

EXECUTIVE COMMITTEE MEETING

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

Thursday, August 2, 2018

1:34 pm

ATTENDANCE

Jim Decker ☎
Laura Hyde
Bob Cardamone ☎
Dr. Aldo Jackson
Jill Foys

ABSENT

Dr. Ray Feroz

GUESTS

Commissioner Robert J. Snyder ☎
Commissioner Wayne Brosius ☎
Frank Staszko ☎
Diona Brick ☎

PFP STAFF

Janet Anderson
Deb O'Neil
Jackie Hamilton
Lisa McCartney

WELCOME/ROLL CALL

Mr. Decker called the meeting to order at 1:34 pm. Roll call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves; there was no public comment.

APPROVAL OF MAY 30, 2018 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated May 30, 2018 were presented for approval.

MOTION

It was **moved** by Mr. Cardamone and **seconded** by Ms. Foys to approve the May 30, 2018 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

- 1. The implementation of the ADA protocol as recommended by Synergy Partners is an administrative process and will be managed by the board staff.**
- 2. The consultants will be asked to present their recommendations at the August board meeting prior to any implementation of the ADA protocol to ensure that board members are knowledgeable and to provide an opportunity for questions or clarification.**

The consultants will be presenting an overview of the protocol at the upcoming board meeting. Mr. Staszko noted that while he appreciated that the committee would like to move forward, this matter is not time sensitive and should include a discussion and vote of the entire board because the decision to implement a protocol will reflect upon the board as a whole.

Mr. Decker reiterated that the Executive Committee is acting on the protocol as the board intended. He recounted that the board asked their staff to RFQ a protocol, a committee was convened to review the bids (which resulted with a unanimous vote), and the protocol was to be used by staff as general information on best practices in accessibility, not implemented as policy. Mr. Staszko noted that this direction is not clear to him as a board member until a discussion is had at the next meeting. The board may be unaware that the PA CareerLink® offices must close operations so that all staff may attend the protocol's training, set for Tuesday, August 14. He hoped that the board would vote on the implementation of the protocol to remove any ambiguity on the matter. Mr. Decker noted that the protocol is simply a roadmap to evaluate locations staff may go to while providing services to clients of any accessibility. He noted that many board members may not believe they need to be experts on the details of the protocol, only that it is focused on transparency and communication while providing programmatic accessibility to all clients, as charged by various laws and regulations, all of which the consultants are very familiar with. The Executive Committee agreed.

COMMITTEE REPORTS

BUSINESS SOLUTIONS

FISCAL AND MONITORING

GOVERNANCE

WORKFORCE SOLUTIONS

YOUTH

Board staff noted that these committees met this month, but did not have any updates for the Executive Committee.

COMMUNICATIONS

The Communications Committee did not meet.

WDB COMMITTEES OVERSIGHT

ATTENDANCE REPORT

An attendance report was included as part of the packet.

BOARD MEMBERSHIP

Ms. Anderson noted that there are four new board members and she is meeting with all of them to welcome them to the board. These are Dr. Lisa Miller, Terra Gaines, and Jody Dixon from Erie and Monica Daquilante from Forest. Ms. Anderson noted that Ms. Sherry and Dr. Jackson's appointments will be up at the end of September and the CLEOs are aware.

BOARD DEVELOPMENT

Ms. Anderson noted that this is expected to be offered in October, but the board will be updated when plans are made. The session is not expected to be mandatory, but beneficial nonetheless.

REVIEW OF UPCOMING BOARD MEETING AGENDA

The draft board meeting agenda was included in the packet. The Executive Committee was reminded that they have this opportunity to review the draft agenda and any input is appreciated. Additionally, this committee determines the Workforce Development Discussion topic. Mr. Decker asked where in the agenda the consultants would be available for a brief overview of the protocol and Ms. Anderson noted that it could be listed under Workforce Development Discussion or even under Updates from the Chair. Ms. Anderson noted that there was a request at the last meeting for Ms. Beverly Rapp to present on Rapid Response programming and that would fit under Workforce Development Discussion. She also reminded the

committee that Mr. Lance Hummer from the Oil and Gas Hub has requested to present on the impact of the petrochemical industry on Northwest Pennsylvania.

Mr. Decker asked that items 4d (Accessibility Protocol Implementation) and 4e (Accessibility Training Session) on the agenda be combined. The Executive Committee asked for staff to reach out to Ms. Rapp to present on Rapid Response for the Workforce Development Discussion and to inform Mr. Hummer that his request to present is delayed until his grant award is verified. The board would benefit from seeing the implementation plan for the grant to determine how it will be coordinated with workforce development.

****ACTION****

- **Ms. Rapp will be contacted to present on Rapid Response programming during the Workforce Development Discussion portion of the agenda.**

If Ms. Rapp was not available, Ms. Anderson suggested that staff could inform the board on HPO and ETPL processes and updates.

Ms. Brick added that she is working on the 3-year trend analysis as requested at the last meeting.

Ms. Anderson suggested that an Executive Session be added to the board agenda to update the board on litigation. The committee agreed.

****ACTION****

- **Executive Session will be added to the agenda as item 8.**

OTHER BUSINESS

Ms. Anderson noted that pay for performance measures have been discussed through the 3rd quarter. No payout will be made until fiscal compliance is verified. When Ms. Shaffer returns from leave, she will be working on verifying 4th quarter data.

Ms. Anderson explained that Mr. Tyrone Clark, on behalf of the Communications Committee, arranged for several NWPA Job Connect billboards around the region.

Ms. Anderson noted that she will send notes to the board from the UC discussion that took place in Harrisburg that note some impending program changes.

****ACTION****

- **Ms. Anderson will send notes to the board from the UC discussion that took place in Harrisburg.**

REVIEW OF ACTION ITEMS

- **Ms. Rapp will be contacted to present on Rapid Response programming during the Workforce Development Discussion portion of the agenda.**
- **Executive Session will be added to the agenda as item 8.**
- **Ms. Anderson will send notes to the board from the UC discussion that took place in Harrisburg.**

EXECUTIVE SESSION

An executive session regarding litigation was called at 2:06 pm. Mr. Staszko left the call when the session began. The session concluded at 2:11 pm, without action, for adjournment.

ADJOURNMENT

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

The meeting was adjourned at 2:11 pm.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect