

NWPA JOB CONNECT BOARD MEETING

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

Friday, December 8, 2017

8:30 am

ATTENDANCE

Robert A. Cardamone
Mike Chevalier
Tyrone Clark ☎
Jim Decker
Dr. Ray Feroz
Jill Foys
Jack Hewitt
Laura Hyde ☎
Dr. Aldo Jackson
Rich Krankota
Carl Nicolia
Jake Rouch ☎
Linda Schell
Gary Shaw
Joy Sherry
Bradley Tisdale
Caryl Unseld

ABSENT

Felix (Chip) Folletti
Sherry Savoia
Patricia Sweny

PFP 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 October 13, 2017 Meeting Minutes
- b. Approval of Revised Supportive Services Policy
- c. Approval of Revised Monitoring Policy
- d. Approval of Revised Bylaws
- e. Approval of PII Procedures

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner John Amato, Crawford County
Commissioner Ben Kafferlin, Warren County
Commissioner Chip Abramovic, Venango County
Attorney Wil White, WDB & CLEO Solicitor
Sara Dodeci, ResCare
Ben Wilson, GECAC
Kathy Pagano, Barber National Institute
Carol Brigham, Multicultural Resource Center
Fadhail Ibraheem, PA CareerLink®
Ken Falkenhagen, IU5
Elizabeth Wilson, IU5
Nancy Sabol, St. Benedict Education Center
Lance Hummer, Keystone CEC
Julie Slomski, Governor's Action Team
Peter Winkler, Office of Glenn Thompson
Joe Miceli, BWPO/PA CareerLink®
Diona Brick, County of Venango
Beverley Rapp, Rapid Response ☎
Deb Eckelberger, Titusville Cmty Dev Agency ☎
Latrisha Mitchel-Payne, ResCare ☎
Silvana Rabat-Lavor, GECAC ☎

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

MOTION

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

FISCAL REPORT

Ms. Brick referred to her provided report and referred the board to the narrative on the first page. Additionally, she noted that ResCare very recently provided her access to their WORCS system which tracks funding obligations and approvals. She will present a spreadsheet on funding obligations before the end of the meeting with this information. Ms. Brick also noted that RSA budgets were approved Friday of the previous week. With that in place, she can begin to send out billings to partners. She expects to be able to draw funds within two weeks, with the exception of OVR and UC who are operating with settlement agreements.

Dr. Feroz asked if there was any clarification on how the Tax Cuts and Jobs Act will affect vocational rehabilitation. Mr. Hewitt noted that it is too early to tell.

MOTION

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

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

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

OTHER UPDATES

Ms. Sherry noted to board members that an attendance report is linked on the agenda and will be included on future agendas. Additionally, this report is shared with the CLEOs at their meeting. Board members are encouraged to attend board as well as committee meetings, and provide notice to board staff if they are unable to attend. Ms. Sherry also noted that board members will soon be asked to complete Statements of Financial Interests for year 2017.

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION – BUSINESS SOLUTIONS TEAM

Ms. Fadhaail Ibraheem presented on the services the Business Solutions Team offers from 8:48 am until 9:19 am.

It was noted that most private sector board members had not yet been contacted by the Business Solutions Team. Ms. Ibraheem was encouraged to reach out to those board members specifically. Mr. Decker asked if workforce partners are able to share information with economic development partners. Ms. Ibraheem noted that they do have access to Executive Pulse. Internally, after employer interviews, minutes are shared with all PA CareerLink® partners to keep everyone informed, though she receives no

response of receipt. Ms. Schell added that while BWPO has met with ResCare, they have not yet set local internal meetings to discuss employer interview results. She noted that these are the responsibility of the operator and she expects this will happen in the next quarter. Once a team for sharing information is established, then sharing information across partners will be more effective. Ms. Foys noted that at the state level, DCED and L&I have been meeting to discuss the integration of Executive Pulse and CWDS. This partnership could reduce the time it takes for Business Solutions Teams to share data with all partners, noting that the information could be inputted one time for all platforms instead of one time for each platform.

County Executive Dahlkemper asked how internal partners are utilizing employer interview information if they do not respond to the Business Solutions Team sharing minutes via email. Ms. Schell reiterated that partner meetings to discuss employer interviews have not yet been set up. Ms. Ibraheem clarified that though she sends minutes via email, it is unreasonable for her to expect collaboration until a meeting takes place. Ms. Dodeci added that although these meetings haven't taken place, employer needs are still being met by the Business Solutions Team. Ms. Sherry emphasized that collaboration with partners is important in the reduction of the duplication of services. Everyone should be working together to meet needs with or without meetings in place.

APPROVAL TO CALL A SPECIAL MEETING OR GIVE EXECUTIVE COMMITTEE AUTHORITY TO ACT: SUBMISSION OF MANDATED PARTNER MOU/INFRASTRUCTURE FUNDING AGREEMENT AND PA CAREERLINK® CERTIFICATION

Ms. Anderson noted that the PA CareerLink® and Partner MOU/IFA are due to the state by the end of the month. Both items require a board approval, but there is no meeting scheduled before the end of the year. Board members present noted that a Special Meeting should be scheduled for December 29. If there is no quorum, the Executive Committee will be given the authority to act on behalf of the board.

MOTION

It was moved by Mr. Cardamone and seconded by Mr. Hewitt to hold a Special Meeting on December 29, 2017 to consider approval of the Partner MOU and PA CareerLink® Certification before the required deadlines. If there is no quorum at this Special Meeting, the Executive Committee is given the authority to consider their approval on behalf of the board. All were in favor. Motion passed and carried.

COMMENTS

Mr. Shaw shared that he believes that ITAs and OJTs are not being completed in a timely manner. Additionally, he believes that Title I funding should be reserved for short term trainings as Title IV funding (federal financial aid as loans or grants) is available for long term training. Ms. Sherry assigned these points to the Workforce Solutions Committee for discussion. Ms. Brick noted that the funding obligations spreadsheet referred to earlier in the meeting was ready and would be a good resource for this discussion at the Workforce Solutions Committee. Ms. Hamilton will send it out to the board, along with the timeline and steps for ITAs and OJTs when they are available. Additionally, Ms. Sherry asked if anyone else on the board was interested in serving on the Workforce Solutions Committee, they are encouraged to contact Ms. Hamilton.

Ms. Schell asked if the contract extension for ResCare as Title I and Operator is in place. Ms. Brick confirmed that it was.

****ACTION****

- **An updated funding obligations spreadsheet will be sent to the board**
- **The Workforce Solutions Committee will discuss ITA and OJT timelines, details, and steps.**
- **Anyone interested in joining the Workforce Solutions Committee will contact Ms. Hamilton.**

OTHER BUSINESS

DATA

Ms. Shaffer shared data for the provision of value added services in the Northwest Workforce Development Area, which was generated using the methodology agreed upon by board staff and Labor & Industry earlier in the year. She noted several points:

- Overall participant enrollment has increased by 21% from July to September of 2017. In 2016 during that same timeframe there was a 19% decrease.
- Overall enrollment in value added services has increased by 20% from July to September of 2017. In September, the difference between the 2016 and 2017 numbers were decreased by approximately ½, with a 53% difference in the July numbers, a 52% difference in the August numbers and only a 27% difference in September.
- In Crawford and Erie there was an upward trend from July to September in both participant enrollments and services.
- The Oil Region has remained relatively flat in terms of comparing participant enrollments between 2016 and 2017 and in fact there were more enrollments in September of 2017 than in 2016.

It was also noted that the mobile service delivery effort was currently based out of PA CareerLink® Oil Region. She also noted that services provided to a citizen of Clarion County would reflect as a client of the office they were served from, including the comprehensive sites, if the case manager providing mobile services was associated with that office in CWDS. Ms. Sherry noted that the board should be cognizant of the trends and requested that this data be shared at every board meeting.

PROGRESS/SUCCESS STORIES

This information was provided in the packet.

REVIEW OF ACTION ITEMS

- 1. An updated funding obligations spreadsheet will be sent to the board**
- 2. The Workforce Solutions Committee will discuss ITA and OJT timelines, details, and steps.**
- 3. Anyone interested in joining the Workforce Solutions Committee will contact Ms. Hamilton.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:07 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance