

GOVERNANCE COMMITTEE MEETING

Partners for Performance, 920 Water Street, Suite 32B, Meadville, PA 16335

July 26, 2018

1:00 pm

ATTENDANCE

Dr. Ray Feroz 📞
Bob Cardamone 📞
Rich Krankota 📞

GUESTS

Sara Dodeci 📞

PFP STAFF

Janet Anderson
Deb O'Neil
Lisa McCartney

ABSENT

Brad Tisdale

WELCOME/ROLL CALL

Dr. Feroz called the meeting to order at 1:00 pm. Roll call was taken. It was noted there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MINUTES – JANUARY 17, 2018

The WDB Governance Committee minutes for the March 21, 2018 meeting were presented for approval.

MOTION

It was moved by Mr. Cardamone and seconded by Mr. Krankota to approve the March 21, 2018 meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

Ms. Hamilton will send a Doodle to reschedule the May committee meeting. (Complete).

APPROVAL OF NWPA JOB CONNECT POLICIES/PLANS

Ms. O'Neil referred to the four documents included in the meeting packet for approval. The Local Monitoring Plan and the Local Monitoring Appeal Policy were new documents required as part of the state's new Workforce System Policy (WSP) No. 183-01, dated May 21, 2018. The local Monitoring and Oversight Policy and the local Risk Assessment Policy were existing local policies requiring revisions to align them with the required criteria of the state's policy. The state required submission of the Local Monitoring Plan no later than June 20, 2018. The committee is being asked to review and recommend approval of these documents to the full board for implementation. The committee noted no concerns with the information presented.

MOTION

It was moved by Mr. Krankota and seconded by Mr. Cardamone to approve the Local Monitoring Plan, Local Monitoring Appeal Policy, local Monitoring and Oversight Policy, and local Risk Assessment Policy as presented. All were in favor. Motion passed and carried.

DISCUSSION OF LOCAL ASSESSMENT PROTOCOL

Ms. O'Neil noted that ResCare has requested the board's consideration of additional participant assessment test options beyond the preferred TABE assessment currently used. This request resulted from challenges presented in assessing participants from the various targeted populations we serve as priority groups under WIOA. Some participants have experienced difficulty with TABE testing, especially those who are English

language learners. This was discussed at the July 11, 2018 Youth Committee meeting, where a recommendation was made by the committee to allow flexibility in the local assessment process, with additional assessment tests permitted. Any additional assessment test tools must be included on the Department of Education's approved list of assessments, with the criteria for their use being based on the population being served and their specific barriers. Ms. Anderson noted we will be working with the one stop operator to put procedures in place for assessments which would allow the decision of the best assessment to be used for the individual client to the program services contractor. No action is required by the committee at this time. The committee noted no concerns.

PA CAREERLINK® CERTIFICATION UPDATE

ADA Accessibility Protocol

Ms. Anderson reported that three quotes were received as a result of the release of a request for quotes to develop protocol for providing access to and for serving individuals with disabilities with mobile service delivery. A review committee comprised of Mr. Jack Hewitt, Mr. Jim Decker (board members) and Commissioner Ben Kafferlin (CLEO) reviewed and evaluated the proposals received to complete the ADA protocol recommendations. Synergy Partners were awarded the contract to complete the ADA protocol due to their extensive experience with ADA, WIOA, and their unbiased position in the process.

Following committee discussion at their May meeting, the Workforce Solutions Committee had requested direction from Executive Committee on how to proceed with ADA accessibility for mobile services delivery once the ADA protocol is received from the consultant. Mr. Staszko noted it is important to keep communications open and transparent. He further noted that there has been misunderstanding on this issue when the customer chooses a location as acceptable to them versus receiving services at a comprehensive and/or affiliate site that must follow state policy and be certified by the state as ADA compliant. He expressed his belief that the board should have an opportunity to evaluate the protocol. Mr. Decker expressed the need to have an expert and unbiased assessment, since the board is not expert in ADA and should not be determining the accessibility protocol. Commissioner Snyder expressed that he would like to see this issue resolved soon since it has been a prolonged discussion and he did not want it to negatively impact mobile service delivery.

Dr. Jackson noted the school board had previously viewed such subject matter as administrative procedures and empowered their director to implement them and questioned why the board would need to vote. Following discussion, it was the consensus of the Executive Committee at their May 30, 2018 meeting the implementation of the ADA protocol would be an administrative process managed by the board staff. It was noted accessibility is subjective to the needs of each individual, so it should be kept fluid. Ms. Anderson further noted we have clear federal and state ADA requirements for all comprehensive and affiliate locations.

Mr. Staszko and Mr. Hewitt, board members representing the state partners on the board, disagree with the decision to make the ADA protocol implementation an administrative procedure and are requesting the board vote on the issue. However, concern was raised this would create risk for the board, since the board is not expert on ADA protocol and a vote would appear the board is second-guessing the expertise of the consultants. Furthermore, it would be a risk to define ADA protocol at a given point in time, since accessibility issues are subjective to the needs of the individual.

Ms. Anderson also noted the consultant will be providing training on the protocol to staff, board members and CLEOs on August 14 in Meadville from 9 a.m. to 12 Noon at the Bessemer Conference Center. The consultants will train those in attendance on ADA protocol and in providing reasonable accommodation to

meet the needs of each individual. The ADA protocol and its relevant training will ensure that all individuals will have access to our services either at our locations or at a partner site or comprehensive or affiliate site that meets their ADA requirements.

Following discussion, the committee supported this approach and did not express any concerns with managing the ADA protocol as an administrative process.

PA CareerLink® Erie ADA Compliance Update

Ms. Anderson noted that written notification was received from the EO Office in Harrisburg that the parking lot that serves the PA CareerLink® in Erie County has been determined to be ADA compliant. The only other issue at that location that was out of compliance required the installation of an automatic door opener at the main entrance. The automatic door opener is being installed today and is expected to be completed by the beginning of next week. Photos will be taken of the new automatic door opener and submitted to the EO Office in Harrisburg as documentation. This will complete all the outstanding items and ensure that the facility now meets the criteria for ADA compliance as part of the PA CareerLink® certification process.

WDB MEMBERSHIP UPDATE

NEW WDB MEMBERS

Ms. O’Neil reported that three members from Erie County chose not to be reappointed to the WDB to include Sherry Savoia, Carl Nicolita, and Pat Sweny. These members have reached term expirations and are being replaced by three new Erie County members to include Dr. Lisa Miller of Resource and Governance Consulting; Jody Dixon of Erie Insurance Group; and Terra Gaines of Agility Marketing.

Mr. Mike Chevalier has been reappointed to a new three-year term. A new member from Rouse in Warren is being appointed to represent Forest County in the slot vacated by the resignation of Mr. Jake Rouch. Joy Sherry’s term will expire on September 30, 2018 and she will be retiring from Ainsworth Pet Nutrition. Dr. Aldo Jackson’s term will also expire on September 30, 2018.

NEW BWPO REPRESENTATIVE

Ms. Anderson noted that Mr. Frank Staszko has been named the interim board member representing BWPO on the board. Mr. Staszko replaces Linda Schell who retired in April 2018.

OTHER BUSINESS

RESCARE UPDATE

None.

COMMUNICATIONS COMMITTEE INITIATIVE

Ms. Anderson announced that the Communications Committee has implemented “roaming” billboards in the local area to outreach to the public in identifying the brand of the NWPA Job Connect and the available workforce development services in the area.

NEXT SCHEDULED MEETING

The next meeting is scheduled for September 19, 2018.

REPORT FOR EXECUTIVE COMMITTEE

None.

REVIEW OF PREVIOUS ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The meeting adjourned at 1:55 pm.

Respectfully submitted,
Debra O'Neil
NWPA Job Connect