

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, June 10, 2016

8:36 am

ATTENDANCE

Robert A. Cardamone
Tyrone Clark
Jim Decker
Felix (Chip) Folletti
Jill Foys
Jason Hall
Rich Krankota
Jake Rouch
Linda Schell
Patricia Sweny
Bradley Tisdale
Caryl Unseld
Dionne Wallace-Oakley
John Wingerter

ABSENT

Richard Baumcratz
Mike Chevalier
Dr. Ray Feroz
Charles Heller
Jack Hewitt
Dr. Aldo Jackson
Carl Nicolia
Sherry Savoia
Gary Shaw
Joy Sherry

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Wayne Brosius, Clarion County
Commissioner John Amato, Crawford County
Commissioner Chip Abramovic, Venango County
Commissioner Ben Kafferlin, Warren County
Commissioner Robert Snyder, Forest County
Janet Gatesman, PA CareerLink®
Rick Cornwell, PA CareerLink®
Maryanne Chaffee, GECAC
Georgia Del Freo, GECAC
Ben Wilson, GECAC
Claritha Meyers, GECAC
Diona Brick, County of Venango
Kathy Pagano, Barber National Institute
Lance Hummer, Keystone Cmty Education Cncl
Nancy Sabol, St. Benedict Education Center

PFPP STAFF

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton
Ashley Schenker
Ted Kobierski

WELCOME/ROLL CALL

Mr. Hall called the meeting to order at 8:36 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 – APRIL 29, 2016 MEETING

The Northwest PA Workforce Development Board meeting minutes dated April 29, 2016 were presented for approval.

MOTION

It was **moved** by Ms. Foys and **seconded** by Mr. Cardamone to approve the minutes for the April 29, 2016 Northwest PA Workforce Development Board meeting as presented. All were in favor. **Motion passed and carried.**

At this time, Mr. Hall noted that it is anticipated that several board members will need to leave early, so vote items will be moved to the front of the agenda.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick provided a Fiscal Agent Report, which serves as the budget for the 2016-2017 program year, in the meeting packet and it is on file at Partners for Performance. She stated that PA CareerLink® costs are up 15% and formula dollars have been cut between 17% and 19%. Ms. Brick noted that the budget includes the offset payment, but the legal costs line item has decreased by \$3k and the professional services line item is also low, as any instances should be covered by grant funds. The salary and benefit line increase is due to a change in the Fair Labor Standards Act and a small cost of living raise.

MOTION

It was moved by Mr. Wingerter and seconded by Mr. Cardamone 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.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

VOTE ITEM: RATIFICATION OF THE APPROVAL OF ALL MONITORING REPORTS

Ms. Anderson stated that the Monitoring Reports were reviewed by the Monitoring and Evaluation Committee, and the Executive Committee voted to release the reports at their meeting on May 26, 2016 in the interest of releasing them to the contractor in a timely manner.

MOTION

It was moved by the Monitoring and Evaluation Committee and seconded by the Executive Committee to Approve All Monitoring Reports. All were in favor. Motion passed and carried.

VOTE ITEM: APPROVAL OF CONTRACT EXTENSIONS FOR TITLE I PROVIDERS

Ms. Anderson stated that in this transition year of innovation, changing contractors would be a difficult process to undergo. The current contracts with GECAC and the Northwest Commission include the option to extend the contract by one year.

MOTION

It was moved by Mr. Decker and seconded by Ms. Unsel to approve the one-year contract extensions for GECAC and the Northwest Commission. Mr. Cardamone abstained. All others were in favor. Motion passed and carried.

Mr. Decker asked to withdraw his motion to approve the one-year contract extensions for GECAC and the Northwest Commission, as his employer is subcontracted under a business services contract.

MOTION

It was moved by Ms. Schell and seconded by Mr. Tisdale to remove Mr. Decker's motion from the record. All were in favor. Motion passed and carried.

MOTION

It was moved by Mr. Wingerter and seconded by Ms. Unsel to approve the one-year contract extensions for GECAC and the Northwest Commission. Mr. Cardamone, Ms. Foys, and Mr. Decker abstained due to a conflict of interest. All others were in favor. Motion passed and carried.

Mr. Rouch asked if there will be RFPs released next year and Ms. Anderson replied that they are required to go out next year as only one extension is allowed in the current contracts.

VOTE ITEM: APPROVAL OF HPO LIST FOR SUBMISSION

Ms. Anderson noted that there are no petitions to add any occupations to the High Priority Occupation (HPO) List for the Northwest region. Occupations are not removed from the list.

MOTION

It was moved by Mr. Cardamone and seconded by Mr. Rouch to approve the submission of the HPO list to the state as presented, as required. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS 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.** County Executive Dahlkemper stated that this effort is underway.
- 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.** County Executive Dahlkemper stated that this effort is underway.
- 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.** The predetermined meeting at the Manufacturers and Business Association is on June 28. Ms. Hamilton passed around a flyer for the event.
- 4. The Communications Committee will coordinate a rebranding effort for the Workforce Development Area.** The Communications Committee continues to collaborate on this effort.
- 5. Ms. Hamilton will send the draft System Design and Implementation Committee minutes from the last meeting to the board.** Complete.
- 6. Ms. Brick will work with Mr. Nottingham to improve the snapshot.** Ms. Brick and Mr. Nottingham plan to meet in July to combine their data and financials.
- 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.** Ms. Schell noted that this will be an ongoing effort.
- 8. All board members and meeting guests will be invited to the Ice House keynote speaker event in September.** An invitation to the event will be sent when it is available.
- 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. Complete. The lease is not yet signed, as it is undergoing intense solicitor review. Ms. Anderson expects this task to be complete in the near future.

WORKFORCE DEVELOPMENT DISCUSSION

Ms. Foys started a discussion on how to reach, retain, and market to out-of-school youth as WIOA regulations require 75% of youth funding to be spent on that demographic. Out-of-school youth is defined as 18 to 24 years old and no longer in school. Utilizing social media was suggested, specifically Instagram and Twitter as Facebook has evolved to be used by older demographics (however, parents of this demographic may see information on Facebook). Board members asked for examples of a profile for someone who may be covered by the out-of-school descriptor. Examples offered were those with a barrier to employment, someone who dropped out of high school or college, and an unemployed college graduate. It was determined that better partnerships need to be established with schools in an effort to inform all students of PA CareerLink® services before they drop out or graduate. This particular demographic seeks information from their peers. Additionally, establishing meaningful partnerships with programs that serve the same group was suggested. The Mobile CareerLink effort seeks to do this and co-enroll those clients in PA CareerLink® services.

The out-of-school youth demographic responds very well to one-on-one mentoring. These relationships can be started at the guidance counselor office or at programs like Summer JAM and Ice House Entrepreneurial Mindset. Per Northwest LWDA youth program funding levels, approximately \$900,000 would need to be spent on OSY to remain compliant with the 75% minimum expenditure requirement. It was also noted that if youth are enrolled in services while they are still in school, they will be in the in-school youth funding stream for the duration of their time in the program.

****ACTION****

- **Ms. O’Neil will convey the Workforce Development Discussion to the WDB Youth Committee at their next meeting.**

COMMITTEE REPORTS

COMMUNICATIONS

INDIVIDUALS WITH EMPLOYMENT BARRIERS

MONITORING AND EVALUATION

SECTOR STRATEGIES AND CAREER PATHWAYS/YOUTH

An advance report from the Communications, Individuals with Employment Barriers, Monitoring and Evaluation, and Sector Strategies and Career Pathways/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 noted that the Sector Strategies and Career Pathways Committee met with the Youth Committee.

GOVERNANCE

SYSTEM DESIGN AND IMPLEMENTATION

The System Design and Implementation and Governance Committees provided no report in the meeting packets, as they did not meet.

UPDATES FROM PARTNERS FOR PERFORMANCE

REGIONAL AND LOCAL PLANS

Ms. Anderson detailed the comments received on the Regional and Local Plans and stated that the plans were submitted by West Central before the June 2 deadline.

PA CAREERLINK® - ERIE COUNTY SITE

Ms. Anderson noted that the lease for the new site for PA CareerLink® - Erie County is in review with solicitors. Once a lease is in place, notice will be sent to the current landlord.

UPCOMING STATE MONITORING VISIT

Ms. Anderson informed the board that there is a state monitoring visit scheduled for the last week in June. Additionally, US DOL will be holding a Peer Review session of case files for board staff throughout Pennsylvania in Harrisburg later this summer. Mr. Nottingham and Ms. Anderson are expected to attend. Ms. Anderson added that she has asked US DOL about the possibility of ending the offset. The Northwest Workforce Development Area is expected to complete the offset payments at \$77k/year for three years. One payment has been completed, one is in the 2016-2017 budget, and the final payment will be in the 2017-2018 budget.

STAFFING

Ms. Anderson introduced Ms. Ashley Schenker, who was hired through a Strategic Innovation Grant to coordinate the Mobile CareerLink effort. She is based out of the PFP office in Meadville. Mr. Ted Kobierski was also introduced. He was hired through a Dislocated Worker Grant in connection with the GETS layoffs. He will be supervising an off-site office at the SB3 Business Park in Erie dedicated to serving those affected by the GETS layoffs.

OTHER BUSINESS

There was no further business.

REVIEW OF ACTION ITEMS

- **Ms. O'Neil will convey the Workforce Development Discussion to the WDB Youth Committee at their next meeting.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 9:56 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance