

GOVERNANCE COMMITTEE MEETING

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

November 14, 2018

3:01 pm

ATTENDANCE

Dr. Aldo Jackson ☎

Bob Cardamone ☎

Rich Krankota

Brad Tisdale ☎

ABSENT

Gary Shaw

GUESTS

Sara Dodeci ☎

Latrisha Mitchell-Payne ☎

PEP STAFF

Janet Anderson

Deb O'Neil

Erin Shaffer

Ramon Rodriguez

Jackie Hamilton

WELCOME/ROLL CALL

Mr. Krankota called the meeting to order at 3:01 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 – SEPTEMBER 19, 2018

The Governance Committee minutes for the September 19, 2018 meeting were presented for approval.

MOTION

It was moved by Mr. Cardamone and seconded by Dr. Jackson to approve the September 19, 2018 meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

None.

NWPA JOB CONNECT POLICIES/PLANS FOR APPROVAL

REVISED INDIVIDUAL TRAINING ACCOUNT POLICY

Ms. O'Neil referred to the policy draft in the packet, with revisions highlighted in yellow. The revision adds language to accommodate trainings offered through grants: "When additional grant funding outside of the WIOA formula funding has been received and budgeted in the local workforce development area that allows for training eligible individuals, the limitation on the maximum funding cap to be paid per participant can be lifted."

Mr. Cardamone asked for clarification on some items in the policy, primarily addressing concerns with how it is determined that prerequisites for training are met. Ms. Dodeci noted that clients give authorization to front line staff to gather information for the purposes of determining eligibility. Though this process, staff would be able to determine if a client is, for example, in default of a student loan. Title I front line staff also determines whether a client may pursue their high school equivalency diploma concurrent with training, by taking into account work history and other information available to them, with the priority being the expected success of the student in training.

Mr. Krankota asked if including a prerequisite drug test in the ITA policy might be a good idea, referring to the opioid crisis' significant impact on the area. Ms. Dodeci noted that these are only conducted if a pre-requisite for the credential (example: CDL) and paid for with supportive services funds. This is allowed by item #8 in the policy. Ms. Anderson noted that the subject of Drug Testing sometimes comes up among fellow directors, but there are varying opinions based on varying employer preferences and liability issues. It was suggested this be referred to another committee or the full board for discussion, paying special attention to legal ramifications.

MOTION

It was moved by Mr. Cardamone and seconded by Dr. Jackson to approve the revised Individual Training Account Policy as presented. All were in favor. Motion passed and carried.

****ACTION****

- The drug testing discussion will be referred to another committee or the full board for discussion and consideration.

MEDIA RELATIONS PROCEDURE

Ms. O'Neil presented a media relations procedure draft that, if recommended, would be referred to when crafting the NWPA Job Connect communications protocol, which will be used by front line staff. Mr. Cardamone noted several points of confusion, mainly pertaining to points of contact and authority. Furthermore, it wasn't clear to the committee how one might honor a deadline while waiting for approval to speak to media. Dr. Jackson suggested including an easy-to-read grid detailing emergent contacts for each organization. Ms. Anderson noted that this feedback will be shared with the Communications Committee as the protocol is crafted.

PARTNER MOU UPDATE

Ms. O'Neil noted that the MOU has been put together and sent to state partners for signature, but BWPO has suggested edits. More information on those edits is expected within the next week. The MOU is designed to be a three-year document. However, since the Title II provider has changed, the local area has begun the process of drafting the revised document.

WDB MEMBERSHIP UPDATE

DR. ALDO JACKSON

Ms. O'Neil noted that Dr. Jackson's appointment as a representative of Erie County expired on September 30. Dr. Jackson was reappointed as a Forest County representative. Additionally, Ms. Erin Sekerak has been appointed as an Erie County representative and private sector representatives from Clarion and Crawford Counties are expected soon. Committee members were encouraged to continue to share any potential board member contacts with staff.

NOMINATING COMMITTEE

Ms. O'Neil noted that per the bylaws, a Nominating Committee must be determined before the last regular meeting of the calendar year, which would be December 14. The Nominating Committee determines a slate of officers to be presented to the board for approval. The previous committee included Mr. Decker, Ms. Sherry, and Dr. Feroz. Dr. Jackson volunteered for this year's Nominating Committee. Ms. Anderson thanked him and noted that interest is currently being gathered. The Nominating Committee is expected to be in place before the December 14 meeting.

OTHER BUSINESS

RESCARE UPDATE

Ms. Dodeci noted that she did not have any policy-related update, and appreciated the ITA discussion had earlier in the meeting. Ms. Payne concurred.

OTHER

Ms. O'Neil noted a suggestion to consider addressing non-board members speaking up in meetings by offering a public comment period at the beginning and end of the agenda. Mr. Cardamone noted that this should be at the board chair's discretion. The committee concurred, and suggested a sign-in form for those with intent to speak be implemented if there is an increased interest in providing comment.

The next meeting is scheduled for January 16, 2019.

REPORT FOR EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

- 1. The drug testing discussion will be referred to another committee or the full board for discussion and consideration.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 3:47 pm.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect