

## NWPA JOB CONNECT BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer Street, Meadville, PA 16335

Friday, October 12, 2018

8:31 am

### ATTENDANCE

Mike Chevalier  
Tyrone Clark  
Dr. William Clark ☎  
Monica Daquilante  
Jim Decker  
Jody Dixon  
Jill Foys  
Terra Gaines ☎  
Dave Henderson ☎  
Jack Hewitt  
Laura Hyde ☎  
Dr. Aldo Jackson  
Rich Krankota  
Dr. Lisa Miller  
Gary Shaw ☎  
Frank Staszko  
Bradley Tisdale ☎  
Caryl Unseld

### ABSENT

Robert Cardamone  
Dr. Ray Feroz

### PFP STAFF

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

### GUESTS

Commissioner Chip Abramovic, Venango County  
Commissioner Wayne Brosius, Clarion County  
Commissioner Robert Snyder, Forest County  
Commissioner Ben Kafferlin, Warren County  
County Executive Kathy Dahlkemper, Erie Cty  
Commissioner John Amato, Crawford County  
Attorney Wil White, Solicitor  
Sara Dodeci, PA CareerLink®/Title I ResCare  
Bridget Wolf, ResCare  
Diona Brick, County of Venango  
Ed Petrunak, PMI  
Brad Moore, Office of Cong. GT Thompson  
Tina Mengine, PA/Governor's Action Team  
Larry Fannie, PA Dept of Labor & Industry  
Deb Lutz, Steel Valley Authority  
Lance Hummer, Keystone CEC  
Amanda Kimmy, IU5 Title II  
Elizabeth Wilson, IU5 Title II  
Anne Leonard, IU5 Title II  
Ken Falkenhagen, IU5 Title II  
Nancy Sabol, EARN/St. Benedict Ed. Ctr.  
Joe Miceli, PA CareerLink®/BWPO  
David Mascaró, PA Dept L&I, UC  
Ben Wilson, GECAC/WIF  
Silvana Rabat-Lavor, GECAC/WIF  
Georgia Del Freo, GECAC  
Meliha Huseinagic, PA CareerLink®/OSO  
Latrisha Mitchell-Payne, PA CareerLink®/OSO ResCare  
Jeanna Noel, PA CareerLink®/BWPO  
Carmine Camillo, PA CareerLink®/Title I

### WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:34 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves.

### CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of August 10, 2018 Meeting Minutes
- b. Approval of Revised ITA Policy
- c. Approval of Local Administrative Oversight Monitoring Summary
- d. Approval of All Reports

- i. Committee Reports (Communications, Fiscal/Monitoring, Governance, Workforce Solutions, Youth)
- ii. NWPA Job Connect Staff Report
- iii. Other Reports (WIF, Operator, Title I, Rapid Response)

#### **MOTION**

It was **moved** by Mr. Staszko and **seconded** by Ms. Unsel to approve the consent agenda as presented. Mr. Hewitt asked that board consider removing the Youth and Governance Committee reports from the consent agenda for further discussion. Mr. Staszko and Ms. Unsel withdrew their motions.

It was **moved** by Mr. Hewitt and **seconded** by Dr. Jackson to remove the Youth and Governance Committee reports from the consent agenda. All were in favor. **Motion passed and carried.**

It was **moved** by Mr. Staszko and **seconded** by Ms. Foys to approve the consent agenda as amended. All were in favor. **Motion passed and carried.**

Mr. Hewitt noted that it appears the Youth Committee report was not uploaded properly, or was not displaying on his devices. He was uncomfortable voting to approve this report without viewing it. Ms. Anderson reminded the board that these reports are draft minutes from the committees, and the board's approval of them as a report would not approve the minutes for the committee. These minutes may be further revised before being presented to the committees at their next meeting. Ms. Hamilton confirmed that there was an error with the upload; however, the draft Youth Committee minutes are present in the printed packets in the room.

Ms. Foys, as chair of the Youth Committee, noted that there was no representation on the Youth Committee from Clarion or Warren Counties, and most representation is from service providers and representing K-12, with limited connections to out-of-school youth. She asked that any committee membership referrals be communicated to board staff to expand committee membership.

Additionally, Mr. Hewitt noted that the Governance Committee minutes stated that no amendments were needed to the Partner MOU to reflect the accessibility protocol recommendations and he required clarification before approving this report.

*At this point, a major power outage affected the meeting facility and the phone participants were dropped for the remainder of the meeting. The meeting continued with a quorum present in the meeting room.*

#### **MOTION**

It was **moved** by Mr. Chevalier and **seconded** by Ms. Unsel to approve the Youth Committee report as presented. All were in favor, Mr. Hewitt abstained. **Motion passed and carried.**

It was **moved** by Ms. Foys and **seconded** by Mr. Krankota to approve the Governance Committee report as presented. All were in favor. **Motion passed and carried.**

Mr. Clark noted that using draft minutes as committee reports may affect the board's ability to approve a consent agenda in the future.

## **UPDATES FROM THE CHAIR**

### **REVIEW OF PREVIOUS ACTION ITEMS**

- i. **Mr. Hewitt will send suggestions for amendment of the Mandated Partner MOU, Local Plan, and Accessibility Protocol to Synergy Consulting Partners as soon as possible so these may be addressed before the training scheduled for August 14. Complete.**
- ii. **An updated PowerPoint on Rapid Response programming will be sent to the board. Complete.**

### **COMMITTEE MEMBERSHIP**

An attachment on Committee Membership was included with the agenda. Ms. Hamilton is working with all committees to determine a regular meeting schedule.

### **FISCAL REPORT**

Ms. Brick referred to her provided report. She noted increased Title I operating expenses compared to 2017/18 but down from 2016/17. This is due to indirect costs and attainable performance dollars. Additionally, a request for additional Rapid Response dollars is in process. The Infrastructure Funding Agreement is in the process of being updated. Once complete, it will be included in an updated MOU. This will likely happen the following week.

### **MOTION**

**It was moved by Mr. Krankota and seconded by Mr. Chevalier to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.**

### **DISCUSSION ITEMS**

#### **WORKFORCE DEVELOPMENT DISCUSSION**

Ms. Shaffer gave a presentation from 9:00 am until 9:10 am. The presentation covered the High Priority Occupations List and Eligible Training Provider List. Due to the lack of technology available during the power outage, the presentation was short and Ms. Shaffer offered to send the presentation to the board in a follow up email.

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

- **Board staff will send out the HPO/ETPL Presentation to board members via email.**

### **OTHER BUSINESS**

#### **PROGRESS/SUCCESS STORIES**

All success stories were included in the reports included in agenda item 2.d.iii.

#### **OTHER**

Ms. Anderson referred to the NWPAs Job Connect Staff Report in the packet.

### **COMMENTS**

Mr. Hewitt asked why the Executive Committee meeting schedule was not posted online. Board staff replied that the Executive Committee meets before every board meeting, but not on a consistent schedule. Sometimes the date is not posted to the website; but it is advertised in the Meadville Tribune.

Mr. Petrunak referred to Ms. Shaffer's presentation on HPO/ETPL and reiterated that employers and training providers need to work together to ensure that training offered meets the needs of area employers, so that training completers are employable and retainable at the end of training.

**REVIEW OF ACTION ITEMS**

**1. Board staff will send out the HPO/ETPL Presentation to board members via email.**

**ADJOURNMENT/EXECUTIVE SESSION**

**MOTION**

**It was moved by Ms. Unseld and seconded by Mr. Hewitt to adjourn the meeting into executive session regarding personnel/legal. All were in favor. Motion passed and carried.**

The meeting was adjourned into executive session at 9:32 am. All visitors left the room with the exception of Ms. Brick, the solicitor, Ms. Wolf, Ms. Anderson, Ms. Dodeci, the CLEOs, and Ms. Hamilton. The session concluded at 10:30 am without action.

Respectfully submitted,

Jacqueline Hamilton  
NWPA Job Connect