

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, June 09, 2017

8:35 am

ATTENDANCE

Robert A. Cardamone ☎
Mike Chevalier ☎
Tyrone Clark ☎
Dr. Ray Feroz
Felix (Chip) Folletti
Jill Foys
Rich Krankota
Jake Rouch ☎
Linda Schell
Stephen Steiner ☎
Bradley Tisdale ☎
Caryl Unseld

ABSENT

Jim Decker
Jack Hewitt
Laura Hyde
Dr. Aldo Jackson
Carl Nicolia
Sherry Savoia
Gary Shaw
Joy Sherry
Patricia Sweny

PPF STAFF

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton
Amanda Klein

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner Wayne Brosius, Clarion County ☎
Commissioner Robert Snyder, Forest County ☎
Commissioner John Amato, Crawford County
Commissioner Ben Kafferlin, Warren County
Commissioner Chip Abramovic, Venango County
Janet Gatesman, PA CareerLink® ☎
Michael Trojanowski, PA CareerLink® ☎
Attorney Wil White, WDB & CLEO Solicitor
Ben Wilson, GECAC
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Dr. Armendia Dixon, Crawford Cty READ Program
Liza Anne Schaef, PMI
Nathan Roggenkamp, Craw. Cty READ Program
Deb Lutz, Steel Valley Authority/SEWN
Beverley Rapp, Rapid Response
Ken Falkenhagen, IU5
Nancy Sabol, St. Benedict Education Center
Bridget Wolf, ResCare
Carol Brigham, Multicultural Resource Center
Kathy Pagano, Barber National Institute
Peter Winkler, Rep Glenn Thompson
Teresa Swoger, GECAC
Linda L. Gens, Crawford Cty. READ Program
Miranda Bean, Crawford Cty. READ Program
Ann Knott, Crawford County READ Program
Cyndi Peck, Crawford County READ Program

WELCOME/ROLL CALL

Dr. Ray Feroz called the meeting to order at 8:35 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 28, 2017 MEETING

The Northwest PA Workforce Development Board meeting minutes dated April 28, 2017 were presented for approval.

MOTION

It was **moved** by Ms. Foys and **seconded** by Ms. Unseld to approve the minutes for the April 28, 2017 Northwest PA Workforce Development Board meeting. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

- i. Ms. Hamilton will email the data methodology presentation document after the meeting to board members and guests. Complete.
- ii. Attorney White will provide an update on litigation at the next meeting. There is an executive session scheduled for the end of the June 9 meeting.

NEW PROGRAM YEAR

Ms. Anderson noted that the new program year begins July 1. With it, she will be working with the Executive Committee to discuss a new committee structure and the possibility of implementing a consent agenda to help leave more time for strategic discussions in board meetings. In the meantime, board members may be asked to provide their preference for committee memberships via email.

At this time, Mr. Rouch raised concerns regarding the selection of ResCare Workforce Services as Title I provider. This concern will be further explored under the “Other Business” portion of the agenda later in the meeting.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

APPROVAL OF ALL POLICIES

Ms. O’Neil presented the following revised policies for approval, which were included in the packet and previously reviewed by the Governance and Executive Committees as noted in the vote page:

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| #200 <i>Monitoring</i> | #300 <i>Participant Eligibility Appeal</i> |
| #201 <i>Risk Assessment</i> | #301 <i>PA CareerLink® Staff Grievance</i> |
| #204 <i>Priority of Service</i> | #302 <i>Conflict of Interest</i> |
| #205 <i>Self-Sufficiency</i> | #303 <i>Record Retention</i> |
| #206 <i>Supportive Services</i> | #306 <i>Personally Identifiable Information</i> |
| #207 <i>Title I Program Participant Services</i> | #307 <i>Confidentiality</i> |
| #208 <i>Individual Employment Plan</i> | #308 <i>Privacy</i> |
- /Individual Service Strategy*

MOTION

It was **moved** by Mr. Krankota and **seconded** by Ms. Foys to approve the revised policies (listed above) as presented. All were in favor. **Motion passed and carried.**

APPROVAL OF REVISED BYLAWS AND LWDB/CLEO AGREEMENT

Ms. O’Neil presented the revised bylaws and LWDB/CLEO Agreement for approval, which were included in the packet and previously reviewed by the Governance and Executive Committees as noted in the vote page. She noted that due to the board Chair’s absence, the Vice Chair position being vacant, and the agreement needing to be in place for the monitoring visit next week, the Second Vice Chair, Dr. Feroz, will sign the agreement on behalf of the board.

MOTION

It was **moved** by Ms. Foys and **seconded** by Mr. Krankota to approve the revised Bylaws and LWDB/CLEO Agreement as presented. All were in favor. **Motion passed and carried.**

The board thanked Ms. O'Neil for her contribution to the compliance work.

HIGH PRIORITY OCCUPATION POLICY CHANGES

Ms. Anderson informed the board of changes to the state's High Priority Occupations policy. This year, CWIA presented a shortened list to each Workforce Development Area to help target funding to truly high-priority occupations. Petitions for additions to the list are due to the state by July 12. The Workforce Development Board was reminded that, as a board, they may consider targeting ITA funding to parts of the list, if they so choose. The final list will be released in August and effective September 1, 2017.

WORKFORCE DEVELOPMENT DISCUSSION

Dr. Armendia Dixon spoke about partnerships through the Mobile CareerLink, as she hosted the effort's kickoff event on May 19 at the Crawford County READ Program. Those present were asked to forward any potential partnerships to PA CareerLink® or board staff. Ms. Unsel noted that Title II has been working well as a partnership, helping 136 students from Erie alone with GED exams. Dr. Dixon noted that the Adult Education Coalition will be meeting later in the day to discuss partnerships to reduce duplication of services within the workforce system. Ms. Foys noted that connecting graduates to PA CareerLink® is important, as are partnerships with vocational education. County Executive Dahlkemper asked that a comprehensive list of current Mobile CareerLink partners be sent to the board.

****ACTION****

- **An updated list of Mobile CareerLink partners will be sent to the board.**

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick referred to her provided report, which was the budget for the next program year. She noted that at the PWDA Conference in May, it was noted that before closing Clarion and Crawford offices, the Northwest was the third-highest spending workforce development area in regards to infrastructure costs. At the same meeting, the state noted that those costs must be reduced across the state, which the Northwest will continue to do through the mobile effort. The end of the lease for the Warren site is approaching as well.

MOTION

It was moved by Ms. Schell 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

An advanced 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.

PA CAREERLINK® REPORT

The quarterly PA CareerLink® report was provided in the meeting packet and is on file at Partners for Performance. No inquiries were made at the WDB meeting.

COMMITTEE REPORTS

FISCAL

GOVERNANCE

MONITORING AND EVALUATION

SYSTEM DESIGN AND IMPLEMENTATION

YOUTH

Advance reports from the Fiscal, Governance, Monitoring and Evaluation, 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

INDIVIDUALS WITH EMPLOYMENT BARRIERS

SECTOR STRATEGIES AND CAREER PATHWAYS

The Communications, Individuals with Employment Barriers, and Sector Strategies and Career Pathways Committees provided no report in the packet, as they did not meet.

UPDATES FROM PARTNERS FOR PERFORMANCE

BOARD REPORT FROM PARTNERS FOR PERFORMANCE

Ms. Anderson briefly referred to her report, provided in the meeting packet. The report is on file at Partners for Performance. To allow time for ample discussion on the procurement of the Title I provider, there was no further discussion on the report.

OTHER BUSINESS

Ms. Anderson recounted the RFP and procurement process, which resulted in ResCare Workforce Services being awarded the contracts for Title I and Operator services. Three proposals were received for each Title I and Operator, and they were forwarded to the System Design and Implementation Committee for review and scoring with a rubric. At the time of the meeting scheduled for a discussion and recommendation, all of the rubrics had not been received. Of the ones received, ResCare scored the highest, with ULA and GECAC following, respectively. There was discussion at the committee meeting pertaining to ResCare's contract termination in the Pittsburgh area, which ultimately led the committee to vote to recommend ULA despite ResCare's higher rubric score. After the meeting, the missing scoring rubrics were submitted and ResCare's proposals remained the highest scoring in the group. Ms. Anderson also reached out to the workforce development area affected by the contract termination in question, and was advised that there was no issue with ResCare's performance. The termination was due to a staffing personality conflict. The scoring results, committee conversation, and additional information were presented to the Executive Committee at their meeting scheduled to discuss the recommendation. With all of the information provided, the Executive Committee was uncomfortable recommending to the CLEOs proposals that did not hold the highest rubric score in the review process without evidence of their significant incompetence. The Executive Committee asked that the System Design and Implementation Committee reconsider their recommendation. The System Design and Implementation Committee met again and discussed the previous recommendation, along with the information received from the workforce development area affected by the termination. The committee voted, by majority, to recommend ResCare Workforce Services as Title I and Operator provider. The Executive Committee met again to consider the recommendation, and after much discussion further recommended ResCare Workforce

Services to the CLEOs. The CLEOs met and were informed of the process up to the point, and voted to approve ResCare Workforce Services as Title I and Operator provider in the Northwest, but at the committees' suggestion, formed an adhoc committee to discuss a pay for performance contract with ResCare Workforce Services.

Discussion ensued on the selection process and further vendor vetting. After much discussion, it was generally noted that there was no issue with the process or vendor themselves, but with the fact that the board voted in February to give authority to act upon committee recommendation to the Executive Committee. The largest awarded contract is for Title I funds. Some board members noted they would have preferred a meeting where the bidders presented their proposals. The discussion turned to some lack of engagement of the board members, noting that only six members were present in the meeting room with the rest on the phone. Additionally, Workforce Development Board members were encouraged to join the System Design and Implementation Committee, prior to the RFP and review process.

Ultimately, some board members were concerned that there may be significant front-line staff turnover under the new provider, as they were obligated only to interview them for positions if they applied. There was discussion on how the board might be involved in formulating a pay scale and benefits for the staff, and it was determined that in the future, this information might be included in the RFP. However, benefit requirements might drive up costs. Some board members noted that they had never seen benefit info in RFPs.

A few board members had received some feedback from current PA CareerLink® staff on the benefits offered, and some details were lost in translation. The board was informed that each employee hired by ResCare Workforce Services is eligible for benefits, including 10 days PTO, from their first day of work and that they receive all paid holidays currently offered, as those are the days the PA CareerLink® offices are closed.

It was asked if the board could review the contracts before they were confirmed, and Ms. Brick noted that it is a possibility, but as most of the language is standard, the County of Venango, the signatory as Fiscal Agent on behalf of the board, might not be open to changes. Attorney White offered to request that the CLEOs provide a copy of the contracts to the board members.

Mr. Cardamone noted that while the conversation is appreciated, he stated that the reconsideration of RFP and contract award undermines the committee work done in the process. Discussion moved to pay for performance measures, which Mr. Nottingham noted had been explored through an ad hoc committee. Measures were scored and ranked by committee members, but baselines need to be established first. It was added that these measures would not be paid unless required common measures are met. The measures will be presented to ResCare Workforce Services as part of contract negotiations.

****ACTION****

- **Attorney White will request that the CLEOs provide a copy of the Title I and Operator Contracts to the board members.**

OTHER BUSINESS

Due to the meeting running over the original end time, it was determined that Attorney White will offer an update on litigation in executive session at the next board meeting.

REVIEW OF ACTION ITEMS

- 1. Attorney White will provide an update on litigation at the next meeting.**
- 2. An updated list of Mobile CareerLink partners will be sent to the board.**
- 3. Attorney White will request that the CLEOs provide a copy of the Title I and Operator Contracts to the board members.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:25 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance