using Survey Monkey instead of Google Docs to avoid possible accessibility issues. The message is also important in communicating that the evaluation is being asked for by the Board and why the Partner’s feedback is important.

Discuss the Performance Measures/Outcomes for each Mandatory Partner

Erick reviewed the new Performance Measures for Title I under WIOA vs. WIA. There are also different Performance Measure requirements for each program. The Committee is discussing an Evaluation Tool to be used for the Service Provider with the ability to track performance measures and accounting practices. Tim would like to invite BFS Fiscal to meet to ask what they need in order to meet payment deadlines, etc. There is a history of chronic late payments to vendors as well as late stipend payments to clients. The Service Provider has asked for the Board's help if this issue can't be resolved quickly.

HireNet Hawaii was discussed. AJCH and Board Staff indicated that the software does not easily create monthly reports. They are also unable to pull WIOA Performance Measure data as Geographic Solutions has not updated the software to meet the new WIOA requirements.

Committee asked Erick to survey staff to see if HireNet is necessary. What is it being used for currently, does it need to continue to be used, does the State require it to be used? For \$130,000 + a year savings can OWDB create a simple MIS or use excel to track the Performance Measures?

Committee will give results to Data Management and Technology Committee to assess HireNet's value/necessity and explore other viable options.

Discuss Creation of Staff Evaluation Tool

Tim will reach out to Marian Tsuji, Chair of the WDC's PMAC, who created the evaluation tool for the WDC's Executive Director to see if they will share it.

Date of Next Meeting

Early May so the PMAC can show the Executive Committee or the Board their finished evaluation forms.