

**NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING**  
**Lew Davies Community Center, 1034 Park Avenue, Meadville, PA 16335**  
**Wednesday, October 22, 2014**  
**8:35 am**

**ATTENDANCE**

Steve Baker, Intl Timber & Lumber Co.  
Richard Baumcratz, Glass Molders Plastics  
Robert A. Cardamone, Community Action, Inc.  
Mike Chevalier, Preferred Systems, Inc.  
Jim Decker, Warren Co Chamber of Bus/Ind  
Dr. Ray Feroz, Clarion University  
Felix (Chip) Folletti, Regional Cncl of Carpenters  
Jason Hall, Ellwood National Crankshaft  
Dr. Aldo Jackson, Erie County Technical School  
Rob Kaemmerer, United Refining Company  
Dr. Joyce Miller, Keystone Research Corp.  
Edison Nicholson, Youth Leadership Inst. of Erie  
Carl Nicolia, PSNergy, LLC  
Marybeth Reszkowski, Clarion Industries  
Jake Rouch, ERCGP  
Sherry Savoia, FMC Technologies  
Linda Schell, L&I-BWPO  
Colleen Stuart, VTDC

**PPF 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  
Janet Gatesman, PA CareerLink®  
Rick Cornwell, PA CareerLink®  
Beverly Rapp, DLR Rapid Response  
John Flanagan, VTDC  
Barb Kroh, GECAC  
Dr. Dmitry Zhmurkin, PA Dept of L&I  
Attorney Greg Grasinger, WIB Solicitor  
Diona Brick, County of Venango  
Jean Burrell, GECAC  
Susanna Geisey, VTDC  
Kerri Bruce, VTDC

**ABSENT**

Tyrone Clark  
Jill Foys  
Jack Hewitt  
Matthew McClay  
Ryan Ray  
Tim Reddinger  
Gary Shaw  
Joy Sherry  
Ron Steele  
Brenda Thoma  
Dionne Wallace-Oakley

**WELCOME/ROLL CALL**

Dr. Miller called the meeting to order at 8:35 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 – SEPTEMBER 24, 2014 MEETING**

The Northwest PA Workforce Investment Board meeting minutes dated September 24, 2014 were presented for approval.

## **MOTION**

It was **moved** by Mr. Cardamone and **seconded** by Mr. Nicholson to approve the minutes for the September 24, 2014 Northwest PA Workforce Investment Board meeting as presented. All were in favor. **Motion passed and carried.**

## **REVIEW OF PREVIOUS MEETING ACTION ITEMS**

**1. Dr. Zhmurkin will further investigate the authority of the local board independent of the state.** Dr. Zhmurkin reported that in his research, he found that the LWIB has no authority to require drug testing under the current Workforce Investment Act. Any change to this policy with the Workforce Innovation and Opportunities Act (WIOA) is not yet certain. He recommends waiting for state guidance provided under the WIOA. The board agreed to wait for such guidance.

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

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

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

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

## **VOTE ITEM: APPROVAL OF TRAINING WAIVER FOR PARTICIPANT**

Ms. O'Neil reported on the vote item regarding a training waiver. A participant is requesting an ITA waiver for a tractor trailer driver training course that takes place outside of the six-county area. Waivers are required when participants must travel more than 50 miles one way for a training; this provider (Keystone Diesel) is 65 miles one way from the participant's home in Crawford County. The training was scheduled to start October 13. As a result, the Executive Committee was asked to approve the waiver via email vote prior to the start of training, to avoid a delay in entering training for the participant. The WIB is now asked to ratify the Executive Committee's decision to grant the training waiver to the participant.

Mr. Decker asked why this participant was seeking another provider than was offered within the six-county area and wondered if there was a problem with our current training provider if residents are looking elsewhere. Ms. O'Neil stated that it was noted that the participant was uncomfortable with the approach of the current provider and Keystone Diesel the participant indicated that their contact with Keystone Diesel was more comprehensive and professional. Dr. Jackson acknowledged this as a fair reason to seek other training. Ms. Cornish added that there may have been a timing issue, with this class ready to start sooner than a closer instance. Mr. Cornwell stated that there is a CDL program in Ohio that offers lodging as part of their training package and offers heavy equipment and oil & gas safety training along with their CDL training. The System Design and Implementation Committee will review and discuss this issue.

## **\*\*ACTION\*\***

- **The System Design and Implementation Committee will discuss the possible reasons customers may be pursuing CDL training outside of the LWIA.**

## **MOTION**

It was moved by Mr. Chevalier and seconded by Mr. Nicolia to ratify the WIB Executive Committee's decision to grant the training waiver to the participant. Dr. Jackson abstained. The rest were in favor. Motion passed and carried.

## **FISCAL AGENT UPDATES**

### **a. FISCAL REPORT**

Ms. Brick provided a current Fiscal Agent report that included significant detail regarding the current Workforce Investment Area grant funding including Adult, Youth, Dislocated Worker, National Emergency Grant, Rapid Response, Trade, and TANF Youth, the EARN Program, PA CareerLink<sup>®</sup> Resource Sharing Agreements and Earned Revenue, and the Industry Partnerships. The complete report is on file at Partners for Performance.

Mr. Cardamone asked if Ms. Brick could provide a more detailed budget line item breakout for admin and program expenses. She agreed to provide this at the next meeting.

### **\*\*ACTION\*\***

- **Ms. Brick will provide more budget line item detail regarding admin and program expenses in her report at the November WIB Meeting.**

Ms. Stuart noted that this was the first year of her working with WIA Title 1 funding that VTDC received payment in a timely manner. She publicly recognized Ms. Brick and the County of Venango for their great work as the new fiscal agent.

## **MOTION**

It was moved by Mr. Cardamone and seconded by Ms. Stuart to approve the Fiscal Agent Report. All were in favor. Motion passed and carried.

### **b. PROCUREMENT POLICY**

Ms. Brick spoke about the Procurement Policy draft provided. She noted that when writing the policy, she used some of the same thresholds that the County of Venango employs in their own policy, for consistency. Ms. Brick has been working with Ms. O'Neil to complete the policy for submission with the Local Plan. Ms. O'Neil has sent the draft procurement policy to the state technical assistance team for feedback. The WIB will be asked to review and approve the policy at a future meeting.

### **c. WIF GRANT**

Ms. Brick spoke about the \$3 million grant awarded for GECAC to support the WorkCertified<sup>™</sup> program to provide programs that wrap around our existing services and broaden the services we can provide to employers. She noted that she has been working on an RFP for the required evaluator portion of the grant. When it is complete, she will bring it to the WIB for approval before posting it.

Mr. Rouch asked why the WIB was not informed of this grant application before the grant was awarded. Dr. Miller stated that the grant application was submitted a couple of months before this WIB was seated and noted that such communication to the WIB would improve going forward via the committees. For example, the Executive and System Design and Implementation Committees

should be concerned with grants and their statuses. Ms. Brick assured the board that the CLEOs, acting as the WIB at the time, approved the submission of the grant application.

**VOTE ITEM: APPROVAL OF THE LWIB/CLEO AGREEMENT (REVISED)**

Ms. O’Neil reported on minor revisions to the LWIB/CLEO Agreement as required by the state. These include updating all PA CareerLink® branding with a superscript, adding clarification to “member” in line item 27, making it LWIB member, and the inclusion of a date to each signature line.

**MOTION**

**It was moved by Mr. Chevalier and seconded by Mr. Decker to approve the LWIB/CLEO Agreement with the revisions required by the state. All were in favor. Motion passed and carried.**

**LOCAL PLAN UPDATE**

Ms. O’Neil reported on the progress of the local plan submission. The Operators and Site Administrators have been working with her to provide program operation information to enable the Local Plan draft to be ready for submission by its deadline of October 24. After the submission, she expects a feedback call to be scheduled with hopefully only minor changes. At the end of this process, the WIB will have the opportunity to approve the Local Plan and its appendices. The Local Plan is on track to have full approval by the state at the end of January 2015. This timeframe was agreed upon in the last feedback call from the state. Ms. O’Neil will submit a formal letter requesting extension for the current Local Plan and approval of the PY2012-2016 Local Plan to January 30, 2015 as required by the state.

Ms. O’Neil informed the board that the current template used for policies will need to be updated, as the ten-year-old format is no longer appropriate. In the future, she will look to format the NWPA WIB’s policies that are similar to those of other WIBs in the state.

Dr. Miller stressed that the extension request is a formality and that the extension through January 2015 is expected to be granted. The WIB will have the opportunity to approve the Local Plan and its appendices at the next meeting, after which the public comment period will commence.

Dr. Zhmurkin commended Ms. O’Neil’s commitment to the incredible endeavor of coordinating feedback on the plan and policies and making the changes needed by the deadline. Dr. Miller echoed this sentiment and urged that the Operators, Title 1 Providers, Site Administrators, and anyone other entity involved continue to do their part to get this plan submitted on its current timeline.

**PERFORMANCE SUMMARY**

The 4<sup>th</sup> Quarter Program Year 2013 State Performance Summary for the NW LWIA and Common Measures Comparison Map were discussed. These reports are on file at Partners for Performance.

Dr. Miller noted that although the NW LWIA is meeting three and exceeding six of the nine common measures set by the state, the WIB can identify additional local measures to be implemented. She encouraged the new Monitoring and Evaluation Committee to research what other measures would be helpful in determining the effectiveness of the NWPA WIA’s program. Ms. O’Neil stated that the Local Plan notes a balanced scorecard plan that is important for that committee to develop or replace with a new modality. Mr. Rouch noted that meeting and exceeding those measures provided by the state is commendable, but it does not translate into the confidence that the program is making a difference in the

area. Ms. Cornish stated that she has heard this sentiment repeatedly, so the new WIOA being more employer-focused should help to build confidence in the system. Dr. Miller suggested that the System Design and Implementation Committee, as well as the Monitoring and Evaluation Committee, tackle the additional common measures and balanced scorecard projects.

### **PERFORMANCE NEGOTIATIONS**

Ms. O'Neil stated that she received an email from the state's Center for Workforce Information and Analysis requesting the NWPA WIA to propose its performance levels for Program Year 2014. A response is requested by November 7. Mr. Nicolia asked about the possibility of an extension so that the WIB can thoroughly discuss and approve performance negotiations at the next meeting. Dr. Miller suggested Ms. O'Neil request an extension from the state

#### **\*\*ACTION\*\***

- **Ms. O'Neil will request an extension from the state for proposing NW LWIA's performance standards for PY2014.**

### **WIB BYLAWS DISCUSSION**

Ms. O'Neil stated that the current WIB Bylaws were updated to be in compliance with the new state policies that went into effect on July 1. She has been working with the solicitor to make all appropriate changes. The revised bylaws will be presented for review and approval at the next WIB meeting in November.

### **COMMITTEE APPOINTMENTS**

Dr. Miller stated that the CLEOs and Executive Committee met and identified appointments of WIB members to committees. Those appointments have been sent out to the WIB members. She encouraged any member that has an issue with their committee appointments to speak with her. The next step is for these committees to establish a meeting schedule. Dr. Miller also informed the board that the CLEOs and Executive Committee will continue to meet to review possible vote items for upcoming WIB meetings.

Ms. Stuart asked if the full WIB would be informed of all of the committee meetings scheduled. Ms. Cornish noted that once the new NWPA WIA website is operational, there will be a calendar of events available. Dr. Miller suggested that committees should meet monthly (with the exception of the established quarterly schedule of the Youth Council) but should not feel obligated to meet if they do not have any business to discuss. She will work with the committee chairs to establish a schedule.

#### **\*\*ACTION\*\***

- **Dr. Miller will work with committee chairs to establish meeting schedules.**

### **TITLE 1 RFP STATUS UPDATE**

Commissioner Snyder stated that the current plan is for the WIA Title 1 RFP to be released by January 2015 and bidders will be provided with four weeks to respond. The WIB Executive Committee will work with the CLEOs to develop the RFP.

### **TITLE 1 PROVIDER REPORT**

Mr. Flanagan and Ms. Stuart presented the Title 1 Provider Report. The report is available at Partners for Performance. Extensive discussion ensued, especially regarding the barriers associated with out-of-school

youth. Dr. Zhmurkin noted that this was a good topic to be handled by the Youth Council. It was requested that this agenda item be moved up on future WIB agendas.

**\*\*ACTION\*\***

- **Title 1 Provider Report will be moved up on future WIB agendas.**

**YOUTH COUNCIL UPDATES**

Ms. Stuart spoke of her plan to step down from serving as chair of the Youth Council. She informed the board that she will remain as a member of Youth Council and assist them in finding a new chair, but protocol is to have a member of the WIB serve as chair. Currently, Mr. Folletti and Mr. Chevalier serve as WIB representatives on Youth Council. Dr. Miller agreed as all other WIB committees have a WIB member as chair.

**\*\*ACTION\*\***

- **Appointment of a new chair will be added as an agenda item to the next Youth Council agenda.**

**WEBSITE UPDATE**

Ms. Cornish stated that progress with the website vendor is ongoing; albeit on the content management system, so there is no visual to share with the board at this time. As soon as there is visible progress on the website, it will be shared with the Communications Committee.

**OTHER**

Ms. Stuart noted that great information was shared at the WIB Symposium this month regarding the new WIOA. The information she felt would be particularly valuable to the WIB involved 10 steps to prepare for the new legislation. She will send this information to Dr. Miller to share with the WIB.

**\*\*ACTION\*\***

- **Ms. Stuart will send the WIB Symposium information to Dr. Miller to share it with the WIB.**

Dr. Zhmurkin noted that the state conducts WIOA update conference calls every two weeks to update the local workforce investment areas. He further noted that US DOL is requesting feedback from local areas on where they foresee challenges or need guidance. He encouraged input from the WIB, noting that this is the time to provide feedback to foster innovation and affect meaningful change.

**REVIEW OF ACTION ITEMS**

- **The System Design and Implementation Committee will discuss the possible reasons customers may be pursuing CDL training outside of the LWIA.**
- **Ms. Brick will provide a more budget line item detail regarding admin and program expenses in her report at the November WIB Meeting.**
- **Ms. O'Neil will request an extension from the state for proposing NW LWIA's performance standards for PY2014.**
- **Dr. Miller will work with committee chairs to establish meeting schedules.**
- **Title 1 Provider Report will be moved up on future WIB agendas.**
- **Appointment of a new chair will be added as an agenda item to the next Youth Council agenda.**

- Ms. Stuart will send the WIB Symposium information to Dr. Miller to share with the WIB

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 11:09 am.

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance