

## NWPA JOB CONNECT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer Street, Meadville, PA 16335  
Friday, August 10, 2018  
8:31 am

### ATTENDANCE

Robert A. Cardamone  
Mike Chevalier  
Tyrone Clark  
Monica Daquilante  
Jim Decker  
Jody Dixon  
Dr. Ray Feroz  
Jill Foys  
Terra Gaines  
Dave Henderson ☎  
Jack Hewitt  
Laura Hyde ☎  
Dr. Aldo Jackson  
Rich Krankota  
Dr. Lisa Miller  
Frank Staszko  
Caryl Unseld

### ABSENT

Dr. William Clark  
Gary Shaw  
Joy Sherry  
Bradley Tisdale

### PFP STAFF

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Jackie Hamilton  
Lisa McCartney

### GUESTS

Commissioner Chip Abramovic, Venango County  
Commissioner Wayne Brosius, Clarion County  
Commissioner Robert Snyder, Forest County  
Commissioner Ben Kafferlin, Warren County  
County Executive Kathy Dahlkemper, Erie Cty  
Attorney Wil White, Solicitor  
Sara Dodeci, PA CareerLink®/Title I ResCare  
Bridget Wolf, ResCare  
Diona Brick, County of Venango  
Joe Miceli, PA CareerLink®/BWPO  
Elizabeth Wilson, IU5 Title II  
Ken Falkenhagen, IU5 Title II  
Marissa Thomas, 3iNetworking  
Latrisha Mitchell-Payne, PA CareerLink®/OSO  
ResCare  
Nancy Sabol, EARN/St. Benedict Ed. Ctr.  
Silvana Rabat-Lavor, GECAC/WIF  
Susan Richmond, PA CareerLink®/Title I ResCare  
David Mascaro, PA Dept L&I, UC  
Ramon Rodriguez, Citizen  
Julie Slomski, Governor's Office  
Ruben Pachay, PA Dept L&I, BWPO ☎  
Deb Lutz, Steel Valley Authority  
Beverley Rapp, PA CareerLink®/Rapid Response  
Georgia Del Freo, GECAC  
Brad Moore, Office of Cong. GT Thompson  
Lance Hummer, Keystone CEC  
Sheila Sterrett, Senator Toomey's Office ☎  
Greg Schmeig, Synergy Consulting Partners ☎  
Janet LaBreck, Synergy Consulting Partners ☎

### WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:31 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 June 8, 2018 Meeting Minutes
- b. Approval of Local Monitoring Plan, Appeal Policy, Monitoring Policy, Risk Assessment Policy
- c. Approval of All Reports
  - i. Committee Reports (Business Solutions, Fiscal/Monitoring, Governance, Workforce Solutions, Youth)

- ii. NWPAs Job Connect Staff Report
- iii. Other Reports (WIF, Operator, Title I, Rapid Response)

#### **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. She noted the three-year trending data included as requested at the last meeting. She also noted that going forward, she has three complete years' worth of budgeting and spending data available for further comparison.

#### **MOTION**

It was **moved** by Mr. Clark and **seconded** by Mr. Chevalier 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. Ms. Shaffer's reports and Ms. Brick's proforma reports will be sent to the board. Complete.
- ii. Facts on UC's effect on the PA CareerLink® system will be provided to the board when available. Complete – they will be provided when available.
- iii. Ms. Anderson will communicate Ms. Rapp's request to the Executive Committee for a future Workforce Development Discussion. Ms. Rapp has been asked to present at today's meeting.

##### **NEW WDB MEMBERS**

Mr. Decker introduced several new members to the NWPAs Job Connect board, including Monica Daquilante, Jody Dixon, Terra Gaines, and Dr. Lisa Miller. Ms. Sherry will be retiring and will no longer serve on the board.

##### **COMMITTEES**

Ms. Hamilton will be reaching out to board members to determine committee membership going forward. Board members have been asked to respond promptly to requests to move this process along.

The consultants were not yet on the call, so the agenda item regarding the accessibility protocol will be delayed until later in the meeting.

#### **OTHER BUSINESS**

##### **PROGRESS/SUCCESS STORIES**

This was an attachment included in the packet, and other stories were included in the Title I and Operator reports. Ms. Anderson noted that ResCare is planning an improved TANF approval process for this upcoming year that will address some noted issues that delayed service delivery last year. The improved process will also include a review of outcomes.

##### **NEW HPO LIST**

Ms. Anderson noted that the Eligible Training Provider List is related to the High Priority Occupation List in that all approved trainings must support a high-priority occupation. Board staff recently reviewed the most recent completed ETPL year to its HPO list, and only one third of the occupations on the high-

priority list was supported by approved trainings in the Northwest. The committees will be asked to review this relationship going forward.

### **TANF YEAR-ROUND VS SUMMER PROGRAMS**

Ms. Anderson stated that the Youth Committee asked that TANF programming be offered year-round, not just Fall/Winter and Summer. Those programs considering TANF funding for summer programming should be planning now as the RFP is expected to be released by ResCare within the next month or so.

### **ASSESSMENTS**

Ms. Anderson stated that committees have asked to review assessments and board staff is compiling information in response to those requests.

### **PAY FOR PERFORMANCE**

Commissioner Kafferlin thanked the ad-hoc pay for performance committee and board staff for their efforts in this first year of undertaking a pay for performance contract with the Operator and Title I Service Provider, ResCare. He reminded the board that in order to pay based on performance, a percentage of the total allocation is withheld, then rewarded based on performance. Commissioner Kafferlin added that ResCare must first meet fiscal spending requirements before performance payments are considered, so any payments approved by the committee will be done so after all of the invoices are in for the previous program year. Any remaining funds will go back into programming and are not lost.

### **ACCESSIBILITY PROTOCOL IMPLEMENTATION & TRAINING SESSION (AUGUST 14, 2018)**

At this time, Janet LaBreck and Greg Schmeig from Synergy Consulting Partners had joined the meeting and began their overview at 8:58 am. The consultants thanked the board for the invitation to present. The purpose of the protocol is to provide clarification and context to staff on what is allowable by WIOA when providing fully accessible services, which compliments mobile service delivery. A training session has been scheduled for August 14, and intends to train staff on concepts of reasonable accommodation and practical accessibility as required under WIOA and ADA, as covered by the protocol. The consultants stressed that the protocol is not intended to overlap or replace any applicable laws, but to complement regulations to ensure partners work together to maximize resources and increase access to PA CareerLink® services for individuals with employment barriers. The protocol charges partners with ensuring high quality services are accessible to everyone, especially to individuals with barriers to employment, through choices of delivery point.

Mr. Hewitt noted his concern with some parts of the protocol that may contradict local documents in place, such as the Local Plan and Partner MOU, where libraries are noted as “affiliate” sites and the protocol calls them “places of public accommodation.” Ms. LaBreck explained the libraries as places of public accommodation by noting that individuals already chose to go to the library and participate in programming, so providing to the public there does not require additional accommodation. Additionally, the protocol calls for offering choice to those seeking services, by inquiring on where they are comfortable meeting staff in public. It would be expected that the person seeking services would answer with a suggestion of a place they are already comfortable as a patron, or if given a choice of venues, would chose one that they are most comfortable with, without needing to disclose the reason for the preference.

Ms. LaBreck asked Mr. Hewitt to send Synergy Consulting Partners information on the inconsistencies he referred to, and they will address them in an updated protocol before the training on August 14. Mr.

Hewitt deferred to the board to determine the way forward. Mr. Staszko noted that inconsistencies should be easily resolved in the protocol, and if needed, plans and local documents may be amended. Ms. LaBreck agreed, and noted that taking the opportunity to make language more consistent will strengthen documents to allow flexibility for service delivery regardless of “where.”

Mr. Clark recalled the previous board and committee level conversations on the issue and suggested that no additional discussion may be needed to implement the protocol. He expressed concern that revising local documents before implementation could delay service provision, especially to those requiring accommodation. Mr. Staszko suggested that Mr. Hewitt draft the changes in the level of detail he believes is necessary and send them to Synergy Consulting Partners. The solicitor noted that the issues in question appear to be simple semantics that should not invalidate the protocol at implementation. When Mr. Clark asked what is preventing the protocol from being implemented, Mr. Hewitt noted that it had not been ratified by the board. At this time, Ms. LaBreck stressed that it is important to note that there is flexibility in any negotiating process and that no example is so literal that it does not allow for flexibility. For example, there is no language in WIOA nor ADA that is so literal that specific venues are or are not permitted as acceptable for service delivery. Individuals needing an accommodation must have a choice of where and how services are provided to them. The protocol is intended for staff use, along with other local documents, to help them become more comfortable and knowledgeable to support accessibility of services as required by all applicable laws.

Dr. Feroz asked if Mr. Hewitt has asked higher levels of government, including OVR, for funding of accessibility updates in public spaces and Mr. Hewitt noted that while he has not made a specific request, he is aware of programs in place that reimburse for accessibility updates.

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

- **Mr. Hewitt will send suggestions for amendment of the Mandated Partner MOU, Local Plan, and Accessibility Protocol to Synergy Consulting Partners as soon as possible so these may be addressed before the training scheduled for August 14.**

**DISCUSSION ITEMS**

**WORKFORCE DEVELOPMENT DISCUSSION**

Ms. Rapp gave a presentation on Rapid Response programming from 9:46 am until 10:14 am.

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

- **An updated PowerPoint on Rapid Response programming will be sent to the board.**

**COMMENTS**

There were no board member comments.

Mr. Brad Moore spoke about the recent overhaul of the Career and Technical Education Act which increases Perkins funding and adjusts scopes to fields of study. This bipartisan effort passed with a unanimous vote. Programmatic and regulatory efforts are next and as the primary author of the legislation and chair of the Career and Technical Education Caucus, Congressman Thompson will be reaching out to schedule a visit for input.

**ADDITIONAL UPDATES**

Ms. Anderson added that the Regional and Local Plans are still only conditionally approved. While West Central procured for services as required, no update on the status of the plans has been provided by the state. NWPA Job Connect billboards have been erected around the region thanks to Mr. Tyrone Clark on behalf of the

Communications Committee. 2018 Manufacturing Summit Flyers are available at the meeting courtesy of the Oil & Gas Task Force. A Convoy of Hope flyer is also available. Notes from the PWDA/Labor & Industry Directors meeting have been provided to board members.

### **REVIEW OF ACTION ITEMS**

- 1. Mr. Hewitt will send suggestions for amendment of the Mandated Partner MOU, Local Plan, and Accessibility Protocol to Synergy Consulting Partners as soon as possible so these may be addressed before the training scheduled for August 14.**
- 2. An updated PowerPoint on Rapid Response programming will be sent to the board.**

### **ADJOURNMENT/EXECUTIVE SESSION**

#### **MOTION**

**It was moved by Mr. Hewitt and seconded by Ms. Unsel to adjourn the meeting into executive session regarding litigation. All were in favor. Motion passed and carried.**

The meeting was adjourned into executive session regarding litigation at 10:22 am. All visitors left the room and phone with the exception of Ms. Brick, the solicitor, Ms. Wolf, Ms. Anderson, and Ms. Hamilton. The session was joined by Mr. Kessler, an investigator for ResCare. Mr. Staszko and Mr. Henderson did not stay for the session. Ms. Hyde left the phone line at 11:00 am. Mr. Staszko joined the session at approximately 11:00 am. The session concluded at 11:22 am without action.

Respectfully submitted,

Jacqueline Hamilton  
NWPA Job Connect