

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335

Wednesday, April 15, 2015

8:38 am

ATTENDANCE

Robert A. Cardamone
Tyrone Clark
Mike Chevalier
Jim Decker
Dr. Ray Feroz
Jill Foys
Jack Hewitt
Dr. Aldo Jackson
Dr. Joyce Miller
Edison Nicholson
Jake Rouch
Linda Schell
Gary Shaw
Ron Steele
Colleen Stuart
Dionne Wallace-Oakley (call)

ABSENT

Richard Baumcratz
Felix (Chip) Folletti
Jason Hall
Rob Kaemmerer
Matthew McClay
Carl Nicolia
Ryan Ray
Marybeth Reszkowski
Sherry Savoia
Joy Sherry

PPF STAFF

Rebecca Cornish
Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
Commissioner Steven Vanco, Warren County
Attorney Ron Susmarski, Acting Solicitor
Rick Cornwell, PA CareerLink[®]
Jane Horetsky, PA CareerLink[®]
Janet Gatesman, PA CareerLink[®]
John Flanagan, VTDC
Juanet Shefchunas, VTDC
Kerri Bruce, VTDC
Wil White, CLEO Solicitor
Diona Brick, County of Venango
Kevin Smith, Vie Associates
Bev Rapp, Rapid Response
Jean Burrell, GECAC
Barb Kroh, GECAC
Georgia Del Freo, GECAC
Armendia Dixon, Crawford Cty Literacy Council
Jim Shore, PMI
Caryl Unseld, IU5
Kathy Pagano, Barber Institute
Nancy Sabol, St. Ben's Education Center
Passle Helminsky, PA Rehab Council
Heidi Tuszynski, PA Rehab Council

WELCOME/ROLL CALL

Dr. Miller called the meeting to order at 8:38 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 – FEBRUARY 25, 2015 MEETING

The Northwest PA Workforce Investment Board meeting minutes dated February 25, 2015 were presented for approval.

MOTION

It was **moved** by Mr. Hewitt and **seconded** by Dr. Jackson to approve the minutes for the February 25, 2015 Northwest PA Workforce Investment Board meeting as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

- 1. Partners for Performance will forward the 2nd quarter performance report to the WIB.**
Complete
- 2. The Monitoring and Evaluation Committee is charged with determining what information is to be provided on the Title 1 Provider Report.** The committee has accepted this charge, but has not yet determined the information to be provided.
- 3. The CLEOs and WIB Executive Committee will discuss the status of the payback of disallowed costs to the state.** Dr. Miller asked Commissioner Snyder to detail the status of the payback to the WIB. Commissioner Snyder stated that they are trying to recuperate the IP funds and the expected payback (totaling around \$550k) through litigation with RCWE. Also, Ms. Anderson will be contacting the PA Department of Labor and Industry regarding the payback. Mr. Rouch asked for clarification on whether or not the payback will proceed if litigation is successful. Commissioner Snyder confirmed that if litigation is successful, the payback may be made to the state, if requested. If they no longer require it, the funds will be rolled back into the program funding stream.

2014 STATEMENTS OF FINANCIAL INTERESTS

Dr. Miller stated that there are five WIB members who have not turned in their Statements of Financial Interests to Ms. Hamilton at Partners for Performance. She inquired that those members reply promptly as these forms are due to the state on May 1.

FUTURE MEETING DATES

Dr. Miller stated that Partners for Performance have been working with Mr. Hall, the WIB chair for the next program year, regarding the meeting schedule for the rest of 2015. She informed the board to expect to continue to meet bi-monthly for now, meaning meetings will take place in August, October, and December 2015.

STRATEGIC PLANNING RETREAT

Dr. Miller stated that she, Mr. Rouch, Mr. Decker, Ms. Cornish, and Ms. Anderson have had phone conferences with the Center for Regional Economic Competitiveness (CREC) regarding the details

of the retreat. CREC has suggested sending out additional invites to area providers. An agenda will be forthcoming. Dr. Miller suggested that if WIB members are unable to attend the entire retreat, they are still strongly encouraged to attend the portions they are able to.

VOTE ITEM: APPROVAL OF WIOA TITLE 1 RFP AWARD RECOMMENDATIONS

Dr. Miller suggested that anyone who submitted proposals for the WIOA Title 1 Program Services leave the room.

Ms. Foys, Ms. Stuart, Mr. Rouch, and various guests left the room.

Dr. Feroz, chair of the RFP Review Committee, stated that 22 proposals were received and reviewed by the committee, comprised of Ms. Brick, Mr. Clark, Ms. Sherry, Mr. Cardamone, Commissioner Snyder, Commissioner Vanco, and himself. Information identifying the bidding agencies was redacted by PFP and hard copies were delivered to each member for their review. Score sheets were provided and review was requested in advance of an April 10th meeting. At that meeting, the committee discussed the proposals and the members' individual ratings for each proposal. The proposals remained redacted throughout the entire review process, identified only by number and letter designations (1.a., 1.b., 2.a., etc) It was asked how many proposals were submitted for each category. Ms. O'Neil stated that eight proposals were received for Adult/DW, eight received for Youth, and 6 received for Business Services. Commissioner Snyder admitted it was his recommendation to redact the proposals.

Mr. Chevalier asked if PFP was involved in the review process and Commissioner Snyder noted that they were not. Commissioner Snyder also added that there was little differentiation in the individual opinions of the committee members. The board asked for the awarded agencies to be revealed prior to the vote. Commissioner Vanco agreed that it should not affect the vote; Dr. Feroz agreed. The awards are as follows:

- Adult/Dislocated Worker – Erie: GECAC
- Youth – Erie: GECAC
- Business Services – Erie: GECAC
- Adult/Dislocated Worker – Rural: VTDC
- Youth – Rural: VTDC
- Business Services – Rural: Northwest Commission

Dr. Feroz asked the solicitor present, Attorney Ron Susmarski, what process would take place if this recommendation was not accepted today, adding that all the scoring process information was documented at Partners for Performance. Attorney Susmarski offered to ask for clarification, but advised that the recommendation could be sent back to the committee with evidence of a flawed process or bidder, affecting the outcome of the awards. Dr. Jackson asked who bid on each contract, and the rest of the WIB was interested in this information. The bidder information is as follows:

- Adult/Dislocated Worker – Erie: ResCare, Erie Public Schools, GECAC, VTDC
 - Youth – Erie: ResCare, Erie Public Schools, GECAC, VTDC
 - Business Services – Erie: ERCGP, GECAC
 - Adult/Dislocated Worker – Rural: ResCare, GECAC, Keystone Community Education Council, VTDC
- (continued)

Youth – Rural: ResCare, GECAC, Keystone Community Education Council, VTDC
Business Services – Rural: Crawford County Literacy Council, Northwest Commission, GECAC, Keystone Community Education Council

Dr. Jackson asked if a savings was calculated between bidders. Ms. Brick stated that she looked at indirect costs and percentages and the bidders were comparable. The noticeable difference was that one provider offered more fringe benefits, but training percentages were relatively in line. Dr. Miller asked if there was a state indirect cap and Ms. Brick stated that there is no cap defined yet, but that may be different under WIOA. Ms. Brick also noted that administrative costs fall under indirect cost.

Dr. Jackson asked if Partners for Performance was equipped to provide oversight to three agencies and Ms. Anderson replied that they will be. Dr. Miller noted that the committees have been talking about implementing consistent procedures across the sites. Ms. O’Neil agreed and also stated experience gained over the past few years will benefit this process.

MOTION

It was moved by Mr. Decker and seconded by Mr. Nicholson to accept the recommendation of the RFP review committee and recommend it to the CLEOs for approval. A roll call vote was taken:

YES

Mr. Cardamone
Mr. Chevalier
Mr. Clark
Mr. Decker
Dr. Feroz
Dr. Jackson
Mr. Nicholson
Mr. Shaw
Ms. Wallace-Oakley

NO

None recorded

ABSTAINED

Jack Hewitt
Dr. Miller
Ms. Schell

With nine YES votes, zero NO votes, and three abstentions, the motion passed.

Ms. Foys, Ms. Stuart, Mr. Rouch, and various guests reentered the room.

WORKFORCE DEVELOPMENT DISCUSSION

The board discussed workforce development issues the area is currently facing. Mr. Decker stated that the labor pool in the region is too shallow, disenchanting employers who need more employees to continue growth. He also noted that there is no easy way to recruit new residents; a problem he believes will only get worse as time goes on. Mr. Decker stated that a strategy is needed to incentivize skilled workers to bring their families to the region.

Dr. Miller asked for Mr. Kevin Smith’s opinion on the lack of workforce in the region. He echoed Mr. Decker’s concerns, stating that the PA CareerLink[®] does not have the skilled workers that employers need, due to the general lack of available skilled workers in the region. He also noted that regional educators should be working to produce students to meet the needs of the local workforce. Mr. Smith noted that although classes are offered in the region to help train students, many do not complete the course and make it into the workforce.

Mr. Smith also emphasized that manufacturing jobs in the region, dirty or clean, should be sold to those who want to make their lives and the community better, not just to the down and out. The country's opinion of manufacturing jobs needs to change. Helping employers set career pathways for employees was suggested.

Ms. Schell stated that the students in school are often overlooked. These students grow up here and are likely to go into the workforce in the immediate area. Educating students early in their education career, while they are captive audiences, could benefit the region down the road. Mr. Decker and Mr. Hewitt noted that guidance counselors in the local education systems are incentivized to get students to enroll in college. Mr. Shaw also stated that families push their children away from working hard labor jobs. Those students who leave the region to go to school rarely come back to northwest Pennsylvania.

Mr. Rouch stated that he believes most of the money sent to the PA CareerLink®s and the WIB is earmarked for disadvantaged citizens, often with barriers to employment, as opposed to the underemployed. Employers need more workers with existing skillsets looking to advance to the next level. Ms. Beverly Rapp noted that she believes 72% of participants never utilize funding and simply use JobGateway to job search. She also stated that the state's Center for Workforce Information & Analysis has real time information on jobs that are available and Ms. Foy stated that the Northwest Commission has been working on a skills gap analysis.

Mr. Rouch stated that the board needs to be realistic and should define where they are, where they would like to be, and how to fund new initiatives and opportunities in the region. Dr. Miller stated that The Opportunity Act (WIOA) offers funding for more innovative ventures, such as pilot projects. Mr. Clark noted the difficulty in creating a system within a system, referring to the mandated portions of PA CareerLink®. Dr. Miller noted that this was a reason to invite area partners to the Strategic Planning event in May.

COMMITTEE REPORTS

COMMUNICATIONS COMMITTEE

An advance report from the Communications Committee was sent in the WIB meeting packet and is on file at Partners for Performance. No inquiries were made at the WIB meeting.

GOVERNANCE COMMITTEE

No advance report was offered by the Governance Committee as they met recently on April 14. They are offering vote items later in the agenda. No inquiries were made at the WIB meeting.

MONITORING AND EVALUATION

An advance report from the Monitoring and Evaluation Committee was sent in the WIB meeting packet and is on file at Partners for Performance. No inquiries were made at the WIB meeting.

SYSTEM DESIGN AND IMPLEMENTATION

No advance report was offered by the System Design and Implementation Committee as they have not met since the last WIB meeting. No inquiries were made at the WIB meeting.

YOUTH COUNCIL

An advance report from the Youth Council was provided to Partners for Performance, but it was erroneously not included in the WIB meeting packet. It will be sent in a follow-up email to the WIB.

The report is on file at Partners for Performance. No inquiries were made at the WIB meeting, but a related vote item was provided:

VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGE

Ms. O’Neil detailed the vote item which recommends that Ms. Joan Quickle finish Dr. Sam Myers term on the Youth Council, ending May 2017. Dr. Myers resigned due to a commitment concurrent with scheduled Youth Council meetings.

MOTION

It was **moved** by Mr. Cardamone and **seconded** by Mr. Hewitt to accept the Youth Council Membership Change request. All were in favor. **Motion passed and carried.**

Ms. Foys stated that under WIOA, Youth Council is no longer required. As a result, it may change or be disbanded. Mr. Chevalier stated that although it will no longer be mandatory, he does not believe it will be disbanded.

UPDATES FROM PARTNERS FOR PERFORMANCE

PA CAREERLINK® MONITORING CHECKLISTS

Completed PA CareerLink® Monitoring Checklists were provided in advance of the meeting for review and are on file at Partners for Performance.

MONITORING SCHEDULE

Mr. Nottingham stated that monitoring of the PA CareerLink® sites was completed on Monday, April 15 and the checklists have been provided for review, as formal reports are due within 30 days. These reports will be presented to the WIB Monitoring and Evaluation Committee. Dr. Miller stated that Mr. Nottingham is using approved tools and through their usage, he will recommend changes to the tool to the Monitoring and Evaluation Committee.

Mr. Nicholson stated that he had reviewed the reports and noted that perhaps more consistency in training, manuals, and policies across sites will remedy some of the findings. Mr. Nottingham agreed, but suggested that this be a collaborative effort between the PA CareerLink® offices. Ms. Foys stated that there are several findings that need addressed, and Mr. Nottingham agreed, noting that he will indicate these in his formal monitoring summaries of the sites.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

An advance Fiscal Agent Report was provided in the WIB meeting packet and is on file at Partners for Performance. Ms. Brick stated that she is available to answer any fiscal questions, but stated that she has no concerns at all with the current budget. She is developing the 2015-2016 budget and will have it available for approval at the June 24 meeting. In the meantime, committees are encouraged to detail their requests and have them submitted by mid-late May.

The EARN contract is still waiting for money from the period under the previous fiscal agent. The Resource Sharing Agreements are on track and the site administrators are reviewing their budgets for next year. Dr. Miller asked if the state provides the dollar amount for services and Ms. Brick confirmed that they provide a number for each category. Dr. Miller noted that 34% is left in

program, although there is only a quarter left in the year. Ms. Brick stated that any leftover money is allowed to be carried over for up to two years, and she always operates using a “first in, first out” policy when carryovers are involved, which is not uncommon. Ms. Stuart noted that there is often a lot of activity in the last quarter. Commissioner Vanco stated that he appreciates the carry over, as it is an indicator that the WIB is in a much better place than they were under the previous fiscal agent.

WIA TITLE 1 PROVIDER REPORT

An advance WIA Title 1 Provider Report was provided in the WIB meeting packet and is on file at Partners for Performance. Mr. Flanagan noted that the second page of the report has a typographical error and should read “2nd quarter.” He also noted that foot traffic is down 50% compared to what it was at this time two years ago, due to a rise in employment.

WIB POLICY AND PROCEDURE DISCUSSION ITEMS

VOTE ITEM: APPROVAL OF POLICIES AND FISCAL AGENT MONITORING TOOL

SELECTIVE SERVICES POLICY (NEW)

SUPPORTIVE SERVICES POLICY

INDIVIDUAL TRAINING ACCOUNT POLICY

FISCAL AGENT MONITORING TOOL

Mr. Cardamone stated that the Governance Committee met on the day before, April 14 and recommends the above policies and this monitoring tool for approval today. The items were initially reviewed by the Monitoring and Evaluation Committee, who made some recommendations to the Governance Committee. Dr. Miller stated that, in short, the policies have been tweaked to streamline the waiver process, cutting down on individual approvals at meetings.

MOTION

It was moved by Mr. Decker and seconded by Mr. Nicholson to approve the Selective Services Policy, the Supportive Services Policy, the Individual Training Account Policy, and the Fiscal Agent Monitoring Tool as recommended by the Governance Committee. All were in favor. Motion passed and carried.

OTHER BUSINESS

Dr. Miller left the room at this time, and designated the Vice Chair, Dr. Ray Feroz, as chair.

Commissioner Summers stated that it was recently discovered that the Workforce Innovation Fund grant evaluator services proposal submitted by and awarded to Keystone Research Corporation (KSRC) did not meet the minimum percentage requirement of 15%, set by the federal government. By law, 15% of the grant, or \$450k, must be awarded for evaluator services. Keystone Research Corporation’s bid was only \$237.5k. Ms. Brick relayed a conversation with the CLEOs regarding negotiating the KSRC contract, and the CLEOs did not agree that pursuing this course of action would guarantee the WIA could keep the grant, as there were additional issues that were brought to their attention by the US DOL Employment and Training Association. Ms. Brick recommended that the board award the contract to the second-place bidder, IMPAQ, whose proposal was for \$450,039, as the first evaluation report on this grant is due on July 1, 2015.

Mr. Chevalier asked if there were grounds for KSRC to contest such a decision, and Commissioner Summers stated that there are always grounds to contest a decision. Mr. Chevalier asked if there were time

constraints on IMPAQ's proposal, and Ms. Brick stated that there were, but they have already requested for additional language from IMPAQ to hold the price.

MOTION

It was moved by Mr. Decker and seconded by Mr. Cardamone to withdraw the Workforce Innovation Fund grant evaluator services contract award from Keystone Research Corporation and award it to IMPAQ. All were in favor. Motion passed and carried.

Dr. Miller returned to the room at this time and resumed her chair duties.

Mr. Nottingham stated that the RFP for program services for the Workforce Innovation Fund grant is in solicitor review at this point and should be released within the next week.

PRESENTATION – PA REHAB COUNCIL

An educational presentation was given by Passel Helminski and Heidi Tuszyski of the PA Rehab Council. Copies of their annual report were made available to the WIB. A copy of the report is on file at Partners for Performance.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

Dr. Miller thanked Ms. Helminsky and Ms. Tuszyski for their time. She informed the board that this meeting was Ms. Cornish' last meeting with the WIB, as she is retiring. Ms. Cornish thanked the WIB for allowing her to serve as their director and stated that she knows Ms. Anderson will continue to serve them well. The WIB thanked Ms. Cornish for all of her work done with the WIB through Partners for Performance. Ms. Cornish stated that she looks forward to staying in touch.

There being no further business, the meeting was adjourned at 10:32 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance