

NWPA JOB CONNECT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer Street, Meadville, PA 16335
Friday, February 9, 2018
8:36 am

ATTENDANCE

Robert A. Cardamone ☎
Mike Chevalier
Tyrone Clark
William Clark
Jim Decker
Jill Foys
Jack Hewitt
Laura Hyde
Rich Krankota
Gary Shaw
Joy Sherry
Caryl Unseld

ABSENT

Dr. Ray Feroz
Felix (Chip) Folletti
Dr. Aldo Jackson
Carl Nicolia
Jake Rouch
Sherry Savoia
Linda Schell
Patricia Sweny
Bradley Tisdale

PPF STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

GUESTS

County Executive Kathy Dahlkemper, Erie County
Commissioner John Amato, Crawford County
Commissioner Ben Kafferlin, Warren County
Commissioner Chip Abramovic, Venango County
Commissioner Wayne Brosius, Clarion County
Commissioner Robert Snyder, Forest County
Attorney Wil White, WDB & CLEO Solicitor
Sara Dodeci, ResCare
Bridget Wolf, ResCare
Ben Wilson, GECAC ☎
Diona Brick, County of Venango
Lance Hummer, Keystone CEC
Deb Lutz, Steel Valley Authority
Frank Staszko, PA L&I BWPO
Beverley Rapp, Rapid Response
Georgia Del Freo, GECAC
Silvana Rabat-Lavor, GECAC
Ed Petrunak, PMI
Latrisha Mitchel-Payne, ResCare
Nancy Sabol, St. Benedict Education Center
Carmine Camillo, ResCare
Elizabeth Wilson, IU5
Tonya Mauk, Community Action, Inc.
Manette Setree, Community Action, Inc.
Kathy Pagano, Barber National Institute
Teresa Swoger, GECAC
Carol Brigham, Multicultural Resource Center
Ann Knott, Crawford County READ Program
Tina Mengine, PA/Governor's Action Team
Ruben Pachay, PA L&I BWPO ☎
Michael Lawrence, Cmty Workforce Advancmts ☎
Matt LaVerde, Riverview IU6
Fred Williams, Climate Changers

WELCOME/ROLL CALL/VISITOR RECOGNITION

Ms. Sherry called the meeting to order at 8:36 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of December 8 and December 29, 2017 Meeting Minutes
- b. Approval of All Reports
 - i. Committee Reports (Communications, Business Solutions, Fiscal/Monitoring, Governance, Workforce Solutions, Youth)
 - ii. PFP Report
 - 1. Participant and Service Data
 - iii. Other Reports (WIF, Operator, Title I)

MOTION

It was moved by Mr. Chevalier and seconded by Mr. Decker 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.

MOTION

It was moved by Ms. Hyde and seconded by Ms. Foy to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

- i. **An updated funding obligations spreadsheet will be sent to the board.** Complete.
- ii. **The Workforce Solutions Committee will discuss ITA and OJT timelines, details, and steps.** Complete.
- iii. **Anyone interested in joining the Workforce Solutions Committee will contact Ms. Hamilton.** Complete.
- iv. **A summary of the PA CareerLink® Certification will be sent to the board.** Complete.

MEMBERSHIP UPDATE

Ms. Sherry welcomed William Clark of Bollinger Enterprises. He represents Private Sector in Warren County. Mr. Folletti has retired and the CLEOs will vote on his removal at their next meeting. A card was passed around for signatures. Dr. Jackson has taken the position of the Dean of Erie Operations at the Rural Regional College of Northwest Pennsylvania. This position still qualifies him as a Workforce representative on the board.

STATEMENT OF FINANCIAL INTERESTS

Ms. Hamilton has provided Statement of Financial Interests information in the board member folders. Completed forms for the year 2017 are due to be filed at the board staff office by May 1.

OTHER UPDATE

Board staff will contact board members to update their biography and picture for the NWPA Job Connect website.

PY2016 MONITORING REPORT

ASSESSMENT PLAN AND EVALUATION

Mr. Michael Lawrence of Community Workforce Advancements was introduced and he referred to the Assessment Plan and Evaluation which was provided at the meeting. He presented from 8:57 am and concluded at 9:13 am. The Assessment Plan and Evaluation is on file at Partners for

Performance. Overall, Mr. Lawrence noted that the Northwest's data trends are consistent with other areas in the Commonwealth and in other states.

Mr. Chevalier noted that not all partners were engaged in the evaluation process and Ms. Sherry noted that the current data sets do not note whether clients have one of the barriers to employment defined in WIOA. Mr. Clark asked Mr. Lawrence if the report is what the state asked for in their corrective action. Mr. Lawrence replied that it was; however, there are still some issues to work through such as tracking clients across partners.

Mr. Pachay commended Mr. Lawrence for his work but noted that the US Department of Labor does not use the same data reports to measure progress as the Northwest is using. (The Northwest's data is pulled using the methodology agreed upon by the local board and state in 2017). Mr. Pachay noted that "virtual offices" were created in CWDS to help track the mobile operation, one for Clarion and one for Crawford. Board and Title I staff had not been informed of any changes to track mobile service delivery in CWDS. It was not immediately clear if these "virtual offices" were the designations previously used by the offices in those counties before they closed. Mr. Pachay was asked to connect with Ms. Shaffer to clarify the situation.

****ACTION****

- **Mr. Pachay will provide clarification to Ms. Shaffer on the "virtual offices."**

APPROVAL OF THE ASSESSMENT PLAN AND EVALUATION

This item was tabled as the board asked for Mr. Lawrence to engaged additional partners to take part in the evaluation. The updated Assessment Plan and Evaluation will be presented for approval at a Special Meeting. The meeting will be scheduled in time to meet the state's deadline of February 23.

****ACTION****

- **Ms. Hamilton will schedule a Special Meeting on February 22 or February 23 to review the updated Assessment Plan and Evaluation.**

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION – TITLE II ADULT LITERACY

Ms. Anderson explained that 2018 is a "competition year" for Title II and area providers must compete for funding. A proposal process will be used and local areas will be required to review proposals for their alignment with their Local Plan. It is unknown how many proposals are being submitted, but review of the proposals is expected to start in early April. Volunteers from the board are needed. Ms. Sherry volunteered and asked Ms. Anderson to reach out to the board for additional volunteers as the review period approaches. Adult Literacy providers from around the area gave a presentation to the board, with supporting handouts, that began at 9:43 am and continued until 10:14 am. This information will be made available to the board.

OTHER BUSINESS

There was no further business to discuss.

COMMENTS

Ms. Foy commended the Youth Committee for their work in getting the word out to secure proposals for TANF funding, especially in the rural counties, to help maintain the 53/47 funding split for Erie County and the

rural counties. She noted that the alternative was asking the board and CLEOs to waive the split for the TANF funding, but the committee members rallied and after three weeks, ResCare was in receipt of enough proposals to award the funds according to the prescribed split.

Ms. Sherry noted that the Special Meeting to review and approve the assessment and evaluation with additional partner input will be scheduled on February 22 or 23. The board will be notified of this meeting. She extended her thanks to the board, the committees, and the partners.

Mr. Fred Williams of Climate Changers communicated his support for the mobile delivery of services. The services provided have enriched the lives of his organization's clients.

Mr. Matt LaVerde of the Riverview IU6 in Clarion noted that the mobile service delivery effort is a great way to provide services in rural communities. He noted the success of the effort at Titusville High School and added that he continues to "get the word out" in meetings and encourages other partners to participate. He believes that the mobile delivery of services adds value to PA CareerLink® in the eyes of the community.

Ms. Rapp asked if she could provide layoff and dislocated worker reports to the board. She noted that while mobile services are being provided, it is hard to show them in CWDS. She offered to work with Ms. Shaffer to provide these reports.

Ms. Dodeci noted that all services are still logged in CWDS as required, but rural services are captured under PA CareerLink® - Oil Region. County Executive Dahlkemper added that while formal mobile delivery of services is a newer concept, services were occasionally provided in Forest County prior to the effort and were also captured under PA CareerLink® - Oil Region.

****ACTION****

- **Ms. Rapp will provide layoff and dislocated worker reports for the next board meeting packet.**

REVIEW OF ACTION ITEMS

- 1. Mr. Pachay will provide clarification to Ms. Shaffer on the "virtual offices."**
- 2. Ms. Hamilton will schedule a Special Meeting on February 22 or February 23 to review the updated Assessment Plan and Evaluation.**
- 3. Ms. Rapp will provide layoff and dislocated worker reports for the next board meeting packet.**

ADJOURNMENT

MOTION

It was moved by Mr. Chevalier and seconded by Mr. Clark to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting was adjourned at 10:26 am.

Respectfully submitted,
Jacqueline Hamilton
Administrative Assistant
Partners for Performance