

ATTENDANCE

Brad Tisdale
Juanice Vega
Bobbie Jones
Jim Decker
Andrea MacArthur

ABSENT

Travis Crytzer

GUESTS

Diona Brick
Daniel Hornbake
Robert Snyder
Atty. Joe Keebler

STAFF

Lisa Miller
Susan Richmond
Lisa Stalnaker
Juanet Shefchunas
Nancy Wisgirda
Deb O'Neil

WELCOME/ROLL CALL

Bobbie Jones called the meeting to order at 10:03 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 June 30, 2023

System of Record Policy

Susan Richmond stated that a revision was made to this policy to include the digital intake process required by the state. These state-required changes will also allow a paper intake form to be used in the event that the digital form is unavailable. Guidelines for use of the paper form stipulate that data from the paper form must be submitted to the state within ten days, and that such use must follow the Personal Identifiable Information Policy.

Incumbent Worker Training Policy

Susan Richmond reported that a revision was made to this policy to increase the allowable wage from those who earn less than \$20 per hour to no more than \$25 per hour. This change was first reviewed with the fiscal agent to ensure fiscal compliance with the current Title I budget and will be monitored by board staff.

Customized Job Training Policy

Susan Richmond reported that a revision was made to this policy to also increase the allowable wage from those who earn less than \$20 per hour to no more than \$25 per hour. This change was made to maintain consistency between this policy and the Incumbent Worker Training Policy.

MOTION

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

PREVIOUS ACTION ITEMS

There were no previous action items to discuss.

BOARD RE-APPOINTMENT PLAN

Lisa Miller reported that a significant number of board member appointments are going to expire on June 30, 2024. To expedite the re-appointment process, we will begin the process in November, 2023. The members to be reappointed in November 2023 include Bobbie Jones (Venango); Archie Graham (Venango); Jill Foys (Forest); Andrea MacArthur (Erie); Lynn Rupp (Erie); and TJ Sandell (Erie). We will be reaching out to those board members to move the board reappointment plan forward. The CLEOs had previously approved this plan at their July public meeting and the plan will be shared with the full board.

REVIEW BOARD MEETING AGENDA

- Lisa Miller reported that the Consent Agenda will appear as it does here with the exception of the addition of the Continuous Improvement Plan for the 4th quarter of PY22.
- Updates from the Chair will include the introduction of Jessica Hansford of Clarion County to the Board.
- The Board Re-Appointment Plan will be shared with the Board.
- Approval of the latitude to contract up to an additional \$250,000 for both the Youth and the Adult/DW Programs at the discretion of the fiscal agent and Executive Director.
- The Statement of Work (SOW) Committee will meet to review compliance with Title I and Operator statements of work. They will also be discussing and providing recommendations to the board regarding the PY22 Q4 SOW summaries and the payout of Title I PY22 profit in the amount not to exceed \$238,219.
- The PY22 Q3 satisfaction surveys summary will be reviewed.
- The HPO List is finalized.
- An EO Update will be provided.
- Our new Youth Program Specialist, Juanet Shefchunas, will be introduced. She is on the call here today.
- Workforce discussion item—the Office of Disability Employment Policy has a program that gives banks an opportunity to reinvest in their communities through the Community Reinvestment Act. Banks get points for the services they provide to their communities. We have been offered to be in the second cohort. We would partner with an agency that serves people in underrepresented populations. The question for the Board is whether we have a MOU that would need to be signed that would enter us into an agreement with another agency.

Following discussion, no changes were recommended to the proposed board meeting agenda for the September meeting.

EO SURVEY UPDATE

Lisa Miller reported that the Pennsylvania Office of Equal Opportunity has recently sent local workforce areas an annual EO Compliance Survey for completion. We are gathering the necessary information to complete the required submission by the October deadline. As part of this process, ADA walk-throughs have been scheduled to be completed in September for both the Erie and Oil Region comprehensive PA CareerLink[®] locations. She noted that we had not received any feedback from OEO on our submissions of the corrective actions for the previous EO Compliance Surveys. However, we received a letter with the EO Compliance Survey noting we are in provisional status due to the corrective actions on the previous survey. It further noted that we have been making good progress on those issues and that we should continue on that route. Again, no details were provided specific to the status of the previous corrective actions.

OTHER BUSINESS

Lisa Miller stated that there is an opportunity for the board members to have a session with a representative from the National Association of Workforce Boards (NAWB) from their Government Relations Division to review the recent legislative activity regarding WIOA Reauthorization. There are proposed changes to the Wagner Peyser

Rule, which oversees the labor exchange services that are mainly provided by the state staff in the PA CareerLink® locations, as well as potentially large implications for how the board functions. Kyle Marinelli of NAWB is available to provide a presentation to the board on this matter. She asked for consensus on whether to proceed with this presentation to the full board. Commissioner Snyder noted that he would like to be apprised of the potential changes with WIOA Reauthorization, either within the board meeting or in a separate presentation.

ACTION

It was recommended that Lisa Miller arrange for a presentation on WIOA Reauthorization by Kyle Marinelli of the National Association of Workforce Boards during the upcoming full board meeting in September, as the workforce development discussion. It was further recommended that this presentation be conducted near the beginning of the board meeting.

ACTION

Lisa Miller will move the Community Reinvestment Act discussion to its own line item on the board meeting agenda to provide the NAWB presentation on WIOA Reauthorization as the workforce development discussion.

Lisa Miller welcomed Andrea MacArthur as the newest member of the Executive Committee, representing Erie County due to Brad Tisdale’s recent reappointment representing Forest County.

EXECUTIVE SESSION

No Executive Session was needed.

ADJOURNMENT

MOTION

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

The next regularly scheduled meeting is planned for Friday, October 27, at 10:00 am.

The meeting adjourned at 10:20 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	8/30/23
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date