

ATTENDANCE

Brad Tisdale
Juanice Vega
Bobbie Jones
Jim Decker
Andrea MacArthur
Travis Crytzer

ABSENT

Diona Brick

GUESTS

Daniel Hornbake
Robert Snyder
Atty. Joe Keebler
Robert Pisko

STAFF

Lisa Miller
Susan Richmond
Lisa Stalnaker
Juanet Shefchunas
Nancy Wisgirda
Emily Cozzens
Carrie Symes
Deb O'Neil

WELCOME/ROLL CALL

Bobbie Jones called the meeting to order at 10:01 AM. Roll call was taken. It was noted there was a quorum. The meeting was recorded and the agenda was posted in the chat.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors were recognized. There was no public comment.

APPROVAL OF CONSENT AGENDA

Meeting minutes of August 25, 2023

Common Measures PY22 Q4

Lisa Miller reported on the common measures performance results for the PY22 fourth quarter. Our local area met or exceeded all measures for the PY22 fourth quarter report.

Bobbie Jones asked the committee if they wanted to sever any of the items from the consent agenda for discussion. No request was made to sever any items from the consent agenda.

MOTION

It was **moved** by James Decker and **seconded** by Brad Tisdale to accept the Consent Agenda as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

Lisa Miller arranged for a presentation on WIOA Reauthorization by Kyle Marinelli of the National Association of Workforce Boards during the full board meeting in September. This was completed.

PA CAREERLINK® CERTIFICATION

Susan Richmond reported that the PA CareerLink® certification is done every three years. All documents related to the certification process will be submitted to the state no later than 12/29/23, following board approval. This process is completed to ensure that the PA CareerLink® is operating according to state regulations. Susan stated that we have no concerns with service quality at this time.

Carrie Symes reported that there was a slight improvement in the Operator survey overall. This was the largest participation from partners that we've seen.

Lisa Miller reported that an ADA walkthrough was conducted at both PA CareerLink® sites, in Erie and Oil City, respectively. Findings included the need to update the Fusion software, a door in the Oil City facility

required too much pressure to open and needed to be adjusted, several bathroom signs did not have Braille on them, and a swing arm needed to be added on a monitor. All deficiencies were corrected.

Susan Richmond reported that the Continuous Improvement Plan included in the PA CareerLink® certification package was previously approved by the board, but it is part of the PA CareerLink® certification submission, so it's being included here.

MOTION

It was **moved** by James Decker and **seconded** by Brad Tisdale to recommend the PA CareerLink® Certification to the full Board. All were in favor. There were no abstentions. **Motion passed and carried.**

PY 23 MONITORING REPORTS

Juanet Shefchunas reported that an on-site monitoring was completed. She noted that 15 files were requested from Title I for monitoring review. One file was unavailable at the time of the monitoring visit. Initial monitoring findings were presented to Title I on October 6 and they provided a response by October 13. Bobbie Jones asked about the missing file. Lisa Miller noted that there is a participant paper file, as well as a file in CWDS. Title I stated that they had submitted the paper file for monitoring but board staff did not find the file in those that were provided at the time of the monitoring. Therefore, a checklist for receipt and return of monitoring files will be implemented for future monitoring activities to eliminate this issue going forward. It was reported that the missing file was subsequently found and submitted after the monitoring was completed and was reviewed by board staff.

Susan Richmond reported on the desk audit that was performed, which is information entered in CWDS (Commonwealth Workforce Development System). This process is to ensure that follow-up is being performed with participants for a year after they conclude services. We pulled 50 adult, dislocated worker, and youth files; 25 had complete post-exit follow-up. The remaining 25 had minor issues. Title I has made appropriate corrections as needed and provided additional training to their staff that included a refresher on case notes and the follow-up process. We will continue to monitor this issue.

Susan Richmond reported on credentials and gains. We exceeded our measures by the fourth quarter. There has been definite improvement in how Title I is entering credentials in a timely manner. Some gains have been entered late, but Title I is working on improving this. She noted that we have provided training to Title I on this issue and Title I is also providing internal training to their staff.

Susan reported on the administrative monitoring summary. This list summarizes everything our staff is doing to ensure that all state protocols are being followed, and that there is a checks and balances system in place within our own monitoring procedures. At this point there are no concerns with our administrative oversight.

Lisa Miller noted that this monitoring report was presented at the Fiscal and Monitoring meeting on 10/18/23 and recommended to the board with one abstention.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Juanice Vega to recommend the monitoring reports to the full Board. All were in favor. There were no abstentions. **Motion passed and carried.**

SATISFACTION SURVEY SUMMARY PY22 Q4

Lisa Miller reported that under Business surveys, 2 responses were received. The low response continues to be a concern. Participant surveys indicate some dissatisfaction with services provided. Lisa Miller noted that customers received multiple services from various partners, including unemployment compensation services, and we cannot identify which of those services that caused dissatisfaction are provided by Title I. Title I has indicated that they will put in more training on the areas that were problematic. None of the participants indicated that they wanted to be contacted regarding their dissatisfaction.

MOTION

It was moved by Jim Decker and seconded by Travis Crytzer to report satisfaction survey results to the Board. All were in favor. There were no abstentions. Motion passed and carried.

PY 22 TANF YOUTH DEVELOPMENT PROGRAM DATA BREACH

Lisa Miller reported that there was an incident where Title I sent unprotected data through an unencrypted email. The state monitor was notified, and the recommendation was made for Equus to notify all affected persons and offer one year of free credit monitoring. Board staff provided focused Personally Identifiable Information (PII) training to Title I staff.

MOTION

It was moved by Jim Decker and seconded by Brad Tisdale to report the data breach out to the Executive Committee. All were in favor. There were no abstentions. Motion passed and carried.

TITLE I CONTRACTOR FOR PY 24 DISCUSSION

Lisa Miller reported that the current contract for Title I will expire on June 30, 2024. Discussion is needed by this committee to determine whether or not to recommend renewing the current contract, or putting out an RFP for a new contractor. Lisa Miller noted that if we are to put these programs out for bid, we would need adequate time to release a request for proposals. She further noted that there has been a lot of information discussed in this meeting regarding Title I, as well as in the Fiscal and Monitoring Committee meeting held on October 18. The Fiscal and Monitoring Committee voted to recommend continuing to contract with Equus for the next program year, with one abstention.

MOTION

It was moved by Jim Decker and seconded by Brad Tisdale to recommend continuing with Equus as the Title I contractor to the Board. All were in favor. Motion passed and carried.

OPERATOR CONTRACTOR FOR PY 24 DISCUSSION

Lisa Miller reported that the current contract for the Operator will expire on June 30, 2024. Discussion is needed by this committee to determine whether or not to recommend renewing the current contract, or putting out an RFP for a new Operator contract. Lisa Miller noted that we must RFP for Operator services every four years, with the last RFP released and awarded in 2021. She further noted that we have had very few minor issues with the operator, who has been very responsive to any needed changes.

MOTION

It was moved by Jim Decker and seconded by Brad Tisdale to recommend continuing with Equus as the Operator contractor to the Board. All were in favor. There were no abstentions. Motion passed and carried.

COMMITTEE MEMBERSHIP MAKE UP

Lisa Miller reported that we have created a new spreadsheet to track committee membership participation. The spreadsheet describes which members can vote and who are non-voting members of the public. She noted that all committees are reviewing their membership and a final version will be complete by the next full board meeting.

REVIEW BOARD MEETING AGENDA

Lisa Miller reported that the Board agenda will look very similar to this agenda. Vicki Thompson, TPMA Senior Advisor for Education and Workforce Strategy, will give a presentation on the NWPA Registered Apprenticeship Ambassador Network prior to the start of the meeting. There will also be a resignation from the board that will be presented.

EO SURVEY UPDATE

Carrie Symes reported that the EO survey was completed and submitted to the Office of Equal Opportunity in Harrisburg prior to the deadline. The EO Training will be expanded in the areas of corrective action, sanctions policy, and confidentiality and privacy policies.

OTHER BUSINESS

Lisa Miller reminded the committee that the board meeting will be held on Thursday, November 9th instead of Friday the 10th, due to the Veterans’ Day holiday. Members were asked to please let us know if they are unable to attend, as we need quorum for that meeting. She also noted that the next scheduled Executive Committee meeting has been delayed until January 5, 2024 due to the Christmas holiday.

EXECUTIVE SESSION

No Executive Session was needed.

ADJOURNMENT

MOTION

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

The next meeting has been scheduled for Friday, January 5, 2024, at 10:00 am., due to the Christmas holiday.

The meeting adjourned at 10:42 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	10/27/23
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date