

BUSINESS SOLUTIONS COMMITTEE MEETING

Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335

Thursday, July 26, 2018

8:05 am

ATTENDANCE

Laura Hyde
Caryl Unseld ☎
Joy Sherry ☎
Gary Shaw ☎
Dr. Aldo Jackson ☎

STAFF

Janet Anderson
Deb O'Neil
Lisa McCartney (Temp)

GUESTS

Sara Dodeci, ResCare ☎

ABSENT

WELCOME/ROLL CALL

Ms. Hyde called the meeting to order at 8:05 am.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitor introduced herself. There was no public comment.

APPROVAL OF MEETING MINUTES – MAY 11, 2018

The minutes dated May 11, 2018 were presented for approval.

MOTION

It was moved by Ms. Sherry and seconded by Ms. Unseld to approve the May 11, 2018 meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

Ms. Anderson was asked to gather information about other areas working with agencies not on the mandated Partner MOU/IFA. Ms. Anderson stated this information gathering is in process.

EDUCATION DISCUSSION

TANF PROGRAMMING UPDATE

Ms. Anderson noted most of the TANF dollars have been spent, and we expect to have those funds fully expensed by the September 2018 deadline. Ms. Anderson and Ms. Brick have not yet heard definitively if TANF funding will be extended through June 30, 2019. If the TANF funding is not all spent, there will likely be an option to roll it over. Ms. Anderson added that she recently ran into one of our TANF subcontractors, who noted this year has been the best for processing TANF subcontracts in all of the years working with us. The subcontractor praised ResCare for their handling of the TANF funding subcontracts this year. Ms. Anderson felt it was important to recognize ResCare's efforts, given the challenges regarding TANF programs at the inception of their contract. There is a letter forthcoming from this TANF subcontractor which will be a part of the board meeting packet.

Ms. Anderson reported that some legal matters have developed with two Erie County TANF subcontractors. ResCare is working with their solicitor to address these issues. An update will be

provided to the board on this issue in the future. Ms. Dodeci shared that ResCare has released 95% of the funds they allocated to the subcontractors for TANF. She explained they are wrapping up a few things currently and expect they will be ending between 95% - 100% expensed. The TANF subcontractors develop proposals based on their best guess of how many students they will be able to determine eligible and serve, which can sometimes be impacted by an inability to receive all of the documentation needed to determine eligibility, which can lower the actual number of youth served. ResCare is finalizing all remaining expenses and submitting invoices for TANF and other program year 2017 funds. The invoicing should be finalized, and we will know the exact expenditures for the year by the end of July.

ITA/OJT PROCESS

Ms. Anderson stated we continue to review and evaluate local policies for any needed revisions. Discussions are being held with the Governance and Workforce Solutions Committees as well as with the Title I provider and one stop operator to revise any policies as necessary. We will be providing any recommendations for policy revisions at upcoming meetings of the committees.

ETPL DISCUSSION

Ms. Anderson noted that the committee should begin to review the ETPL and the approved training programs to ensure that they support the HPO List. The new HPO List has been released by the state and goes into effect August 1, 2018. This is a month sooner than in the past. The new HPO list will be posted on the NWPA Job Connect website for easy access. The need to evaluate the ETPL to see where we are in terms of meeting the need of the HPOs is an important responsibility of the committee. Like every year at this time, there is an increase in the volume of training programs submitted for approval for the new program year, which must be completed annually.

IDENTIFYING INDUSTRY SECTORS

Ms. Anderson noted that the CLEOs participated in a meeting in Harrisburg with Deputy Secretary Cipriani, Director Ruben Pachay and Director Dan Kuba. They were promised some labor market information about our local industries. Ms. Anderson will follow up to see if they have received the information that can be reviewed by the committee to assist with identifying industry sectors for prioritizing efforts. It was further noted that last week, there was a meeting with Labor & Industry, the Department of Community and Economic Development, and some local economic developers. Ms. Anderson, Ms. Foys and Mr. Carmecy from West Central Job Partnership also attended to discuss the petrochemical industry. The representatives from Harrisburg indicated that the petrochemical industry is a priority for our eight-county area. Ms. Anderson asked if we had enough data to prioritize this industry as a targeted sector in our WDA. The committee and the board will be tasked with determining if this is a cluster we wish to pursue, and what it looks like and how it impacts our training provider list. Do we want to align training funding toward this industry and if so, to what degree? This will be an important discussion for the committee going forward.

****ACTION ITEM****

Ms. Anderson will follow up with the CLEOs to see if they received labor market information regarding our local industries from the state.

ACTION PLAN FOR ECONOMIC DEVELOPMENT AND EDUCATION

Ms. Anderson noted based on comments from the industry sector meeting mentioned above, petro-chemical may be one of our industry sector priorities, as well as some others. This leads to the action plan for education and economic development. Working with our partners we must 1) make sure we all agree what the priorities are for our six counties and perhaps even eight counties; and 2) make sure our educators are

aware of what those priorities are and what our needs are in terms of training. It becomes part of the education discussion and part of the committee action planning.

EMPLOYER ENGAGEMENT

INDUSTRY PARTNERSHIP UPDATE

Ms. Anderson noted we currently have two active industry partnerships. One is the Great Lakes Building and Construction Trades Industry Partnership. It is a small group that continues to meet every other month. They have received no funding from the state for some time but continue to meet to discuss their training needs and self-fund their training efforts for the benefit of the sector. There are several different construction trades who sit around the table and pull together individuals who need OSHA training or other types of training, self-funded.

The other is our Advanced Diversified Manufacturing Industry Partnership (ADMIP), which has not received state funding last year or this year. The state has indicated that our application for Next Generation Industry Partnership funding was too general, and we had not spent down our training dollars from the year before. In the economic development meeting held last week, we were also told that probably the biggest reason we were not funded is that there are too many factions of industry partnerships across the region. These include the Erie Regional Manufacturing Partnership (ERMP) in Erie County, the Oil and Gas Hub, which is a partnership of manufacturers, and the ADMIP, which has been an eight-county partnership that includes Mercer and Lawrence Counties. Some collaborative initiatives we have conducted with ERMP include Manufacturing Day and combining Tech Fest, which was the largest ADMIP event, into Manufacturing Day. The state indicated that until these groups come together and determine the priority for the area, the state is probably not likely to fund the industry partnerships in our local area.

In the meantime, ADMIP leadership continues to meet. There are ongoing discussions to engage the NW PA Industrial Resource Center (IRC) as the convener, as the IRC is the entity in the region working with manufacturers on projects such as ISO 9000, lean manufacturing, etc. As we move forward in this effort, it will demonstrate that we are focused on those sectors through our training and partnership actions. Ms. Sherry asked if this information has been shared with Ms. Adams of NTMA. Ms. Anderson stated that it was shared with Ms. Adams and a meeting of the groups had been scheduled. Ms. Anderson noted that there is a lack of understanding about ERMP, and that they are not region-wide. They are very focused on Erie County and its larger manufacturers. There are many manufacturers around the table at ADMIP, who cannot afford the \$3000 annual fee that is required to participate in ERMP.

BUSINESS TEAMS

Ms. Dodeci reported that they ended Program Year 2017 with 177 new employers posting jobs for the first time in the past year. She noted that 325 employers received additional services (repeat business); there were 46 on-the-job training contracts written, with 17 participants having completed their training and employed. Also, 51 employers were provided with services on-site. There were 10 job fair events held in July. ResCare currently has an open position in business solutions and will be advertising to fill the position. The business solutions structure has most recently included 6 business solutions consultants and 1 recruiter. With the job vacancy, ResCare is evaluating bringing on a second recruiter instead of a business solutions consultant to increase coverage in the rural counties. Ms. Sherry expressed her support for bringing on a recruiter to serve the rural counties.

OTHER BUSINESS

Ms. Anderson noted the Communications Committee has implemented a communications and branding initiative with roaming billboards throughout most of the counties, based on the territory covered by Lamar. Mr. Tyrone Clark and the Communication Committee worked to develop this initiative to focus on branding and outreach for NW PA Job Connect, using some available transition funding. Ms. Anderson noted that the branding does not include the PA CareerLink® at this time because the funding had to be expensed by June 30, which did not allow us time to go through the approval process in Harrisburg. NW PA Job Connect encompasses the entire local workforce development system with all partners, including the board, which had recently been rebranded. Ms. O'Neil noted she has seen one on the road coming into Meadville from Saegertown. Ms. Unseld noted that she also saw one in Fairview on Rt 20. Dr. Jackson reported that he has seen one on I-79 southbound coming out of Erie on 26th street, a pretty prominent location. Ms. Anderson noted that the billboards will be there for a few weeks, and then they will move to other locations. She commended Mr. Tyrone Clark for his work on negotiating with Lamar for the billboards.

Ms. Anderson noted that the accessibility protocol is on the agenda for Workforce Solutions Committee as well as the full board. Executive Committee had a discussion at their May 30, 2018 meeting on this topic and determined that it was an administrative matter to be handled by board staff. We had spent at least six months or more discussing the issue, without being able to gain consensus among the partners. Therefore, we went out for quotes, pulled together a review committee who evaluated the proposals, and hired an experienced, qualified, and unbiased third-party consultant to develop accessibility protocols that could be implemented locally. The accessibility protocol was distributed to the full board for review. The consultants will provide a review of their findings and recommendations via conference call at the board meeting on August 10, 2018. Ms. Anderson thinks it is something we can all agree to, and it will require some additional communication so that our staff know how to appropriately respond to requests for accessibility.

There is an upcoming training by the consultants available to all board members, as well as to our staff, which will take place in Meadville on August 14. We have invited all partner staff as well, so we are all providing the same message to requests for accessibility. This is an important part of this protocol, knowing how to respond appropriately to accessibility requests. Ms. Anderson encouraged everyone to read the protocol and be prepared to hear from the consultants. She noted that one of the individuals on the consultant's team was part of the Obama Administration when WIOA was written and was involved from the accessibility side. We ended up with some very knowledgeable people around our consulting table to develop the protocol. Ms. Unseld commented it is such an important step, and thanked Ms. Anderson for her support on this and the Workforce Solutions Committee as well.

REPORT FOR THE EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

- **Ms. Anderson will follow up with the CLEOs to see if they received labor market information regarding our local industries from the state.**

ADJOURNMENT

MOTION

**It was moved by Ms. Sherry and seconded by Dr. Jackson to adjourn the meeting. All were in favor.
Motion passed and carried.**

The meeting was adjourned at 8:42 am.

Respectfully submitted,

Lisa McCartney
Administrative Assistant (Temp)
Partners for Performance