

**WORKFORCE SOLUTIONS COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Tuesday, January 15, 2019  
3:05 pm

**ATTENDANCE**

Terra Gaines ☎  
Frank Staszko ☎  
Jody Dixon ☎  
Amanda Hetrick ☎

**ABSENT**

Commissioner John Amato  
Tyrone Clark  
Caryl Unseld  
Brad Tisdale  
Bill Clark

**STAFF**

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

**GUESTS**

Sara Dodeci, ResCare ☎  
Carmine Camillo, ResCare ☎  
Fadhail Ibraheem, ResCare ☎

**WELCOME/ROLL CALL**

Mr. Tisdale called the meeting to order at 3:05 pm. Roll call was conducted. It was noted that there was a quorum.

**APPROVAL OF MEETING MINUTES – NOVEMBER 20, 2018**

The Workforce Solutions Committee minutes for the November 20, 2018 meeting were presented for approval.

**MOTION**

It was **moved** by Mr. Staszko and **seconded** by Ms. Hetrick to approve the November 20, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

1. **Board staff will research ITA scorecards implemented in Pennsylvania.** Ms. Shaffer noted that she reached out to other areas that have implemented ITA scorecards to better use limited training funding to help industries in need.
2. **Ms. Anderson will inform the Governance Committee of the recommendation to leave the ITA Policy as is, without additional specifications related to drug testing.** Complete.

**INDIVIDUAL TRAINING ACCOUNT POLICY**

**ITA BEST PRACTICE REPORT**

Ms. Shaffer shared an ITA Best Practice Report with the committee, which was provided in response to the first action item. The report helped to define some measures to help monitor area training providers. Also, Ms. Shaffer noted that many other areas do not put a limit on how many times funding may be requested, but rather a funding limit. This practice supports stackable credentials and career pathways. The committee discussed the suggestions from the report.

Ms. Dodeci stated that she would agree with supporting more stackable credential opportunities for clients and added that the average cost of an ITA is about \$2100.

Mr. Staszko asked about Title I selection forms referred to within the report. Ms. Shaffer clarified that they are also known as consumer choice forms. Mr. Staszko also added that if participants are permitted to seek training outside the area, case managers should work with them to show a commuter plan to ensure that an additional burden nor hardship are being created. Ms. O’Neil noted that this is already supported by the current policy. Ms. Anderson reminded the committee that many Northwest High Priority Occupations are not supported by local training programs.

Ms. Shaffer asked if there were any additional measures that the committee would like to pursue in addition to those suggested in the report under Finding 3. The committee did not have any further suggestions. For the suggestions as a whole, the committee stressed that the board will not allow abuse of ITA practices and usage of this resource will be continually monitored.

### **OTHER ITA BUSINESS**

Ms. Shaffer noted that a waiver has been requested for a client to attend training in Tri-County Workforce Development Area. The client lives in Venango County and is close to the training facility. Additionally, the client is applying for a program not on the local HPO list; however, he has an expired certificate in the field for which he is requesting training. Ms. Anderson noted that not all HPOs in the Northwest are represented through local trainings. Further adjustments to the local Individual Training Account policy may need to be made to accommodate such instances. Mr. Staszko asked to see the waiver. The next steps of the waiver would be to consult the Governance Committee to see if there are any issues with moving forward with the waiver.

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

- **Board staff will send the waiver to the committee for informational purposes.**

### **OTHER BUSINESS**

#### **RESCARE UPDATE – TECH AFTER HOURS**

Ms. Dodeci noted that Title I and Title II (IU5) have been attending Tech After Hours in Erie. They’ve registered 14 people through WIOA including two out-of-school youth.

#### **QUARTERLY BOARD MEETING PROPOSAL**

Ms. Anderson recalled that when she started in the Director position, the CLEOs expressed interest in possibly adjusting the frequency of board meetings to quarterly. Currently fifteen out of the 22 LWDAs in Pennsylvania meet quarterly. She noted that while the newer members have appreciated the bimonthly frequency as they become familiar with the workforce system, she was gathering opinions from all committees and reporting the information to the Executive Committee before determining whether to consider changing the board meeting frequency to quarterly. Committee members noted that there were both advantages and disadvantages to changing the meeting schedule. The committee noted that if board meetings became less frequent, that committee meeting frequency should remain the same. Ultimately, the committee noted the significant amount of new members in the last year and noted the bimonthly frequency best serves the group at this time.

#### **WORKFORCE STATISTICS**

There was a link on the agenda for the committee’s information. The link directed to a Workforce Research page on the NWPA Job Connect Website.

### **GRANT UPDATE**

Mr. Rodriguez gave a short update on grant applications. So far, two out of the eight grants NWPA Job Connect applied for have been awarded: Business Education Partnership grant and State Apprenticeship Expansion grant.

### **OTHER**

Ms. Dodeci asked if the committee had any input after the incumbent worker training presentation given at the last board meeting in December. Ms. Anderson noted that the policy was presented to the Governance Committee and will be reviewed by the Business Solutions Committee before the Executive Committee.

### **NEXT MEETING – MARCH 19<sup>TH</sup> @ 3PM**

### **REPORT FOR THE EXECUTIVE COMMITTEE**

As discussed previously, Ms. Anderson will inform the Executive Committee of the suggestions for changes in the ITA policy, as detailed in the ITA Best Practices Report. The Executive Committee will also be informed of the waiver.

### **REVIEW OF ACTION ITEMS**

- 1. Board staff will send the waiver to the committee for informational purposes.**

### **ADJOURNMENT**

#### **MOTION**

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

The meeting was adjourned at 4:01 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect