

EXECUTIVE COMMITTEE MEETING

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

Wednesday, December 5, 2018

9:02 am

ATTENDANCE

Laura Hyde ☎
Bob Cardamone ☎
Dr. Ray Feroz ☎
Dr. Aldo Jackson ☎
Jill Foys ☎

ABSENT

Jim Decker

GUESTS

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

PFP STAFF

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

WELCOME/ROLL CALL

Dr. Jackson called the meeting to order at 9:02 am. 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 SEPTEMBER 25, 2018 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated September 25, 2018 were presented for approval.

MOTION

It was moved by Mr. Cardamone and seconded by Dr. Feroz to approve the September 25, 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. Anderson will send a request to the state for clarification on who would be representing Wagner-Peyser on the board going forward.** Ms. Anderson noted that she has been informed that Mr. Staszko will remain as the Wagner-Peyser representative on the board for at least six months. Board staff will be notified when Larry Fannie will take over the appointment.
2. **Board staff will prepare a presentation on HPO/ETPL for the Workforce Development Discussion at the October board meeting.** Complete.
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.** Ms. Anderson noted that she does not expect Mr. Kuba or Mr. Pachay to visit until sometime in 2019, but she has not yet received any notification of a visit.

COMMITTEE REPORTS

COMMITTEE REPORT FORMAT

Ms. Anderson noted that after the discussion at the last board meeting regarding the draft committee meeting minutes serving as reports, board staff will be compiling a summary report that will be included with the board packet. The committee had no issue with the change.

APPROVAL OF REVISED ITA POLICY

Ms. O’Neil noted that the Revised Individual Training Account Policy has been reviewed and recommended by the Governance, Fiscal and Monitoring, and Workforce Solutions Committees.

MOTION

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

PA CAREERLINK® PARTNER PROGRAM EVALUATION SURVEY

Ms. Shaffer presented the draft PA CareerLink® Partner Program Evaluation Survey as a task to be completed annually. The survey is expected to take approximately 30 minutes, and be conducted once approved, and at the beginning of every subsequent program year. The committee was asked to review and recommend the survey for approval by the full board. It was already reviewed and recommended by the Fiscal and Monitoring Committee. Ms. Foys noted that it may be more appropriate to note “if funded by board” in item four. Dr. Feroz noted that while the survey may not be anonymous, results may be presented in aggregate to appropriate committees.

MOTION

It was **moved** by Ms. Foys and **seconded** by Mr. Cardamone to approve the PA CareerLink® Partner Program Evaluation Survey as presented. All were in favor. **Motion passed and carried.**

DRUG TESTING DISCUSSION

Ms. Anderson shared that the Governance Committee asked that other committees discuss the possibility of adding a drug testing prerequisite for training. Workforce Solutions and Business Solutions Committees discussed the ramifications of doing so and recommended that no such prerequisite was of value at this time. Ms. Anderson noted that the Governor’s office had heard of the discussion and called to communicate that they would not be in support of drug testing as a prerequisite for training. She will keep the board and CLEO chairs up to date on any change in the situation.

WDB COMMITTEES OVERSIGHT

ATTENDANCE REPORT

An attendance report was included as part of the packet. Committee attendance is improving and new members are participating under the new schedule.

BOARD MEMBERSHIP

Ms. Anderson noted Ms. Erin Sekerak, of Junior Achievement, was appointed by Erie County in mid-November. A Farm Bureau representative is expected to be appointed by Clarion County before the December 14 meeting.

BOARD DEVELOPMENT

Ms. Anderson reported that three board development sessions were scheduled and then subsequently cancelled due to various reasons. She apologized for the inconvenience. Sessions will be rescheduled and will be offered about twice yearly.

REVIEW OF UPCOMING BOARD MEETING AGENDA

The draft agenda for the upcoming board meeting was included in the packet. In addition, Ms. Anderson informed the committee that the Nominating Committee membership will be reported at the meeting, as required by the bylaws. The committee asked for suggestions for the Workforce Development Discussion and Ms. Anderson suggested a presentation from ResCare about their Incumbent Worker Training research and implementation plan or an update on grants from Mr. Rodriguez. The committee asked that a detailed document of available grants, the needs they meet, and whether they will be applied for be included in the board meeting packet as part of the staff report to keep the board informed of strategic attempts to supplement the budget.

The committee asked that ResCare make a presentation on the Incumbent Worker Training implementation plan at the next board meeting for the Workforce Development Discussion. Upon further review of the agenda, it was determined that an Executive Session was not anticipated, so it should be removed from the agenda.

****ACTION****

- **A detailed grant update will be included in the staff report of the board meeting packet.**
- **ResCare will be asked to present on the Incumbent Worker Training implementation plan at the next board meeting.**

OTHER BUSINESS

NOMINATING COMMITTEE

This was covered previously.

PUBLIC COMMENT FORM

Ms. Anderson explained that there had been feedback from the board to consider alternatives to the current public comment procedure, where board member and public comments are taken at the end of the meeting. It may be contributing to an intermittent issue of non-board members speaking up during board discussions. The committee noted that the chair has the opportunity to limit the time allowed for public comment. If the amount of comments increases to the point where it may affect the timing of the meeting, a sign in form could be implemented. Those signing in to provide comment where allowed on the agenda would need to sign in prior to the meeting. The chair could then determine how much time to allow each commenter. The committee decided that no change was needed for placement of public comment on the agenda. Doing so would likely not change the behavior of non-board members as the public comment portion of the agenda is rarely utilized.

OTHER BUSINESS

Ms. Anderson notified the committee that the state government would be closing that day for the afternoon in memorial of Former President George H.W. Bush. This is in alignment with a federal closing. While the PA CareerLink® operations will continue, state staff will not be available.

Ms. Anderson updated the committee on the state's contracting of an organization to conduct an evaluation of service delivery and while preliminary visits have already taken place, the core of the

evaluation, a Value Stream Analysis, will take place December 10 through December 14. There will be a presentation for anyone interested on December 14 at 1:00 pm, in the same location as the board meeting, William J. Douglass, Jr. Corporate Conference Center in Meadville. The final report will be provided to the state by December 21.

REVIEW OF ACTION ITEMS

- 1. A detailed grant update will be included in the staff report of the board meeting packet.**
- 2. ResCare will be asked to present on the Incumbent Worker Training implementation plan at the next board meeting.**

EXECUTIVE SESSION

No executive session was needed.

ADJOURNMENT

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

The meeting was adjourned at 10:05 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect