

## **NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING**

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

Friday, August 11, 2017

8:32 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  
Linda Schell  
Gary Shaw  
Joy Sherry  
Stephen Steiner 📞  
Caryl Unseld

### **ABSENT**

Dr. Ray Feroz  
Carl Nicolia  
Jake Rouch  
Sherry Savoia  
Patricia Sweny  
Bradley Tisdale

### **PPF STAFF**

Janet Anderson  
Deb O'Neil  
Brian Nottingham  
Jackie Hamilton

### **GUESTS**

County Executive Kathy Dahlkemper, Erie County  
Commissioner Robert Snyder, Forest County 📞  
Commissioner John Amato, Crawford County  
Commissioner Ben Kafferlin, Warren County  
Commissioner Chip Abramovic, Venango County  
Attorney Wil White, WDB & CLEO Solicitor  
Bridget Wolf, ResCare  
Sara Dodeci, ResCare  
Frederick Barney, ResCare  
Ben Wilson, GECAC  
Diona Brick, County of Venango  
Nick Paolini, IU5  
Joseph Nairn, Rural Regional College  
Liza Anne Schaef, PMI  
Beverley Rapp, Rapid Response  
Teresa Swoger, GECAC  
Carol Brigham, Multicultural Resource Center  
Ann Knott, Crawford County READ Program  
Kathy Pagano, Barber National Institute  
Nancy Sabol, St. Benedict Education Center  
Lance Hummer, Keystone CEC  
Elizabeth Wilson, IU5  
Meghan Keely, Northwest Commission  
Deb Lutz, Steel Valley Authority/SEWN  
Frank Staszko, L&I – BWPO  
Sheila Sterrett, Sen. Pat Toomey  
Jim Shore, ResCare  
Ed Petrunak, PMI  
Tina Mengine, Governor's Action Team  
Rita Robinson  
Duane Zimmerman  
Donna Miller  
Greg Flinchbaugh  
Mike Quirk  
Shannon Schreffler  
Julie Wright  
Maryanne Chaffee  
+ several callers not publicly identified

## WELCOME/ROLL CALL

Ms. Sherry called the meeting to order at 8:32 am. Roll call was taken. It was noted there was a quorum.

## VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves, with the exception of several on the phone who remained unidentified. Ms. Sherry emphasized that all visitors to a public meeting must identify themselves. There was no public comment.

## APPROVAL OF MINUTES – JUNE 9, 2017 MEETING

The Northwest PA Workforce Development Board meeting minutes dated June 9, 2017 were presented for approval.

## MOTION

It was moved by Dr. Jackson and seconded by Mr. Chevalier to approve the minutes for the June 9, 2017 Northwest PA Workforce Development Board meeting. All were in favor. Motion passed and carried.

## UPDATES FROM THE CHAIR

### REVIEW OF PREVIOUS ACTION ITEMS

1. **Attorney White will provide an update on litigation at the next meeting.** This will take place at the end of today's meeting.
2. **An updated list of Mobile CareerLink partners will be sent to the board.** Complete. It is linked in the agenda, included in the packet.
3. **Attorney White will request that the CLEOs provide a copy of the Title I and Operator Contracts to the board members.** Complete. The CLEOs allowed for the contracts to be provided.

### NEW PROGRAM YEAR

The list of committees was linked in the agenda and was part of the packet. Board members will be asked to submit their committee preferences via email and these new committees will meet before the next board meeting. An example of a consent agenda was also linked in the agenda for reference. Ms. Anderson reminded the board that anything may be withdrawn from the consent portion of the agenda if additional discussion is needed. Items expected to be included in the consent portion of the agenda include items that were previously discussed and voted upon at multiple committee meetings.

Additionally, Ms. Anderson informed the board that a scrivener's error will be corrected in the April 28, 2017 approved minutes. The slate was indicated incorrectly that Mr. Cardamone was Treasurer and Mr. Decker was Secretary. The opposite is true.

Ms. Sherry reminded the board that if board members encounter any issue with the PA CareerLink® or Title I staff, they are to report that to Ms. Anderson. If there is an issue with Ms. Anderson, they are to contact Ms. Sherry.

## WDB POLICY AND PROCEDURE DISCUSSION ITEMS

### APPROVAL OF REQUIRED WDB POLICIES FOR LOCAL PLAN PROCESS

Policies numbered 100, 209, 210, 211, 212, 213, 214, 215, 305, 309, and 311 were presented for approval. These policies were discussed at the Governance and Executive Committees and were provided to the board as soon as they were available to ensure ample time for review. Ms. Schell voiced concern with the Youth Incentive/Stipend Policy, #210, being very broad and open for interpretation. If issues are encountered with implementation, the policy may need to be revised in the near future.

**MOTION**

It was moved by Mr. Chevalier and seconded by Ms. Foy to approve the required WDB policies for local plan process as presented. All were in favor. Motion passed and carried.

**APPROVAL OF REVISED ORGANIZATIONAL CHART**

The revised organizational chart was presented to the board for approval. The chart was previously reviewed and recommended for approval by the Executive Committee. Ms. Schell voiced concern with the service delivery portion of the chart, citing the differences between the duties of the current Center Managers and the previous Site Administrators.

**MOTION**

It was moved by Mr. Decker and seconded by Ms. Unsel to approve the revised organizational chart as presented. All were in favor, while Ms. Schell and Mr. Hewitt abstained. Motion passed and carried.

**APPROVAL TO CALL A SPECIAL MEETING OR GIVE EXECUTIVE COMMITTEE AUTHORITY TO ACT: SUBMIT THE LOCAL AND REGIONAL PLANS TO THE STATE BY THE SEPTEMBER 1, 2018 DEADLINE**

It was noted that the deadline was September 1, 2017. The board was not scheduled to meet again before the deadline, so they were asked how they would prefer the approval process take place.

**MOTION**

It was moved by Mr. Folletti and seconded by Mr. Chevalier to call a special meeting at 8am on August 30, 2017 (with a call in option) to consider the submission of the Local and Regional Plans to the state by the September 1, 2017 deadline. If there was no quorum present, the Executive Committee is permitted to act on behalf of the board. All were in favor. Motion passed and carried.

**APPROVAL TO DESIGNATE PA CAREERLINK® - WARREN COUNTY AS AN AFFILIATE SITE, EFFECTIVE AUGUST 14, 2017, TO ALLOW FOR TRANSITION TO FULL MOBILE SERVICE DELIVERY, UNTIL THE END OF THE CURRENT LEASE ON JUNE 30, 2018**

Ms. Schell expressed concern with the pace in which this designation was being made. She stated that there have been no discussions with partners nor the renter. Ms. Brick noted that Ms. Schell participated in previous discussions regarding leaving a key with another building tenant should they need a shared space if the PA CareerLink® office was closed. Ms. Schell further expressed concern with perhaps a lack of communication despite open communication being outlined in the RFP and ResCare's proposals. Ms. Anderson noted that the board must consider whether a comprehensive or an affiliate status is most appropriate if mobile service delivery is to be implemented in Warren.

Board members expressed concern that the public had not been notified of a change in business hours if the affiliate status changed on the following Monday. Ms. Sherry noted that only the status changed on the following Monday and that schedules could be determined at a later date, as appropriate. Ms. Anderson stated that not even a lunch closure is permitted under a comprehensive status. Mr. Decker noted that an affiliate designation is consistent with the direction that the board has been heading.

**MOTION**

It was moved by Mr. Decker and seconded by Ms. Foys to approve the designation of PA CareerLink® - Warren County as an affiliate site, effective August 14, 2017 to allow for transition to full mobile service delivery, until the end of the current lease on June 30, 2018. All were in favor, with the exception of Ms. Schell and Mr. Hewitt. Motion passed and carried.

### HPO LIST UPDATE

Ms. Anderson recalled that several HPO petitions were submitted for consideration. It was asked if one of those was HVAC and Ms. Anderson confirmed that it was included in the submissions and met all of the retired criteria. It is understood that many of those affected by the GETS layoffs in 2016 entered training for HVAC. While they may not have completed training and entered the workforce, there is concern that there will be saturation in the market, leaving some newly trained individuals without jobs. It was discussed that the HVAC situation in Northwest is indicative of a disconnect between job seekers, employers, and training providers.

### WORKFORCE DEVELOPMENT DISCUSSION: RESCARE WORKFORCE SERVICES

Ms. Bridget Wolf, Ms. Sara Dodeci, and Mr. Fred Barney presented to the board on ResCare's operation in the Northwest. Their presentation will be sent to the board. Several board had concerns regarding staffing and asked to be informed of salary/wage/benefit information as well as a comparison of retained vs. new staff under the new contractor. The solicitor cautioned that personnel questions may only be discussed in an executive session.

Since there are a few less employees working in the PA CareerLink® system under ResCare, there was concern that the system could handle a large layoff. While Ms. Wolf noted that one could be handled within the current contract, Ms. Brick added that there is additional \$190k Rapid Response funding available for any dislocated worker, beyond the remaining \$82k remaining in the GETS Dislocated Worker Grant.

When asked, Mr. Wolf noted that only three openings are not yet filled. She noted that ITAs have been being processed for the last two weeks. Mr. Shaw noted that he has several claims that clients cannot get ITAs due to no process being in place. Mr. Chevalier noted he had heard similar claims and had expressed his frustration to Ms. Anderson, who has been very helpful in helping him navigate the facts associated with those cases. Mr. Chevalier noted that he also began visiting the PA CareerLink® office in Erie and asking customers if they were experiencing any difficulty and he has received only positive responses. Several board members noted that the board chose to transition to a new Title I provider and with that, challenges are expected and will be overcome.

### **\*\*ACTION\*\***

- **Board staff will send the ResCare PowerPoint Presentation to the board.**

### PERFORMANCE REPORTS

#### FISCAL AGENT REPORT

Ms. Brick referred to her provided report, which was included in the packet.

#### **MOTION**

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

### CONTRACTOR REPORTS

An advance Workforce Innovation Fund report was provided by GECAC. Ms. Anderson stated that since the grant is off to a slow start, end goals for participant numbers may not be met.

## **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.

## **COMMITTEE REPORTS**

### **GOVERNANCE**

### **INDIVIDUALS WITH EMPLOYMENT BARRIERS**

### **YOUTH**

Advance reports from the Governance, Individuals with Employment Barriers, 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**

### **MONITORING AND EVALUATION**

### **SECTOR STRATEGIES AND CAREER PATHWAYS**

### **SYSTEM DESIGN AND IMPLEMENTATION**

The Communications, Fiscal, Monitoring & Evaluation, Sector Strategies & Career Pathways, and System Design & Implementation 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.

## **OTHER BUSINESS**

Commissioner Abramovic inquired about how layoffs are announced to the community, noting that he recently found out about a significant layoff in his county several days after information became public. Ms. Rapp noted that Pennsylvania does not have a WARN law and therefore, employers are not required to notify the state before executing a layoff. Ms. Sherry noted that should any board member or partner become aware of a layoff, they are encouraged to share that information with Ms. Anderson so that the rest of the board and CLEOs may be informed.

Ms. Sherry thanked Mr. Nottingham for his contributions to the workforce development system in Northwest Pennsylvania. He has accepted an out-of-state position and this is his last board meeting.

## **EXECUTIVE SESSION/ADJOURNMENT**

### **MOTION**

It was **moved** by Mr. Krankota and **seconded** by Mr. Decker to enter executive session to discuss litigation. All were in favor. **Motion passed and carried.**

The session commenced at 10:09 am and guests exited the room with the exception of Ms. Anderson, the solicitor, and the CLEOs present. The phone line was terminated momentarily, only permitting board members and Commissioner Snyder to rejoin the conversation. The session concluded at 10:48 am with no further action.

## **REVIEW OF ACTION ITEMS**

- **Board staff will send the ResCare PowerPoint Presentation to the board.**

Respectfully submitted,  
Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance