

## NWPA JOB CONNECT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer Street, Meadville, PA 16335  
Friday, April 27, 2018  
8:30 am

### ATTENDANCE

Robert A. Cardamone ☎  
Mike Chevalier  
Tyrone Clark  
Dr. William Clark  
Jim Decker  
Dr. Ray Feroz  
Jill Foys  
Jack Hewitt  
Laura Hyde ☎  
Dr. Aldo Jackson  
Rich Krankota  
Gary Shaw  
Joy Sherry  
Frank Staszko  
Caryl Unseld

### ABSENT

Dave Henderson  
Carl Nicolia  
Jake Rouch  
Sherry Savoia  
Patricia Sweny  
Bradley Tisdale

### PPF STAFF

Janet Anderson  
Erin Shaffer  
Jackie Hamilton

### WELCOME/ROLL CALL/VISITOR RECOGNITION

Ms. Sherry called the meeting to order at 8:30 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 February 9 and February 23, 2018 Meeting Minutes
- b. 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, Rapid Response)

### GUESTS

County Executive Kathy Dahlkemper, Erie County  
Commissioner John Amato, Crawford County  
Commissioner Chip Abramovic, Venango County  
Commissioner Wayne Brosius, Clarion County  
Commissioner Robert Snyder, Forest County  
Sara Dodeci, PA CareerLink®/Title I ResCare  
Carol Brigham, Title II/Multicultural Resource Ctr  
Teresa Swoger, Title II/GECAC  
Kathy Pagano, Title II/Barber National Institute  
Nancy Sabol, EARN/St. Benedict Education Center  
Ben Wilson, GECAC  
Georgia Del Freo, GECAC  
Silvana Rabat-Lavor, WIF/GECAC  
Russ Byler, PA CareerLink®/ResCare  
Lance Hummer, Keystone CEC  
Deb Lutz, Steel Valley Authority  
Beverley Rapp, PA CareerLink®/Rapid Response  
Bridget Wolf, ResCare  
Latrisha Mitchell-Payne, PA CareerLink®/OSO  
ResCare  
Jeanna Noel, PA CareerLink®/BWPO  
Matt LaVerde, Riverview IU6 ☎  
Diona Brick, County of Venango  
Joe Miceli, PA CareerLink®/BWPO

## **MOTION**

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

It was noted that Ms. Brick was not yet present due to unexpected traffic delays and so her Fiscal Report would be pushed to later in the meeting

## **UPDATES FROM THE CHAIR**

### **REVIEW OF PREVIOUS ACTION ITEMS**

- i. Mr. Pachay will provide clarification to Ms. Shaffer on the “virtual offices.”** Complete.
- ii. Ms. Hamilton will schedule a Special Meeting on February 22 or February 23 to review the updated Assessment Plan and Evaluation.** Complete. The meeting took place on February 23 and the updated plan and evaluation were approved and submitted to the state. It has since been approved as a satisfactory response to the corrective action.
- iii. Ms. Rapp will provide layoff and dislocated worker reports for the next board meeting packet.** Complete. This information is provided with the other reports in the consent agenda.
- iv. Board staff will provide the Assessment Plan and Evaluation to the state within the required deadline.** Complete. The plan was submitted on the same day it was approved, February 23, which was the deadline.

### **MEMBERSHIP UPDATE**

Ms. Sherry noted that the CLEOs are expected to vote to accept Jake Rouch’s resignation at their meeting today. Additionally, she introduced two new board members: Dave Henderson, an Erie appointment from AFSCME, representing labor organizations and Frank Staszko, a Crawford appointment from PA Department of Labor & Industry, Bureau of Workforce Partnership and Operations, who fills the vacancy left by Linda Schell when she retired earlier in the month.

### **STATEMENT OF FINANCIAL INTERESTS**

Ms. Sherry noted that three board members have yet to reply to the request for Statement of Financial Interests form for the 2017 year. These are due to be on file by May 1.

### **ADA ACCESSIBILITY**

Ms. Sherry stated that the Workforce Solutions Committee referred to the Executive Committee the issue of addressing ADA Accessibility in service delivery at mobile sites. This information is captured in the draft minutes provided under the consent agenda item. Several opinions have been voiced on the matter and involved parties are unable to reach an agreement. The Executive Committee requested that a RFQ be sent out to procure services to put a protocol in place to properly address ADA Accessibility in mobile service delivery sites as required by WIOA. Mr. Hewitt expressed concern that there may not be funds available for the effort, and noted that there is already a process in place to review accessibility in new sites. Ms. Anderson answered that WIOA Transition funding will be used for the effort, and reiterated the need for a third party to determine a checklist, MOU language, protocol, and perhaps a schedule as the current parties have been unable to agree on a way forward. Mr. Decker recalled the Executive Committee discussion in which members expressed hesitation in forcing currently government-funded public entities, such as libraries, to make additional changes to their property only to accommodate PA CareerLink® services, another government-funded program. There was also hesitation by the CLEOs to support a board decision that would contradict the ability of the public entities in their communities to serve individuals with disabilities. Ms. Anderson noted that there is a Primer for State and Local Governments posted on the Department of Justice’s website that addresses,

among other things, the provision of services, not facilities, to individuals with disabilities. This information is available to board members if they are interested.

Ms. Anderson noted that the RFQ was released on April 24, and responses are due by 12:01 pm on May 11. The RFP will be forwarded to the board should they know of any organizations who might be interested in applying. Ms. Sherry noted that if anyone would be interested in serving on a review committee to please contact Ms. Anderson. Otherwise, the responses will be reviewed by the Workforce Solutions Committee. Mr. Staszko noted that he agreed that a third party would give an objective perspective to the situation. He noted that while the board should follow relevant mandates, they should not be called to police accessibility at facilities in their communities. Mr. Hewitt asked if the services procured through the RFQ would address only public sites, and Ms. Anderson noted that it would address public and private mobile service delivery sites.

**\*\*ACTION\*\***

- **Board staff will send the Accessibility RFQ to board members.**

**OTHER UPDATE**

Ms. Sherry noted that she and Mr. Decker and Dr. Feroz will be reviewing Title II grant applications as part of the review process put forth by the Department of Education. She also thanked Mr. Tyrone Clark for his superb facilitation of a policy discussion held in March in Erie to discuss the Youth Incentive Policy.

**FISCAL REPORT**

Ms. Brick referred to her provided report. She noted a significant increase in spending, especially in Erie ITAs and Rural OJTs. She also noted that the heavier caseload has necessitated a request to reallocate funds from Adult to Dislocated Worker. The request was sent to the state and informally accepted, but a formal response is expected soon. Additionally, Ms. Brick noted that only about \$20k remains of the TANF Youth money. There was a request for a modification to provide Workforce Innovation Fund grant services through the fifth year of the grant, which was originally an evaluation year. This was sent to USDOL and has not yet been formally granted. Mr. Shaw asked if there would still be enough funding to support Adults through the end of the year if the reallocation of funds to Dislocated Worker is granted. Ms. Brick answered yes, based on projections.

**MOTION**

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

**DISCUSSION ITEMS**

**APPROVAL OF THE SLATE OF OFFICERS**

Dr. Feroz, chair of the Nominations Committee, referred to the slate provided before the board. The committee met several times via phone and those nominated for the slate have agreed to serve. Ms. Sherry noted that the board's bylaws require that this process conclude before April 15 at a regularly scheduled board meeting, but the April 14 board meeting was rescheduled for April 28, due to an anticipated lack of quorum. The Executive Committee voted to extend the deadline and the full board is asked to vote on the slate as presented:

<b>Officer Position</b>	<b>Current</b>	<b>Proposed</b>
Chair	Joy Sherry	Jim Decker (Warren)
1 <sup>st</sup> Vice Chair	Dr. Aldo Jackson	Dr. Aldo Jackson (Erie)
2 <sup>nd</sup> Vice Chair	Dr. Ray Feroz	Jill Foys (Forest)

Treasurer	Jim Decker	Dr. Ray Feroz (Venango)
Secretary	Bob Cardamone	Laura Hyde (Crawford)
County Representative	Jill Foy	Bob Cardamone (Clarion)

**MOTION**

**It was moved by Dr. Clark and seconded by Mr. Krankota to approve the slate of officers as presented. All were in favor. Motion passed and carried.**

Dr. Feroz thanked the committee, Mr. Decker, Mr. Krankota, and Ms. Sherry, for their assistance in completing this important task.

**WORKFORCE DEVELOPMENT DISCUSSION – SCORECARD AND DATA**

Ms. Erin Shaffer gave a data presentation from 8:54 am until 9:05 am, which explained the kind of information gathered for the data linked in the agenda. The information presented included unique participant numbers and unduplicated value-added services provided to PA CareerLink® clients throughout the region as well as a scorecard which captured several pieces of information not otherwise covered in the data reports. Ms. Shaffer explained that the purpose of the scorecard is better board understanding and that it is utilized in other areas only for that purpose. The state does not consider this data as part of their required reporting and it is mostly gathered directly from the partners. Ms. Shaffer explained that the data pulled by the state and provided to the federal government is a more broad view of the local workforce development system. She continues to work with the state to properly represent the local workforce activity to the federal government. Mr. Staszko agreed, noting that the state has been reaching out to all local areas to determine what information is most valuable to local boards and working toward making that information more easily accessible through reports in CWDS. The state has the ability to adjust those reports.

Dr. Feroz commended the data contained in the scorecard, but noted that they are geared toward process measures. He inquired on additional outcome measures such as attainment of employment, training completions, and other critical outcomes. Ms. Shaffer noted that this continuing concern would be taken to the committee level. In the meantime, the scorecard serves as a snapshot of workforce activity, and is implemented at the suggestion of the state. Mr. Chevalier asked for more current information, as the scorecard contained information for January through March 2018 and it was nearing the end of April. Ms. Shaffer noted that the data included information for the last completed quarter and month. Ms. Sherry asked that trend data be added to the scorecard to give more perspective and also asked that milestones that may affect results be addressed, such as large layoffs, or low employment rates. Ms. Anderson concluded the presentation by noting that the state has been working with board staff to agree on pulling process data, noting it has taken almost a year. Though the board staff has been reporting some outcomes for the last three years, it is time to start showing outcomes.

**APPROVAL OF TERMINATION OF WARREN LEASE**

**MOTION**

**It was moved by Dr. Clark and seconded by Ms. Foy to terminate the lease for the PA CareerLink® site in Warren, PA.**

Mr. Staszko noted that it is necessary to reduce bricks and mortar costs throughout the workforce system across the state. He noted that comparatively, the Northwest is doing a better job at looking at what services are provided through their system. He noted he will work with Title I and the Operator on a transition plan for the closing of the site. Mr. Hewitt noted that an ADA Review of the Warren Library yielded only minor non-structural concerns that the library leadership is eager to address. He believes a

relationship with the Warren Library will supplement the decrease of comprehensive sites. Commissioner Snyder noted that although he was not present, Commissioner Kafferlin (Warren County) communicated his support for the lease termination to he, Commissioner Abramovic, and Ms. Anderson that morning. Ms. Sherry noted detailed transition plans are in place for the closing. Mr. Shaw, citing the earlier reallocation of funding to Dislocated Workers, noted that the board must be careful to have a plan to serve Adults, as closing another site may make it even more difficult to find those clients.

**All were in favor, Mr. Staszko abstained. Motion passed and carried.**

Mr. Staszko explained that his abstention was due to his lack of background/continuity to make an informed vote. He was only recently appointed to the board.

### **OTHER BUSINESS**

Ms. LAVOR referred to the WIF success story provided in the packet. Ms. Anderson noted that board staff is submitting one Business Education Grant and two Teacher in the Workplace Grants for consideration. She noted that the deadline to report HPO Petitions to the board is May 23, and that Partners for Performance is posting a new board staff position. The position will be sent to the board for dissemination.

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

- **Board staff will send the board staff position posting to board members.**

### **COMMENTS**

Mr. Staszko noted that he is working to foster partnerships, noting that transitions are rough on all involved. He continues to meet with everyone as he gets acclimated to the local area and has positive feelings about the progress of the Northwest. He looks forward to working toward common goals and maintaining transparency.

Mr. Tyrone Clark noted he hopes to be able to provide a draft of a communications plan at the next board meeting that will help the board externally communicate with difficult-to-reach populations through more effective public outreach. This is a significant undertaking for a staff that is already stretched to cover so many tasks. He also noted that to effectively utilize social media, board members and partners need to take part in it as well by following on Twitter and LinkedIn and liking on Facebook.

Mr. Shaw noted a success story of a man who sought services through PA CareerLink®. The man was a reformed criminal with significant and often off-putting tattoos on visible portions of his body. The man has built a report with his past employers and starts a new job on Monday making \$55k. Mr. Clark noted that this was a great story for outreach. Mr. Shaw noted that the man would likely agree to being showcased if approached.

Dr. Feroz referred to the policy discussion skillfully facilitated by Mr. Tyrone Clark in the previous month and again commended him for his efforts.

Commissioner Snyder noted that the CLEOs met with Labor & Industry leadership on March 19 and was joined by four additional counties. The leadership appeared to listen and be receptive to their needs. He noted that their previous concerns are not just with mobile service delivery, but with all service delivery, and noted progress made in communicating the successes of the Northwest.

### **REVIEW OF ACTION ITEMS**

- 1. Board staff will send the Accessibility RFQ to board members.**

2. Board staff will send the board staff position posting to board members.

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 9:40 am.

Respectfully submitted,  
Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance