

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, February 10, 2017

8:33 am

ATTENDANCE

Robert A. Cardamone
Mike Chevalier
Tyrone Clark
Jim Decker ☎
Felix (Chip) Folletti
Jill Foys
Jack Hewitt
Laura Hyde
Dr. Aldo Jackson
Rich Krankota
Carl Nicolia
Jake Rouch ☎
Linda Schell
Gary Shaw
Joy Sherry
Stephen Steiner ☎
Patricia Sweny ☎
Caryl Unseld

ABSENT

Richard Baumcratz
Dr. Ray Feroz
Sherry Savoia
Bradley Tisdale
Dionne Wallace-Oakley

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®
Maryanne Chaffee, GECAC ☎
Georgia Del Freo, GECAC
Ben Wilson, GECAC
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Silvana Rabat-Lavor, GECAC ☎
Carla Hart, JobCorps ☎
Peter Winkler, Office of Sen. Glenn Thompson
Nancy Sabol, St. Benedict Education Center
Lance Hummer, Keystone CEC
Deb Lutz, Steel Valley Authority/SEWN
Teresa Swoger, GECAC
Tina Mengine, Commonwealth of PA
Beverley Rapp, Rapid Response ☎

PFP STAFF

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton

WELCOME/ROLL CALL

Ms. Sherry called the meeting to order at 8:33 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 – DECEMBER 9, 2016 MEETING

The Northwest PA Workforce Development Board meeting minutes dated December 9, 2016 were presented for approval.

MOTION

It was moved by Mr. Hewitt and seconded by Mr. Cardamone to approve the minutes for the December 9, 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. **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.** *Complete. Ms. Schell reported to the Monitoring & Evaluation Committee to ensure the ADA issues are addressed.*

MEMBERSHIP UPDATE

Ms. Sherry welcomed Ms. Laura Hyde and Mr. Stephen Steiner to the board. Additionally, Mr. Richard Baumcratz resigned due to his retirement and Ms. Dionne Wallace Oakley resigned due to being appointed to the state workforce development board.

STATEMENTS OF FINANCIAL INTEREST

Ms. Sherry stated that the meeting folders include a request for 2016 Statement of Financial Interests forms. These forms are due to be on file by May 1. Any questions may be directed to Ms. Hamilton.

NOMINATIONS COMMITTEE

Ms. Sherry noted that Dr. Ray Feroz has volunteered to chair the Nominations Committee. The committee expects to present a slate of officers for vote prior to April 15, in accordance with the board's bylaws.

PWDA CONFERENCE

If any board member is interested in attending the PWDA conference in May, they may be eligible for reimbursement of the conference registration fee. Anyone who is interested should contact Partners for Performance.

NEXT MEETING

As the board currently meets on the second Friday of every other month, the April meeting falls on Good Friday, April 14. At the request of the Executive Committee, a Doodle Poll was sent to the board for dates in April and early May. It is clear that quorum would not be met on April 14, and the best alternate date for the most board members answering the poll is April 28. There were no objections to rescheduling the April 14 meeting to April 28.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

DESIGNATE PA CAREERLINK® - CLARION COUNTY AS AN AFFILIATE SITE, WITH MOBILE SERVICE DELIVERY, EFFECTIVE FEBRUARY 10, 2017 THROUGH ITS CLOSING ON APRIL 30, 2017

Discussion ensued on the vote. Ms. Schell raised the state's concern that there was little access for dislocated workers to pursue services without public access sites. To address this, PA CareerLink® staff has identified seven entities for referrals and public access space. She noted that 6605 services were provided to 1086 people (unduplicated) at the Clarion County PA CareerLink® office from July through December 2016. She also stated that the Clarion County Commissioners (Commissioner Brosius had not yet called into the meeting) were adamant that another physical site, designated affiliate, should be identified to receive walk in traffic in Clarion County after the current site closes. Commissioner

Abramovic noted that he had spoken with those Commissioners on Wednesday evening and communicated that he supported the board's intent to move forward with a fully mobile concept in Clarion County without designating an affiliate site after April 30. It was noted that having an affiliate site would make little difference in overhead costs due to fulfilling staffing requirements. Various references to conflicting data on how many people are served at PA CareerLink® - Clarion County were discussed and some board members expressed discomfort on accepting interpretations of the data. However, board members were discontent with the workforce system in its current state and noted that service delivery had to be adjusted.

ROLL CALL VOTE:

Ms. Sherry called for a roll call vote to designate PA CareerLink® - Clarion County as an affiliate site, with mobile service delivery, effective February 10, 2017 through its closing on April 30, 2017.

YES

Jim Decker
Jill Foys
Laura Hyde
Dr. Aldo Jackson
Rich Krankota
Jake Rouch
Gary Shaw
Joy Sherry
Stephen Steiner
Patricia Sweny
Caryl Unseld

NO

Jack Hewitt
Linda Schell

ABSTAINED

Bob Cardamone
Mike Chevalier
Tyrone Clark
Chip Folletti
Carl Nicolia

With 11 Yes votes, 2 No votes, and 5 Abstention. The motion carried.

DESIGNATE PA CAREERLINK® - CRAWFORD COUNTY AS AN AFFILIATE SITE, WITH MOBILE SERVICE DELIVERY, EFFECTIVE FEBRUARY 10, 2017

MOTION

It was moved by Mr. Chevalier and seconded by Ms. Foys to designate PA CareerLink® - Crawford County as an affiliate site, with mobile service delivery, effective February 10, 2017, until its closing on May 31. All were in favor, with the exception of Ms. Schell and Mr. Hewitt, and Mr. Nicolia abstained. Motion passed and carried.

APPROVAL TO GRANT EXECUTIVE COMMITTEE AUTHORITY TO RELEASE OPERATOR/TITLE I RFP

Due to the board meeting being rescheduled for April 28, it was recommended that the Executive Committee be granted the authority to release the Operator/Title I RFP upon recommendation from the System Design and Implementation Committee. Those present who were planning to submit proposals were asked to leave the room. Ms. Chaffee, Ms. Rabat-Lavor, Mr. Flinchbaugh, Ms. Del Freo, Mr. Wilson, Ms. Foys, and Mr. Cardamone left the room at 9:40 am. Discussion ensued on the progress of the RFP and Ms. Sherry noted that the System Design and Implementation Committee was still undecided on what amount to offer for operator services and whether to allow profit. Ms. Brick noted that approximately \$575k is being spent on staffing (salary and benefits) in the five PA CareerLink® offices. Subtracting staffing for the Clarion and Crawford sites, \$400k remains. Ms. Sherry suggested that the operator portion of the RFP includes a not-to-exceed amount for staffing.

MOTION

It was moved by Mr. Krankota and seconded by Mr. Clark to grant the Executive Committee authority to release the Operator/Title I RFP. All were in favor. Motion passed and carried.

APPROVAL TO GRANT EXECUTIVE COMMITTEE AUTHORITY TO ACT ON COMMITTEE RECOMMENDATION FOR OPERATOR AND TITLE I PROGRAM SERVICES CONTRACTOR(S) SELECTION

MOTION

It was moved by Mr. Chevalier and seconded by Dr. Jackson to grant the Executive Committee authority to act on committee recommendation for Operator and Title I Program Services contractor(s) selection. All were in favor. Motion passed and carried.

Ms. Chaffee, Ms. Rabat-Lavor, Mr. Flinchbaugh, Ms. Del Freo, Mr. Wilson, and Mr. Cardamone returned to the room at 9:49 am. Ms. Foys had left for another appointment.

WORKFORCE DEVELOPMENT DISCUSSION

The board determined that sufficient workforce development discussion had taken place in the previous discussion of the site votes.

COMMITTEE REPORTS

MONITORING AND EVALUATION

SECTOR STRATEGIES AND CAREER PATHWAYS

SYSTEM DESIGN AND IMPLEMENTATION

YOUTH

Advance reports from the 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.

COMMUNICATIONS

FISCAL

GOVERNANCE

INDIVIDUALS WITH EMPLOYMENT BARRIERS

The Communications, Fiscal, Governance, and Individuals with Employment Barriers Committees provided no report in the packet, as they did not meet.

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick referred to her provided report and informed the board that she expects a decrease in funding for the next program year. Ms. Anderson added that for the first time, funds will be sent as a regional allocation. The Northwest and West Central Workforce Development Areas make up the region, which was named “Keystone Edge” in the previous regional planning process.

MOTION

It was moved by Mr. Nicolia and seconded by Ms. Unsel 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 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.

BOARD-REQUESTED QUARTERLY REPORTS

NUMBER OF WORKSHOPS OFFERED/TOTAL NUMBER OF WORKSHOP

ATTENDEES

2015-2016 UC EQUIPMENT USAGE IN CAREERLINK OFFICES

NORTHWEST PA CAREERLINK® REPORT

TITLE I ENROLLMENTS/TITLE I SERVICES

The following quarterly reports were offered in advance of the meeting: Number of Workshops Offered/Total Number of Workshop Attendees, 2015-2016 UC Equipment Usage In CareerLink Offices, Northwest PA CareerLink® Report, Title I Enrollments/Title I Services. No inquiries were made at the WDB meeting.

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. Some points made included: Impact of the Cracker Plant Forum will be on 3/8, and going forward, Rapid Response funding requests will not be tied to a specific employer, but rather all dislocated workers.

OTHER BUSINESS

A short discussion ensued on the previous abstentions and how they related to conflicting or incomplete data. Mr. Cardamone asked that packets be released further in advance of the meeting to allow for proper review. Ms. Schell and Mr. Hewitt will assist Commissioner Amato in forming a site selection committee to determine a location for the mobile hub.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:06 am.

Respectfully submitted,
Jacqueline Hamilton

Administrative Assistant
Partners for Performance