

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

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

Friday, April 29, 2016

8:35 am

### **ATTENDANCE**

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

### **PPF STAFF**

Janet Anderson  
Deb O'Neil  
Brian Nottingham  
Jackie Hamilton

### **WELCOME/ROLL CALL**

Mr. Hall 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 – FEBRUARY 1, 2016 MEETING**

The Northwest PA Workforce Development Board meeting minutes dated February 1, 2016 were presented for approval.

### **MOTION**

It was **moved** by Ms. Sherry and **seconded** by Ms. Foys to approve the minutes for the February 1, 2016 Northwest PA Workforce Development Board meeting as presented. All were in favor. **Motion passed and carried.**

### **ABSENT**

Richard Baumcraz  
Charles Heller  
Rich Krankota  
Sherry Savoia

### **GUESTS**

County Executive Kathy Dahlkemper, Erie County  
Janet Gatesman, PA CareerLink<sup>®</sup>  
Michael Trojanowski, PA CareerLink<sup>®</sup>  
Greg Flinchbaugh, GECAC  
Georgia Del Freo, GECAC  
Ben Wilson, GECAC  
Teresa Swoger, GECAC Adult Education  
Carol Brigham, Multicultural Resource Center  
Kathy Pagano, Barber National Institute  
Dr. Armenda Dixon, Crawford Cty READ Pgm  
Ann Knott, Crawford Cty READ Prgm  
Nancy Sabol, St. Benedict Education Center  
Lance Hummer, Keystone Cmty Education Cncl  
Megan Ingram, Thomas P. Miller & Associates  
Diona Brick, County of Venango

## **UPDATES FROM THE CHAIR**

### **REVIEW OF PREVIOUS ACTION ITEMS**

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

### **STATEMENTS OF FINANCIAL INTEREST**

Mr. Hall noted that Statements of Financial Interest are due to the board staff prior to May 1, 2016. Currently, there are only two outstanding forms and those board members were encouraged to complete this form and submit it prior to the deadline.

### **WORKFORCE DEVELOPMENT DISCUSSION**

Ms. Megan Ingram of Thomas P. Miller & Associates gave a short presentation on the Greater Oh-Penn Manufacturing Apprenticeship Network. The grant-funded effort reimburses training costs for new and existing apprenticeship programs. A handout was available at the meeting and is on file at Partners for Performance. Ms. Sherry is successfully using the program at Ainsworth Pet Nutrition. Further inquiries on the effort should be directed to Ms. Megan Ingram at 330-953-7392 or [mingram@tpma-inc.com](mailto:mingram@tpma-inc.com). More information can be found at [www.industryneedsyou.com](http://www.industryneedsyou.com). Several action items came from the discussion.

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

- **County Executive Dahlkemper suggested an article on the Greater Oh-Penn Manufacturing Apprenticeship Network be featured in the Erie Times-News. Her staff and Ms. Ingram will coordinate the effort.**
- **County Executive Dahlkemper noted that a new local television program called “Made in AmERica, Made RIGHT Here” might welcome a segment on the Greater Oh-Penn Manufacturing Apprenticeship Network. Her staff and Ms. Ingram will contact Jet 24/Fox 66/YourErie.com about the program.**
- **Ms. Anderson will pull together a group to meet at the Manufacturers and Business Association in June to discuss promoting the Greater Oh-Penn Manufacturing Apprenticeship Network in the Northwest Workforce Development Area.**

### **LOCAL AND REGIONAL PLAN DISCUSSION**

Ms. Anderson detailed the timeline for implementation of the Workforce Innovation and Opportunity Act, using a projected slide that is on file at Partners for Performance. Most importantly, she noted that the final regulations have not yet been released, prompting this year’s Local and Regional Plans to be one-year transitional plans. Final regulations are expected sometime between June and September 2016.

The Executive Committee voted to release the plans for public comment on April 25. The Governance Committee also reviewed the plan drafts. Mass emails were sent to partners and stakeholders, along with postings to our website, informing them of the comment period, concluding May 24 at 4:00 pm. Three listening sessions will also be held around the region on May 13. The plans are due by June 2 and both Northwest and West Central’s Local Plans will be submitted with the joint Regional Plan; however, the area submitting has not yet been defined.

Mr. Decker asked about the flexibility allowed by the newer legislation and Ms. Anderson answered that though the performance measures must be followed, the manner in which the area meets them is open for innovation. She spoke about the Mobile PA CareerLink® effort and how it enforces the need for good partnerships with area organizations serving the same clients. A pilot program was run with St. Benedict Education Center recently and a few issues were identified that need to be worked out; however, that was expected with a new program.

Going forward, front line staff will need more in-depth training on the mobile effort and how to implement it through establishing partnerships as well as the differences between serving clients in the home office and off-site. Ms. Sabol also noted that clients must be treated on a case by case basis as everyone has a different background. Better coordination will be needed so that case workers are prepared for the clients they are scheduled to meet with. The program will continue to move forward with a cross-training program between the staffs of the PA CareerLink<sup>®</sup> and the partner. Specific actions for improvement and change will be noted at thorough debriefs so that the program continues to improve.

**VOTE ITEM: RATIFY THE RELEASE OF THE LOCAL AND REGIONAL PLANS FOR PUBLIC COMMENT**

The Local and Regional Plan drafts posted for public comment on April 25 were provided in the meeting packet and are on file at Partners for Performance.

**MOTION**

It was **moved** by Mr. Wingerter and **seconded** by Ms. Schell to ratify the release of the Local and Regional Plans for public comment. All were in favor. **Motion passed and carried.**

**VOTE ITEM: AUTHORIZE THE EXECUTIVE COMMITTEE TO TAKE ACTION ON BEHALF OF THE WORKFORCE DEVELOPMENT BOARD TO SUBMIT THE LOCAL AND REGIONAL PLANS AS REQUIRED**

In addition to the previous discussion, Ms. Anderson asked for volunteers for a Local Plan Comment Review Committee to contact her. This approach to comment review follows the state board's Local Plan process. This committee will ideally consist of board members and CLEOs. Knowing that this committee will be reviewing comments, it is her hope that it will reduce the amount of non-substantive comments received on the Plan.

The board was asked to consider formally authorizing the Executive Committee to vote to submit the Local and Regional Plans due to the deadline of June 2 being before the next board meeting.

**MOTION**

It was **moved** by Ms. Sweny and **seconded** by Ms. Wallace Oakley to authorize the Executive Committee to take action on behalf of the Workforce Development Board to submit the Local and Regional Plans as required. All were in favor. **Motion passed and carried.**

**COMMITTEE REPORTS**

Ms. Anderson noted that it has been difficult to achieve quorum at committee meetings and reminded board members that they are permitted to call in to these meetings to avoid travel time.

**COMMUNICATIONS**

**GOVERNANCE**

**INDIVIDUALS WITH EMPLOYMENT BARRIERS**

**MONITORING AND EVALUATION**

**SECTOR STRATEGIES AND CAREER PATHWAYS**

**YOUTH**

An advance report from the Communications, Governance, Individuals with Employment Barriers, Monitoring and Evaluation, Sector Strategies and Career Pathways, and Youth Committees were sent in the WDB meeting packet and are on file at Partners for Performance. No inquiries were made at the WDB meeting. Ms. Anderson added that since the recent US DOL site visit ended favorably, she charges the Communications Committee with coordinating a rebranding effort now that the area is

compliant. Anyone outside of the committee wanting to take part is encouraged to contact Partners for Performance.

**\*\*ACTION\*\***

**The Communications Committee will coordinate a rebranding effort for the Workforce Development Area.**

**SYSTEM DESIGN AND IMPLEMENTATION**

The System Design and Implementation Committee provided no report in the meeting packet.

**\*\*ACTION\*\***

**Ms. Hamilton will send the draft System Design and Implementation Committee minutes from the last meeting to the board.**

**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 all WIOA Title I funds are two-year contracts with the exception of TANF. All TANF money must be spent prior to the end of the program year or it will be returned to the state. The last page of the report was a snapshot of available money as of March 30, as requested by the Communications Committee. Mr. Decker noted that he thought a narrative for the numbers would be beneficial. Ms. Wallace Oakley added that a definition page should be included in every Fiscal Agent Report. Mr. Clark stated an allocation of funds per client could be useful. Mr. Nottingham noted that the snapshot might combine well with the Metrics that Matter tool he has been working on.

**\*\*ACTION\*\***

**Ms. Brick will work with Mr. Nottingham to improve the snapshot.**

Additionally, Ms. Brick has been working with the Site Administrators and Ms. Anderson on the 2016-2017 budgets.

Mr. Decker asked about the status of the offset. Ms. Brick reported that the first year's installment has been paid from admin dollars, as required. She has been working with Ms. Anderson to incorporate the offset payment into the budgets, but the CLEOs have been made aware of their county shares if complete incorporation of the offset is not possible. Dr. Feroz asked about the litigation process and Ms. Brick reported that the discovery phase is complete.

**MOTION**

**It was moved by Mr. Decker and seconded by Ms. Sherry 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.

**RAPID RESPONSE REPORT**

An advance Rapid Response Report was provided by Ms. Bev Rapp. This report was in the WDB meeting packet and is on file at Partners for Performance. Ms. Schell noted that she has differing information than this report and believes it could be improved. She will work with Ms. Rapp and Mr. Wilson to improve the report format going forward.

**\*\*ACTION\*\***

- **Ms. Schell will work with Ms. Rapp and Mr. Wilson to improve the Rapid Response Report, and the report date will be included in the future.**

**WDB POLICY AND PROCEDURE DISCUSSION ITEMS**

**VOTE ITEM: RATIFICATION OF THE APPROVAL OF THE SLATE OF OFFICERS**

Ms. Wallace Oakley reported as Chair of the Nominations Committee. The committee met several times to select officers for the Executive Committee and those on the final slate have agreed to serve. Ms. Wallace Oakley thanked the Nominations Committee for their work and support. As the WDB Bylaws state that the slate must be selected prior to April 15, the Executive Committee voted to accept the proposed slate. In solidarity, the full board was asked to ratify that vote. The slate is presented as follows:

Chair – Joy Sherry – Crawford  
First Vice – John Wingerter – Erie  
Second Vice – Dr. Ray Feroz – Venango  
Secretary – Bob Cardamone – Clarion  
Treasurer – Jim Decker – Warren  
County Representative – Jill Foys – Forest

**MOTION**

**It was moved by Ms. Schell and seconded by Mr. Nicolia to ratify the approval of the slate of officers as presented. All were in favor. Motion passed and carried.**

**VOTE ITEM: APPROVAL OF THE UPDATED WDB PRIORITY OF SERVICE POLICY**

Ms. O’Neil stated that the state requested an updated WDB Priority of Service Policy no later than March 23. The Governance Committee reviewed and recommended the policy at their March 17 meeting and the policy was submitted to meet the state’s deadline. The Executive Committee subsequently reviewed and recommended the policy at their April 25 meeting.

**MOTION**

**It was moved by the Governance Committee and seconded by Executive Committee to approve the updated WDB Priority of Service Policy as presented. All were in favor. Motion passed and carried.**

**VOTE ITEM: APPROVAL OF THE PA CAREERLINK PARTNER AGREEMENT**

Ms. O’Neil stated that the PA CareerLink® Partner Agreement is due to the state by July1, 2016 with all partner signatures. The Governance Committee and the Executive Committee have both reviewed and recommended the agreement for approval. The Governance Committee included four amendments which are included in the version of the agreement presented for approval.

**MOTION**

**It was moved by Mr. Rouch and seconded by Ms. Sherry to approve the PA CareerLink Partner Agreement as presented. All were in favor. Motion passed and carried.**

## **UPDATES FROM PARTNERS FOR PERFORMANCE**

### **COMMITTEE DISCUSSION: TRANSITION YEAR**

Ms. Anderson stated that much of the work of the board takes place at the committee level. Lately, it has been difficult to get a quorum at these meetings, holding up progress. In the upcoming transition year, it is important that members answer meeting invites promptly and do their best to make time to call in to the meetings.

### **US DOL SITE VISIT UPDATE**

Ms. Anderson stated that she learned at the US DOL visit debrief that it appears the contractor has overcorrected the previously identified issues. The official report is still incoming, but Ms. Anderson expects no surprises on the report and that the Northwest Workforce Development Area is in compliance.

### **ICE HOUSE FACILITATOR**

Ms. Anderson provided an update on Ice House Facilitation. Almost 20 facilitators have been trained throughout the region, though mostly in Erie County, through grant funds. In exchange for their registration fee, these facilitators agree to facilitate two sessions per year, without charge. Additional grant funds are being sought to fund additional facilitators in the rural counties. The next facilitator session will be in Erie in September; however, training will be available in Cleveland this summer.

Ms. Anderson noted that about 100 individuals affected by the GE layoff signed up for Ice House Training, and 20 signed up for the first available session. Although only 10 showed, the training is considered successful and positive feedback has been received. Dr. Feroz noted that Mobile PA CareerLink<sup>®</sup> staff would likely benefit from this training. County Executive Dahlkemper also emphasized the importance of this training and suggested that all board members and meeting guests be invited to the keynote speaker in September.

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

- **All board members and meeting guests will be invited to the Ice House keynote speaker event in September.**

### **OTHER UPDATES**

Ms. Anderson provided an update on the Strategic Innovation Grant. The grant is being used to implement the Mobile PA CareerLink<sup>®</sup> effort. Laptops will be secured for offsite delivery of services and a staff member will be added to coordinate the effort with Mr. Nottingham.

An update was provided on the GETS Dislocated Worker Grant. The request has been approved and the money is expected to arrive in another two weeks. No funds have been expended as an NOO has not yet been received. Funds will cover staffing and a site dedicated to handling those affected by the GETS layoffs.

### **OTHER BUSINESS**

Important upcoming dates were shared:

- PA CareerLink<sup>®</sup> - Warren County Open House – May 12, 1 pm to 6 pm
- WIOA Conference (presented by the Crawford County Community Council) – May 12, 1:30 pm

Ms. Anderson shared a site comparison for PA CareerLink® - Erie County, comparing proposals from North Gate Commons and a modified space at the current site, owned by RCWE. It was noted that current utility figures had not been provided nor had mechanicals been included in the proposal. This might skew the cost savings of a move to another location. In addition to a lower cost, advantages of moving to North Gate Commons include better parking, a more central location, near reputable company (UPMC Urgent Care), a long-term stable lease in a smaller space (with an out-clause for funding changes), and distance from RCWE and litigation. Other disadvantages to be considered are the state staff's requirement of CAT6 connections, moving the aging IT system, and the additional time needed for a build out. Ms. Brick noted that \$100k in moving costs was included in the RSA budget ending June 30, 2016. Ms. Anderson asked the board to consider voting on a site in order to give prompt notice to the current land lord. If late notice is given, the rent will increase by 15% and parking will be lost. Ms. Schell noted that the decision is ultimately the CLEOs, as the Workforce Development Board cannot enter a lease, but they prefer to act in concert with the board.

#### **MOTION**

**It was moved by Ms. Sherry and seconded by Dr. Jackson to recommend to the CLEOs the North Gate Commons Site as the new site for PA CareerLink® - Erie County, provided the variances still unknown do not drive the cost over \$16.96 per square foot. If so, the board asked for a new vote to be considered electronically. All were in favor. Motion passed and carried.**

Additional votes on extending the current lease to allow time for due diligence and a build out were attempted, but due to the expanded time of the meeting, quorum was lost. Those present decided to share the consensus of moving PA CareerLink® - Erie County to North Gate Commons, provided the CLEOs do due diligence to retrieve the additional information on utilities and mechanicals, and any variances do not drive the cost up over the modified RCWE site. Notice should not be given to the current land lord without a new lease being in place.

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

- **Ms. Anderson will relay the consensus of the board to the CLEOs: Move to PA CareerLink® - Erie County site to North Gate Commons, provided the utility and mechanical information does not drive the cost up over the modified RCWE space. Notice should not be given to the current land lord without a new lease being in place.**

#### **REVIEW OF ACTION ITEMS**

- 1. County Executive Dahlkemper and her staff along with Ms. Ingram will contact the Erie Times-News about printing an article on the Greater Oh-Penn Manufacturing Apprenticeship Network.**
- 2. County Executive Dahlkemper and her staff along with Ms. Ingram will contact Jet 24/Fox 66/YourErie.com about a new local television program called "Made in AmERica, Made RIGHT Here" covering the Greater Oh-Penn Manufacturing Apprenticeship Network.**
- 3. Ms. Anderson will pull together a group to meet at the Manufacturers and Business Association in June to discuss promoting the Greater Oh-Penn Manufacturing Apprenticeship Network in the Northwest Workforce Development Area.**
- 4. The Communications Committee will coordinate a rebranding effort for the Workforce Development Area.**
- 5. Ms. Hamilton will send the draft System Design and Implementation Committee minutes from the last meeting to the board.**
- 6. Ms. Brick will work with Mr. Nottingham to improve the snapshot.**
- 7. Ms. Schell will work with Ms. Rapp and Mr. Wilson to improve the Rapid Response Report, and the report date will be included in the future.**

8. All board members and meeting guests will be invited to the Ice House keynote speaker event in September.
9. Ms. Anderson will relay the consensus of the board to the CLEOs: Move to PA CareerLink® - Erie County site to North Gate Commons, provided the utility and mechanical information does not drive the cost up over the modified RCWE space. Notice should not be given to the current land lord without a new lease being in place.

**ADJOURNMENT**

Although a quorum was not present, a vote was still held to adjourn the meeting.

**MOTION**

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

The meeting was adjourned at 10:34 am.

Respectfully submitted,  
Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance