

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, December 9, 2016

8:34 am

ATTENDANCE

Robert A. Cardamone
Jim Decker
Dr. Ray Feroz
Jill Foys
Jack Hewitt
Dr. Aldo Jackson
Rich Krankota
Linda Schell
Gary Shaw
Joy Sherry
Patricia Sweny
Bradley Tisdale
Dionne Wallace-Oakley

ABSENT

Richard Baumcratz
Mike Chevalier
Tyrone Clark
Felix (Chip) Folletti
Carl Nicolia
Jason Hall
Jake Rouch
Sherry Savoia
Caryl Unseld

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
Commissioner Ben Kafferlin, Warren County
Janet Gatesman, PA CareerLink®
Michael Trojanowski, PA CareerLink®
Rick Cornwell, PA CareerLink®
Maryanne Chaffee, GECAC
Georgia Del Freo, GECAC
Ben Wilson, GECAC
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Silvana Rabat-Lavor, GECAC
Nancy Sabol, St. Benedict Education Center
Carol Brigham, Multicultural Resource Center
Laura Hyde, C&J Industries
Lance Hummer, Keystone CEC

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 – OCTOBER 14, 2016 MEETING

The Northwest PA Workforce Development Board meeting minutes dated October 14, 2016 were presented for approval.

MOTION

It was **moved** by Mr. Hewitt and **seconded** by Ms. Foys to approve the minutes for the October 14, 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. **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.*** Complete. Ms. Schell will ensure that these reports are available after the completed quarters. The next report will be available for the February board meeting.

MEMBERSHIP UPDATE

The board was informed that Ms. Laura Hyde was present to observe a board meeting prior to committing to membership. Mr. Jason Hall's resignation will be considered at the upcoming CLEO meeting.

COMMITTEE REPORTS

COMMUNICATIONS

FISCAL

INDIVIDUALS WITH EMPLOYMENT BARRIERS

MONITORING AND EVALUATION

SECTOR STRATEGIES AND CAREER PATHWAYS

SYSTEM DESIGN AND IMPLEMENTATION

YOUTH

Advance reports from the Communications, Fiscal, Individuals with Employment Barriers, Monitoring and Evaluation, Sector Strategies and Career Pathways, System Design and Implementation, 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.

GOVERNANCE

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

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick referred to her provided report. She noted that program dollars for the program year have been spent in the rural counties and are almost spent in Erie County. The unspent dollars are already encumbered or will be used by clients on the waiting list. She noted that the board can request additional training dollars, but she is unsure of the likelihood of additional funding while some Rapid Response dollars remain unspent, although they are accounted for.

MOTION

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

Ms. Brick was asked why training providers cannot train WIOA clients without funding if they are eligible and will be funded once funds are replenished in the new program year. She noted that accounts are payable within the period of program approval and after the drop/add period. Beyond that point, the training cost would be disallowed per the Department of Labor & Industry. Additionally, it was clarified

that Rapid Response funds may only be used by the companies designated in the request, which include Joy Global and supply chain companies. At this time, approximately \$70k in Rapid Response funds (for Joy Global and supply chain companies) are not encumbered, and Ms. Schell suggested that the state be asked for permission to reallocate to program dollars in the region. It was noted that this would cover OJTs for approximately 6 to 8 clients. Board staff will explore the possibility of a modification request.

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 from Ms. Beverly Rapp was provided in the meeting packet 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 in the meeting packet and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

APPROVAL OF NWPA LWDA PA CAREERLINK®S 2016/2017 INTERIM MONITORING REPORT

MOTION

It was **moved** Dr. Feroz and **seconded** by Mr. Krankota to approve the NWPA LWDA PA CareerLink®s 2016/2017 Interim Monitoring Report as presented. All were in favor. **Motion passed and carried.**

Mr. Nottingham noted that some wording in the report may be confusing. He remains the ADA liaison, but OVR under Mr. Hewitt's direction is better equipped to conduct inspections, so they have been charged with doing so. A recent update to the progress on addressing the findings include new evacuation signs in place at the Warren site. Additionally, braille signs were ordered on December 7.

Several board members expressed disappointment in the extended time that was taken to address the perceived simple issues of the report. Ms. Schell noted that PA CareerLink®s are allowed a reasonable amount of time (perhaps three to five days) to accommodate a braille request, but the report requests on site materials, so outside printing services will be consulted due to the equipment being inoperable at this time. Ms. Sherry suggested that addressing monitoring findings in a timely manner, especially those pertaining to public safety, be addressed through the new operator model, RFP, and/or work statements.

****ACTION****

- **An update on the progress of addressing the findings of the NWPA LWDA PA CareerLink®s 2016/2017 Interim Monitoring Report will be provided at the next meeting.**

A board member asked about the status of ADA compliance at the new Erie PA CareerLink® site. There are still some issues that need to be addressed. Ms. Brick noted that there are about \$40k in funds left for moving expenses to offset the required adjustments for compliance.

WORKFORCE DEVELOPMENT DISCUSSION

Ms. Anderson referred to the three-year funding comparison chart in the board packet. The comparison notes that if spending benchmarks are met for providing services, there is a negative balance to support the current bricks and mortar footprint of the PA CareerLink® offices in the Northwest. Some savings are found by downsizing the Crawford office to support the mobile effort and by not renewing the lease for the Clarion site. Mr. Nottingham noted that 58 partnerships have been established or are in process through the Mobile CareerLink effort.

RECOMMENDATION TO DESIGNATE CRAWFORD AS A SPECIAL/AFFILIATE PA CAREERLINK® SITE

MOTION

It was moved by Ms. Foys and seconded by Mr. Krankota to designate Crawford as either a special or affiliate PA CareerLink® site going forward, based on what findings deem is most appropriate. All were in favor. Motion passed and carried.

RECOMMENDATION REGARDING CLARION PA CAREERLINK® LEASE

Mr. Hewitt reminded the board that the vote was to terminate the lease for the PA CareerLink® Clarion County site, which ends after April 30. He asked if the board should wait for the Mobile CareerLink effort to expand and to have a chance to educate the community on the changes. Ms. Sherry noted that discussion has already been taking place for several months. Ms. Schell noted that dislocated worker service delivery is not well addressed through the mobile model, nor has state staff been included in the effort. Ms. Anderson noted that board staff had always intended to include those required partners. Despite this lack of agreement to collaborate with the board staff on integrating state staff, Ms. Anderson noted her duty is to attempt to move forward in implementing the vision of the board.

Ms. Schell noted several alternatives to closing a site which included a small store front, access point, and renting temporary space from a business. She also noted that the landlord is a board member and could be asked to work with the PA CareerLink® for a short extension of the current lease. She noted the short timeline to address the needs of the community through a mobile effort and referenced the difficulty in addressing the aforementioned monitoring report in a timely manner. She questioned whether the differing needs of clients that PA CareerLink® is charged with serving in Clarion County could be served if the site closes at the end of the lease.

Ms. Sherry noted that the mobile effort was part of both the regional and local plans submitted earlier in the year as well as the Strategic Innovation Grant. All of these documents stated the board's vision to find new and creative ways to provide services. If the board does not move forward with implementing changes that compel the mobile model to be utilized fully, momentum will be lost and new solutions may no longer be the priority. Commissioner Abramovic supported these statements and noted that he trusts that the board staff and PA CareerLink® staff can effect these changes successfully.

Ms. Schell continued to question whether enough information was known to execute a business decision that affects services delivery. Mr. Shaw referred to the financial reports and stated that without enough funds, decisions that affect staff employment would need to be made, which would directly affect the ability to continue to serve clients. Ms. Schell then asked the board to clarify that they were voting to end a lease, not close a site.

MOTION

It was moved by Mr. Kranktoa and seconded by Dr. Jackson to end the lease at the PA CareerLink® - Clarion County site. All were in favor, with the exception of Mr. Hewitt and Ms. Schell. Mr. Decker, Mr. Cardamone, and Ms. Foys abstained. Motion passed and carried.

RECOMMENDATION OF OPERATOR PROCUREMENT MODEL

While board staff hoped the WDB System Design & Implementation Committee had enough information to determine a model prior to this board meeting, they are still awaiting guidance and clarification from the state.

MOTION

It was moved by Dr. Feroz and seconded by Mr. Tisdale to designate the Executive Committee to act on behalf of the board to allow the approval of the recommendation of the Operator model. All were in favor. Motion passed and carried.

APPROVAL OF IMPLEMENTATION OF THE MOBILE CAREERLINK MODEL

Although the concept is supported by the Strategic Innovation Grant, Ms. Anderson asked the board to consider a vote to officially implement the Mobile CareerLink model in the Northwest WDA to jumpstart ongoing implementation of mobile service delivery. This will allow for the concept to be outlined as a method of service delivery, without reservation, in the upcoming local and regional plans as well as the Title I program services and operator RFPs. The board members stressed the importance of measuring outcomes and savings as the concept is implemented across the region.

MOTION

It was moved by Dr. Feroz and seconded by Ms. Foys to approve the implementation of the Mobile CareerLink model. All were in favor. Motion passed and carried.

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. Additionally, she noted the following:

- The OIG has closed all of the findings against the Northwest Workforce Development Area
- Ms. Diane Nicolita, a Peer Counselor at SB3, implemented an “Inspiration Tree” over the holiday season to help improve the morale of clients through inspirational words. It has been very well received.
- Some PA CareerLink® Title I staff will take part in Ice House training in January. There is a potential for state staff to take part as well if permission is granted by appropriate supervisors.

Mr. Nottingham passed copies of an analysis of the GE and Joy Global dislocated workers. This information will be sent in a follow up email, as well.

OTHER BUSINESS

There was no further business.

REVIEW OF ACTION ITEMS

1. An update on the progress of addressing the findings of the NWPA LWDA PA CareerLink®s 2016/2017 Interim Monitoring Report will be provided at the next meeting.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:11 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance