



**ATTENDANCE:** Jim Decker, Travis Crytzer, Larry Fannie, Jill Foys, Bobbie Jones, Heather Moles, TJ Sandell, Kirk Shimshock, Juanice Vega, Brad Tisdale, Andrea MacArthur, Will Price, Lynn Rupp

**ABSENT:** Jack Hewitt, Grainne Blanchette, Archie Graham, Karen Thomas, Kathryn Schaaf

**BOARD STAFF:** Lisa Miller, Lisa Stalnaker, Deb O’Neil, Susan Richmond, Carrie Symes, Nancy Wisgirda

**VISITORS**

Commissioner Wayne Brosius, Clarion County  
Greg Merkel, JC & CLEO Solicitor  
Commissioner Robert Snyder, Forest County  
Erie County Executive Alternate, Charlie Bayle  
Diona Brick, Fiscal Agent  
Benjamin Wilson, TPMA

Amanda Kimmy  
Nancy Sabol  
Christine Grigsby  
Beverly Rapp  
Fadhail Ibraheem  
Deb Lutz

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Bobbie Jones called the meeting to order at 8:35 a.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. There was no public comment. It was noted that the meeting was being recorded and a link to the agenda was posted in the chat and also shared on the screen.

**CONSENT AGENDA**

The consent agenda portion of the meeting included the following:

**Meeting minutes of May 12, 2023**

**Risk Assessment Policy**

Susan Richmond reported that changes were made to the point structure to reflect what we have learned to make the process more effective, including a change in the scoring ranges for identifying high, medium, and low risk.

**Youth Incentive Policy**

Susan Richmond reported that changes were made to the wording in regard to LWDB being replaced with NWPA Job Connect throughout the policy, as well as changing the assessment used from TABE to CASAS. Adjustments were made to the youth participant incentives: the post-secondary School Incentive was lowered from \$100 to \$50 to allow for a new incentive for an employment 2<sup>nd</sup> quarter post exit incentive of \$50. This keeps the total incentive allocation to \$200 but adds that incentive category to encourage youth to maintain long-term employment. A question was raised regarding the amount of incentives paid out on average. It was noted that no incentives were paid out over the past year, since they were not budgeted. It was questioned if the low amount paid out for incentives is much of an incentive for youth to complete a program. Diona Brick noted that incentives are in the same line item of the Financial Status Report sent to the state as supportive services which are paid, on average, at approximately \$2,000. Susan Richmond noted that supportive services can go up to \$500 annually for youth under local board policy and that combined with incentives, could potentially end up in a payout of \$700.

### **WIOA Eligibility Policy**

Susan Richmond reported that changes were made to the self-certification criteria to align with the most recent PA Data Validation Guide. She noted that the state has opened up more categories for using self-certification. Family income can now be used; basic skills deficient cannot be used for self-certification. Also, the listing of acceptable eligibility documentation in the local board policy was removed and replaced by accessing the listing in CWDS to ensure that the most current information is being used.

### **Personally Identifiable Information (PII) Policy**

Susan Richmond stated that language has been added to the policy which states that the board does not need to approve the PA CareerLink®'s policy on how to handle personally identifiable information, since the one stop operator updates this policy annually and sends it to the board staff to evaluate for alignment with local board policy.

Bobbie Jones asked if any member wanted to sever any items from the consent agenda for further discussion. No agenda items were requested to be severed from the consent agenda.

### **MOTION**

**It was moved by Kirk Shimshock and seconded by TJ Sandell to approve consent agenda as presented. All were in favor. Motion passed and carried.**

### **REVIEW OF PREVIOUS ACTION ITEMS**

Lisa Miller confirmed that Diona Brick sent a copy of the new lease for the PA CareerLink® Erie County to Attorney Joe Keebler.

Lisa Miller also reported that she was able to secure letters of support for adding carpentry/construction occupations to the PY23 HPO list.

### **UPDATES FROM THE CHAIR**

Bobbie Jones reported that we are still working to fill Randy Callen's seat on the board. Lisa Miller has been working diligently to accomplish this by the August 10, 2023 deadline.

Brad Tisdale and Jim Decker have been reappointed. Brad will now be representing Forest County. Andrea MacArthur will represent Business, Erie. Jill Foys is stepping down from the committee.

### **Vote to accept change to Executive Committee for PY 23**

### **MOTION**

**It was moved by Brad Tisdale and seconded by Jill Foys to approve the changes to the Executive Committee as presented. All were in favor. Motion passed and carried.**

### **APPROVAL OF FISCAL REPORT**

Diona Brick referred to the May 2023 fiscal report that was included in the meeting packet.

- WIOA Formula Dollars:
  - Adult and Dislocated Worker expenditures were reviewed. The total Title I Adult and DW allocation for 22-23 is \$2,042,946. At May, we expended \$2,492,193 of this amount or 122%. We did allocate additional monies for this budget to support the increase in Adult Program training services. To date, an additional \$218,000 has been allocated. It is important to remember our 30% training requirement for the current year. We are at 25% including additional sources.
  - Youth expenditures were reviewed. It is important to monitor the youth percentages to ensure compliance with the spending requirements. The total Youth budget for 22-23 is \$1,102,467. At

May, we have expended \$1,204,053 or 109% of the allocation. The overage specifically relates to carryover from the prior year. Key benchmarks include a requirement to spend at least 75% of the allocation on Out of School Youth and at least 20% must be spent on work experience for youth. We are currently at 100% and 15% respectively. We expect to meet the 20% WEX requirement for youth.

- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
  - Overall, the administrative budget is at 70%, which is slightly under budget. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.
- EARN Program Expenses – On track, we are at 92% of the budget through May.
- Infrastructure Funding Agreements (IFAs) – Each of our IFAs have finished at budget as follows:
  - Erie County comprehensive site = 90% of budget
  - Oil Region comprehensive site = 91% of budget
  - Mobile Delivery of Service = 80% of budget
- TANF Youth – The total budget for 22-23 is \$769,847. To date, we have spent 97% of the allocation. Contracts have been awarded and subcontractors are expending funds.
- Grant Updates:
  - Rapid Response (RR): All Rapid Response monies have been spent and all proper closeouts completed.
  - Other Grant Updates: We have NOOs currently for the following:
    - PA Smart - \$60,000- We have \$37,067 remaining, which should be spent down by June 30, 2023.
    - BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023. To date, \$20,868 has been spent.
    - Statewide Activities - \$28,000 Website Updates – the website contract received an extension through next program year.
    - Apprenticeship Expansion-Total award is \$183,333. To date, no spending.
  - Other Fiscal Agent Updates
    - Venango County updated bonding with the state. The expiration is May 31, 2023.

## **MOTION**

**It was moved by Will Price and seconded by Larry Fannie to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.**

## **Regional and Local Plan Feedback and Public Comment Overview**

Susan Richmond reported that both the Regional and Local Plans are currently posted on the NW PA Job Connect website for public comment. They are required to be posted for 30 days; the last day therefore will be July 15, 2023. At that time we will respond to any public comment, make any necessary changes to the plans, respectively, and submit those changes to the state for approval. There will be a period after closing of the public comment period to allow the board to address any public comment received. The public comment period ends after the next board meeting; therefore, a special meeting will be held on July 28, 2023. Any changes related to public comment received must be approved by the state as well.

## **HPO Petitions Submitted**

Lisa Miller reported that letters of support for carpentry/construction, medical assistant, and surgical tech occupations have been obtained. There is need for school counselors as well.

**PY 22 Q3 Common Measures**

Lisa Miller reported on WIOA Title I performance results for the third quarter by local area. Overall, we are hitting or exceeding our goals for this quarter.

**MONITORING ITEMS**

**EARN Risk Assessment**

Susan Richmond reported EARN had no key staffing changes, and no disallowances for operational or fiscal procedures. There have been no findings in their single audit. They do get five points because their budget is between 1 and 8 million, so their score is 5 out of 44, which puts them at a low-risk contractor.

**MOTION**

**It was moved by Travis Crytzer and seconded by Jim Decker to approve the EARN Risk Assessment as presented. All were in favor. Motion passed and carried.**

**Equus Data Exposure**

Lisa Miller explained that a data exposure of Work Experience (WEX) participant information has occurred. We informed PA Department of Labor and Industry and confirmed that the breach has been stopped.

**OTHER BUSINESS**

**Board Staff Report Highlights**

Lisa Miller reported that we have one additional statewide activities fund application that is designed to install panic buttons and ne cameras in the centers.

Lisa Stalnaker continues to work on tracking grant money spending.

The PA Secretary of Labor, Nancy Walker, visited the Erie PA CareerLink® office on July 11, 2023.

There is \$1.16 billion of infrastructure dedicated to Broadband that will be coming to Pennsylvania in the future.

The Pennsylvania Governance Policy was due for a change and was open for public comment and received a significant number of responses.

No Executive Session was needed.

**ADJOURNMENT**

**MOTION**

**It was moved by Brad Tisdale and seconded by Jill Foys to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.**

The meeting adjourned at 9:16 am. The next meeting is Friday, September 8, 2023.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	07/24/2023
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	