

ATTENDANCE

Brad Tisdale
Jim Decker
Andrea MacArthur
Travis Crytzer

ABSENT

Bobbie Jones
Juanice Vega

GUESTS

Daniel Hornbake
Robert Snyder
Atty. Joe Keebler
Diona Brick
Eric Henry

STAFF

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

WELCOME/ROLL CALL

Brad Tisdale called the meeting to order, in the absence of the Chair, at 10:04 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 October 27, 2023
Common Measures PY23 Q1
2022 WIOA Fiscal Compliance
PY 2023 Reconciliation Letter

Brad Tisdale noted the first item is the meeting minutes of the October 27, 2023 Executive Committee meeting.

MOTION

It was moved by Jim Decker to approve the October 27, 2023 Executive Committee meeting minutes as presented. It was noted that the consent items are anticipated to be approved in the consent agenda as a whole, unless there is a request to sever any items from the consent agenda prior to the vote, following board staff review of the consent agenda items. Jim Decker withdrew his motion.

Lisa Miller reported that the data included in the PY23 Q1 report covers July, August and September of this year. She noted that the report includes data on the actual performance, negotiated goal, and the percent of the goal achieved. The credential attainment for youth is low at 40% of the negotiated level and should not be less than 50%. The board staff has been working closely with Title I toward timely and accurate data entry regarding credentials and measurable skill gains. Increased outreach to dislocated workers and youth should help to improve these performance levels over time. It was noted that this is occurring in other local areas across the state as well.

Diona Brick noted the fiscal compliance report from the state included in the meeting agenda is actually covering PY2022 and not PY2023 as listed. Our local area has met all spending requirements, including 80% funding expenditure rate, 20% on work experience, and not to exceed 20% expenditure rate for incumbent working training.

Diona Brick also stated that, regarding the reconciliation letter, we are in compliance with all three elements, including property inventory, bonding insurance, and our audit plan, and the letter confirming this is included here.

Brad Tisdale 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 Travis Crytzer 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.

STATE PLAN GOALS

Susan Richmond reported that the Pennsylvania WIOA Combined Plan is now available for public comment. This period closes Tuesday January 16th at 5 PM. The state has added six broad goals to the plan which will eventually be updated in our new four-year plan.

Apprenticeship and Career Technical Education—the current goal was Career Pathways and Apprenticeship; adding the Career Technical Education focuses on the Pre-Apprenticeship programs.

Sector Strategies and Employee Engagement—engage employers and industry clusters through innovative strategies to improve the connection and responsiveness of workforce programs and services to labor market demand, including recruiting, training, and retaining talent.

Youth: Increase opportunities for all youth to experience work-based learning through summer employment, pre-apprenticeship, Registered Apprenticeship, internships, job shadowing, mentoring, and other experiences in the workplace, including developing employability skills.

Continuous Improvement of the PA CareerLink[®] System—Identify and enact system changes and improvements that enhance the collaboration and partnership between agencies and partners in the workforce development system.

The following new goals were added to the state’s combined WIOA plan:

Barrier Remediation—Develop strategies to ensure the workforce development system is equipped to support individuals with barriers to employment in finding and maintaining self and family-sustaining employment.

Addressing Workforce Shortages in Critical Industries—Prioritizing investment in industries that are critical to the economic prosperity of the Commonwealth.

The respective board committees will work toward supporting these six broad goals in updating our new four-year plan.

WEBSITE UPDATE

Lisa Miller reported she and Emily Cozzens, the new Information and Communications Specialist have been working with the web developer in drafting the first pages of the new website. We have been working with the Communications Committee to get feedback and insight in the development of the site. The developer feels confident that the website will be completed by the June 30th deadline when the grant expires.

RECOMMENDATION OF REVISED EO POLICY

Susan Richmond reported that she and Carrie Symes updated the local board's EO policy to include language released in USDOL's Training and Employment Guidance Letter 05-23 that addresses discrimination based on actual or perceived religion, shared ancestry, or ethnic characteristics in the workplace. This language was included in the local board's EO Policy to ensure compliance with Federal equal opportunity guidance.

MOTION

It was moved by James Decker and seconded by Travis Crytzer to recommend the revised EO Policy to the board. All were in favor. There were no abstentions. Motion passed and carried.

PY23 Q1 STATEMENT OF WORK SUMMARIES

Carrie Symes reported that Title I performance on the Statement of Work (SOW) items for PY23 indicates no items were failed, 12 items remain of concern and 24 were rated as passing. In comparison to the number of items of concern in Quarter 1 of PY22 being at 14, this shows a slight reduction of concerns. NWPA Job Connect Board staff regularly meet with the Title I provider to discuss these areas that need to be improved upon. Below are items that were of concern during Quarter 1. Details were included in the report attached to the meeting agenda.

Summary of Ratings Q4 Title I:

Regular Communication: Passing: 9 Concern: 4 Fail: 0 (i.e. late plans; miscommunication with operator staff; and staff resignations).

Vested Partnership: Passing: 13 Concern: 5 Fail: 0 (i.e. monitoring findings, as well as employer outreach and recruitment).

Outcomes, Goals & Measurements: Passing: 4 Concern: 3 Fail: 0 (i.e. lack of timely follow-up and thorough case notes).

Carrie Symes reported on the Operator Statement of Work summary. The Operator performance on the Statement of Work items for PY23 indicates that of the 55 items, no items were failed, two items were left as concern due to their significance and all other items were considered passing with two not-applicable. Overall, good performance on the SOW items by the Operator in PY23. Below are items that were of concern during the program year and their final status.

Operator Summary of Scores PY23 SOW:

Regular Communication: Pass: 6 Concern: 1 Fail: 0 (i.e. slight increase in staff turnover)

Vested Partnership: Pass: 10 Concern: 3 Fail: 0 NA: 1 (i.e. reports not yet submitted but not due until the end of the year)

Outcomes, Goals & Measurements: Pass: 3 Concern: 0 Fail: 0

Operator Expectations: Pass: 29 Concern: 4 Fail: 0 (i.e. implementing new processes and procedures, but only noted to keep on our radar; staff training, cross training, and staff development that could have been increased in Quarter 1).

MOTION

It was **moved** by James Decker and **seconded** by Travis Crytzer to recommend the PY23 Q1 Statement of Work Summaries to the board. All were in favor. There were no abstentions. **Motion passed and carried.**

REVIEW BOARD MEETING AGENDA

Lisa Miller stated that work will begin on forming the new statement of work via the Statement of Work Committee. We will have some membership updates to share with the board. We will also be having a discussion on the staffing changes at Equus. Attorney Joseph Keebler will give a briefing on changes to the Sunshine Act.

Board member Jessica Hansford, CEO of Clarion Psychiatric Center, will give a presentation on employer mental health items that employers can provide to their employees.

New board member Shane Kline, Plant Manager at Wabtec, will introduce himself.

RECONCILED BOARD DESIGNATED CASH

Lisa Miller stated that historically board members would contribute money to a petty cash fund for the purchase of greeting cards. This initiative began when the board met in person; this has become challenging now that meetings are conducted virtually. The fund was recently reconciled at \$25.00. We plan to discontinue replenishing this fund once it has been spent down to zero.

OTHER BUSINESS

There was no other business to discuss.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

Lisa Miller stated that the new action items are taking the recommended items from today’s meeting to the board.

ADJOURNMENT

MOTION

It was **moved** by Jim Decker and **seconded** by Travis Crytzer to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The next meeting has been scheduled for Friday, March 1, 2024, at 10:00 am.

The meeting adjourned at 10:26 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	1/5/24
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date