

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, October 14, 2016

8:31 am

ATTENDANCE

Richard Baumcraz
Robert A. Cardamone
Mike Chevalier
Tyrone Clark
Jim Decker
Jill Foys
Jack Hewitt
Dr. Aldo Jackson
Rich Krankota
Carl Nicolia
Linda Schell
Joy Sherry
Patricia Sweny
Bradley Tisdale
Caryl Unseld
Dionne Wallace-Oakley

ABSENT

Dr. Ray Feroz
Felix (Chip) Folletti
Jason Hall
Jake Rouch
Gary Shaw
Sherry Savoia

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Wayne Brosius, Clarion County
Commissioner Chip Abramovic, Venango County
Commissioner Robert Snyder, Forest County
Commissioner John Amato, Crawford County
Janet Gatesman, PA CareerLink®
Michael Trojanowski, PA CareerLink®
Ben Wilson, GECAC
Kathy Pagano, Barber National Institute
Teresa Swoger, GECAC
Beverly Rapp, Rapid Response
Silvana Rabat-Lavor, GECAC
Nancy Sabol, St. Benedict Education Center
Maryanne Chaffee, GECAC
Greg Flinchbaugh, GECAC
Lori Burchfield, GECAC

PFP STAFF

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

WELCOME/ROLL CALL

Ms. Sherry called the meeting to order at 8:31 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 – AUGUST 12, 2016 MEETING

The Northwest PA Workforce Development Board meeting minutes dated August 12, 2016 were presented for approval.

MOTION

It was **moved** by Mr. Chevalier and **seconded** by Mr. Hewitt to approve the minutes for the August 12, 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. Schell will continue to provide the New UC Claims Filed report in board packets, but with two months' worth of data and a narrative.** Ms. Schell noted that this data was provided, and she will include the narrative in the next report.

WORKFORCE DEVELOPMENT DISCUSSION

The Site Administrators were invited to discuss site data as well as the top three workforce development issues they observe in their PA CareerLink® sites. Ms. Gatesman and Mr. Trojanowski provided the following handouts: *Number of Workshops Offered/Total Number of Workshop Attendees, 2015-2016 UC Equipment Usage in CareerLink Offices, Northwest PA CareerLink® Report (September 2016), Site Administrators Northwest Region, Title I Enrollments/Title I Services.*

Ms. Gatesman noted that UC equipment is used by UC clients, and the advantage of phone is that calls from UC phones take priority over calls originating elsewhere. She also noted that trainings in Clarion are often one-on-one. The board asked if there was any way to tell the number of former clients that are currently employed, and Ms. Gatesman stated that that particular information was not readily available in the presented reports.

Mr. Trojanowski numerated workforce issues affecting the region. He noted that employers are looking for specific skill sets with the exponential advances in technology affecting all local industries. The PA CareerLink® system should be properly equipped to help clients meet the growing technical needs. Mr. Trojanowski also noted that employers are challenged to find ways to make employees loyal, and stated that perhaps employers should consider increasing their wages to reduce turnover and increase loyalty. He noted that skilled youth move to more exciting locations after training.

Mr. Trojanowski emphasized that the PA CareerLink® staff are overworked and are doing their best to meet the needs of clients. He then shared a client story that demonstrated that clients come from many different backgrounds and not all assistance is measurable in metrics despite the extensive casework and assistance required to overcome barriers.

Several board members noted that some new employees aren't always informed enough to be familiar with the work ethic required to maintain a job, that a wage has associated taxes that reduce their take-home pay, and that there are associated costs to employers beyond the paid wage, such a healthcare, training, and administration. Perhaps explaining this to employees would reduce the surprise when they are paid. Additionally, employees do not often realize that employment terms are negotiable, especially when associated with measurable benchmarks.

A decrease in satisfaction in PA CareerLink® services since 2014 was noted and Mr. Trojanowski replied that the decreased budget and staffing may explain this. Ms. Sherry asked that these reports be provided to the board, quarterly.

****ACTION****

- **The following reports will be offered to the board, quarterly: *Number of Workshops Offered/Total Number of Workshop Attendees, 2015-2016 UC Equipment Usage in CareerLink Offices, Northwest PA CareerLink® Report (September 2016), Site Administrators Northwest Region, Title I Enrollments/Title I Services.***

COMMITTEE REPORTS

INDIVIDUALS WITH EMPLOYMENT BARRIERS

MONITORING AND EVALUATION

SECTOR STRATEGIES AND CAREER PATHWAYS/YOUTH

SYSTEM DESIGN AND IMPLEMENTATION

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

COMMUNICATIONS

GOVERNANCE

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

PERFORMANCE REPORTS

FISCAL AGENT REPORT

The quarterly report is not complete and Ms. Brick was not present.

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. No inquiries were made at the WDB meeting.

NEW UC CLAIMS FILED

A New UC Claims Filed report was provided by Ms. Schell and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

CONFLICT OF INTEREST

Information on the renewed emphasis on conflicts of interest was provided in the packet and is on file at Partners for Performance. Ms. Anderson noted that board staff will attempt to identify potential conflicts prior to discussions to avoid any mishaps, but board members are encouraged to be vigilant and declare conflicts immediately, then refrain from taking part in discussions or voting on items that may present a conflict.

UPDATES FROM PARTNERS FOR PERFORMANCE

BOARD REPORT FROM PARTNERS FOR PERFORMANCE

Ms. Anderson referred to her report, provided in the meeting packet. The report is on file at Partners for Performance. She provided an update on ADMIP funding, a grant for \$200k in training was awarded to the partnership which includes the Northwest and West Central Workforce Development Areas. Mr.

Nottingham was commended on his grant submission. Finally, board members were encouraged to call Partners for Performance with any questions on the report. There were no inquiries made at the meeting.

OTHER BUSINESS

COMMITTEE FOR OPERATOR PROCUREMENT

Ms. Anderson stated that a committee will need to be charged with developing and releasing an RFP for a PA CareerLink® operator. If anyone is interested in taking part in the committee, and will not be bidding on Title I or Operator RFPs, they are encouraged to contact Ms. Anderson.

At this time, the room was informed that Mr. Ron Steele, CEO of GECAC and former board member, passed away earlier in the morning. Ms. Sherry called for a moment of silence.

REVIEW OF ACTION ITEMS

- 1. The following reports will be offered to the board, quarterly: *Number of Workshops Offered/Total Number of Workshop Attendees, 2015-2016 UC Equipment Usage in CareerLink Offices, Northwest PA CareerLink® Report (September 2016), Site Administrators Northwest Region, Title I Enrollments/Title I Services.***

ADJOURNMENT

MOTION

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

The meeting was adjourned at 9:35 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance