

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING
Lew Davies Community Building, 1034 Park Ave, Meadville, PA 16335
Wednesday, July 23, 2014
8:40 am

ATTENDANCE

Commissioner Butch Campbell, Clarion County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
County Executive Kathy Dahlkemper, Erie County
Commissioner Jack Lynch, Crawford County
Richard Baumcratz, Glass Molders Plastics
Carl Nicolia, PSNergy, LLC
Jack Hewitt, OVR
Felix (Chip) Folletti, Regional Cncl of Carpenters
Gary Shaw, PA Pride
Jason Hall, Ellwood National Crankshaft
Linda Schell, LFI-BWPO
Robert A. Cardamone, Community Action, Inc.
Marybeth Reszkowski, Clarion Industries
Aldo Jackson, Erie County Technical School
Sherry Savoia, FMC Technologies
Jill Foys, Northwest Commission
Edison Nicholson, Youth Leadership Inst. of Erie
Colleen Stuart, VTDC
Matt McClay, Agility Marketing
Mike Chevalier, Preferred Systems, Inc.
Joy Sherry, Ainsworth Pet Nutrition
Tyrone Clark, MGC Erie
Jim Decker, Warren Co Chamber of B&I
Jake Rouch, ERCGP
Ron Steele, GECAC

GUESTS

Christopher Davison, PA CareerLink®
Janet Gatesman, PA CareerLink®
Rick Cornwell, PA CareerLink®
Beverly Rapp, DLR Rapid Response
Kerri Bruce, Venango Training & Dev Center
Doug Massey, ERCGP
Greg Grasinger, WIB Solicitor
John Flanagan, VTDC/CareerLink
Jean Burrell, GECAC
Diona Brick
Wil White
Dmitry Zhmurkin

ABSENT

Commissioner Stephen Vanco, Warren County
Dr. Ray Feroz, Clarion University

PFP STAFF

Rebecca Cornish
Deb O'Neil

WELCOME/ROLL CALL

Commissioner Summers called the meeting to order. Roll call was taken. It was noted there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES – JUNE 18, 2014 MEETING

The Northwest PA Workforce Investment Board meeting minutes dated June 18, 2014 were presented for approval.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Dahlkemper to approve the minutes for the June 18, 2014 Northwest PA Workforce Investment Board meeting as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS MEETING ACTION ITEMS

The previous meeting action items were discussed. It was noted that all items had been completed with the exception of drug testing for individuals seeking training dollars. This action item has been deferred to the next WIB Meeting.

VOTE ITEM: ELECTION OF OFFICERS

The proposed officers as recommended by the WIB Board Nominating Committee was presented: Dr. Joyce Miller as Chair, Dr. Ray Feroz as 1st Vice Chair, Joy Sherry as 2nd Vice Chair, Edison Nicholson as Secretary, and Jill Foys as Treasurer. There were no nominations from the floor.

MOTION

It was moved by Mr. Decker and accepted by Mr. Rouch to approve the proposed officers as recommended by the WIB Board Nominating Committee. All were in favor. Motion passed and carried.

WELCOME

Dr. Miller expressed gratitude for her appointment as WIB Chair. She encouraged everyone to speak up and become familiar with each other. It was suggested that name cards would be helpful in future meetings.

****ACTION****

- **Partners for Performance will provide name cards for the WIB Members at the next meeting.**

VOTE ITEM: WIB SOLICITOR APPOINTMENT

Gregory Grasinger was introduced as Ms. Dahlkemper's recommendation for WIB Solicitor. A letter and resume were provided as handouts and Mr. Grasinger discussed his education and experience.

MOTION

It was moved by Ms. Sherry and seconded by Mr. Hewitt to approve the appointment of Mr. Grasinger as WIB Solicitor. At this time, it was asked by Mr. Folletti if there was a Request for Proposal sent out for this position. Mr. White answered with a discussion of the process of seeking out a WIB Solicitor and the steps taken to include the CLEOs and Partners for Performance. Other terms of the appointment were detailed: the appointment is short term and at will. It was agreed that this position would be measured by performance. All but one were in favor, Mr. Folletti opposed. Motion passed and carried.

WIB/CLEO AGREEMENT

The WIB/CLEO Agreement was discussed. This agreement is informational only and is still being finalized. Dr. Miller thought it was complete until the new guidelines came down from the PA Department of Labor & Industry. The agreement is simply an operating agreement created by the CLEOs detailing how the CLEO and WIB will engage as approved by the state. Commissioner Snyder noted all the bylaws and policies for

the WIB may have been run through the PA Department of Labor & Industry. Mr. Cardamone asked if the reauthorization bill may have changed any of the new policies and Dr. Miller said it might.

FUNCTIONS OF THE BOARD

Dr. Miller addressed some of the questions presented at the recent WIB orientation, including what the WIB is charged to do in partnership with the CLEOs who have ultimate authority and responsibility. A handout was provided and displayed for all to see. CLEOs are responsible for appointments and currently there are 29 members and 2 openings. The board is currently functional at 29.

The board is responsible for and works under a local plan currently established in 2009. Modifications will need to be made to the plan to reflect what the WIB has become.

The WIB is responsible for the selection of operators, providers, and other grant recipients using an RFP process. The WIB designates and certifies one-stop operators, selects youth providers, identifies eligible providers for training and intensive services, and approves the disbursement of funds to grant recipients.

In partnership with the CLEOS, the WIB is responsible for program oversight of youth activities, local employment and training activities, and the one-stop delivery system.

The WIB is also responsible for the negotiation of local performance measures. The measures are defined by the state, but the WIB is expected to define realistic targets and request minor changes. Presently, we are exceeding the targets for our performance measures. The WIB will be receiving reports comparing all the WIBs.

- Mr. Rouch conveyed that we need to ensure the reporting numbers are meeting the employers' needs. The metrics unexplained may still lead employers to ask why they still can't find workers. Employers need to be cognizant of how funds are spent and that they are required to be spent in certain ways.
- Commissioner Summers pointed out that the new law is likely to change the metrics and although they are already defined, the WIB can establish their own guidelines that are locally relevant going forward if it so chooses.
- Mr. Nicolia shared that if we get our measurements right, things will be good. Customer metrics are different than legal metrics and are more operational relevant to the Board.
- Mr. Clark wondered if we can go beyond our current status to attract new businesses by meeting the employers' needs. Dr. Miller pointed out that we need to work in the structure defined by the state and federal levels, but we have more flexibility locally to enhance the services we provide. She suggests we start by revisiting the strategic plan.
- Mr. Hewitt mentioned that the operators welcome the WIB to make suggestions, but they are bound by the set regulations.
- Ms. Foys spoke of two projects as examples of organizations that may be able to fill in the gaps when PA CareerLink® may be bound by regulations: *Discovered and Developed in PA (D2PA)*, and *JOBS1st*. *Discovered and Developed in PA* is a program supported by county meetings between employers and

local elected officials and discusses if needs are being met. The *JOBS!st* application and grant program connects economic development with workforce development, making sure everyone understands the scope of the services the WIB provides. The WIB will interact with these programs to get the region moving in the right direction.

- Commissioner Summers pointed out that with the new restructure, the WIB is unlimited in what they can do to fit the available programs together as puzzle pieces, using good communication and lots of creativity.
- County Executive Dahlkemper observed the diverse WIB. Lots of new ideas from many different areas. Exciting opportunity to make a difference together.
- Ms. Stuart shared that we are already ahead of the curve, particularly with youth.

Dr. Miller continued: the WIB is responsible for CWDS Employment Statistics System and bringing employer linkage to the system.

Finally, the WIB is responsible for connecting, brokering, and coaching. Mr. Zhmurkin explained that this could refer to the board members having a life outside of the WIB and using those opportunities to talk about best practices with businesses, acting as ambassadors.

- Commissioner Campbell inquired if there is a regional climate survey to decipher the general feeling of area businesses and identify ways to build integrity with them. The actual environment may be different than the WIB's prospective. Ms. Foy's pointed out that the county meetings taking place in the fall will help take the temperature of employers and fill the skills gaps.
- Ms. Sherry brought up her concerns as an employer that the current situation hasn't changed in 10 years.
- Mr. Rouch pointed out that we need to be realistic as the grant money comes with handcuffs and restrictions. The more we become involved, the more feedback we can generate, the more information we can take back to get more flexible dollars for training, better meeting the needs of area employers.
- Mr. Cornwell communicated that employers are looking for soft skills and employees with the ability to engage. Also, homegrown businesses are having a hard time finding qualified people to take over. We need to capture this type of information.
- Mr. Rouch shared his observation that though the PA CareerLink[®]s have improved, the number of available people and the quality those workers are decreasing. The workforce shortage we are experiencing is almost universal across the country, and others are facing that quality issues as well.

STRATEGIC PLAN AND COMMITTEE STRUCTURE

Dr. Miller stated that we still have the same mission as the Strategic Plan from 2012, but we will need to make revisions to the plan based on changes at the federal and state levels. The WIB's next step would be to convene with the purpose to go through the process of updating the Strategic Plan. The next meeting will be dedicated to the Strategic Plan.

Commissioner Campbell asked what the process is going to be for the committee structure as far as volunteering. Dr. Miller pointed out that they might not all be volunteer, but we do want expertise. We don't know, but we will make decision as a WIB.

VOTE ITEM: APPROVAL OF WARREN COUNTY PA CAREERLINK® SITE SELECTION

The new PA CareerLink® Site Administrators were introduced. Chris Davison is the new Site Administrator for Crawford and Warren Counties and Janet Gatesman is the new Site Administrator for the Oil Region as well as Clarion and Forest Counties. Rick Cornwell remains the Site Administrator for Erie County.

The purpose to relocate the Warren County PA CareerLink® Site is to downsize.

Mr. Cornwell noted that they started with a list of ten sites which has since been narrowed down to 2. Presentations and handouts on the final two sites were offered. A correction on the comparison handout was offered: The Struthers Bldg price/sqft is \$15.95. A discussion ensued on whether this is the best option for the Warren County PA CareerLink® site. Mr. Nicolina suggested there be a comparison with all the options, including additional costs and the current option. In the future, it is recommended that issues with a time constraint come fully prepared to a WIB meeting or appoint a subcommittee

MOTION

It was moved by Dr. Miller and seconded by Mr. Chevalier to table this issue until further information on all options is available. All were in favor. Motion passed and carried.

****ACTION****

- **Ms. Schell will provide the WIB with a total comparison that includes all costs (to include moving and renovation costs) for the two potential sites as well as the current site.**

MISCELLANEOUS INFORMATION

Ms. O'Neil pointed out that it may be possible to organize a teleconference, in accordance with the WIB/CLEO agreement, to coordinate a vote on the Warren County PA CareerLink® site selection before the deadline of August 15.

The new Federal legislation, Workforce Innovation and Opportunities Act (WIOA), was to be discussed, as referenced several times earlier in the meeting. The significant change is that previously, the youth were to be 70% in school and 30% out of school. The new law requires youth to be 75% out of school. Mr. Zhmurkin explained that this is effective July 1, 2015 and has not been implemented.

Two state policies were provided as handouts regarding the responsibility of a regional WIB: 01-2014 Local Governance Policy and 02-2014 Workforce Delivery System Policy.

The Industry Partnership Application was issued by the PA Department of Labor & Industry with a deadline of August 15, 2014.

There has been a request to add nine occupations to the regional High Priority Occupation List. No updates have been provided since the request process was completed.

Mr. Clark asked about the RFP for the website refresh. Currently, 4 bids have been narrowed down to 2. Dr. Miller asked for volunteers for a subcommittee. Ms. Savoia, Mr. Chevalier, and Mr. Clark responded and were designated, with Ms. Savoia as the committee chair. The subcommittee will coordinate with Ms. Cornish and bring a recommendation to the WIB at the next meeting.

FREQUENCY AND LOCATION OF MEETINGS

Dr. Miller suggested that the WIB meet monthly with the volume of work ahead, at least for the time being. Much of the room agreed. Ms. Cornish suggested the WIB meetings be scheduled in conjunction with the CLEO meetings, currently on the third Wednesday of each month, making the next meeting August 20. The WIB meeting would follow the CLEO meeting. Mr. Rouch suggested that while schedule accommodations should be made, it isn't beneficial to spend time scheduling during a meeting. Mr. Hewitt informed the WIB of the teleconferencing capabilities of building in Crawford, Erie, and Venango counties if that is helpful. Mr. Nicolai added that the Lew Davies Building is not the ideal location for strategy building and the concern was noted for scheduling future meetings.

OTHER

Dr. Miller provided a Financial Interests form. The last audit suggested this form be filled out by all WIB members. Their old forms were provided to aid in the completion of the new form. Ms. Cornish and Ms. O'Neil answered any questions regarding the forms.

Ms. Stuart spoke of the progress of youth programs. She started with the extreme success of the Industry Club Expo, with 330 students and 26 clubs represented from across the region. They have outgrown their venue and are having a profound effect on youth. The Dare to Discover Program, as a pilot program for 10 schools funded by the Industry Partnership, was successful as well. The Youth Awards Luncheon was also a resounding success, as the popularity has also led to outgrowing their venue. It was shared that 4,753 unduplicated youth have received 12,233 services throughout the region with substantial growths in Erie. County Executive Dahlkemper suggested this kind of information be sent out prior to a WIB meeting so that it may be reviewed and the strategic focus of the meeting can be maintained.

****ACTION****

- **Ms. Stuart will provide a youth update to Partners for Performance no later than one week prior to WIB Meetings for inclusion in the meeting packet. This should be the policy for all program reporting.**

Commissioner Snyder thanked everyone for a great WIB meeting.

REVIEW OF ACTION ITEMS

- 1. Partners for Performance will provide name cards for the WIB Members at the next meeting.**
- 2. Ms. Schell will provide the WIB with a total comparison that includes all costs (to include moving and renovation costs) for the two potential sites as well as the current site.**
- 3. Ms. Stuart will provide a youth update to Partners for Performance no later than one week prior to WIB Meetings for inclusion in the meeting packet. This should be the policy for all program reporting.**

ADJOURNMENT

MOTION

**It was moved by Mr. Nicolia and seconded by Mr. Decker to adjourn the meeting. All were in favor.
Motion passed and carried.**

The meeting was adjourned at 10:51 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance