

## **EXECUTIVE COMMITTEE MEETING**

Partners for Performance, 920 Water Street, Suite 32B, Meadville, PA 16335  
Tuesday, September 25, 2018  
1:35 pm

### **ATTENDANCE**

Jim Decker   
Laura Hyde   
Bob Cardamone   
Dr. Ray Feroz 

### **ABSENT**

Dr. Aldo Jackson  
Jill Foys

### **GUESTS**

Commissioner Robert J. Snyder   
Diona Brick 

### **PFP STAFF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Ramon Rodriguez  
Jackie Hamilton

### **WELCOME/ROLL CALL**

Mr. Decker called the meeting to order at 1:35 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 AUGUST 2, 2018 MEETING MINUTES**

The NWPA Job Connect Executive Committee meeting minutes dated August 2, 2018 were presented for approval.

### **MOTION**

**It was moved by Mr. Cardamone and seconded by Ms. Hyde to approve the August 2, 2018 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.**

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

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

### **COMMITTEE REPORTS**

Ms. Anderson noted that committee membership has changed and it has been difficult to reschedule meetings to fit the schedules of the new membership; however, some had taken place. Reports were not ready for review, but would be presented as part of the board meeting packet.

The only referred action was a recommended approval of the Revised ITA Policy, which was linked in the Executive Committee agenda for review. Ms. O'Neil noted that the changes highlighted in yellow address assessments. The Youth Committee had recommended flexibility in policy in regards to assessments. TABE is still the preferred assessment, but other DoE approved assessments will be accepted.

## **MOTION**

**It was moved by Dr. Feroz and seconded by Ms. Hyde to approve the Revised ITA Policy as presented. All were in favor. Motion passed and carried.**

## **WDB COMMITTEES OVERSIGHT**

### **ATTENDANCE REPORT**

An attendance report was included as part of the packet.

## **BOARD MEMBERSHIP**

Ms. Anderson noted that Ms. Sherry's private sector vacancy has not yet been filled. Committee members were asked to pass on any suggestions. It was also noted that Mr. Larry Fannie would be joining the area and replacing Mr. Staszko as the Assistant Regional Director and/or the board member representing Wagney-Peyser.

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

- Ms. Anderson will send a request to the state for clarification on who would be representing Wagner-Peyser on the board going forward.**

## **BOARD DEVELOPMENT**

Ms. Anderson noted that board development sessions are expected to be offered in November. The session will be offered throughout the region and will not 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. The committee did not contribute any suggestions.

Ms. Anderson reminded the committee that they previously noted they would like to hear from Mr. Lance Hummer from the Oil and Gas Hub on the impact of the petrochemical industry on Northwestern Pennsylvania, and would invite him to present the implementation plan for the grant to determine how it will be coordinated with workforce development. As yet, the grant has not yet been received. This will remain as a future option for Workforce Development Discussion.

Ms. Anderson suggested that perhaps a presentation on High Priority Occupations and the Eligible Training Provider List would be beneficial so that the board may gain a better understanding for the connection between the two and what it means for front line staff. The committee agreed that this would be the topic for the Workforce Development Discussion at the October meeting.

No additional input on the agenda was offered. Ms. Anderson noted that Mr. Daniel Kuba and Mr. Ruben Pachay had notified all boards that they would be attending a board meeting in each before the end of the year. Ms. Anderson has not received communication specific to what meeting they will be attending. The Executive Committee will be notified when notification is made.

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

- Board staff will prepare a presentation on HPO/ETPL for the Workforce Development Discussion at the October board meeting.**

- Ms. Anderson will inform the Executive Committee when she receives notification that Mr. Kuba and Mr. Pachay will be attending an upcoming board meeting.

## **OTHER BUSINESS**

Ms. Anderson introduced Mr. Ramon Rodriguez as the new Grant Writer/Research Specialist. Mr. Rodriguez reviewed upcoming grant opportunities and noted that as a board, they will be evaluating opportunities for funding in a strategic manner.

## **REVIEW OF ACTION ITEMS**

1. Ms. Anderson will send a request to the state for clarification on who would be representing Wagner-Peyser on the board going forward.
2. Board staff will prepare a presentation on HPO/ETPL for the Workforce Development Discussion at the October board meeting.
3. Ms. Anderson will inform the Executive Committee when she receives notification that Mr. Kuba and Mr. Pachay will be attending an upcoming board meeting.

## **EXECUTIVE SESSION**

No executive session was needed.

## **ADJOURNMENT**

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

The meeting was adjourned at 1:57 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect