

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

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

Friday, August 12, 2016

8:34 am

### **ATTENDANCE**

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

### **GUESTS**

County Executive Kathy Dahlkemper, Erie County  
Commissioner Wayne Brosius, Clarion County  
Commissioner Chip Abramovic, Venango County  
Commissioner Ben Kafferlin, Warren County  
Commissioner Robert Snyder, Forest County  
Janet Gatesman, PA CareerLink®  
Rick Cornwell, PA CareerLink®  
Michael Trojanowski, PA CareerLink®  
Georgia Del Freo, GECAC  
Ben Wilson, GECAC  
Diona Brick, County of Venango  
Kathy Pagano, Barber National Institute  
Lance Hummer, Keystone Cnty Education Cncl  
Nancy Sabol, St. Benedict Education Center  
Carla Hart, Job Corps  
Carol Brigham, Multicultural Resource Center  
Teresa Swoger, GECAC  
Silvana Rabat-Lavor, GECAC  
Leo Miller, US DOL

### **ABSENT**

Richard Baumcratz  
Tyrone Clark  
Charles Heller  
Carl Nicolia  
Jake Rouch  
Sherry Savoia  
John Wingerter

### **PFP STAFF**

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

### **WELCOME/ROLL CALL**

Ms. Sherry called the meeting to order at 8:34 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 – JUNE 10, 2016 MEETING**

The Northwest PA Workforce Development Board meeting minutes dated June 10, 2016 were presented for approval.

### **MOTION**

**It was moved by Mr. Hewitt and seconded by Mr. Shaw to approve the minutes for the June 10, 2016 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. O'Neil will convey the Workforce Development Discussion to the WDB Youth Committee at their next meeting. Complete.

### **NEW SLATE OF OFFICERS FOR PY2016-2017**

The new slate of officers was introduced:

Joy Sherry, Chair  
John Wingerter, Vice Chair  
Dr. Ray Feroz, Second Vice  
Bob Cardamone, Secretary  
Jim Decker, Treasurer  
Jill Foys

Ms. Sherry added that Mr. Wingerter has submitted his resignation due to his loss of employment. The CLEOs will consider it at their meeting today. As Mr. Wingerter was on the Executive Committee representing Erie, if there is interest to serve as Vice Chair from any other representative of Erie, they should contact Ms. Anderson.

### **PRESENTATION: MR. LEO MILLER, US DOL**

Mr. Leo Miller of the US Department of Labor gave a presentation to the board on analyzing and meeting client needs under WIOA, which requires and allows more innovation and collaboration among partner agencies than the previous law. The presentation commenced at 8:40 am and concluded at 9:19 am. The PowerPoint presentation is on file at Partners for Performance and will be disseminated in a follow up email.

### **WORKFORCE DEVELOPMENT DISCUSSION**

The Workforce Development Discussion centered around the content in Mr. Miller's presentation. Some of the points noted by board members included:

- The need to step outside of the current comfort zone
- It is imperative to have the buy-in of the front line staff when delivering workforce development services.
- The entire workforce development system needs to focus on why they do what they do and creating opportunities for hope for clients.
- Be innovative; not taking smart risks is mismanagement of opportunities.
- An increase of the focus on the customer is an example of a smart risk.
- There are too many plans among partner agencies that do not integrate into each others' plans. The WDB could be the convener in this effort.
- Open communication with the fiscal agent on innovation in service delivery: Ms. Brick stated that the County of Venango will allow all that is justified and documented properly.
- Begin a practice of not denying clients without providing alternate avenues to explore.
- When the board and front line staff face partnerships, remember that giving away power makes one powerful.
- Avoid complaining without offering a solution, or offering to be an active part of the solution.

Mr. Miller continued to emphasize that taking risks to innovate is important. The area's previous issues with compliance were not due to risk taking, but mismanagement.

The board agreed that the strategic plan should be revisited and refreshed.

In an effort to focus the board's decisions on the future, County Executive Dahlkemper suggested bringing a child-size chair to future meetings. This may serve to remind the board that their decisions have an impact on youth as they grow to become adults and productive members of society.

Ms. Sherry asked the board to submit additional comments to staff as necessary and asked them to reflect on "who do we want to be and be known as." She also suggested that focusing on pipeline development (coordinating credentialing, apprenticeships, and degree programs) will help the workforce development system more efficiently help clients.

## **COMMITTEE REPORTS**

### **GOVERNANCE**

### **INDIVIDUALS WITH EMPLOYMENT BARRIERS**

### **MONITORING AND EVALUATION**

### **SECTOR STRATEGIES AND CAREER PATHWAYS/YOUTH**

An advance report from the Governance, 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.

### **COMMUNICATIONS**

The Communications Committee provided no report in the meeting packet, as they did not meet.

### **SYSTEM DESIGN AND IMPLEMENTATION**

The System Design and Implementation Committee provided no advance report.

## **PERFORMANCE REPORTS**

### **FISCAL AGENT REPORT**

Ms. Brick provided a Fiscal Agent Report, which included a new narrative cover page to help put the report in plain terms as well as some pie charts as part of the ongoing "Metrics that Matter" effort. The report is on file at Partners for Performance. She noted that the budget for the year ending 6/30/16 is on target: EARN is on budget, admin costs are at 99% actual, and the PA CareerLink® budgets are at 90% or better.

### **MOTION**

**It was moved by Mr. Tisdale and seconded by Mr. Hall to approve the Fiscal Agent Report as presented. All were in favor. Motion passed and carried.**

Ms. Sherry noted that the numbers provided justify the Mobile PA CareerLink® effort, which aims to take service delivery to clients at partner agencies while reducing operating expenses. Ms. Brick added that supportive services need to be further utilized. The case managers have pulled back on providing this service since a previous audit noted that instances were not well documented.

### **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**

A Rapid Response Report from Ms. Beverly Rapp was provided at the time of meeting. This report was sent to the board in a follow up email and is on file at Partners for Performance.

## **ADDITIONAL REPORT**

Ms. Schell provided a report titled “New UC Claims Filed in July 2016.” It is on file at Partners for Performance. Ms. Schell noted that the claims are listed by occupations, which some claimants note incorrectly not as their former occupation, but as what occupation they hope to acquire. She also noted that new claims filed by the newly unemployed are the most likely to reenter the workforce quickly. The board asked for the report to be presented at future meetings, but including two months’ worth of data and a narrative. Ms. Schell asked the board to forward any additional requests on the report to her.

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

**Ms. Schell will continue to provide the New UC Claims Filed report in board packets, but with two months’ worth of data and a narrative.**

## **UPDATES FROM PARTNERS FOR PERFORMANCE**

### **TRAINING PROVIDERS & COURSES (ETPL) SITES**

A current Eligible Training Provider List (ETPL) was provided in the packet as information for the board.

### **SITES**

Ms. Anderson stated that the SB3 site dedicated to the GETS layoffs is fully operational and the front line staff have been working nonstop to meet the needs of these clients while catching up on a backlog of requests. County Executive Dalhkemper stated that she has been informed that there aren’t enough seats to meet the needs of those requiring remedial training and that they need waivers to continue their benefits. Ms. Anderson stated that she met last week with the state on this matter and the local area will continue to process waivers until the state directs otherwise. Without waivers, TAA and UC benefits expire. After a previous issue with assessments, a process was put in place to fund all remedial classes. Clients are instructed to work with their case managers to ensure that their remedial training program lines up with their upcoming training. Ms. Schell estimated that about 900 clients were in TAA training in Erie County, and not all are from GETS. Clients chose their training programs from the Trade Approved list. Ms. Schell stated that currently, there are no processes in place to limit training options to address local workforce needs. For example, if there are 60 welding positions available, no process is in place to keep 100 clients from entering welding training. Board staff hopes to explore options to focus training opportunities in the future.

### **STATE MONITORING VISIT**

Ms. Anderson stated that she has not yet received a report from the state monitoring visit that took place in July. The local monitoring found most files in good order with some tweaks needed. A corrective action plan is in place with GECAC to address these issues. Mr. Nottingham added that he, Ms. Burchfield, and Ms. Meyers attended a Peer Monitoring Review and were successful.

### **STAFFING**

Ms. Anderson noted that seven peer counselors have been hired. Four are at SB3 in Erie serving GETS clients and three are at Oil Region serving Joy Global clients. These counselors work 20 hours a week at \$15/hour.

### **ICE HOUSE KEYNOTE EVENT – SEPTEMBER 13**

County Executive Dahlkemper stated that there is a keynote speaker event on September 13, and there is also a invitation only, four-hour Ice House session that morning. Board members and CLEOs are to let the County Executive's staff know if they plan on attending either event. The flyer for the keynote event was included in the meeting packet.

Additionally, Mr. Nottingham and Ms. Unseld are co-facilitating Ice House sessions for the next two weeks. Other opportunities to attend Ice House will be available to include 8-week, 6-week, and 3-day sessions. The board members were encouraged to communicate interest to the staff so that sessions can be planned around their schedules.

### **BOARD CERTIFICATION CORRECTIVE ACTION PLAN**

Ms. Anderson stated that there were a few findings from the board certification monitoring. These include some refreshed nominating and appointment letters. Board staff will be contacting the appropriate entities to get the documentation needed to address the corrective action plan.

### **OTHER UPDATES**

Ms. Anderson stated that there has been no word from the state on the status of the Local and Regional Plans submitted in June. However, many areas have been contacted to amend their plans and the Northwest and West Central have not, which she sees as a good indicator of success. Additionally, Ms. Anderson has not heard any official word on Local Designation changes.

The digitization portion of the Mobile CareerLink effort has begun and a provider has been selected. If board members are interested in being a part of the videos for clients on subjects such as orientation, interviewing skills, and resume writing, they are encouraged to contact the staff.

Mr. Nottingham has completed the RFP for sustainable computer training and the rebranding RFP is still in process.

Ms. Sherry noted that the ADMIP is teaming up with the Manufacturers and Business Association for Manufacturing Day in October.

### **OTHER BUSINESS**

Ms. Sherry stated that after Mr. Miller's presentation today, it was clear that the board's focus should be shifted from compliance to the client. She will support this shift as chair.

Commissioner Abramovic informed the board that he has discovered that there is no workforce development involvement in the agriculture industry in Pennsylvania. 20-22 people from 12-14 counties will be convened in an effort to address this, as agriculture is one of Pennsylvania's biggest industries. As information becomes available, he will report it to the board and CLEOs.

Mr. Chevalier asked for reports from the Site Administrators. It was suggested that, in the interest of time, Site Administrator reports be addressed at the next meeting, perhaps under the workforce development discussion portion.

### **REVIEW OF ACTION ITEMS**

- 1. Ms. Schell will continue to provide the New UC Claims Filed report in board packets, but with two months' worth of data and a narrative.**

## **ADJOURNMENT**

### **MOTION**

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

The meeting was adjourned at 10:17 am.

Respectfully submitted,  
Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance