

## **NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING**

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

Wednesday, December 16, 2015

8:41 am

### **ATTENDANCE**

Richard Baumcraz  
Robert A. Cardamone  
Mike Chevalier  
Tyrone Clark  
Jim Decker  
Dr. Ray Feroz  
Felix (Chip) Folletti  
Jason Hall  
Jack Hewitt (call)  
Dr. Aldo Jackson  
Rich Krankota  
Carl Nicolia  
Jake Rouch  
Linda Schell  
John Wingerter (call)

### **ABSENT**

Jill Foys  
Charles Heller  
Sherry Savoia  
Gary Shaw  
Joy Sherry  
Patricia Sweny  
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  
Commissioner Steve Vanco, Warren County  
Chip Abramovic, Venango County  
Janet Gatesman, PA CareerLink®  
Michael Trojanowski, PA CareerLink®  
Greg Flinchbaugh, GECAC  
Diona Brick, County of Venango  
Teresa Swoger, GECAC  
Nancy Sabol, St. Benedict Education Center  
Meghan Keeley, Northwest Commission  
Lori Burchfield, GECAC  
Georgia Del Freo, GECAC  
Matt Crouch, PMI  
Bev Rapp, DLI-RR  
Bob Spaulding, Office of Senator Wiley  
David Sawtelle, Goodwill  
Attorney Wil White, Solicitor  
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 8:41 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 28, 2015 MEETING**

The Northwest PA Workforce Development Board meeting minutes dated October 28, 2015 were presented for approval.

### **MOTION**

It was **moved** by Mr. Cardamone and **seconded** by Mr. Decker to approve the minutes for the October 28, 2015 Northwest PA Workforce Development 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 convey this workforce development discussion to the System Design and Implementation Committee in their search for ways to improve the PA CareerLink<sup>®</sup> system. Complete.

### **CONFLICT OF INTEREST STATEMENTS**

Mr. Hall stated that there are a remaining five to six members that still need to fill out the required conflict of interest forms for the state board review.

### **COMMITTEE MEETINGS**

Mr. Hall stated that committee meetings are set to begin in January, 2016 and should happen in the months between the bimonthly board meetings.

### **WORKFORCE DEVELOPMENT DISCUSSION**

Following up on the previous workforce development discussion, Mr. Nicolio stated that he has not yet utilized PA CareerLink<sup>®</sup> services to fill a position. Ms. Sweny had investigated the online services and noticed many outdated resumes. This was discussed at the System Design and Implementation Committee meeting and the issue has been assigned to Ms. Schell for further investigation. In the meantime, it was noted that employers are usually better served by requesting assisted searches through PA CareerLink<sup>®</sup> staff so that outdated information can be omitted. Furthermore, future amendment of board policies could help determine the levels of service available to employers without assistance to deliver the best possible product. It was advised by board staff to avoid making changes to current policy until the state and local plans have been finalized and put into place.

Further conversation was had on how to best serve employers searching for talent while also serving all job seekers. Private sector members were encouraged to engage PA CareerLink<sup>®</sup> staff to meet their needs. Employer and job seeker follow up and feedback collection was also discussed, as well as building relationships with employers to refer talent in a timelier manner.

An issue with a GED training provider was brought up. The provider's fees are \$1500 over the \$500 supportive services policy allowance set by the board. This service was previously paid out of WIA Title 1 dollars in the rural counties. Due to reductions in those funds and the age limit for TANF, the request by Warren Forest Higher Ed was denied by the contractor.

### **COMMITTEE REPORTS**

#### **COMMUNICATIONS**

#### **YOUTH**

The Communications and Youth Committees provided no report in the meeting packet, as they had not met since the last meeting on October 28, 2015.

#### **GOVERNANCE**

#### **SYSTEM DESIGN AND IMPLEMENTATION**

An advance report from the Governance and System Design and Implementation Committees were sent in the WDB meeting packet and are on file at Partners for Performance. No inquiries were made at the WDB meeting.

**INDIVIDUALS WITH EMPLOYMENT BARRIERS  
SECTOR STRATEGIES AND CAREER PATHWAYS**

The Individuals with Employment Barriers and Sector Strategies and Career Pathways Committees provided no reports in the meeting packet, as they are new committees and have not met.

**MONITORING AND EVALUATION**

The Monitoring and Evaluation Committee provided no report in the meeting packet, as it had recently met on December 10 and the minutes were not yet complete.

**UPDATES FROM PARTNERS FOR PERFORMANCE**

**PWDA WDB SYMPOSIUM**

The PWDA WDB Symposium took place earlier in December at State College. Three board staff and three board members attended. The upcoming state plan release was discussed at the symposium and several issues arose with expected content in the plan. Ms. Anderson informed the board that it appears the required spending on training will increase over the next three years from thirty to fifty percent. The concerns that arise from these requirements are the impact of the decreased funding for staffing as well as bricks and mortar, and whether trainings offered to meet performance measures will be effective for the clients. Ms. Brick concurred and also noted an expected cut in Title 1 funding. The state plan is expected to be released before the end of the year; Ms. Anderson will keep the board and its committees apprised of the situation to aid in coordinating a response from the region.

**OTHER UPDATES**

Ms. Anderson noted progress in training front line PA CareerLink<sup>®</sup> staff on the board's policies 206 and 211 as part of the Corrective Action required by US DOL. She also informed the board that Core Values planning will be taking place very soon with all front line PA CareerLink<sup>®</sup> employees. These planning sessions should be concluded by mid-January and will be facilitated by Mary Bula. This opportunity was first discussed at System Design and Implementation Committee meetings.

Ms. Anderson stated that the board staff has been working with Ms. Rapp on a Dislocated Worker Grant (DWG) for those individuals who are part of the upcoming layoffs at General Electric Transportation Systems (GETS) in Erie. The grant will help to bring staff and equipment closer to GETS to serve those job seekers through TAA, job search, and training referrals. Seasoned staff will be available to the GETS effort, while newer employees will temporarily fill the seasoned staff's positions at PA CareerLink<sup>®</sup>.

**PERFORMANCE REPORTS**

**FISCAL AGENT UPDATE**

Ms. Brick informed the board that the state has allowed pull down of second increment funds from October and November. However, she expects EARN will still be significantly affected by the continuing budget impasse. She will present a full second quarter report for approval at the February meeting.

**WIOA TITLE 1 REPORTS**

Advance WIOA Title 1 Provider Reports were provided by GECAC and Northwest Commission. These reports were in the WDB meeting packet and are on file at Partners for Performance. No inquiries were made at the WDB meeting.

## **WDB POLICY AND PROCEDURE DISCUSSION ITEMS**

### **VOTE ITEM: APPROVAL OF LOCAL DESIGNATION REQUEST LETTER**

Ms. O'Neil and Ms. Anderson referred to the vote page of this item for further details. The letter has previously been recommended to the board by the Governance and Executive Committees.

**It was moved by the Governance Committee and seconded by the Executive Committee to approve the Local Designation Request Letter as presented. All were in favor. Motion passed and carried.**

### **VOTE ITEM: SUPOPRT FOR THE CLEO DECISION MADE ON AUGUST 12, 2015**

Ms. Anderson referred to the vote page for more information on this item. The intent of this vote is to affirm the decision made in informal conversation within executive session. Mr. Clark noted that he was the lone dissent in that conversation that was referred to the CLEOs in executive session. Ms. Anderson assured the board that at this time, there is no pending litigation on the matter, but that a vote should have been taken after the executive session, prior to the board requesting Ms. Anderson share the board's consensus with the CLEO board to terminate the former service provider. Attorney Wil White, solicitor for the board and CLEOs, supported the request of the vote item and advised no harm in affirming past action.

**It was moved by the Mr. Wingerter and seconded by the Mr. Cardamone to support the CLEO decision to terminate Venango Training and Development Center, without cause, on August 12, 2015 following a recommendation of the board made in an informal discussion. All were in favor, with exception of Mr. Clark. Mr. Nicolia, Ms. Schell, Mr. Rouch, Mr. Chevalier, and Mr. Folletti abstained. Motion passed and carried.**

Mr. Rouch affirmed that the Workforce Development Board is simply an advisory board to the CLEOs. Commissioner Snyder noted that the CLEOs work in concert with the board and look forward to a continued partnership.

## **OTHER BUSINESS**

Ms. Anderson recognized the departing CLEOs: Commissioner Steve Vanco, Commissioner Bonnie Summers, Commissioner Butch Campbell, and Commissioner Jack Lynch. Positive sentiments and numerous memories were shared by all.

Mr. Hall shared that he has accepted an offer of employment at The Rouse Estate in Youngsville to begin before the end of the year. Though he hopes his request to continue on the board is granted by his new employer, he believes he will be expected to concentrate on the demands of his new position and began discussing resigning as chair of the board. Commissioner Vanco noted that he has spoken with the board at The Rouse Estate and they support his current duties on the Workforce Development Board. Mr. Hall was not aware of this information, and tabled the issue of his possible resignation until he has conferred with his new employer.

## **REVIEW OF ACTION ITEMS**

None.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:26 am.

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance