

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, April 28, 2017

8:28 am

ATTENDANCE

Robert A. Cardamone ☎
Mike Chevalier ☎
Jim Decker ☎
Felix (Chip) Folletti
Jill Foys
Jack Hewitt
Laura Hyde
Dr. Aldo Jackson
Carl Nicolia
Jake Rouch ☎
Sherry Savoia
Linda Schell
Joy Sherry
Stephen Steiner ☎
Bradley Tisdale
Caryl Unseld

ABSENT

Tyrone Clark
Rich Krankota
Gary Shaw
Patricia Sweny
Dr. Ray Feroz

PFP STAFF

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

WELCOME/ROLL CALL

Ms. Sherry called the meeting to order at 8:28 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 – FEBRUARY 10, 2017 MEETING

The Northwest PA Workforce Development Board meeting minutes dated February 10, 2017 were presented for approval. Ms. Schell asked for two changes: the vote item on page 3 regarding PA CareerLink® - Crawford County include “through its closing on May 31,” which was the intention of the vote, and to amend that Ms. Schell “stated” or “noted” in place of the indicated “claimed.”

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
Janet Gatesman, PA CareerLink®
Michael Trojanowski, PA CareerLink®
Attorney Wil White, WDB & CLEO Solicitor
Georgia Del Freo, GECAC ☎
Ben Wilson, GECAC
Greg Flinchbaugh, GECAC
Diona Brick, County of Venango
Silvana Rabat-Lavor, GECAC ☎
Carla Hart, JobCorps ☎
Nancy Sabol, St. Benedict Education Center
Lance Hummer, Keystone CEC
Deb Lutz, Steel Valley Authority/SEWN
Beverley Rapp, Rapid Response ☎
Kathy Pagano, Barber National Institute
Charlene Smith, SEIU Local 668 PSSU
Scott Nidifer, PA CareerLink® ☎
Ruben Pachay, PA Dept of Labor & Industry ☎
Julie Slomski, Governor's Regional Office ☎
Tina Mengine, Commonwealth of PA ☎

MOTION

It was moved by Dr. Aldo Jackson and seconded by Jill Foys to approve the minutes for the February 10, 2017 Northwest PA Workforce Development Board meeting as amended. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

There were no action items to discuss.

MEMBERSHIP UPDATE

Ms. Sherry informed the board that the CLEOs accepted the resignations of Ms. Wallace Oakley and Mr. Baumcrazt at their meeting on February 10.

STATEMENTS OF FINANCIAL INTEREST

Ms. Sherry stated that there are three missing Statements of Financial Interests. Those board members are aware of the May 1, 2017 deadline.

WDB POLICY AND PROCEDURE DISCUSSION ITEMS

APPROVAL OF REVISED ITA POLICY

Ms. O’Neil reviewed the proposed revisions made to the Individual Training Account Policy. This policy had been reviewed by the Executive Committee and was recommended for approval. It was noted that the link on the agenda displayed the current policy without the changes, but copies of the revised policy were distributed at the meeting.

MOTION

It was moved by Mr. Cardamone and seconded by Mr. Decker to approve the revised ITA policy as presented. All were in favor. Dr. Jackson abstained. Motion passed and carried.

APPROVAL OF SLATE OF OFFICERS FOR 2017-2018

Ms. Anderson presented the slate of officers for approval as the chair of the Nominations Committee, Dr. Feroz, was not able to be present. The slate would be in place starting July 1, 2017.

Officer Position	Current	Proposed
Chair	Joy Sherry	Joy Sherry (Crawford)
1 st Vice Chair	(John Wingerter)	Dr. Aldo Jackson (Erie)
2 nd Vice Chair	Dr. Ray Feroz	Dr. Ray Feroz (Venango)
Treasurer	Jim Decker	Jim Decker (Warren)
Secretary	Bob Cardamone	Bob Cardamone (Clarion)
County Representative	Jill Foys	Jill Foys (Forest)

MOTION

It was moved by Mr. Tisdale and seconded by Ms. Savoia to approve the slate of officers as presented. All were in favor. Motion passed and carried.

APPROVAL OF REBRANDING VENDOR

Mr. Decker presented the report from the Communications Committee regarding their recommendation of BenSur as the rebranding vendor. The Executive Committee had also approved of the recommendation.

MOTION

It was moved by Dr. Jackson and seconded by Ms. Foy to use BenSur as the Rebranding Vendor. Motion passed and carried.

WORKFORCE DEVELOPMENT DISCUSSION

It was suggested that career pathways be discussed. At the request of County Executive Dahlkemper, Ms. Anderson provided a career pathways document in the packet from Girard High School. The document is a guide for students to choose the curriculum path related to the field of their interest. The document is only about a month old and was created with the help of Erie Together. Additionally, most schools in Erie County will be adopting similar documents and curriculum so that transfers are more easily executed while keeping students on their chosen pathway. There was hope that this initiative would move to the rural counties as well. Advisory Committees at the school districts and career and technical centers help coordinate curriculum. Dr. Jackson noted that the WDB Sector Strategies and Career Pathways Committee has been working with Ms. KayLynn Hamilton to define the resources to help students and employees advance through their pathways. Ms. Unsel recalled the most recent committee meeting where membership discussed the strategies behind a career pathways map and how to develop partnerships with core partners (like Title II) to prepare adults to enter manufacturing career pathways at the entry level with opportunity for growth. Ms. Sherry, who is also on the committee, invited any interested board members to join the effort. Mr. Hewitt expressed interest, and noted that most companies aren't aware that they have positions with very basic routine tasks, such as sterilization at a hospital, that could be performed by people known to have significant barriers to employment. Ms. Sherry concurred.

PA CAREERLINK® DATA REPORTS FOR CLARION, CRAWFORD, ERIE, OIL REGION, WARREN

Mr. Nottingham gave a short presentation on the data methodology agreed upon by board staff and the operators, which was further vetted by the Center for Workforce Information and Analysis at the state level. Copies of this presentation were available at the meeting. Mr. Nicolli thanked Mr. Nottingham for the information and stressed that a baseline of services provided in the past is vital to compare to operations going forward. He also noted that the next step should be effectively utilizing staff by tracking how much time is spent on providing services, noting that the desired result is sustainable employment. As staff time spent and outcomes are tracked with the methodology, it may become apparent that choosing quality over quantity is the best way to serve job seekers and employers, by spending more time with less people if it leads to better outcomes.

Mr. Hewitt noted that the four case managers in Clarion should be commended for getting out in the communities at the forefront of the mobile concept. Ms. Brick and Ms. Sherry agreed.

****ACTION****

- **Ms. Hamilton will email the data methodology presentation document after the meeting to board members and guests.**

PERFORMANCE REPORTS

FISCAL AGENT REPORT

Ms. Brick referred to her provided report and noted that she is happy to report that there may be a 2% increase in funding through the WIOA grants in PY 2017/2018.

MOTION

It was moved by Mr. Nicolia and seconded by Mr. Hewitt 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

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 Committees 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 packet, as they did not meet.

UPDATES FROM PARTNERS FOR PERFORMANCE

RFP UPDATE

Ms. Anderson noted that RFP responses had been received and the WDB System Design and Implementation Committee are reviewing them. Board staff has set a self-imposed deadline of May 22 to determine the contractor(s) for Operator and Title I Program Services, with all of the proper committee and CLEO meetings.

D&O COVERAGE

Ms. Anderson noted that the Monitoring and Evaluation Committee had been asked to be a part of the staff grievance review procedure as part of the Grievance Policy, but the committee asked for details on the D&O insurance afforded to the board before agreeing to the policy. Attorney White advised that since the WDB is not an entity, its members voluntarily serve without payment, and that the CLEOs are fiscally responsible, D&O coverage may not even be necessary. However, it is in place should the board have any concerns. It was asked if there was a deductible should a claim be filed through D&O insurance, and if it would be paid from admin funds. Attorney White advised that he could not think of any situation that could come up that would leave board members directly liable for funds. It was asked if there was any movement on the sale of the RCWE building in Erie, and Attorney White advised that he was not aware of any. The board asked if they could be provided an update on the litigation proceedings and Attorney White stated he could have that information for the board at the next meeting.

****ACTION****

- **Attorney White will provide an update on litigation at the next meeting.**

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. Additional discussion ensued on the closing of the PA CareerLink® offices in Clarion and Crawford Counties.

OTHER BUSINESS

There was no further business.

REVIEW OF ACTION ITEMS

1. **Ms. Hamilton will email the data methodology presentation document after the meeting to board members and guests.**
2. **Attorney White will provide an update on litigation at the next meeting.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:00 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance