

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING

Low Davies Community Building, 1034 Park Avenue, Meadville, PA 16335

Wednesday, December 17, 2014

8:30 am

ATTENDANCE

Steve Baker
Richard Baumcratz
Robert A. Cardamone
Mike Chevalier
Tyrone Clark
Jim Decker
Dr. Ray Feroz
Felix (Chip) Folletti
Jill Foys
Dr. Aldo Jackson
Dr. Joyce Miller
Edison Nicholson
Carl Nicolia
Ryan Ray
Marybeth Reszkowski
Linda Schell
Gary Shaw
Joy Sherry
Ron Steele
Colleen Stuart

ABSENT

Jason Hall
Jack Hewitt
Rob Kaemmerer
Matthew McClay
Tim Reddinger
Jake Rouch
Sherry Savoia
Dionne Wallace-Oakley

WELCOME/ROLL CALL

Dr. Miller called the meeting to order at 8:30 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 – OCTOBER 22, 2014 AND NOVEMBER 19, 2014 MEETINGS

The Northwest PA Workforce Investment Board meeting minutes dated October 22, 2014 were presented for approval.

GUESTS

Commissioner Butch Campbell, Clarion County
County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
Commissioner Steve Vanco, Warren County
Attorney Greg Grasinger, WIB Solicitor
Rick Cornwell, PA CareerLink®
Jane Horetsky, PA CareerLink®
John Flanagan, VTDC
Diona Brick, County of Venango
Kerri Bruce, VTDC
Lance Hummer, Keystone Community Education
Council

PFP STAFF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

MOTION

It was moved by Mr. Decker and seconded by Mr. Nicolia to approve the minutes for the October 22, 2014 Northwest PA Workforce Investment Board meeting as presented. All were in favor. Motion passed and carried.

The Northwest PA Workforce Investment Board meeting minutes dated November 19, 2014 were presented for approval.

MOTION

It was moved by Dr. Jackson and seconded by Mr. Shaw to approve the minutes for the November 17, 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. O'Neil will send the WIB Symposium information to Dr. Miller to share with the WIB.** Ms. O'Neil noted that this has taken place and that Ms. Hamilton, at the direction of Ms. Cornish, has sent out information on webinar opportunities regarding WIOA implementation.
- 2. 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 was not able to provide this exact report due to ongoing updates in CWDS. He acknowledged these changes for his next report.
- 3. Mr. Flanagan will rename the *PA CareerLink® Report* to *WIA Title 1 Report*.** Mr. Flanagan was not able to provide this exact report due to ongoing updates in CWDS. He acknowledged these changes for his next report.
- 4. Release of Title 1 RFPs will be further discussed at the next Joint CLEO/WIB Executive Committee meeting.** The CLEOs and Executive Committee discussed the RFPs at their meeting on December 1. This will further be discussed in Item 6.
- 5. Ms. O'Neil will submit the proposed negotiated performance levels to the state and report any feedback.** Ms. O'Neil submitted the performance levels to the state on November 20th. The submission was confirmed and no feedback has been received at this point.
- 6. Ms. Hamilton will send meeting invites for upcoming WIB meetings and requested committee meeting dates for 2015. (Complete)**
- 7. Ms. Hamilton will send the Rapid Response presentation to the WIB members and CLEOs via email. (Complete)**

ABSTENTION PAPERWORK

Dr. Miller informed the WIB that the Executive Committee will do their best to determine potential perceived conflicts of interest of WIB members at their meetings so that abstention forms will be ready for signature at the WIB meetings. In addition, Partners for Performance will always have blank forms on hand at meetings to document abstentions from voting. If a WIB member is unsure of whether or not they are in a conflict of interest situation, they are advised to call Partners for Performance who will contact the solicitor for a determination prior to the WIB meeting.

FISCAL AGENT REPORT

Ms. Brick provided a handout with a detailed administrative budget. She stated that at this point, 38% of the budget has been utilized, while 42% was expected. She also noted that at the next WIB meeting in February,

she will have a detailed report ready for the mid-way point in the year. The full Fiscal Agent Report is on file at Partners for Performance.

Mr. Nicolia asked for confirmation that 100% of employee salaries are included in the admin budget. Ms. Brick noted that this is indeed the case, and it is a conservative approach that is in line with guidance suggested by state examples. Ms. Brick also stated that the stub audit is still open, and informed the board to not expect perfect results as the previous Fiscal Agent was not precise.

Mr. Flanagan cautioned the board that the *Make It in America* grant benchmarks may not be reached for the quarterly reporting period as the contract was not in place until last week. This delay significantly slowed implementation of this grant, impacting the achievement of the benchmarks. Ms. Cornish concurred with this assessment.

Commissioner Summers stated that a Program Specialist candidate will be selected in the Partners for Performance meeting later that day. Ms. Sherry asked how that salary would be funded. Ms. Brick commented that there are sufficient funds available for this position due to carryovers available from previous budgets, as well as the contingency line item. Mr. Nicholson asked about what other expenses might come from the contingency line. Ms. Brick noted that legal costs, solicitorships, EMSI, and strategic planning could also come out of that line. Commissioner Snyder also noted that the payback to the state is due to come out of the admin funds. Ms. Brick confirmed this, and noted that the payback could be as much as \$227k, with a request for it to be paid over three program years. Commissioner Snyder stated that the payback request was recently sent to the state, but the amount and term have not yet been confirmed. Mr. Ray ask how there are enough funds to support a new position as well as the payback. Ms. Brick noted that there are other funds that are allowable for part of these expenses, but ultimately the CLEOs are prepared to write checks from their counties if that is needed. Commissioner Summers assured the WIB that the LWIA will not suffer as a result of the payback requirement. Ms. Sherry reiterated a concern with the lack of funds and the potential to spend money that the LWIA does not have. Commissioner Summers again assured the WIB that the Fiscal Agent and the CLEOs will not let the LWIA be compromised; the CLEOs are ultimately responsible for finding a way to make the payback without affecting the WIB and the programs and services of the LWIA. Dr. Miller asked Ms. Brick to keep the WIB apprised of the fiscal situation, especially in relation to the payback.

Mr. Nicolia asked if the WIB will see the offer of employment before it is sent to the selected candidate. His main concern was that there are no conflicts of interest. Commissioner Summers noted that the selection is at the discretion of the PFP board and that conflict of interest is not an issue with the remaining candidates. Ms. Brick also reported that the agreement to continue the lease for the current space at the PA CareerLink® - Warren County location until the move into the new location is completed has been executed.

TITLE 1 RFP DISCUSSION

Dr. Miller noted the options for RFP of Title 1 services and opened the subject for discussion. Mr. Chevalier noted that it might be in the WIB's best interest to wait on releasing RFPs due to the new federal law coming into effect in July. Commissioner Snyder noted that he doesn't see a burden on the WIB for reviewing RFPs, as the current plan includes forming a review committee to make recommendations to the WIB. County Executive Dahlkemper also noted that releasing multiple RFPs gives organizations an opportunity to be creative in proposing ways the NWPA LWIA can catch up on lost ground. Mr. Baker asked how many other organizations in the area can be expected to submit proposals. Dr. Miller noted that

during the last program RFP release, four organizations submitted proposals and that the board shouldn't anticipate many more submissions due to the complex nature of the workforce development system. Mr. Baker asked Ms. O'Neil for an opinion from the WIB staff. Ms. O'Neil stated that though multiple RFPs creates a considerable amount of work for PFP, there is merit in the releasing of RFPs and noted that agencies outside of the local area have expressed interest in becoming providers in the past. However, no bids were received. She did caution the board that if a provider does not perform effectively, then the board may need to again release RFPs for program services. She also cautioned that a good proposal submitted does not always equal a successful provider, so she recommended that the review committee research previous performance of bidders as part of their evaluation process.

Mr. Ray asked when the current contract is up for renewal. Ms. O'Neil stated that the current contract is in effect through June 30, 2015. Ms. Schell stated that she has discussed the options for RFP with Mr. Dmitry Zhmurkin and his opinion was to only release an RFP for Title 1 Youth, as required, due to the new law not releasing regulations until February and other unknowns that are standard with new legislation not yet in effect. She also noted that this is also the opinion of the operators consortium. It was suggested that language regarding minority businesses be included in the RFP to ensure minority businesses have an opportunity to bid. It was further noted that bidders can bid on one or all of the RFPs. A decision will need to be made as to whether TANF funds will be included in the RFP, as the WIA and TANF funds are currently contracted to the WIA program services provider.

At this point, time spent on-topic was nearing its end and Dr. Miller asked for a motion to continue time spent on Title 1 RFP Discussion

MOTION

It was **moved** by Ms. Schell and **seconded** by Ms. Sherry to continue the discussion on Title 1 RFP at the time. All were in favor. **Motion passed and carried.**

MOTION

It was **moved** by Mr. Decker and **seconded** by Ms. Sherry to recommend to the CLEOs a release of RFPs for Title 1 Youth Rural, Title 1 Youth Erie, Title 1 Adult/DW Rural, Title 1 Adult/DW Erie, Business Services Erie, and Business Services Rural. The vote count is as follows:

IN FAVOR

Steve Baker
Richard Baumcratz?
Robert A. Cardamone
Mike Chevalier
Jim Decker
Dr. Ray Feroz
Felix (Chip) Folletti
Dr. Aldo Jackson
Carl Nicolia
Ryan Ray
Marybeth Reszkowski
Gary Shaw
Joy Sherry

NOT IN FAVOR

Dr. Joyce Miller
Linda Schell

NO VOTE

Tyrone Clark

ABSTAINED - COI

Colleen Stuart
Edison Nicholson
Ron Steele
Jill Foys

MOTION (continued)

Thirteen members out of twenty members voted in favor. Motion passed and carried.

A short break was requested at 9:54 am and the meeting reconvened at 10:00 am.

VOTE ITEM: APPROVAL OF LOCAL PLAN AND APPENDICES TO RELEASE FOR PUBLIC COMMENT

Ms. O'Neil stated that the Local Plan is now preliminarily okayed by the state to present to the WIB for approval to release for public comment. As this plan was due in 2012, there is not a lot of opportunity for changes. If approved by the WIB, the current timeline would release the plan online with an email blast on December 18 or 19 and so the public comment period would be satisfied on Sunday, January 18. As January 19 is a holiday, the state expects to receive the plan, along with any addressing of public comment received, by January 20. This will satisfy the state's 10-day review requirement, while still allowing our plan to be formally approved by the state by the January 30, 2015 deadline. Ms. O'Neil noted the state's comment that this Local Plan is one of the better ones they have reviewed. Mr. Nicolio asked if holidays affect the 30-day comment period and Ms. O'Neil stated that they do not.

MOTION

It was moved by Dr. Jackson and seconded by Ms. Foys to approve the Local Plan and appendices for release for a public comment period of thirty days. All were in favor. Motion passed and carried.

VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGE

Ms. Stuart spoke about the Youth Council membership change. The council has nominated Carrie Beightol to fill the vacancy created by the retirement of Larry Baughman. Ms. Beightol has taken over Mr. Baughman's position at Venango Technology Center.

MOTION

It was moved by Ms. Stuart and seconded by Mr. Shaw to approve the appointment of Carrie Beightol to the Youth Council as presented. All were in favor. Motion passed and carried.

Ms. Stuart also noted that she has stepped down from chairperson of Youth Council. WIB Member, Mr. Mike Chevalier, has been nominated by the Youth Council to serve as chair and has been formally appointed by Dr. Joyce Miller, WIB Chair, per the bylaws.

VOTE ITEM: APPROVAL OF WIB BYLAWS AMENDMENTS

Ms. O'Neil outlined the proposed changes in the WIB bylaws. The majority of the changes were required per the state's new Local Governance Policy.

MOTION

It was moved by Mr. Nicholson and seconded by Ms. Foys to approve the WIB bylaws amendments as presented. All were in favor. Motion passed and carried.

PARTNERS FOR PERFORMANCE MOU UPDATE

Ms. Cornish noted the error that this item was intended for the PFP agenda. She has been working with PFP solicitor, Attorney Ray Bogaty, to get a MOU in place between the WIB and PFP for WIB staff support.

STRATEGIC PLANNING PROCESS

Dr. Miller noted that discussion regarding conducting a comprehensive strategic planning process was held at the recent Joint CLEO/WIB Executive Committee meeting. A preliminary plan includes a retreat-style session on May 1st and 2nd. Dr. Miller stressed that she knows it is difficult to pull away from work for two days, so it is recommended to perhaps schedule it on a Friday and Saturday. Ms. Cornish noted that potential facilitators she has been in contact with do recommend a two-day session. Mr. Chevalier asked if this was a service that was required to be put out for RFP. Attorney Grasinger indicated that he would need to research this issue. Ms. Brick noted that according to County of Venango procedures, anything under \$19,100 and not involving property does not require a bidding process. Dr. Jackson stated that he believed PFP could select a vendor without RFP. Ms. O'Neil stated that it is optimal to gather several quotes before making a decision.

Mr. Nicolia questioned why the board is looking to pay a facilitator with the minimal budget available, given the available talent on the board, as well as the staff. Ms. Cornish offered that there are other organizations in the region that are more familiar with the labor market and industry data in each of the counties. Dr. Miller added that engagement with employers is very important under WIOA and this is one place where the WIB could especially use some outside help. Mr. Baker noted that two days might not be necessary; a facilitator could visit a regular meeting. Mr. Nicholson added that he was comfortable moving forward on the track set before them for the time being.

Ms. Schell stated that though an RFP may not be required for this service, it may be a good idea to formulate one to outline the expectations of the facilitator, especially with the new WIOA coming into effect. RFPs also support the goal of transparency for which the WIB is striving toward.

MOTION

It was moved by Ms. Schell and seconded by Mr. Cardamone to release an RFP for strategic planning facilitator for the WIB. Nine members were in favor, eight were not in favor. Motion not passed.

Dr. Jackson noted that obtaining numerous quotes maintains transparency. Mr. Nicolia asked if something could be posted on the LWIA website regarding how to submit a quote for the strategic planning facilitator service. Ms. Cornish stated that the website could be used for this purpose. Dr. Feroz noted that all WIB members should get word out to their contacts as well. Ms. Brick noted that the WIB needs to identify if the cost of accommodations for the facilitator would be included in the contract, as well as identifying the maximum amount to be spent for the facilitation services.

MOTION

It was moved by Dr. Jackson and seconded by Mr. Decker to direct the PFP staff to gather quotes for a facilitator for WIB strategic planning, and that the WIB Executive Committee make a decision on a provider. All were in favor with the exceptions of Mr. Cardamone, Ms. Schell, Mr. Chevalier, and Ms. Stuart. Motion passed and carried.

****ACTION****

- **PFP will gather quotes for a strategic planning facilitator and provide this information to the WIB Executive Committee for a decision.**
- **PFP will make arrangements to post information on providing a quote for facilitator services on the WIA website, once the Local Plan public comment period is complete.**

APPOINTMENT OF NOMINATING COMMITTEE

Dr. Miller stated that it is time to appoint a Nominating Committee to develop a slate of officers to present to the WIB for the new program year beginning July 1, 2015. Mr. Chevalier, Mr. Decker, Ms. Foys, Mr. Nicholson, and Dr. Jackson all volunteered for this committee. Ms. Foys will lead this committee.

****ACTION****

- **The Nominating Committee will propose a slate of officers to the WIB at their April 15, 2015 meeting.**

WIB LIABILITY INSURANCE

Attorney Grasinger stated that CLEO solicitor, Attorney White, sent him some information regarding Directors and Officers Liability Insurance. All members of this board are covered under a policy while carrying out WIB business. He also noted that Attorney White could not recall a scenario in which a WIB member would be held personally liable for lawful and routine WIB business. Mr. Nicholson asked if this policy was included in the WIB orientation binder, and Ms. Cornish stated it was not, but will be added in the future. Those who already have binders will be provided with a copy of the policy.

****ACTION****

- **Attorney Grasinger will obtain a copy of the Directors and Officers Liability Insurance Policy to be provided to the WIB members and included in future copies of the orientation binder.**

OTHER BUSINESS

Mr. Chevalier asked for a report on the progress of the LWIA website. Ms. Cornish stated that her and Ms. Hamilton have been in contact with Epic Web Studios and the current launch is expected in February. In the meantime, they are ready to post the Local Plan for public comment on a splash page.

Dr. Miller noted that the WIB committees have been formed and have meetings scheduled in January. She encouraged committee chairs to reach out to PFP staff to coordinate meetings and formulate work plans.

PRESENTATION: RURAL REGIONAL COLLEGE

Mr. Duane Vicini presented information on the Education Consortium of the Upper Allegheny (ECUA) and the Rural Regional College 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 ECUA and Rural Regional College presentation to the WIB members and CLEOs via email.**

REVIEW OF ACTION ITEMS

- **PFP will gather quotes for a strategic planning facilitator and provide this information to the WIB Executive Committee for a decision.**
- **PFP will make arrangements to post information on providing a quote for facilitator services on the LWIA website, once the Local Plan public comment period is complete.**
- **The Nominating Committee will propose a slate of officers to the WIB at their April 15, 2015 meeting.**

- **Attorney Grasinger will obtain copy of the Directors and Officers Liability Insurance Policy to be provided to the WIB members and included in future copies of the orientation binder.**
- **Ms. Hamilton will send the ECUA and Rural Regional College presentation to the WIB members and CLEOs via email.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 11:30 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance