

**SRC Approved Minutes**  
PERFORMANCE REVIEW COMMITTEE  
Thursday, October 6, 2022  
10:00 AM – 11:30 AM  
Virtual Meeting

**Meeting called by:**

Nick Caputo, Committee Chair, called the meeting to order at 10:03 a.m.

**Members Present:**

- Laura Flint
- Marlena Hughes
- Nick Caputo
- Gina D’Ambrosio

**Members Absent:**

- Rose Lucenti, Term ended
- Sherrie Brunelle
- Robin Ingenthron
- Bill Meirs

**SRC Liaison:**

- Amanda Arnold

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- Nat Piper

**Guests:**

None

**Interpreters:**

None

**1) Introductions** (Nick Caputo)

**Discussion:**

Those in attendance introduced themselves.

**Conclusions:**

Thanks to everyone!

**Action Items, Person Responsible, Deadline:**

None

**2) Approval of Agenda (Nick Caputo)**

**Discussion:**

Nick asked for any proposed additions or changes to the agenda. There were none. Gina moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 4-0-0

**Conclusions:**

Motion passes: today's agenda accepted Approved

**Action Items, Person Responsible, Deadline:**

Finalize agenda and upload to SRC website, Janice Leonard, **11/1/2022**

**3) Open for Public Comment (Nick Caputo)**

**Discussion:**

No one from the public was present

**Conclusions:**

n/a

**Action Items, Person Responsible, Deadline:**

None

**4) Approval of Minutes for June 2, 2022 (Nick Caputo)**

**Discussion:**

Nick asked for any proposed changes or amendments to the minutes from April. Marlana moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 4-0-0

**Conclusions:**

June 2, 2022, minutes were approved

**Action Items, Person Responsible, Deadline:**

Upload approved minutes to SRC website, Janice Leonard, **11/15/2022**

**5) WIOA Performance Measures Update, Presentation & Discussion (Amanda Arnold)**

**Discussion:**

Amanda shared HireAbility's current performance from Program Year 2021 on the WIOA Common Performance Measures. HireAbility is meeting or exceeding all the targets and is on track to meet the targets for the upcoming year.

Amanda will follow up with the data in an email to the committee and confirm what the period for "median earnings" is.

**Conclusions:**

**Amanda will send out data in an email.**

**Action Items, Person Responsible, Deadline:**

**6) Serving our Business Partners, Presentation & Discussion** (Nan Piper)

**Discussion:**

Nat Piper and Amanda Arnold shared the results of the Employer Satisfaction Survey. The overall theme was that businesses who had interacted with HireAbility and the Business Account Managers were very happy with the services they received. A big takeaway is that nearly 60% of the businesses surveyed wanted to collaborate with HireAbility to create or learn more about opportunities to develop internships or apprenticeships.

**Conclusions:**

**N/A**

**Action Items, Person Responsible, Deadline:**

N/A

**6) Priorities**

**Discussion:**

Group reviewed the goals discussed at the October Retreat and what the priorities will be for this year. Retreat goals were:

- How well we are serving the population of people with social emotional disorders, including data about how many exit employed compared to other demographics, and feedback directly from these consumers
- Continue work on the consumer satisfaction survey as well as other surveys (including employer satisfaction and partner satisfaction)
- How well are we serving the Deaf and Hard-of-Hearing populations?
- How are we connecting/sharing info with others beyond core partners (other stakeholders and advocacy groups), and do we know who all these stakeholders are?
- Continue to review progress towards goals on WIOA performance measures
- Look at services provided to different age groups (not to compare them but to make sure we are offering adequate amount of services across the age spectrum)
- How do we engage with people who aren't coming to us?
- How are connecting with specific populations such as those with TBI or memory problems?
- Data on how well we serve our business partners

- How to translate our message to a busy business community- what do they need to hear and make it digestible for the business community?

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

**7) Other Business** (Nick Caputo)

**a.) Agenda Setting for December 1, 2022**

**Discussion:**

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

Upload draft agenda to the SRC website, **Janice Leonard, 11/12/2022**

**8) Adjournment** (Nick Caputo)

Laura moved to adjourn, and it was seconded. The meeting adjourned at 11:29 a.m.

**Meeting Action Items, Person Responsible and Deadlines:**

- Finalize agenda and upload to SRC Website, **Janice Leonard, 11/11/22**
- Draft minutes for this meeting, upload to SRC website, and email link to Committee members, **Janice Leonard, 11/11/22**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 11/11/22**