

WORKFORCE SOLUTIONS COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Thursday, July 26, 2018
3:02 pm

ATTENDANCE

Caryl Unseld ☎
Jack Hewitt ☎
Frank Staszko ☎
Tyrone Clark ☎
Joy Sherry ☎
Amanda Hetrick
Brad Tisdale

ABSENT

Bill Clark

STAFF

Janet Anderson
Deb O'Neil
Lisa McCartney

GUESTS

Sara Dodeci, ResCare ☎
Carmine Camillo, ResCare ☎

WELCOME/ROLL CALL

Roll call was conducted. Mr. Tisdale called the meeting to order at 3:01 pm. There was no public comment. It was noted there was a quorum.

APPROVAL OF MEETING MINUTES – MAY 24, 2018

The Workforce Solutions Committee minutes for the May 24, 2018 meeting was presented for approval.

MOTION

It was **moved** by Mr. Staszko and **seconded** by Ms. Sherry to approve the May 24, 2018 meeting minutes as presented. All were in favor. Ms. Hetrick abstained due to not being part of the committee in May. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. **The Executive Committee will be asked how to proceed for approval once an accessibility protocol is received at their next meeting (Complete)**
2. **The Governance Committee will be asked to review policy information when revisiting assessment policies and protocol (Complete)**

Ms. Anderson stated that the Executive Committee discussed the accessibility protocol at their May 30, 2018 public meeting. Following discussion, the Executive Committee determined at that meeting that the accessibility protocol should be an administrative matter managed by the staff to the board. Mr. Staszko requested that the protocol be discussed by the board at the August meeting. Mr. Clark commented that the Executive Committee had already discussed this issue and determined it to be an administrative matter to be handled by staff and asked why this issue is being brought back before the committee. Mr. Staszko clarified that he thought this issue to be worthy of discussion by the full board. He disagreed that the committee fully made the determination at the May 30 meeting that this would be an administrative matter. He further noted that even if it was, it was his opinion that the full board would need to ratify the decision. Ms. Anderson noted that there will be an Executive Committee meeting scheduled prior to the August board meeting and it can be brought back to the committee prior to the August board meeting. Furthermore, the consultant will be providing a presentation of their

recommendations at the full board meeting in August and this will provide an opportunity to the full board for any questions or clarification.

****ACTION ITEM****

Ms. Anderson will add the accessibility protocol discussion to the next Executive Committee meeting agenda, which is scheduled prior to the August 10 board meeting.

LIBRARY ADA ACCESSIBILITY UPDATE

Ms. Anderson noted that there has been regular discussion over the past six months among partners regarding the accessibility of libraries and the impact on mobile service delivery. Since no consensus among the partners could be reached on this issue, Ms. Anderson and several others met with Community Resources for Independence and Voices for Independence to tap into their expertise on serving individuals with disabilities. It was determined to release a request for quotes to develop an accessibility protocol for implementation locally. Three quotes were received and a review committee evaluated the quotes and recommended the hiring of Synergy Consulting Partners due their extensive experience with ADA, WIOA, and their unbiased position in the process. The accessibility protocol from the consultants was shared with the full board and the consultants will provide a presentation via conference call on the protocol to the full board at the August 10 board meeting. Additionally, the consultants will provide accessibility training on the protocol for board and PA CareerLink® staff on August 14, 2018 from 9 A.M. to 12 Noon at the William Douglass Conference Room at 764 Bessemer Street in Meadville.

ITA/OJT THRESHOLD COMPARISONS

Ms. O'Neil conducted research on the ITA caps in the WDAs across the state and provided a snapshot of those to the committee at a previous meeting. There were a number of areas who had tiered caps, so the committee requested additional information be provided on the criteria for the tiered caps. An outline of the caps, including detail on the tiered caps, was included in the meeting packet. Some of the tiered caps are based on priority of service, veteran status or low income, and some based on high priority occupations and how many openings per year are available to job seekers. It was noted that our local ITA cap is currently \$5,500. We are in the ball park here with regard to where the other areas are, and West Central, which is our regional partner, is at \$8,000, but they have been talking about lowering the cap in their WDA. Mr. Tisdale commented that Westmoreland is at \$4,500-\$6,000 so we are right there.

ASSESSMENT DISCUSSION

Ms. O'Neil noted that at the last meeting the committee requested that Governance Committee take a look at the process and policies surrounding assessments. Our ITA policy has included a requirement for assessment of participants entering training through an ITA. Initially the policy required that the participant score within one level of the requirement for the occupation for which the participant was being trained using WorkKeys. As the focus on the priority populations and those with barriers, TABE was subsequently identified as the preferred assessment. However, there have been some targeted populations that we serve who have had difficulty with the TABE assessment, especially English language learners. Therefore, we are evaluating the local assessment process to allow flexibility in identifying the assessments we could use which would be the most appropriate for each of the populations we serve.

Youth Committee also discussed the assessment process at their July 11 meeting. The consensus of the Youth Committee was to allow as much flexibility as possible for the targeted populations using only assessments which are Department of Education approved. We are looking at revising the language in the ITA policy going forward to allow such flexibility to eliminate the need to go back to the board for waivers.

Mr. Tisdale recalled the discussion at the last meeting on this topic and remembered that Ms. Unseld had some concerns. Ms. Unseld stated that she thinks TABE is the appropriate assessment for most out-of-school youth. However, she thinks it might be more appropriate for the English language learners to consider the CASAS assessment because of the language barrier. There may be other assessments that are appropriate, and it also depends on the type of training being pursued.

Ms. Hetrick noted that a lot of the technical post-secondary schools are using Accuplacer, which also yields a pretty good result, and might be less intimidating than the TABE. It might be helpful if they had the score to take with them for admissions and could possibly reduce some of the stress in pursuing post-secondary opportunities with having already taken the test. Ms. Unseld further noted that when the committee originally began talking about the assessments, they were focused on the impact of those assessments as they relate to the earning of incentives per local board policy. She thinks that discussion is a bit different than what is being discussed now. TABE assesses math, reading, and language art skills, where tests like the Accuplacer are probably going to also assess aptitudes within technical fields.

Ms. Anderson clarified that we use assessments for a couple of reasons. We use it for youth to see where they are. We also use it for our adults to determine their success with training. For youth, assessments impact the earning of incentives as well as their placement in training. For the adults, it is more about whether they are a dislocated worker or an adult seeking employment or training and it is a method toward ensuring their success. Our \$5,500 ITA cap is a one-time participant opportunity for training. The policy is written as, in most cases, a one-time opportunity. If we are not ensuring their success, we might expend up to \$5,500 toward training where they may not be able to be successful in the training, and they have used up their opportunity.

Ms. Unseld noted that a lot of work was done to evaluate the reading and math levels needed for specific occupations, and this is how determinations were made regarding entering the different programs. She believes there has been a lot of consideration also to support participant success with ITAs, so it is useful for them to understand the levels to meet the requirements for the various training programs. When we talked about some of the other assessments, it was focused on the incentive policies for youth. It would have been difficult for some youth to achieve the incentive levels, as they may not be developmentally ready at the levels required for them to receive the incentives. We will continue working with the one stop operator on this issue to implement procedures for participant assessments.

MOBILE SERVICE DELIVERY UPDATE

Mr. Camillo reported that since the last meeting, the Warren County affiliate site has closed. Title I is transitioning the services in Warren County and the Business Solutions Team presented at an event set up by Mr. Decker to assist Warren County businesses. Services are provided at the Warren County Public Library. He further noted that the Title I provider is partnering with the Title II provider for the six-county area (Northwest Tri-County IU5) and expanding on their existing partnership. A schedule of providing services has been established across all six counties. Partnership activities are occurring with Career Jumpstart, with the Title I provider attending the recent Career Jumpstart graduation. The Tech After Hours initiative with Erie School District was started as a mobile service delivery location but is transitioning over to staff at the PA CareerLink® Erie County comprehensive location. Mr. Clark noted that a lot of work went into the development of this initiative to meet the local need and that this could be used as a model for expansion into other school districts in the local area. It provides opportunities for high school equivalency diploma training to be conducted concurrently with skills training. It was also discussed that tools will be put in place for evaluating the success of the program. Currently, Title I and Title II have similar metrics, whereas Tech After Hours metrics are different. It was also noted that this initiative is currently being

funded through the use of Title I, Title II and Erie School District funding, with Title II funding the adult education piece and Title I funding the occupational training.

****ACTION ITEM****

The Tech After Hours initiative will be added to the agenda to ensure regular updates and follow-up are provided to the committee in an effort to find ways that the program can be self-sustaining in the future.

OTHER BUSINESS

RESCARE UPDATE

Ms. Dodeci noted that her update was fully covered previously during the meeting.

Ms. Anderson commented that she recently ran into one of the TANF subcontractors, who stated this year has been the best for processing TANF subcontracts in all of their years working with the TANF programs. The TANF subcontractor praised ResCare for their handling of the TANF funding subcontracts this year and they will be providing a letter to be part of the meeting packet for the August board meeting. Ms. Hetrick also noted that the Forest Area School District has had a very good year working with ResCare.

Ms. Anderson noted that at the last committee meeting Title I provider performance was discussed. We are now nearing the end of the month, which means the final invoices are due. She believes we have met performance standards on all levels with ResCare. Ms. Anderson and Ms. Brick had a conversation with Ms. Dodeci and Ms. Wolf of ResCare, and based on numbers up to the last week of July, we expect to meet the required performance measures.

REPORT FOR THE EXECUTIVE COMMITTEE

The Executive Committee will be asked how to proceed with the accessibility protocol developed by Synergy Consulting Partners.

REVIEW OF ACTION ITEMS

- 1. Ms. Anderson will add the accessibility protocol discussion to the next Executive Committee meeting agenda, which is scheduled prior to the August 10 board meeting.**
- 2. The Tech After Hours initiative will be added to the agenda to ensure regular updates and follow-up are provided to the committee in an effort to find ways the program can be self-sustaining in the future.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 3:35 pm.

Respectfully submitted,

Lisa McCartney
Administrative Assistant (Temp)
Partners for Performance