

## EXECUTIVE COMMITTEE MEETING

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

Thursday, January 31, 2019

2:01 pm

### ATTENDANCE

Bob Cardamone 📞

Dr. Ray Feroz 📞

Tyrone Clark 📞

Jill Foys 📞

Jim Decker 📞

### ABSENT

Laura Hyde

### GUESTS

Commissioner Robert J. Snyder 📞

Diona Brick 📞

### PFM STAFF

Janet Anderson

Deb O'Neil

Erin Shaffer

Ramon Rodriguez

Jackie Hamilton 📞

### WELCOME/ROLL CALL

Mr. Decker called the meeting to order at 2:01 pm. 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 DECEMBER 5, 2018 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated December 5, 2018 were presented for approval.

### MOTION

It was moved by Mr. Cardamone and seconded by Ms. Foys to approve the December 5, 2018 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.

### REVIEW OF PREVIOUS ACTION ITEMS

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

### COMMITTEE REPORTS

#### APPROVAL OF REVISED INCUMBENT WORKER TRAINING POLICY

Ms. O'Neil presented a revised Incumbent Worker Training Policy. The original policy was approved as part of the Local Plan process. The Title I contractor is implementing an incumbent worker training program and revisions to the policy are needed to better align with practices allowable under WIOA. Ms. O'Neil noted that no more than 20% of funding may be spent on incumbent worker training. As this year is the first program year that the Title I contractor is formally implementing a program, only about \$30k is expected to be spent on incumbent worker training, which is less than the 20% threshold. The policy has been reviewed by the Governance Committee and Business Solutions Committee and

the Workforce Solutions Committee received an update on the policy revisions. One suggested additional revision included removing “local” before “in-demand occupation list” as no such product exists.

#### **MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Clark to recommend for board approval the revised Incumbent Worker Training Policy as amended. All were in favor. Motion passed and carried.**

#### **PA CAREERLINK® PARTNER PROGRAM EVALUATION SURVEY UPDATE**

Ms. Anderson noted that Ms. Shaffer reached out to Mr. Staszko multiple times before the Fiscal/Monitoring Committee meeting for feedback on the survey that he offered at the last board meeting. Without a response, the Fiscal/Monitoring Committee asked that Ms. Shaffer reach out to him again before disseminating the survey. It was noted that without changes based on feedback, state staff may not complete the survey as the board has no oversight over state staff. The intent of the survey is to better serve clients. The committee noted that without the authority to supervise staff, the survey is a part of evaluating customer satisfaction through partner feedback.

As the survey was originally up for approval by the board, it will again be on the agenda at the meeting on February 8. The survey is expected to be sent out to partners after its approval.

#### **WDB COMMITTEES OVERSIGHT** **ATTENDANCE REPORT**

An attendance report was included as part of the packet. No issues were discussed.

#### **BOARD MEMBERSHIP**

Ms. Anderson shared that Ms. Laura Hyde has accepted a job outside of the local area and the CLEOs are expected to remove her from the board at the February 8 meeting. As a member of the Executive Committee, her vacancy will need to be filled by an appointment from Crawford County.

#### **BOARD DEVELOPMENT**

Ms. Anderson reported that board development is expected to take place in the Spring. Voting membership of committees will be clarified as there seems to be some recent confusion among board members.

#### **BWDA MONITORING UPDATE**

Ms. Anderson noted that board staff responded to inquiries regarding local monitoring tools.

#### **REVIEW OF UPCOMING BOARD MEETING AGENDA**

The draft agenda for the upcoming board meeting was included in the packet. Ms. Anderson asked the committee to determine a subject for the Workforce Development Discussion portion of the agenda. When the committee asked for suggestions, Ms. Anderson recommended an update on either grants or the Value Stream Analysis Process. Since a comprehensive grant update will be included in the board meeting packet, the committee moved forward with a discussion on the Value Stream Analysis Process. Ms. Anderson noted that two board members attended the presentation on December 14 which detailed the staff-led process to streamline services and to make them more customer-centric. Staff from multiple partners were part of the effort and are charged with implementing changes from within. Therefore, the success of the process is directly related to whether staff are permitted time actually participate in discussions to carry out the action

items. One takeaway Ms. Anderson shared is that state staff noted that they wanted to conduct mobile service delivery in the same manner as Title I and be better equipped to do so.

**\*\*ACTION\*\***

- **The next Workforce Development Discussion will be about the Value Stream Analysis Process.**

**OTHER BUSINESS**

Ms. Anderson shared that when asked, board committees hope to maintain the current board meeting frequency, which is every other month.

Regarding the Partner MOU, Ms. Anderson noted that language pertaining to “Center Manager” was removed and the revised draft sent to the state partners for signature.

**REVIEW OF ACTION ITEMS**

1. **The next Workforce Development Discussion will be about the Value Stream Analysis Process.**

**EXECUTIVE SESSION**

No executive session was needed.

**ADJOURNMENT**

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

The meeting was adjourned at 2:39 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect