

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Wednesday, October 28, 2015

8:35 am

ATTENDANCE

Richard Baumcratz (call)
Robert A. Cardamone
Mike Chevalier
Tyrone Clark
Jim Decker
Dr. Ray Feroz
Felix (Chip) Folletti
Jill Foys
Charles Heller
Jack Hewitt
Dr. Aldo Jackson
Rich Krankota
Carl Nicolia
Jake Rouch
Linda Schell
Gary Shaw
Patricia Sweny
Bradley Tisdale
Caryl Unseld
Dionne Wallace-Oakley
John Wingerter

ABSENT

Jason Hall
Sherry Savoia
Joy Sherry

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®
Michael Trojanowski, PA CareerLink®
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Maryanne Chaffee, GECAC
Ben Wilson, GECAC
Teresa Swoger, GECAC
Nancy Sabol, St. Benedict Education Center
Carol Brigham, Multicultural Community Resource Center
Matt Crouch, PMI
Armendia Dixon, Crawford County READ Program
Karen Cross, Child to Family Connections
Kathy Pagano, Barber National Institute

PFP STAFF

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton

WELCOME/ROLL CALL

Dr. Feroz called the meeting to order at 8:35 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 – August 12, 2015 MEETING

The Northwest PA Workforce Development Board meeting minutes dated August 12, 2015 were presented for approval.

MOTION

It was **moved** by Mr. Hewitt and **seconded** by Mr. Cardamone to approve the minutes for the August 12, 2015 Northwest PA Workforce Development Board meeting as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

Dr. Feroz noted that Mr. Hall was absent today due to a recent stay in the hospital. He stated Marybeth Reszkowski, of Clarion Industries, resigned from the board due to its time commitment.

Ms. Anderson noted that a new Site Administrator for Warren/Crawford was hired in September. Michael Trojanowski will be based out of Warren, but will be often be present in Meadville. Ms. Anderson also noted that she met with each of the board members individually since the last board meeting to ascertain their expectations for the board and what they hope to accomplish. In an effort to address the need for board member education, Ms. Anderson and Partners for Performance provided updated board member orientation material at three trainings for 15 of 24 board members. Updated material is available on www.nwpawib.org and at board meetings.

Ms. Anderson also stated that staff is looking into opportunities for holding virtual meetings. During this meeting, seating arrangements were changed to accommodate a centrally located conference phone. In the future other options will be explored, like meeting at local PA CareerLink® offices to call in to the board meeting.

REVIEW OF PREVIOUS 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.** Complete.
- 2. Mr. Cardamone will send the *Businesses United with Schools* presentation to Ms. Anderson.** Complete.

BOARD COMMITTEE MEMBERSHIP

Ms. Anderson noted that a document detailing committee membership was sent out the board members with no objection. If any member wishes to change their membership, they should contact PFP as soon as possible. Committee meetings will be scheduled soon, and in the off months between board meetings.

WORKFORCE DEVELOPMENT DISCUSSION

Ms. Anderson suggested discussing the downturn of the economy and its effect on local hiring, as well as opportunities for the board to minimize the impact on a local scale. She noted that Mr. Hall had some great input for this discussion, but was not able to be at the meeting.

A discussion ensued regarding the local effect of the recent downturn in the economy. Though not all sectors are feeling the impact yet, most expect to feel it within the next 12 to 18 months in some form. Some companies are considering hiring freezes, or only hiring to replace essential openings. Those still trying to fill openings expressed difficulty in finding the skills needed for those positions within the region's workforce and admitted to using job posting services like Indeed and Monster, as well as using recruiters and LinkedIn to find candidates in a broader area. This was mostly due to a comfort level with those services and not necessarily a negative view of PA CareerLink® services. The operators asked for feedback on how PA CareerLink® could better serve employers and it was suggested that employers and job seekers alike would be better served if PA CareerLink® sought resumes from outside sources to provide to employers trying to fill openings through PA CareerLink®. Also, the board concluded that more ways need to be identified to keep PA CareerLink® on employers' minds when filling positions.

Dr. Feroz summarized the discussion by noting that the board is charged with finding ways to improve services for the citizens of the workforce investment area by furthering the outreach and excellence of PA CareerLink®.

Ms. Anderson noted that this discussion will be particularly beneficial for the System Design and Implementation Committee.

****ACTION****

- 1. Ms. Anderson will convey this workforce development discussion to the System Design and Implementation Committee in their search for ways to improve the PA CareerLink[®] system.**

COMMITTEE REPORTS

Ms. Anderson referred to the committee membership list and informed the chairs that they can begin to reach out and identify partners that they want to participate in their committees. Participants are unlimited, but voting members should be limited so that the board maintains ample representation on its committees. Mr. Cardamone stated that the Governance Committee has been working well with Ms. Susie Snelick of North Central WDB, so looking to other areas for partner members for committees should be considered.

COMMUNICATIONS COMMITTEE

The Communications Committee provided no report in the meeting packet, as it had not met since the last meeting on August 12, 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

The Monitoring and Evaluation Committee provided no report in the meeting packet, as it had not met since the last meeting on August 12, 2015.

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 August 12, 2015.

YOUTH

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

UPDATES FROM PARTNERS FOR PERFORMANCE

USDOL CORRECTIVE ACTION

Ms. Anderson stated that a corrective action was received from USDOL not long after the last meeting, as anticipated. The corrective action stated that while the state needs to closely monitor the local area, the board needs to regularly monitor their contractors. In addition, training needed to be provided to front line staff on WDB policies 211 and 206 regarding exiting and supportive services, respectively. Three instances of this training have taken place and all required front line staff have completed it.

Ms. Anderson also spoke about a meeting she attended with Deputy Secretary Diane Bosak and staff, County Executive Dahlkemper, Commissioner Summers, and Ms. Brick. The meeting took place at State College and the USDOL corrective action was discussed.

LOCAL DESIGNATION

Ms. Anderson stated that the governor has the authority to designate workforce investment areas. Currently, there are 23 and it is believed that the state is looking to reduce the number of boards for more efficient management. Ms. Anderson noted the Northwest Workforce Investment Area benefits from a sufficient number of education and service delivery providers. There is a lack of transportation services within the area, but there are also no services that lead to other areas. In order to communicate a preference to retain the current area's boundaries, support from the board, education providers, service providers, and local officials will need to be coordinated. Ms. Anderson is aware that federal funding availability will be affected in the future and costs will need to be cut, but this may be done so through more mobile teams, moving away from the bricks and mortar approach. Her recommendation is to remain a separate area, but any feedback from the board is welcome, preferably before the end of the year as the letter is due in March and new CLEOs will be on board in January. A letter of intent has been drafted and details are being added.

Mr. Hewitt suggested that the Executive Committee work with their counterparts in other workforce investment areas and perhaps the CLEOs could do the same. If the state's intent to join the Northwest with another area becomes apparent, the coordination effort could be started early. Commissioner Snyder noted that he is confident that West Central is not interested in merging. Ms. Anderson concurred, and noted that the Northwest has a great working relationship with West Central without being part of the same area. She also noted that she has been working to meet with the Northwest's representative to the PA Workforce Development Board (PWDA), Terry Cavanaugh.

Dr. Feroz asked if there was any opposition to the current approach to maintain the Northwest's current boarders. Mr. Nicolio noted that he did not know enough about the subject matter to harbor opposition. Mr. Rouch noted that while he is not opposed, West Central is a functional workforce investment area and combining areas with them would not be detrimental to area citizens.

OTHER UPDATES

Ms. Anderson noted a few more updates from Partners for Performance. The Workforce Innovation Grant will be transitioning to Phase 2. PFP will be working with Chautauqua County, New York WDB on fatherhood initiative and with West Central WDB on the American Apprenticeship grants. She did not have an update on the Industry Partnership grant submitted with West Central.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick provided a Fiscal Agent Report in the meeting packet. It is on file at Partners for Performance. She noted one change in the report: Available Adult program funds are \$970,363, adjusting the total to \$3,425,976. Ms. Brick noted no concerns and confirmed that a conservative approach to budgeting continues. She continues to talk with her commissioners regarding a plan of action for a continuing budget impasse.

MOTION

It was moved by Mr. Shaw and seconded by Ms. Foy 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.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

VOTE ITEM: APPROVAL OF WDB/CLEO AGREEMENT

This item was previously discussed by the Governance and Executive Committees, and no further discussion was had at the board meeting.

It was **moved** by the Governance Committee and **seconded** by the Executive Committee to approve the WDB/CLEO Agreement as presented. All were in favor. **Motion passed and carried.**

OTHER BUSINESS

VOTE ITEM: APPROVAL OF JD NEG DEOBLIGATION

Ms. Brick noted that she is petitioning the board to move forward with a \$100k Job Driven National Emergency Grant deobligation. It has been difficult to expend the funds from this grant and the state has communicated that other areas are in need. Returning \$100k will leave a remaining \$100k for the program, which poses difficult restrictions on funds such as 27 weeks of unemployment over the last five years, with funds required to be paid out by November 2016. To date, \$35k has been spent. The area still has Rapid Response money, with fewer restrictions, to help those eligible within the area.

MOTION

It was **moved** by Mr. Wingerter and **seconded** by Mr. Cardamone to approve the Job Driven National Emergency Grant Deobligation as presented. All were in favor. **Motion passed and carried.**

With the approval of the CLEOs, Ms. Brick will gather the appropriate signatures and submit the deobligation request.

PWDA WDB SYMPOSIUM

The PWDA WDB Symposium is taking place at the Penn Stater in State College December 7 through 9. Ms. Anderson and Mr. Hall are attending the staff only event on December 7, and board members are welcome to the events on December 8 and 9. Any interested members are encouraged to contact PFP. Registrations are due by November 6, and the room block expires on November 20.

REVIEW OF ACTION ITEMS

- 1. Ms. Anderson will convey this workforce development discussion to the System Design and Implementation Committee in their search for ways to improve the PA CareerLink[®] system.**

ADJOURNMENT

Mr. Cardamone gave the board's thanks to the CLEOs for their leadership, in anticipation that they may not be at the next meeting which takes place after the local elections.

MOTION

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

The meeting was adjourned at 10:06 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance