

**NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING**

Holiday Inn, 210 Ludlow Street, Warren, PA 16365

Wednesday, August 12, 2015

9:38 am

**ATTENDANCE**

Robert A. Cardamone  
Tyrone Clark  
Dr. Ray Feroz  
Jason Hall  
Charles Heller  
Jack Hewitt  
Dr. Aldo Jackson  
Rich Krankota  
Sherry Savoia  
Linda Schell  
Joy Sherry  
Patricia Sweny  
John Wingerter

**ABSENT**

Richard Baumcratz  
Mike Chevalier  
Jim Decker  
Felix (Chip) Folletti  
Jill Foys  
Carl Nicolia  
Marybeth Reszkowski  
Jake Rouch  
Gary Shaw  
Bradley Tisdale  
Caryl Unseld  
Dionne Wallace-Oakley

**GUESTS**

County Executive Kathy Dahlkemper, Erie County  
Commissioner Robert Snyder, Forest County  
Commissioner Bonnie Summers, Venango County  
Commissioner Butch Campbell, Clarion County  
Rick Cornwell, PA CareerLink®  
Janet Gatesman, PA CareerLink®  
Attorney Wil White  
Georgia Del Freo, GECAC  
Kerri Bruce, VTDC  
Colleen Stuart, VTDC  
Greg Flinchbaugh, VTDC  
Susanna Geisey, VTDC  
Diona Brick, County of Venango  
Wil White, CLEO Solicitor  
Matt Crouch, PMI  
Bob Spaulding, Office of Senator Wiley  
Mike Fleck, BWPO  
Deb Lutz

**PFP STAFF**

Janet Anderson  
Deb O'Neil  
Jackie Hamilton  
Zach Longstreth

**WELCOME/ROLL CALL**

Mr. Hall called the meeting to order at 9:38 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 – JUNE 24, 2015 MEETING**

The Northwest PA Workforce Investment Board meeting minutes dated June 24, 2015 were presented for approval.

## **MOTION**

It was moved by Ms. Sherry and seconded by Mr. Cardamone to approve the minutes for the June 24, 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. 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. Ms. Anderson stated that she reached out to the state and that they are working toward a solution. The requirement of SSNs to track job seekers comes from a federal level. The board will be asked to vote on three policies (PII, Privacy, and Confidentiality) later in the meeting and Mr. Nottingham will continue to monitor contractors to make sure sensitive information is kept confidential and secure.
2. Ms. Hamilton will send the Workforce Development Board Strategic Plan handout to the WIB members via email. Complete.

### **NEW BOARD MEMBERSHIP**

Mr. Hall stated that the board composition is slightly different under WIOA due to adjusted sector representation requirements. He stated that Partners for Performance will be organizing multiple orientation sessions for new and returning members alike and more information on that will be forthcoming as it becomes available.

### **BOARD COMMITTEE REQUESTS**

The board's committees will be addressed again later in the meeting.

## **WORKFORCE DEVELOPMENT DISCUSSION**

Mr. Longstreth shared the annual report that he worked on as an intern at Partners for Performance this summer. It will be posted online and sent to the board members. Mr. Longstreth was very gracious for the opportunity to work with Partners for Performance and hopes for a future opportunity. Ms. Anderson thanked Mr. Longstreth for his phenomenal job on the Annual Report and for the other projects he worked with throughout the summer.

## **COMMITTEE REPORTS**

### **COMMUNICATIONS COMMITTEE**

The Communications Committee provided no report in the meeting packet, as it had not met since the last meeting on June 24, 2015.

### **GOVERNANCE COMMITTEE**

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

### **MONITORING AND EVALUATION**

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

## **SYSTEM DESIGN AND IMPLEMENTATION**

The System Design and Implementation Committee provided no report in the meeting packet, as it had not met since the last meeting on June 24, 2015.

## **YOUTH COUNCIL**

The Youth Council provided no report in the meeting packet, as it had not met since the last meeting on June 24, 2015.

## **UPDATES FROM PARTNERS FOR PERFORMANCE**

Ms. Anderson spoke about the new board's committees and provided a handout of proposed committees with their authority and responsibilities. The handout is attached to these minutes as an appendix. The handout was reviewed and Ms. Anderson confirmed that the Youth Council will become a committee. Ms. Stuart voiced her support for the decision, stating that it will be easier to be more inclusive with partners in the committee format. It was explained that the board members will each be asked to serve on at least one committee, and that committees will include board members as well as non-board member partners with an interest and expertise in the subject matter. Ms. Anderson asked if there were any adjustment requests to the committee list at this time.

Dr. Jackson asked if the Individuals with Employment Barriers, Sector Strategies, and System Design and Implementation committees should be combined, and Ms. Anderson stated that they may work together often on the same subject matter, and that smaller committees may work on more specific projects. Mr. Cardamone asked if the bylaws should be amended to address quorum definition in committee meetings, as historically quorum has been difficult to meet for his committee. Ms. O'Neil stated that currently, the bylaws state that a majority of members is a quorum, but once the state amends their Local Plan, the local area will also do so and will revisit the bylaws.

Ms. Anderson continued with the updates from Partners for Performance and stated that the staff has been working with the US Department of Labor on closing the compliance audit, to include the Job Driven National Emergency Grant.

The Advanced Diversified Manufacturing Industry Partnership has been working with West Central WIA on an eight-county, \$500k grant for more staff and more coverage for the industry partnership.

Ms. Anderson visited Chautauqua Workforce Development Board Director, Katie Geise, on the previous day and discussed partnering on various grants and general regionalization.

Ms. Anderson asked the board members to look for a Doodle Poll regarding their availability for the previously mentioned orientation meetings. In the meantime, she handed out a packet of information from a recent "CareerLink 101" training that concisely explains the workforce development system. The handout will be sent to the board members in an email.

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

- **Ms. Hamilton will send a follow up email to all board members to include the annual report, CareerLink 101 training handout, and the committees list. The email will also request committee membership preferences from the board members.**

Ms. Anderson finished her updates with information on a new Site Administrator for Crawford and Warren County PA CareerLink® offices. There are seven candidates remaining and she and the operators hope to conclude the selection process in the new few weeks.

## **PERFORMANCE REPORTS**

### **FISCAL AGENT REPORT**

Ms. Brick referred to the Fiscal Agent Report provided in the packet. The report is on file at Partners for Performance. She stated that \$25k has been charged to the Workforce Innovation Fund Grant through June 30, mainly for the facilitation services. She expects the first invoice (for July) from the contractor providing services soon.

There are some leftover funds from the 2014-2015 budget to help cover July and August expenses in light of a budget impasse at the state level. September may not be covered in full, and the CLEOs are expected to revisit funds in October should a budget not yet be passed.

### **MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Clark to approval the Fiscal Agent Report as presented. All were in favor. Motion passed and carried.**

## **WIOA TITLE 1 REPORTS**

### **GECAC**

An advance WIOA Title 1 Provider Report was provided in the WDB meeting packet and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

### **Northwest Commission**

An advance WIOA Title 1 Provider Report was provided in the WDB meeting packet and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

### **VTDC**

An advance WIOA Title 1 Provider Report was provided in the WDB meeting packet and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

Ms. Stuart stated that she currently has a request in to retain an additional staff member in each the Warren and Oil Region PA CareerLink® offices. She also shared that there are currently 153 youth enrolled in the Summer JAM program in Erie, with 140 employed beyond the work readiness portion of the program. Next year's JAM program in the rural counties, particularly in Clarion and Venango counties, will be funded in part through a United Way grant through Venango County. Currently, there are 10 youth in Venango County and 5 in Clarion County in a Summer JAM pilot. Ms. Stuart stated that there are more employers interested in participating in the program than VTDC has had the opportunity to connect with. The low participation in the rural counties is a recruiting issue, not a funding issue. Dr. Jackson asked how many youth in the Erie JAM program were from the City of Erie versus the county. County Executive Dahlkemper shared that she believed that 43% of youth was from outside of the city.

## **WIB POLICY AND PROCEDURE DISCUSSION ITEMS**

## **VOTE ITEM: APPROVAL OF COMPLIANCE DOCUMENTS**

Ms. O'Neil referred to the vote sheet for the list of compliance documents up for approval:

- Revised Personally Identifiable Information Policy
- Privacy Policy
- Confidentiality Policy
- Revised WDB/PFP Memorandum of Understanding
- Revised WDB/Fiscal Agent Agreement
- Revised WDB Bylaws
- Revised WDB/Operator Agreement
- Program Contractor Monitoring Report
- On-the-Job Training (OJT) Policy Waiver
- Individual Training Account (ITA) Contract Template
- On-the-Job Training (OJT) Contract Template

She detailed that the three policies have been recommended by the Governance Committee, the bylaws have been reviewed by the solicitor, the OJT waiver has been reviewed by the Monitoring and Evaluation Committee, GECAC has been added to the operator agreement, and Workforce Investment Board has been changed to Workforce Development Board throughout, due to the name change under the new legislation.

**It was moved by Dr. Jackson and seconded by Ms. Sherry to approve the compliance documents in the vote item as presented. All were in favor. Motion passed and carried.**

Mr. Cardamone added that the policies that the Governance Committee intends to continually review the approved policies with input from the state, when available.

## **OTHER BUSINESS**

### **WORKFORCE DEVELOPMENT BOARD SOLICITOR**

Mr. Hall stated that the Executive Committee has discussed the topic of board solicitor at recent meetings and wish to recommend to the full board to utilize Attorney Wil White as board solicitor in the future. The current contract with Attorney Grasinger expired on June 30, 2015. Ms. Anderson stated that the CLEOs have also discussed the issue and agree that Attorney Wil White can be used by both the CLEOs and board, and reiterated that the Fiscal Agent solicitor must be a separate person, and he currently is. Ms. Sherry shared that she believes the board will benefit from the continuity of having the same solicitor as the CLEOs as well as Attorney Wil White's expertise in the workforce investment area issues. Commissioner Campbell reminded the board that Attorney White is also solicitor for the Southwest Corner WDB. Mr. Clark asked if there could be any conflict of interest. Commissioner Snyder stated that although Attorney White could not envision such a situation, he believes the solicitor would recuse himself if a conflict of interest did come to fruition.

Dr. Jackson stated that no RFP process was needed for solicitor, as it is a professional service. He asked Ms. Anderson for her recommendation. Ms. Anderson stated she would support a decision to utilize Attorney Wil White as WDB solicitor.

## **MOTION**

**It was moved by Ms. Sherry and seconded by Mr. Wingerter to use Attorney Wil White as the Workforce Development Board solicitor. All were in favor. Motion passed and carried.**

Mr. Cardamone asked what Attorney White's rate is and Ms. Brick stated that it would be no different than the rate previously paid to Attorney Grasinger.

### **OTHER BUSINESS**

County Executive Dahlkemper asked that the board have the opportunity to discuss workforce issues in the region. Dr. Jackson stated he believed the board would benefit from collaborating with the Northwest Commission as the Business Services provider in the rural counties. County Executive Dahlkemper asked if there were any private sector members of the board that would like to voice any workforce issues they are observing and could be addressed. Mr. Wingerter stated that he is experiencing difficulty in finding employees who are not only prepared with tech skills, but with knowledge of how to be a good employee. To his knowledge Erie Institute of Technology is addressing this by adding this information to their curriculum. Mr. Hall stated that he knows Precision Manufacturing Institute requires a uniform and is assessed on attendance and housekeeping in addition to their skill sets. Commissioner Snyder noted that school boards and administrators often concentrate on testing results. Mr. Crouch added that there is a need for primary and secondary educators to implement soft skills programs. He stated that post-secondary institutions prefer to want to give everyone a chance at continuing education, but could benefit from more thorough entrance screenings. Ms. Sherry added that Sector Strategies and Career Pathways committee could address this issue.

Mr. Cardamone stated that the North Central WDB has a program called *Businesses United with Schools* or BUS and it aims to teach common sense and communication skills, as well as parenting skills, to make better future employees. He offered to share a recent presentation with Ms. Anderson.

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

- **Mr. Cardamone will send the *Businesses United with Schools* presentation to Ms. Anderson.**

Mr. Cornwell also stated that the PA CareerLink® system needs to attract and refer higher quality candidates. He also reiterated that lower-wage openings, such as those for nurse aides and telemarketers, are harder to fill due to wages not comparing to services and funds offered by assistance programs.

Ms. Stuart offered to perhaps have the contractors work together to offer soft skills training through the industry partnerships and to look into making it a pre-requisite for ITAs and OJTs. Commissioner Snyder suggested that business services and youth providers should work together to address this issue.

Other issues touched upon were marketing the community, substance and alcohol abuse, and lack of participation in area job search events.

### **EXECUTIVE SESSION**

Ms. Anderson asked for an executive session regarding personnel issues at 11:03 am. All visitors left the room, with exception of Ms. Anderson. The session concluded at 11:45 am.

### **REVIEW OF ACTION ITEMS**

1. **Ms. Hamilton will send a follow up email to all board members to include the annual report, CareerLink 101 training handout, and the committees list. The email will also request committee membership preferences from the board members.**

2. Mr. Cardamone will send the *Businesses United with Schools* presentation to Ms. Anderson.

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 11:45 am.

Respectfully submitted,  
Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance

## WDB Committee Structure – August 2015

Minutes Appendix I

COMMITTEE NAME	MEETING FREQUENCY	RESPONSIBILITY/AUTHORITY
<b>Executive Committee</b>	Monthly or as needed	Authority to act on behalf of the full WDB when necessary; provides oversight to WDB Committees and support to WDB Chair; issue management; strengthens relationships with local economic development; works in conjunction with the fiscal agent to develop the draft LWDB budget and makes recommendations on the LWDB budget that is presented for the full LWDB for final approval
<b>Communications Committee</b>	Quarterly or as needed	Develops and implements regional outreach and communication activities to enhance community awareness and understanding of the system network and its benefits
<b>Governance Committee</b>	Quarterly or as needed	Assists the WDB by focusing on best practices for board development, compliance to WDB bylaws; assists in the review, updating and development of policies and procedures
<b>Monitoring &amp; Evaluation Committee</b>	Quarterly or as needed	Continuously monitors best practices and current trends for innovative approaches and workforce system improvements. Establishes goals and performance measures for the PA CareerLink <sup>®</sup> locations and program contractor(s); Reviews and makes recommendations on program contractor and PA CareerLink <sup>®</sup> performance; ensures quality standards are met
<b>Individuals with Employment Barriers Committee</b>	Quarterly or as needed	Supports/advises the WDB in the establishment and delivery of services to individuals with employment barriers
<b>Sector Strategies &amp; Career Pathways Committee</b>	Quarterly or as needed	Develops sector strategies and career pathway models that align with PA CareerLink <sup>®</sup> services using regional input, including industry partnerships, secondary and post-secondary education programs, and data-driven research from various sources; conducts assessment of current and future economic and demographic trends; develops protocols for increasing awareness of strategic workforce issues; conducts workforce research and labor market analysis to identify and close gaps in local/regional workforce resources
<b>System Design &amp; Implementation Committee</b>	Quarterly or as needed	Supports the WDB in ensuring that the PA CareerLink <sup>®</sup> system is flexible and entrepreneurial and includes a customer satisfaction process and an employer customer service process that is aligned with industry partnerships, as well as ensuring effective employer engagement and business services delivery
<b>Youth Committee</b>	Quarterly or as needed	Supports/advises the WDB in the establishment and delivery of youth services; promotes career pathways and tangible opportunities for youth
<b>Nominating Committee</b>	Annually or as needed	Annually recommends a slate of nominees to the WDB for officer and Executive Committee appointment; annually reviews the PA CareerLink <sup>®</sup> partner member(s) of the WDB