

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Monday, February 1, 2016

8:35 am

ATTENDANCE

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

ABSENT

Richard Baumcratz
Tyrone Clark
Sherry Savoia
Patricia Sweny

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Wayne Brosius, Clarion County
Commissioner John Amato, Crawford County
Commissioner Ben Kafferlin, Warren County
Commissioner Chip Abramovic, Venango County
Janet Gatesman, PA CareerLink®
Michael Trojanowski, PA CareerLink®
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Nancy Sabol, St. Benedict Education Center
Georgia Del Freo, GECAC
Ben Wilson, GECAC
Matt Crouch, PMI
Bev Rapp, DLI-RR
Bob Spaulding, Office of Senator Wiley
Kathy Pagano, Barber National Institute
Lance Hummer, Keystone Cmty Education Cncl

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 – DECEMBER 16, 2015 MEETING

The Northwest PA Workforce Development Board meeting minutes dated December 16, 2015 were presented for approval.

MOTION

It was moved by Mr. Nicolia and seconded by Mr. Hewitt to approve the minutes for the December 16, 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

There were no action items from the last meeting.

OTHER UPDATES

Mr. Hall reminded the board members that some orientation materials have been updated, and that those updates were provided with their name tags. The local designation request letter was sent after the last meeting, and the state confirmed receipt of the request. No further information on designation decisions is available at this time. The date of the next meeting is not yet set, but is expected to be later in April, to coincide with a follow-up visit from US DOL.

UPDATES FROM PARTNERS FOR PERFORMANCE: WIOA COMBINED STATE PLAN

Ms. Anderson presented on a number of comments that have been prepared to submit to the state as the board's public comment on the WIOA Combined State Plan. A flyer on the impact of proposed WIOA Title 1 minimum training thresholds was also provided. These documents are on file at Partners for Performance. Additionally, Ms. Anderson shared information on the regional plan submission process. The regional plan will be submitted with the local plans from both the Northwest and West Central Workforce Development Areas. A committee of board members from both areas will be formed to determine a consultant to draft the regional plan. WIOA transition funds will be allowed to cover this cost, which will be shared by both boards.

WORKFORCE DEVELOPMENT DISCUSSION

The Workforce Development Discussion agenda item was spent discussing WIOA Combined State Plan comments. Many concerns remain including how to fund industry partnerships, serve the entire population of job seekers regardless of employment barriers, properly serve OVR clients, effectively reach youth, maintain confidentiality of client information, and decrease overhead costs. There were no additions made to the proposed comments.

****ACTION****

- **Ms. Anderson will submit the comments for the state plan as outlined in the presentation.**

The board was reminded that comments were due by the end of the day. Previously, a web page on the WWW.NWPAWIB.ORG website was set up to outline submission instructions and comments. Those commenting were encouraged to CC the board staff at participate@nwpawib.org.

COMMITTEE REPORTS

It was noted that the Nominating Committee will begin to meet early next year to determine a slate of officers for Program Year 2016-2017. Per the board's bylaws, this must be presented for approval no later than April 15 of each year. Given the timing of the next meeting and it coinciding with the release of local and regional plans for comment, the vote may be requested from the Executive Committee, who may act on behalf of the board.

COMMUNICATIONS

GOVERNANCE

MONITORING AND EVALUATION

SECTOR STRATEGIES AND CAREER PATHWAYS

YOUTH

An advance report from the Communications, Governance, Monitoring and Evaluation, and Sector Strategies and Career Pathways Committees were sent in the WDB meeting packet and are on file at

Partners for Performance. The Youth Committee report was provided at the meeting 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 recently met on January 20 and the minutes were not yet complete.

INDIVIDUALS WITH EMPLOYMENT BARRIERS

The Individuals with Employment Barriers Committee met on January 14, but did not provide a report for the packet.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick provided a Fiscal Agent Report in the meeting packet and it is on file at Partners for Performance. She noted that implementation of the Workforce Innovation Fund (WIF) grant has progressed to Phase 2. Ms. Anderson added that staff hopes to be able to break out the WIF participants in the new performance measures and is seeking clarification on the matter from the state.

MOTION

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

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

There was no business to discuss under WDB Policy and Procedure Discussion Items.

OTHER BUSINESS

The Core Values process was completed by Mary Bula with PA CareerLink® front line staff, without management input. The resulting core values were provided in a list to the board. This list is on file at Partners for Performance. The information will be rolled out to staff later in the week.

The Ice House facilitation effort introduced at the last board meeting continues to move forward. Currently, four pilots are planned in Erie: recent layoffs from GETS, Erie County Employees, Mercyhurst Students, and Perseus House Students. Sessions include three-day boot camps, and full six to eight week sessions. More sessions will be held in September.

Ms. Anderson noted that she and Mr. Nottingham recently attended monitoring training in Harrisburg and provided all front line staff with training on policies 206 and 211 as required by the corrective action plan issued by the federal monitor in July. They will also be attending SMART Financial Grant Management training in Philadelphia later this month. This was strongly encouraged by the state monitor. The federal monitor will complete a follow up site visit sometime in April.

REVIEW OF ACTION ITEMS

1. Ms. Anderson will submit the comments for the state plan as outlined in the presentation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:07 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance