

AREA 8 WORKFORCE DEVELOPMENT BOARD

Workforce Innovation and Opportunity Act

<b>Policy number</b>	10
<b>Subject</b>	<b>Monitoring Policy</b>
<b>Ohio WIOA Policies addressed</b>	Workforce Innovation and Opportunities Act of 2014, Section 184, requires the local Workforce Board, in partnership with the Chief Elected Official (CEO), to conduct program and financial oversight of all workforce programs and the One-Stop delivery system in the local area. WIOA Section 107 (d) (8)
<b>May apply for waiver</b>	NA
<b>Board approved</b>	
<b>Effective date</b>	10/20/20
<b>Replaces</b>	Area 8 Workforce Monitoring Summary 1/23/09

**I PURPOSE**

Workforce Development Board (WDB) will conduct monitoring and oversight of program operator activities and those of its subrecipients and contractors in accordance with WIOA Section 107 (d) (8). Monitoring and oversight activities will be **directed** by the WDB with outcomes reported to the WDB. These activities will include but not be limited to the following standard on-going monitoring activities:

1. ODJFS WIOA Program Monitoring
2. ODJFS Fiscal Monitoring
3. ODJFS Data Validation
4. Independent A-133 Audit if appropriate to the agency
5. Independent Contract Monitoring
6. Others as directed by the board

**II Effective Date.**

10/20/2020

**III PROCEDURE**

- A. WDB will conduct monitoring and oversight through the completion of the Area 8 Program Monitoring Guide procedures (12/12/2019). Through the Director, Board Members, fiscal agent, member county fiscal specialists, or contracted monitors or others as identified.
- B. WDB subrecipients and contractors will be monitored on-site at least once during the **contract** year and desk audits as needed for compliance with provision of the Act, Regulations, and other appropriate state and local policies.

- C. Should the review cite findings and observations, the review will recommend a corrective action plan including date of completion.
- D. WDB and fiscal agent will provide technical assistance as necessary and appropriate to resolve any findings or observations.
- E. All completed corrective action plans and relevant follow-up reports will be reviewed by the WDB and Director.
- F. The WDB, the Director in consultation with the operator management staff effects the final action as determined from information derived from follow-up reports.
- G. ACTION REQUIRED  
Any clarification needed should be directed to the Board Director.

IV ATTACHMENT

- A. Area 8 Program Monitoring Guide procedures (12/12/19).

**Date:** 10/20/2020

**Motion made by:** Art Swain

**Motion seconded by:** Rob Radway

**Vote** 3 **aye** 0 **nay**      **abstain** X **motion carries**      **motion rejected**

## I. GENERAL

- a. Participate in scheduled operational meetings to ensure that program operator is in compliance with WDB policies, procedures, and strategic vision.
- b. Maintain communication with key program operator staff to ensure performance goals are being met.
- c. Conduct annual performance evaluation of programs.
- d. Review Equal Employment Opportunity/Affirmative Action (EEO/AA) System and note any perceived deficiencies in the EEO/AA system.

## II FISCAL (the Fiscal agent)

- a. Review monthly check register to monitor appropriateness and level of cash disbursements.
- b. Review cash draws prior to CFO/Fiscal Office submitting to state.
- c. Review overall budget to ensure funding levels are appropriate and utilized.
- d. Maintain communication with program operator CFO / Fiscal Agent.
- e. Participate in annual State Fiscal Monitoring.
- f. Review in A-133 independent audit if applicable.
- g. Note any findings and require appropriate written corrective action plan.
- h. Report monitoring results to WDB as needed.

## III. PROGRAMMATIC

- a. Eligibility of Participants - Select a sample of customers and review files to determine:
  - i. Existence of applications and assessments.
  - ii. That eligibility for participation was properly documented.
  - iii. That residency requirements, if needed, were properly documented in OWCMS.
- b. Participate in annual State WIOA Comprehensive Monitoring.
- c. Participate in State Data Validation when scheduled.
- d. Note any findings and require appropriate written corrective action plan.
- e. Report monitoring results to WDB.

## IV. ON-SITE MONITORING FOR RFP PROGRAM SERVICES

- a. Deliverables specified in the RFP will be reviewed to ensure performance is being met.
- b. Each entity reviewed will receive a letter outlining the outcome of the monitoring within 30 days of said review.
- c. Should the review cite findings and observations, the review will recommend a corrective action plan including date of completion.
- d. The on-site review of deliverables may be taken into consideration when assessing if contract renewal is appropriate.