

**NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING**  
**William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335**  
**Wednesday, November 19, 2014**  
**8:35 am**

**ATTENDANCE**

Mike Chevalier  
Dr. Ray Feroz  
Felix (Chip) Folletti  
Jill Foys  
Jack Hewitt  
Dr. Aldo Jackson  
Dr. Joyce Miller  
Carl Nicolia  
Jake Rouch  
Sherry Savoia  
Linda Schell  
Gary Shaw  
Colleen Stuart  
Dionne Wallace-Oakley

**ABSENT**

Steve Baker  
Richard Baumcratz  
Robert A. Cardamone  
Tyrone Clark  
Jim Decker  
Jason Hall  
Rob Kaemmerer  
Matthew McClay  
Edison Nicholson  
Ryan Ray  
Tim Reddinger  
Marybeth Reszkowski  
Joy Sherry  
Ron Steele

**WELCOME/ROLL CALL**

Dr. Miller called the meeting to order at 8:44 am. Roll call was taken. It was noted there was no quorum.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Visitors introduced themselves. There was no public comment.

**GUESTS**

Commissioner Butch Campbell, Clarion County  
Commissioner Jack Lynch, Crawford County  
County Executive Kathy Dahlkemper, Erie County  
Commissioner Robert Snyder, Forest County  
Commissioner Bonnie Summers, Venango County  
Commissioner Steve Vanco, Warren County  
Attorney Wil White, CLEO Solicitor  
Janet Gatesman, PA CareerLink<sup>®</sup>  
Rick Cornwell, PA CareerLink<sup>®</sup>  
Beverly Rapp, DLR Rapid Response  
John Flanagan, VTDC  
Barb Kroh, GECAC  
Diona Brick, County of Venango  
Kerri Bruce, VTDC  
Doug Nelson, PMI  
Keith Gushard, Meadville Tribune

**PFP STAFF**

Rebecca Cornish  
Deb O'Neil  
Jackie Hamilton

## **APPROVAL OF MINUTES – OCTOBER 22, 2014 MEETING**

The Northwest PA Workforce Investment Board meeting minutes dated October 22, 2014 could not be approved due to lack of quorum.

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

- 1. The System Design and Implementation Committee will discuss the possible reasons customers may be pursuing CDL training outside of the LWIA.** Mr. Shaw asked why the WIB is targeting CDL training to investigate why participants may be going outside the area for training. Dr. Miller stated that the WIB approves training providers, so it is charged with continuously reviewing the complement of training offered in the area. Mr. Shaw noted that WIA participants are required to evaluate three training providers prior to approval of a training account. Ms. Stuart stated that if ITA funding is requested to be spent outside of the area, the WIB should be informed. Ms. O’Neil stated that the federal performance audit conducted in 2013 noted that the WIB wasn’t evaluating whether participants obtained employment in their field of training, and analysis of training outcomes should be conducted. Mr. Rouch asked if citizens are required to use their ITA within the local workforce investment area. Dr. Miller answered that participants are allowed to obtain training outside the local area with approval from the WIB. It was clarified that the System Design and Implementation Committee was not created for the specific purpose of investigating a recent CDL complaint; it is a standing committee of the WIB that is charged with several priorities, including ensuring that training providers are providing quality training that meets demand occupations of the region. This item will be addressed when committee meetings commence in January, 2015.
- 2. Ms. Brick will provide a more budget line item detail regarding admin and program expenses in her report at the November WIB Meeting. (Complete)**
- 3. Ms. O’Neil will request an extension from the state for proposing NW LWIA’s performance standards for PY2014. (Complete)**
- 4. Dr. Miller will work with committee chairs to establish meeting schedules. (Complete)**
- 5. Title 1 Provider Report will be moved up on future WIB agendas. (Complete)**
- 6. Appointment of a new chair will be added as an agenda item to the next Youth Council agenda.** The next Youth Council meeting is on December 10 and this item will be included on the agenda.
- 7. Ms. Stuart will send the WIB Symposium information to Dr. Miller to share with the WIB.** Ms. O’Neil will send this information to Dr. Miller to share with the WIB.

## **FISCAL AGENT REPORT**

Ms. Brick provided a handout with a detailed administrative budget. She stated that after Quarter 1, 21% of the budget has been utilized. The current budget is \$461k for the year, but up to \$500k is available. This is beneficial, since Partners for Performance is hiring a new Program Specialist. The full Fiscal Agent Report is on file at Partners for Performance.

Mr. Rouch asked about the total WIB budget and how much is available for discretionary funds to aid employers. Ms. Brick stated that the total budget is \$6.5 million. Program funds can be used to help employers; after Title 1, part of \$3.75 million is available for qualifying programs. Ms. Stuart and Mr. Flanagan noted that helping employers find qualified employees is provided through core services offered by the staff and case managers at PA CareerLink<sup>®</sup>. Dr. Miller added that 40% of the core services budget is used on staffing and 14% is used for space rental; furthermore, 10% is earmarked for administrative costs and 25% is a performance-based percentage for on-the-job training and individual training accounts. Ms.

Schell noted that some local areas don't provide ITAs but use that portion of their budget strictly for on-the-job training, getting participants employed immediately.

Mr. Nicolia asked why partners have left PA CareerLink® locations. Ms. Stuart stated that rent is high for short-term leases and must include the cost of utilizing reception staff and space. Ms. O'Neil noted that site administrators used to be staff on the state's payroll, but now the LWIA must support their salaries and benefits on the resource sharing account budgets. Commissioner Summers also noted that the "partner" definition has changed with the further utilization of technology; they are not required to be on-site to be labeled partners. Participants can be referred to these partners through PA CareerLink®.

### **TITLE 1 PROVIDER REPORT**

Mr. Flanagan provided a PA CareerLink® report. The full report is on file at Partners for Performance. Mr. Flanagan informed the board that 1<sup>st</sup> Quarter was busier than last year, and although walk-in traffic is down, they are finding ways to engage new participants through referrals. Mr. Rouch asked to separate *Total New Job Orders – Staff and Employers* from *Total New Job Orders*, to avoid being counted twice. Mr. Flanagan will make this change in future reports.

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

- **Mr. Flanagan will separate the numbers from *Total New Job Orders – Staff and Employers* and *Total New Job Orders* to avoid being counted twice.**

Dr. Feroz asked if there was any way to see how many participants were employed at the end of the quarter. Mr. Flanagan stated that he could show that for Title 1 participants, but the CWDS program encompasses more than WIA Title 1, so the report would not capture all participants employed at the end of the quarter. Ms. Schell noted that the Labor Exchange Report would be the best place to find this kind of overall information. Mr. Flanagan clarified that the PA CareerLink® report is a snapshot of what Title 1 staff are doing outside of the Labor Exchange Report (LER) and is simply aggregate data, not performance outcomes. Therefore, a request was made for the report to be titled as a WIA Title 1 report, rather than a PA CareerLink® report. Ms. Rapp added that the LER mostly represents citizens who need jobs, not training. Ms. Cornish asked if it would be possible to find out how much foot traffic PA CareerLink®s can manage, compared to how much they are receiving. Ms. Stuart stated that she would be happy to try to calculate that, but it may be difficult as the intensity of case management varies from participant to participant depending on their needs. Mr. Rouch asked if case workers can be managed to meet specific levels of need. Mr. Flanagan stated that the WIB can set thresholds but presently, employers are happy with a retention rate of about 90%. Commissioner Summers asked if WIA-funded outcomes could be identified on the report, as not all PA CareerLink® patrons are WIA-eligible. This information is difficult to track, as not all participants who would be WIA-eligible take the steps to take advantage of the designation.

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

- **Mr. Flanagan will rename the *PA CareerLink® Report* to *WIA Title 1 Report*.**

Ms. Stuart noted that the board seemed interested in a return on investment, and this could be provided in a presentation by PA Workforce Development Association. Ms. Cornish noted that a request has been submitted, but she has not yet been contacted to schedule this. Mr. Nicolia asked if ITA and OJT money went unused. Mr. Flanagan stated that it had, but all eligible requests for them were had been met. Mr. Nicolia asked that if there were 61,800 job orders by employers, why were OJT requests only at 45? Mr.

Flanagan noted that participants must qualify for OJT. Mr. Nicolia stressed that he believes the 90% retention rate is great, but emphasized that the board needs to ask critical questions in order to improve the system. Dr. Miller suggested all the presented data be analyzed by the Monitoring and Evaluation Committee to reach their goals.

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

Dr. Miller stated that the CLEOs and Executive Committee are on track to present four RFPs to the WIB for approval at their December meeting: Title 1 Youth Rural, Title 1 Youth Erie, Title 1 Adult/DW Rural, and Title 1 Adult/DW Erie. Mr. Hewitt noted that having potentially four contractors can create difficulties for the operators consortium. Mr. Chevalier asked why there is interest in transitioning to more than one Title 1 contractor. Dr. Miller stated that the CLEOs initiated the process. Ms. Schell stated that previously, three separate consultants recommended moving to a single provider to consolidate human resources and other administrative costs. This has proven to be more cost-effective with the smaller budget allowed in recent years. Ms. Rapp asked if a single contractor can apply for all four proposals and Commissioner Snyder confirmed that the RFPs will be written to make this acceptable. Mr. Hewitt again noted that the operators' preference is to have a single provider. Mr. Shaw stated that he was a counselor at the time when there were multiple providers. He remembers inconsistencies across locations, but attributed them to management not implementing proper training and policies across locations. Ms. Rapp suggested including a requirement for uniformity of training and policies in the RFP. Mr. Folletti asked why the WIB was not consulted as an advisory board to the CLEOs when this decision was being made. Commissioner Snyder stated that at the recent Joint CLEO/WIB Executive Committee meeting, the CLEOs and Executive Committee were in agreement. Mr. Hewitt expressed concern about the WIB Executive Committee was acting on behalf of the WIB which has caused problems in the past. Mr. Nicolia asked if the intent was to have a broader selection of providers to respond. Dr. Miller noted that a single provider can subcontract to other providers. Ms. Bruce noted that the evaluation process could be drawn out if providers will be submitting proposals for any combination of the four contracts. Mr. Folletti expressed concern that the process of separating Erie out from the rest of the counties in RFPs seems to subvert the current unity. County Executive Dahlkemper confirmed that Erie's needs are different than those of the rural counties. Mr. Hewitt noted, however, that the Title 1 provider reports are evidence that they are exceeding measures.

Dr. Miller stated that there would be a committee to review the proposals. Commissioner Snyder noted that two each of CLEOs, WIB members, and WIB Executive Committee members would participate on the review committee, per discussions in the recent Joint CLEO/WIB Executive Committee meeting. Dr. Miller added that the committee makeup has not been finalized.

Mr. Nicolia noted that four RFPs would provide a good opportunity to challenge regional providers. Ms. Stuart stated that four RFPs might not be needed if the language in the RFP allows options for bidders. One RFP can be formulated to convey the opportunity to bid for up to four contracts. Dr. Jackson continued that it should be included in the RFP that the region has previously preferred a single provider. Mr. Hewitt expressed frustration that the WIB was not included in initial discussions to have multiple RFPs. Mr. Nicolia stated that regardless, the decision is not necessarily a bad one and included input from the WIB Executive Committee. Also, though the decision to have four RFPs has not yet been finalized, doing so would add competitors to the mix. Mr. Shaw stated that the WIB should have confidence that the CLEOs and WIB Executive Committee are making decisions that benefit the region. Dr. Miller stated that due to this discussion, there will be further discussion on release of the Title 1 RFPs at the next Joint CLEO/WIB Executive Committee meeting.

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

- **Release of Title 1 RFPs will be further discussed at the next Joint CLEO/WIB Executive Committee meeting.**

Commissioner Campbell noted that if any WIB members had concerns regarding the RFP, they should contact their respective CLEO. Ms. O'Neil stated that a Title 1 Youth RFP must go out for bid for a contract starting July 1, 2015 but the other contracts can be extended.

**LOCAL PLAN UPDATE**

Ms. O'Neil stated that since the publication of the meeting packet, the executive level review team at the state has provided additional feedback to the Local Plan and appendices. There have been minor changes to the Local Plan and additional partners have been requested to be added to the PA CareerLink® Partner Agreement. She will coordinate with the operators for the partner information and signatures. The board was encouraged to share any input or concerns in the meantime.

**APPROVAL OF PROPOSED NEGOTIATED PERFORMANCE LEVELS**

Dr. Miller noted that due to lack of quorum, no formal approval is required to submit the proposed negotiated performance levels. As the extended deadline for submission is today, Ms. O'Neil will submit them to the state. She will share feedback if any is received.

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

- **Ms. O'Neil will submit the proposed negotiated performance levels to the state and report any feedback.**

**FUTURE MEETING DATES**

Dr. Miller shared concerns from some of the board members that committee and board meetings every month is overwhelming. In 2015, the WIB will meet every other month, starting in February. Committee meetings will be scheduled for every month, but need not meet if there is no business to discuss, but they should meet at least quarterly. Ms. Hamilton will send out meeting invites for WIB meetings and any requested committee dates. Dr. Miller recommended that committee chairs reach out to the respective PFP staff liaison to begin development of work plans for their committees.

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

- **Ms. Hamilton will send meeting invites for upcoming WIB meetings and requested committee meeting dates for 2015.**

**PRESENTATION: NAVIGATING FUNDS**

Ms. Rapp presented information on navigating rapid response funds via a PowerPoint presentation. This presentation is on file at Partners for Performance and will be sent to all WIB members and CLEOs via email after the meeting.

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

- **Ms. Hamilton will send the Rapid Response presentation to the WIB members and CLEOs via email.**

## **REVIEW OF ACTION ITEMS**

- **Ms. O'Neil will send the WIB Symposium information to Dr. Miller to share with the WIB.**
- **Mr. Flanagan will separate the numbers from *Total New Job Orders – Staff and Employers* and *Total New Job Orders* to avoid being counted twice.**
- **Mr. Flanagan will rename the *PA CareerLink® Report* to *WIA Title 1 Report*.**
- **Release of Title 1 RFPs will be further discussed at the next Joint CLEO/WIB Executive Committee meeting.**
- **Ms. O'Neil will submit the proposed negotiated performance levels to the state and report any feedback.**
- **Ms. Hamilton will send meeting invites for upcoming WIB meetings and requested committee meeting dates for 2015.**
- **Ms. Hamilton will send the Rapid Response presentation to the WIB members and CLEOs via email.**

## **ADJOURNMENT**

There being no further discussion, the meeting ended at 11:55 am.

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance