

NORTHWEST PA WORKFORCE INVESTMENT BOARD MEETING

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

Wednesday, June 24, 2015

8:32 am

ATTENDANCE

Robert A. Cardamone
Mike Chevalier
Tyrone Clark
Dr. Ray Feroz
Felix (Chip) Folletti
Jill Foys
Jason Hall
Charles Heller
Edison Nicholson
Carl Nicolia
Jake Rouch
Linda Schell
Gary Shaw
Joy Sherry
Dionne Wallace-Oakley

ABSENT

Richard Baumcratz
Jim Decker
Jack Hewitt
Dr. Aldo Jackson
Rob Kaemmerer
Matthew McClay
Dr. Joyce Miller
Ryan Ray
Marybeth Reszkowski
Sherry Savoia
Ron Steele
Colleen Stuart

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
Commissioner Butch Campbell, Clarion County
Attorney Ron Susmarski, Acting Solicitor
Rick Cornwell, PA CareerLink®
Janet Gatesman, PA CareerLink®
John Flanagan, VTDC
Jean Burrell, GECAC
Diona Brick, County of Venango
Wil White, CLEO Solicitor
Teresa Swoger, GECAC
Armendia Dixon, Crawford Cty Literacy Council
Caryl Unseld, IU5
Kathy Pagano, Barber Institute
Nancy Sabol, St. Ben's Education Center
Amy Thompson-Smith, Fortis Institute
Matt Crouch, PMI
Dave Zellers, Northwest Commission
Cathy Whitmire, MCRC Erie
Kaylynn Hamilton, Penn State
Pat Campbell, Laurel Technical Institute
Bob Spaulding, Office of Senator Wiley

PPF STAFF

Janet Anderson
Deb O'Neil
Jackie Hamilton
Zach Longstreth

WELCOME/ROLL CALL

Dr. Feroz called the meeting to order at 8:32 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 – APRIL 15, 2015 MEETING

The Northwest PA Workforce Investment Board meeting minutes dated April 15, 2015 were presented for approval.

MOTION

It was **moved** by Mr. Cardamone and **seconded** by Ms. Sherry to approve the minutes for the April 15, 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

There were no action items from the April 15, 2015 meeting.

FUTURE MEETING DATES

The next meeting will take place after July 1, 2015 after which the Workforce Investment Board will become the Workforce Development Board under WIOA. The meeting will be in Warren, PA at 9:30 am at the Holiday Inn on Ludlow Street. Continuing to meet bimonthly, the board will meet again on October 28 at the William J. Douglass, Jr. Corporate Conference Center in Meadville at 8:30 am.

STRATEGIC PLANNING RETREAT

Dr. Feroz stated that he believed the Strategic Planning Retreat was a success thanks to good facilitation and discussion amongst board members, staff, and partners. In his opinion, the retreat was a good use of time and the insight presented by the facilitators was informative. The goals defined by the retreat will be shared later in the meeting.

OTHER UPDATES

Ms. Sherry spoke of the recent visit by PA Labor & Industry Secretary Kathy Manderino, held at Ainsworth. The event was attended by 16 businesses and local WIB staff. Commissioner Summers stated that after the visit, she believes the Secretary has a better understanding of what the Industry Partnerships mean to the Northwest WIA. Ms. Anderson commended Ms. Sherry and Ainsworth for being very accommodating and noted that at a recent meeting she attended in Harrisburg, the event was well received.

WORKFORCE DEVELOPMENT DISCUSSION

Mr. Dave Zellers of the Northwest Commission gave a 15-minute presentation on two regional projects on which the commission has been working. Copies of the reports were provided at the meeting. The reports are available online at:

<http://northwestpa.org/wp-content/uploads/2015/06/NW-PA-Skills-Gap-Analysis-Final-Report-6.10.2015.pdf>

<http://northwestpa.org/wp-content/uploads/2015/06/D2PA-Blueprint-Report-05-28-2015.pdf>

It was asked what should now be done with the information collected. Mr. Zellers stated that legislators, CLEOs, and WIBs should lead the way and share responsibilities in addressing the issues detailed in the

studies. Ms. Anderson added that the current WIB System Design & Implementation Committee would likely be heavily involved in using the information in the reports. She also emphasized that partnerships within the region are key.

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

An advance report from the Governance Committee was sent in the WIB meeting packet and is on file at Partners for Performance. 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

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

YOUTH COUNCIL

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

UPDATES FROM PARTNERS FOR PERFORMANCE

VOTE ITEM: APPROVAL OF WIB MONITORING REPORTS

VOTE ITEM: APPROVAL OF PARTICIPANT FILE FORMAT

Ms. O'Neil stated that Mr. Nottingham has completed the monitoring for the region and is currently embarking on ADA certification of the PA CareerLink® sites. At their last meeting, the WIB Monitoring and Evaluation Committee recommended that the WIB approve the WIB Monitoring Reports and Participant File Formats for ITAs and OJTs. These reports and documents were provided in the packet and are on file at Partners for Performance.

Mr. Chevalier asked if the Social Security Number identifier can be dropped from the Participant File Formats. Ms. Anderson stated that this request was recently brought up at a WIOA Sector Strategies meeting she attended in Harrisburg. The state recognizes the sensitivity of using Personally Identifiable Information, but currently it is the only way to track outcomes within the system of record and that is not likely to change. Mr. Chevalier asked what happens if a client does not provide a Social Security Number. Ms. Schell emphasized that the participant files are internal documents and may not require the Social Security Number, but it is always required in order to track outcomes within the system through aggregate reports on wage records. These documents are kept secure in locked cabinets and/or rooms. The new PA administration has relaxed requirements for full Social Security Numbers for PA CareerLink® clients only receiving core services, but the full number is still needed for intensive services. Ms. Sherry noted that local monitoring can ensure

that files are kept secure. Dr. Feroz acknowledge the privacy concerns with providing Personally Identifiable Information, and stated that perhaps as more research is done at the state and local levels, this issue can be revisited. Ms. Anderson offered to investigate the issue through research with PA Workforce Development Association and the PA Department of Labor & Industry, and she will also review the WIA's local security policy.

MOTION

As it was moved by the WIB Monitoring and Evaluation Committee on June 11, 2015 to recommend the WIB approve the WIB Monitoring Reports and Participant File Formats for ITAs and OJTs as presented, Mr. Nicholson seconded the motion. All were in favor. Motion passed and carried.

****ACTION****

- **Ms. Anderson will investigate the requirement of using Social Security Numbers on participant records through research with PA Workforce Development Association and the PA Department of Labor & Industry, and she will also review the WIA's local security policy.**

STRATEGIC PLANNING RETREAT SUMMARY

Ms. Anderson recounted the Strategic Planning Retreat that was held at the Sheraton Erie Bayfront Hotel on May 1st and 2nd. She noted that the Workforce Investment Board will become the Workforce Development Board under WIOA, starting July 1, 2015. A handout was provided with goals numerated at the retreat, as well as the committee responsible for achieving the goal and the timeframe in which it should happen. This handout serves as the Strategic Plan for the Workforce Development Board and will be emailed to the WIB members. This plan is on file at Partners for Performance.

****ACTION****

- **Ms. Hamilton will send the Workforce Development Board Strategic Plan handout to the WIB members via email.**

Mr. Nicholson referred to the goal: "Develop a soft skills program and implement in the K-8 grades" under Sector Strategies. He asked why a soft skills program should not include those children in the 9th through 12th grades. Ms. Anderson stated that the intent of the goal was not to necessarily stop the program after 8th grade, but that it was important to implement such a program very early in education. Refining of the goals and formulating action items would be the business of the individual committees. Mr. Clark noted that Information Technology should be better used within the WIA. Ms. Anderson stated that the WIB staff has been exploring virtual options for providing services through mobile teams, but it is not likely that one-on-one exposure will be eliminated completely.

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 a recommendation to the CLEOs to approve the presented budget is requested of the board. Once approved, the Fiscal Agent will be able to execute 11 contracts. She noted that the payback to the state for disallowed costs of the previous administration, numbered at \$227k, has been included in the budget. This payback is only allowed to be paid through the admin funding stream and over a three-year term previously proposed by the CLEOs. She also noted that admin funds from the Workforce Innovation Fund Grant, nor WIOA transition activity funds have been included in the budget presented. Ms. Brick also mentioned that the projected carryover for PY 2015-2016 does not include the projected \$75k payback for the year.

Mr. Cardamone asked if the CLEOs are working to recoup the cost of the payback from the previous administration and Ms. Brick answered that litigation is being sought.

MOTION

It was moved by Mr. Cardamone and seconded by Ms. Sherry to recommend for approval by the CLEOs the PY 2015-2016 budget as presented. All were in favor, with the exception of Ms. Foys who abstained. Motion passed and carried.

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. He also noted that foot traffic is down compared to what it was at this time two years ago, due to a rise in employment. The Youth Literacy and Numeracy performance measure was not met in the 3rd quarter, but VTDC projects that the 4th quarter measure will be achieved. He noted that at the end of the program year, five performance measures will be met, and four will be exceeded.

WIB POLICY AND PROCEDURE DISCUSSION ITEMS

VOTE ITEM: APPROVAL OF STRATEGIC PLAN AND COMMITTEE STRUCTURE

Ms. Anderson referred to the Strategic Plan presented earlier in the meeting and asked for the board to approve it.

MOTION

It was moved by Mr. Folletti and seconded by Mr. Shaw to approve the Strategic Plan and Committee Structure as presented. All were in favor. Motion passed and carried.

HIGH PRIORITY OCCUPATION LIST

Ms. Anderson noted that the High Priority Occupation list for the Northwest Workforce Investment Area is due for submission by July 2, 2015. The state does not allow deletions from the list, but any additions or changes must be submitted with proper documentation as soon as possible to be considered for the list submission.

OTHER BUSINESS

County Executive Dahlkemper presented a resolution for approval regarding support of the Lake Erie Quadrangle designation as a National Marine Sanctuary by the National Oceanic and Atmospheric Administration. She stated that the designation would protect the underwater shipwrecks found along the shores and be part of the preservation of the area's heritage pertaining to the lake. As part of the designation, buoys would be placed around shipwrecks and the government would own the space above the lake floor,

which would still be owned by Erie County. County Executive Dahlkemper revisited a trip she took to Alpena City, Michigan, who have the National Marine Sanctuary designation for their bordering waters on Lake Michigan. The designation has provided protected space for school-age kids to hone robotics skills and has become deeply engrained in their culture. Though the site is an hour from the nearest interstate, it had more than 100,000 visitors last year.

The county will be submitting documentation for the designation request in August. If approved, the designation would take up to two years to be completed. Mr. Folletti asked if protecting the waters would impact the Bayfront Connector. County Executive Dahlkemper stated that it would only affect the area where shipwrecks are located, and that at the Alpena site in Michigan, commercial traffic nor fishing were affected by the designation. Ms. Foys noted that she attended a presentation from the Erie County office, and was impressed by the opportunities the designation may afford the area.

MOTION

It was moved by Ms. Sherry and seconded by Ms. Foys to approve the resolution of support as presented in the packet. All were in favor. Motion passed and carried.

Ms. Anderson stated that the staff has been busy with the transition to WIOA. She introduced Zach Longstreth, the intern Partners for Performance has for the summer. He is working on the annual report to be presented at the next meeting in August. Ms. Anderson also informed the board that Ms. Horetsky, Site Administrator for PA CareerLink® Crawford and Warren sites, was let go in May. Currently, she and the operators are working with the state regarding options on how to move forward.

Ms. Anderson mentioned a few pilot programs that she has been involved in to include an effort with Erie Housing Authority and HANDS regarding service delivery to job seekers, an effort with Venango and Erie Counties to formulate a reentry plan, and a grant with Chautauqua Opportunities in Jamestown, New York. She has also been working with the Manufacturers Association and the Erie Chamber to showcase PA CareerLink® at Manufacturing Day.

Ms. Schell shared that the Bureau of Workforce Partners and Operations has appointed a new director: Michael Fleck. He was a previous member of the state's House of Representatives.

REVIEW OF ACTION ITEMS

- 1. Ms. Anderson will investigate the requirement of using Social Security Numbers on participant records through research with PA Workforce Development Association and the PA Department of Labor & Industry, and she will also review the WIA's local security policy.**
- 2. Ms. Hamilton will send the Workforce Development Board Strategic Plan handout to the WIB members via email.**

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance