

NORTHWEST PA WORKFORCE DEVELOPMENT BOARD MEETING

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

Friday, October 13, 2017

8:30 am

ATTENDANCE

Robert A. Cardamone
Mike Chevalier ☎
Tyrone Clark
Jim Decker ☎
Dr. Ray Feroz
Felix (Chip) Folletti ☎
Jill Foys
Jack Hewitt
Laura Hyde
Dr. Aldo Jackson ☎
Rich Krankota
Jake Rouch ☎
Linda Schell
Joy Sherry
Bradley Tisdale
Caryl Unseld

ABSENT

Carl Nicolia
Sherry Savoia
Gary Shaw
Stephen Steiner
Patricia Sweny

PPF STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

WELCOME/ROLL CALL

Ms. Sherry called the meeting to order at 8:30 am. Roll call was taken. It was noted there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of August 11 and August 30, 2017 Meeting Minutes
- b. Approval of Revised Supportive Services Policy
- c. Approval of Revised Personally Identifiable Information Policy
- d. Approval of Revised Youth Incentive Policy

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
Nancy Sabol, St. Benedict Education Center
Ken Falkenhagen, IU5
Kathy Pagano, Barber National Institute
Tina Mengine, Governor's Action Team
Silvana Rabat-Lavor, GECAC
Zachary Miller, IMPAQ
Ed Petrunak, PMI
Russ Byler, ResCare
Frederick Barney, ResCare
Peter Winkler, Office of Glenn Thompson
Lance Hummer, Keystone CEC
Deb Lutz, Steel Valley Authority/SEWN
Beverley Rapp, Rapid Response
Jeanna Noel, PA CareerLink®
Diona Brick, County of Venango
Shannon Schreffler
Rebekah McKay

- e. Approval of All Reports
 - i. Committee Reports (Business Solutions, Communications, Fiscal/Monitoring, Governance, Workforce Solutions, Youth)
 - ii. PFP Report
 - iii. Other Reports (WIF)

MOTION

It was moved by Ms. Hyde and seconded by Mr. Tisdale to approve the consent agenda as presented. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

1. Board staff will send the ResCare PowerPoint Presentation to the board. (Complete) Additionally, the board requested information at the August 11 meeting that was provided for this meeting including incumbent staff hiring, salary ranges, and staffing organizational charts.

OTHER UPDATES

Ms. Sherry noted that her employer, Ainsworth Pet Nutrition, has recently had their extrusion apprenticeship approved by the council for the Greater Oh-Penn Apprenticeship Network. The apprenticeship is the first one of its kind in the state, and once the apprenticeship is complete, employees will make \$30/hour.

Ms. Sherry directed the board's attention to the success stories portion of the agenda under other business, and read aloud the comments about the Mobile CareerLink partnership with IU5. She noted that such positive comments should be evidence for board members that perseverance pays off.

APPROVAL OF LWDB/CLEO/WIOA TITLE I CONTRACTOR MOU

Ms. Anderson referred to the LWDB/CLEO/WIOA Title I Contractor MOU provided in the packet and noted that it is required that this document be in place to ensure the firewall between Title I and Operator exists, particularly while ResCare holds both contracts. If approved, the MOU will be presented to the CLEOs for their approval and signature.

MOTION

It was moved by Dr. Feroz and seconded by Ms. Unsel to approve the LWDB/CLEO/WIOA Title I Contractor MOU as presented. All were in favor. Motion passed and carried.

CONTRACT EXTENSION DISCUSSION

Due to high turnover in Title I and Operator staff, Ms. Sherry shared that the Executive Committee asks the board to consider an extension for the contracts. The current contract is for one year. Mr. Hewitt raised the concern that an extension may have not been addressed in the RFP. Ms. Anderson noted that US DOL has noted that due to multiple contractor changes in recent years, the Northwest may be considered unstable. Extending this contract would send a message that the Northwest is committed to their contractor.

There was concern with extending a contract while only being three months in. Ms. Sherry reminded the board that the contracts include pay for performance measures as well as termination (with and without cause) options. Ms. Schell asked that the contracts and performance measures be sent to the board.

Mr. Feroz noted that the Executive Committee was informed of substantial turnover of front line staff at their last meeting. Many of the departing employees cite the short term of the contract. Mr. Krankota noted that while he had no issues with a contract extension, the board must give due diligence to ensure performance measures are tracked and met. Mr. Feroz stated that one of the strengths as a board is that they have a history of holding providers accountable. Ms. Sherry agreed that the contractors' performance is a very important focus of the board. She stressed that the board should always be looking for process measures that lead to the desired output measures.

MOTION

It was moved by Ms. Foys and seconded by Dr. Feroz to extend the operator and Title I service provision contracts with ResCare Workforce Services to two years, contingent upon County of Venango's legal review and acceptance. All were in favor, with the exception of Mr. Hewitt and Ms. Schell. Mr. Clark abstained. Motion passed and carried.

Later in the meeting, Ms. Brick reported language in the RFP addressing contract extensions and, pending legal review, she believed it to be permitted.

****ACTION****

- **Board staff will distribute the Operator and Title I contracts and performance measures to the board.**

DISCUSSION ITEMS ITEMS

WORKFORCE DEVELOPMENT DISCUSSION – WORKFORCE INNOVATION FUND

Mr. Ben Wilson, Mr. Zachary Miller, and Ms. Silvana Rabat-Lavor gave a presentation on the implementation and progress of the Workforce Innovation Fund Grant/Career Jump Start. The presentation commenced at 8:53 am and concluded at 9:18 am.

The presentation will be provided to the board electronically.

****ACTION****

- **The WIF presentation will be sent to the board.**

STRATEGIC DISCUSSION – COMMITTEES

Ms. Sherry thanked the board members that have agreed to chair committees:

Business Solutions – Ms. Hyde accompanied by Dr. Jackson

Communications – Mr. Clark

Fiscal and Monitoring – Mr. Decker

Governance – Dr. Feroz

Workforce Solutions – Ms. Unseld and Mr. Tisdale

Youth – Mr. Chevalier

Ms. Sherry asked the committees to focus on their strategic goals and to come up with additional measures to track to ensure the success of the system.

COMMENTS

There were no public nor additional board member comments offered at the meeting.

OTHER BUSINESS

Ms. Erin Shaffer was introduced as the new Program Specialist at Partners for Performance.

Ms. Sherry noted that in the future, the public comment portion of the agenda may be at the end of the meeting to allow for a better chance to keep the meeting business within its allotted time.

Ms. Anderson was asked to share some highlights from the Partners for Performance Report, previously approved in the consent agenda. She recounted the recent monitoring visits and noted the Next Generation IP Funding will be delayed until a state budget is passed.

Ms. Sherry noted that she is familiar with the practice that some companies employ, passing news of change by simply saying “it came from corporate” instead of sharing the reason for the change. Additionally, she shared that while change is always difficult, the board has voted three times to move forward with the mobile concept and even though all board members are not in agreement, the board should align to implement the vision that was supported by multiple votes.

SUCCESS STORIES

These were largely recounted previously in the meeting, but additional accounts were included in the packet.

REVIEW OF ACTION ITEMS

1. **Board staff will distribute the Operator and Title I contracts and performance measures to the board.**
2. **The WIF presentation will be sent to the board.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 9:41 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance