

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING
William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335
Wednesday, September 24, 2014
8:45 am

ATTENDANCE

Steve Baker, Intl Timber & Lumber Co.
Richard Baumcratz, Glass Molders Plastics
Tyrone Clark, MGC Erie
Jim Decker, Warren Co Chamber of Bus/Ind
Dr. Ray Feroz, Clarion University
Felix (Chip) Folletti, Regional Cncl of Carpenters
Jack Hewitt, OVR
Dr. Aldo Jackson, Erie County Technical School
Dr. Joyce Miller, Keystone Research Corp.
Edison Nicholson, Youth Leadership Inst. of Erie
Carl Nicolai, PSNergy, LLC
Ryan Ray, Power Drives, Inc.
Jake Rouch, ERCGP
Sherry Savoia, FMC Technologies
Linda Schell, L&I-BWPO
Gary Shaw, PA Pride
Ron Steele, GECAC
Colleen Stuart, VTDC
Brenda Thoma, Joy Global

PFP STAFF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

GUESTS

Commissioner Butch Campbell, Clarion County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
County Executive Kathy Dahlkemper, Erie County
Commissioner Stephen Vanco, Warren County
Christopher Davison, PA CareerLink®
Janet Gatesman, PA CareerLink®
Rick Cornwell, PA CareerLink®
Beverly Rapp, DLR Rapid Response
John Flanagan, VTDC
Lauren Anderson, PMI
Barb Kroh, GECAC
Dr. Dmitry Zhmurkin, PA Dept of L&I

ABSENT

Robert A. Cardamone
Mike Chevalier
Jill Foy
Jason Hall
Rob Kaemmerer,
Matthew McClay
Tim Reddinger
Marybeth Reszkowski
Joy Sherry
Dionne Wallace-Oakley

WELCOME/ROLL CALL

Dr. Miller called the meeting to order at 8:45 am. Roll call was taken. It was noted there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MINUTES – AUGUST 21, 2014 MEETING

The Northwest PA Workforce Investment Board meeting minutes dated August 21, 2014 were presented for approval.

MOTION

It was **moved** by Mr. Hewitt and **seconded** by Mr. Folletti to approve the minutes for the August 21, 2014 Northwest PA Workforce Investment Board meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS MEETING ACTION ITEMS

1. Ms. Cornish will send Mr. Hall any drug testing information she has, as well as contact info for the rest of the committee. **COMPLETE**
2. Ms. Brick will present information on percentages at a future meeting. **This will happen October 22.**
3. Add Growth and Development priorities to the Executive Committee, (s) to contractors. **COMPLETE**
4. Ms. Rapp will schedule a presentation for the board on how to navigate funds with respect to state and local policies from Dr. Zhmurkin. **This will happen at either October 22 or November 19 meeting.**
5. There will be electronic communication to the WIB members regarding serving on committees and appointments to those committees. **COMPLETE**
6. Ms. Schell will help Ms. O'Neil with the verbiage for stating veterans always have priority status. **COMPLETE**
7. Ms. O'Neil and Mr. Hewitt will go to the new location together to assess if the site meets ADA requirements. **COMPLETE**
8. Ms. O'Neil will make changes to policy 202, section 14, and policy 204, section 4 before inclusion in the local plan. **COMPLETE**
9. Future WIB meeting invites will state the meeting starts at 8:30 am and will continue until 11:30 am. **COMPLETE**

DRUG TESTING SUBCOMMITTEE UPDATE

Ms. Schell shared that since there should be guidance forthcoming in the new WIOA, the drug testing issue has been tabled until that guidance is received. Dr. Zhmurkin suggested waiting until the state takes an official position. Mr. Nicolio asked if it is necessary to wait for the state or it is feasible to get started on a local level. Dr. Zhmurkin stated that employers can implement their own drug testing programs, but the service providers can't because they would have to use training dollars to do so and the state does not support this use of funds. Mr. Nicolio asked for clarification on whether that also means that use would be disallowed. Dr. Zhmurkin offered to find more information for the WIB on this subject.

****ACTION****

- **Dr. Zhmurkin will further investigate the authority of the local board independent of the state.**

Commissioner Campbell stated that he believes the WIB could adopt a drug testing policy, but with no dollars to pay for the testing, the WIB would be unable to enforce compliance. Mr. Shaw cautioned the WIB to do more research, as failed drug tests may lead to legalities they might not anticipate and would also have to assign administrators of the testing. Ms. Stuart stated that the testing burden put on a training provider would limit on-the-job trainings and that she doesn't believe drug testing is worth the legal issues. Mr. Nicolio suggested that the subject is not truly for the WIB to debate, as there is a subcommittee appointed. Dr. Zhmurkin agreed that it would be up to that subcommittee to determine the objective of the plan and how to implement it. Mr. Ray suggested waiting until July 2015, when the WIOA is implemented. Dr. Zhmurkin noted that no other LWIAs in PA are involved in drug testing. Mr. Nicolio then suggested that maybe the NW PA WIB might not want to blaze that trail. Mr. Baker asked if the training facility notifies the employee that employers have the right to drug test and Ms. Stuart replied that she is not sure if it is part of the training but she considers it a given. Mr. Shaw suggested that drug testing is not currently a problem for ITAs. He referenced 200 tests performed in two years and five failed in follow up. All of these individuals passed initially, so he suspects drug testing is more of an employer placement problem.

Mr. Rouch spoke of the current employment situation in NW PA. There has been no population growth, companies perform drug tests and check criminal records, and more people are leaving the workforce through retirement than people entering. The available workforce is shrinking. He suggested being open with a potential employee; if they believe they are going to fail the test, ask them to come back in 30 days.

Mr. Hewitt suggested that the previous WIB blazed trails without state guidance and was reprimanded for it; a good reason to wait for state input. Dr. Miller reiterated that Dr. Zhmurkin will have to follow up on this issue and the subcommittee will wait for guidance from the state before they bring a recommendation to the WIB.

COMMITTEE STRUCTURE APPOINTMENTS

Dr. Miller passed out copies of the revised committee structure. Since the last meeting, she has asked for email replies regarding preference of committee appointment. Most WIB members have replied, but a few are still unanswered so she urged those members who have not responded to provide her with their choices as soon as possible. Before the October meeting, the Executive Committee and the CLEOs will meet to appoint WIB members to committees with consideration given to county and service representation while keeping the needs of the committee in mind. WIB members will each be serving on at least two committees. Once these committees get on schedules, the WIB agendas will become more regular.

****ACTION****

- **Ms. Hamilton will send out a Doodle Poll to the Executive Committee and the CLEOs to determine an optimal meeting time for committee appointments.**

Dr. Miller asked Ms. O'Neil if adding members to the Youth Council would be a possibility and Ms. O'Neil stated that the Youth Council has its own bylaws allowing a maximum of 25 members. There are no openings and three WIB members already serve on the council. Ms. Stuart, as current chair of Youth Council, mentioned that though Youth Council member, Larry Baughman, has retired, the Director of the Venango Technology Center has asked for their replacement to be considered for the opening. Ms. Stuart also asked to have a Youth Council update added to future WIB agendas. In the meantime, she offered updates from the Youth Council subcommittees. The RCEP subcommittee reported that Kevin Smith is working on CTC training to benefit the Advanced Manufacturing Industry Partnership and that the CTCs and the ADM IP plan to use reciprocal links on their websites to boost the professionalism of skilled labor. The Program subcommittee is working on reaching out to the CLEOs to encourage the counties to employ youth for short-term jobs to add some credibility to their programs. Dr. Miller stated that in the new WIOA, aspects of addressing youth will be changing and the Youth Council will address those changes as needed. Ms. Stuart noted that as the Title 1 provider, VTDC has already been ramping up their percentages of out-of-school youth to meet the new legislation. Currently, 71 TANF-funded proposals for youth 5-18 years are being funded. Mr. Nicholson asked what trend suggested the proactive change. Ms. Stuart suggested that engaging out-of-school youth up to age 24 and getting them on a career path and engaging drop-outs early benefits everyone and has been a great initiative for them. Also, under WIOA, funding expenditures for out-of-school youth must be increased. Dr. Miller added that out-of-school youth is typically a poverty population, so it makes sense spend more money there.

****ACTION****

- **Ms. Stuart will coordinate with Ms. Hamilton on providing Youth Council Updates on future WIB agendas.**

VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGES

Ms. O'Neil spoke about the Youth Council Membership Changes. Ms. Stuart's term expires in October 2014 and the Youth Council prefers to reappoint her for another term. Mr. Hewitt has a demanding schedule and has resigned, recommending his Assistant District Manager, Kim Garnon, as his replacement.

MOTION

It was **moved** by Dr. Feroz and **seconded** by Ms. Schell to renew Ms. Stuart's term on the Youth Council for three years and to appoint Ms. Garnon in Mr. Hewitt's vacancy. All were in favor. **Motion passed and carried.**

PROGRAM REPORTS

a. 2013-2014 YEAR END REPORT FOR YOUTH

Ms. Stuart reported on the provided 2013-14 Year End Report for Youth. The complete report is on file at Partners for Performance.

b. 2013-2014 PA CAREERLINK[®] REPORT

Mr. Flanagan reported on the provided 2013-2014 PA CareerLink[®] Report. The complete report is on file at Partners for Performance.

c. PA CAREERLINK[®] ADULT/DW/YOUTH SERVICES MONTHLY AGGREGATE RPT

Ms. Stuart and Mr. Flanagan reported on the provided PA CareerLink[®] Adult/DW/Youth Services Monthly Aggregate Report. The complete report is on file at Partners for Performance.

WARREN APPOINTMENT FOR EXECUTIVE COMMITTEE

Dr. Miller explained that every county should be represented on the Executive Committee so appointments from Warren and Clarion counties are being sought. Commissioner Vanco has recommended the appointment of Rob Kaemmerer. Dr. Miller asked Mr. Campbell for a recommendation for Clarion County and he stated he would get back to Dr. Miller with a recommendation for a representative.

****ACTION****

- **Commissioner Campbell will provide Dr. Miller with his recommendation for a representative from Clarion County to the Executive Committee.**

LOCAL PLAN UPDATE

Ms. O'Neil reported on the local plan update. She explained that the approval process has changed from what she has been familiar with in the past and it is delaying the progression of the plan. Ms. O'Neil also has to coordinate input from the Operator Consortium and PA CareerLink[®] Site Administrators. She has also been working with the Fiscal Agent on a procurement policy. Ms. Cornish commended Ms. O'Neil on her ownership of updating all the policies and local plan. She also stated that the state recognizes the process delays and have pledged their willingness to be flexible with the submission timeline. Dr. Miller asked if October 30 was still the deadline for the plan or does the WIB need to submit a formal delay request. Ms. O'Neil stated that it is still the official date, but she anticipates feedback via a conference call from the state and the call would be a great opportunity to discuss an extension. Dr. Miller commended Ms. O'Neil on her efforts to coordinate this project. Ms. O'Neil offered that the state has been very helpful in achieving a high-quality plan for the WIB, but the process also takes time on their end and they do have limitations.

Dr. Miller asked about the WIB Bylaws. Ms. O'Neil stated she has been working with the solicitor on minor changes and she has added the new committee structure to the bylaws as required by new state policy. The

bylaws will be reviewed by the CLEOs. Once they are approved, any amendments to the bylaws will require five days written notice. Dr. Miller offered that in the future, the new Governance Committee will help with this process.

WEBSITE UPDATE

Ms. Hamilton provided an update on the progress of the new website for the Workforce Investment Area. She has been working with the vendor on the overall design of the website. In the future, the Communications Committee will be more involved in the content generation and website evaluation process. The website has not yet been developed enough for review from the WIB. Ms. Cornish expressed the vendor's willingness to post the local plan for the 30 day comment period as required by the state, when the document is ready.

OTHER

Mr. Decker referred to the youth reporting portion of the meeting and offered that all the counties have a poverty problem, not just Erie. The WIB members should take ownership of their counties to keep a bigger view on statistics. Dr. Miller thanked him for the good observation.

Dr. Miller asked for the next meeting date to be printed on future agendas.

****ACTION****

- **Ms. Hamilton will include the next meeting date on future agendas.**

REVIEW OF ACTION ITEMS

- Dr. Zhmurkin will further investigate the authority of the local board independent of the state.
- Ms. Hamilton will send out a Doodle Poll to the Executive Committee and the CLEOs to determine an optimal meeting time for committee appointments.
- Ms. Stuart will coordinate with Ms. Hamilton on providing Youth Council Updates on future WIB agendas.
- Commissioner Campbell will provide Dr. Miller with his recommendation for a representative from Clarion County to the Executive Committee.
- Ms. Hamilton will include the next meeting date on future agendas.

ADJOURNMENT

MOTION

It was moved by Mr. Folletti and seconded by Mr. Hewitt to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting was adjourned at 10:25 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance