

## **NWPA JOB CONNECT BOARD MEETING**

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

Friday, December 14, 2018

8:39 am

### **ATTENDANCE**

Robert Cardamone ☎  
Mike Chevalier  
Tyrone Clark  
Dr. William Clark ☎  
Monica Daquilante  
Jim Decker  
Brittany Eisenman  
Dr. Ray Feroz  
Jill Foys  
Dave Henderson ☎  
Laura Hyde ☎  
Dr. Aldo Jackson  
Rich Krankota  
Dr. Lisa Miller  
Gary Shaw  
Frank Staszko  
Bradley Tisdale  
Caryl Unseld

### **ABSENT**

Jody Dixon  
Terra Gaines  
Jack Hewitt  
Erin Sekerak

### **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 ☎  
Commissioner John Amato, Crawford County  
Attorney Wil White, Solicitor ☎  
Sara Dodeci, PA CareerLink®/Title I ResCare  
Diona Brick, County of Venango  
Gregory Hart, PA L&I BWDA  
Jeanna Noel, PA L&I BWDA  
Steve Wolf, PA L&I BWPO  
Larry Fannie, PA L&I BWPO  
Brad Moore, Office of Cong. GT Thompson  
Julie Slomski, Governor's Office  
Carmine Camillo, PA CareerLink®/Title I  
Elizabeth Wilson, IU5 Title II  
Ken Falkenhagen, IU5 Title II  
Anne Leonard, IU5 Title II  
Nick Paolini, IU5 Title II  
Ben Wilson, GECAC/WIF  
Silvana Rabat-Lavor, GECAC/WIF  
Beverly Rapp, PA L&I BWPO, Rapid Response  
Deb Lutz, Steel Valley Authority  
Lance Hummer, Keystone CEC  
David Mascaro, PA Dept L&I, UC  
Nancy Sabol, EARN/St. Benedict Ed. Ctr. ☎

### **WELCOME/ROLL CALL/VISITOR RECOGNITION**

Mr. Decker called the meeting to order at 8:39 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 October 12, 2018 Meeting Minutes
- b. Approval of Revised ITA Policy
- c. Approval of PA CareerLink® Partner Program Evaluation Survey
- d. Approval of All Reports

- i. NWPA Job Connect Staff Report
- ii. Other Reports (WIF, Operator, Title I, Rapid Response)

Mr. Staszko recalled that the staff report noted the MOU must be changed to reflect the change in Title II provider and has been distributed to the state partners for review and signature. Mr. Staszko argued that the statement implies that board staff is waiting for the state to sign when he contacted board staff about several places in the MOU that are confusing or conflicting and the state will not sign it until an adjustment is made to the language. Ms. Anderson replied that she is aware the Operator has called partner meetings to discuss the addition of site administrators and the appropriate job description and until an agreement has been reached a change in the MOU may not accurately reflect those discussions. Mr. Staszko agreed that discussions were being held.

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

- **Ms. Anderson will clarify the MOU update in the NWPA Job Connect Staff Report on file.**

**MOTION**

It was moved by Dr. Jackson and seconded by Ms. Foys to approve the consent agenda with the suggested clarification to the NWPA Job Connect staff report, but excluding the Partner Evaluation Survey. All were in favor. Motion passed and carried.

It was moved by Ms. Foys and seconded by Mr. Tisdale to approve the Partner Evaluation Survey.

Mr. Staszko was unsure of the history of the Partner Evaluation Survey, how it was developed, what was being measured, or how it was relevant to what was required to be measured in the system. Ms. Shaffer noted that she developed the survey to assist in evaluating the system as required by local monitoring. The survey was recommended to the Fiscal/Monitoring Committee. Upon reviewing the survey, Mr. Staszko noted that some parts of the survey focused on individual programs, which are not under the oversight purview of the board as they are run by statutory or regulatory requirements. However, the integration of these programs into the system is of interest to the board. Mr. Staszko further suggested that the survey be taken to Workforce Solutions for input. Ms. Anderson noted that the Workforce Solutions Committee focuses on jobseeker issues, and board staff did not find the evaluation survey to be related to jobseekers, but directly related to monitoring. Ms. Anderson suggested that it made sense to take it to the Fiscal/Monitoring Committee and reminded the board that anyone may attend any committee meeting. She noted that the survey will be taken back to the committee level for further review. Mr. Staszko offered his help with the survey review and changes whenever the conversation is had.

**The motion was not passed.**

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

- **The Partner Program Evaluation Survey will be taken back to the committee level for review and additional input.**

**FISCAL REPORT**

Ms. Brick referred to her provided report and narrative cover sheet. She had an update through September 30, then another through November 30. She referred to the required benchmarks, noting that FSRs will be filed before the end of the day. She noted that a close eye is being kept on Youth percentages, noting the required 75% spent on out-of-school youth and 20% be spent on work experience. Ms. Brick noted that some

adjustments will be made due to the staff change between BWPO and BWDA. Mr. Staszko noted that he has had conversations regarding that change and the money will be available to the county very soon.

Ms. Brick referred to last year's compliance report where there was a requirement of two corrective actions, noting the youth percentage and Rapid Response. Changes to the Youth Committee were implemented along with increased emphasis on youth program development. 76% of the required 80% of Rapid Response funding was expended, but they will be fully expended by the end of the year.

Ms. Anderson noted that the 75% out-of-school expenditure requirement is a federal requirement and has been difficult to achieve for workforce boards across the nation. Some states have requested and been granted waivers to reduce the percentage to 50%. While there is a chance this may happen in Pennsylvania, it is not expected to be in place before the end of the program year.

#### **MOTION**

**It was moved by Dr. Feroz and seconded by Ms. Unsel to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.**

#### **UPDATES FROM THE CHAIR**

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

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

##### **NOMINATING COMMITTEE UPDATE**

It was explained that with Dr. Jackson's reappointment originated in Forest County, therefore there was no representation from Erie County on the Executive Committee of the board. Mr. Tyrone Clark is willing to accept an appointment as Vice Chair on the committee in Dr. Jackson's stead.

#### **MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Staszko to appoint Mr. Tyrone Clark to the Executive Committee as Vice Chair. All were in favor. Motion passed and carried.**

Mr. Decker notified the board that the current Nominating Committee membership has been defined and thanked the volunteers for serving on the committee: Dr. Jackson, Mr. Krankota, Dr. Miller, Mr. Henderson, and Dr. Clark.

#### **DISCUSSION ITEMS**

##### **WORKFORCE DEVELOPMENT DISCUSSION**

Ms. Dodeci gave a presentation on Incumbent Worker Training from 9:02 am until 9:27 am. She noted the intent of this kind of training is to serve underemployed workers or a group of workers to support a change in process through training. Ms. O'Neil noted that she has been working with Ms. Dodeci to tweak language in the Incumbent Worker Training Policy to allow more flexibility. Ms. Lutz offered to send Ms. Dodeci a training plan template to help track costs. Mr. Clark emphasized the importance of announcing the program once it is in place. Ms. Foys noted that the Northwest Commission will help get the word out once the program is up and running.

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

- Ms. Lutz will send Ms. Dodeci a training plan template to help track Incumbent Worker Training costs.**

## **OTHER BUSINESS**

Ms. Anderson explained that Mr. Greg Hart was present to give an update on the PY2017 Monitoring. Mr. Hart noted that due to staff turnover, it has been difficult to report to local areas in a timely manner. To solve this problem, BWDA has been considering hiring monitors to be housed in local areas across the state. In the Northwest, Jeanna Noel will serve as the local monitor (and also monitor other areas). She was formerly a BWPO employee working in the Oil Region PA CareerLink® office.

Pertaining to the PY17 monitoring, Mr. Hart noted that everything was currently in draft form and a formal report will be sent when ready. He noted no issues with board membership nor finance, though some areas lack evidence of monitoring. BWDA will be working with board staff to address those issues. Mr. Hart praised the Northwest for its innovative mobile concept and noted that the state wants it to succeed. Commissioner Snyder noted that he is also pleased as the concept's implementation has led to provision of services in Forest County.

## **OTHER**

Ms. Anderson referred to the NWPA Job Connect Staff Report in the packet. Additionally, she noted that the Value Stream presentation would be taking place at 1pm and that Partners for Performance has hired another Administrative Assistant, Kennedy Henry.

## **COMMENTS**

Commissioner Abramovic welcomed Brittany Eisenman and board members were encouraged to reach out to her for any agriculture-related concerns. Ms. Eisenman thanked the board and CLEOs for the opportunity to serve.

Dr. Feroz asked Ms. Rapp on an update on the Lordstown, OH closing. She noted that the closing will significantly affect the supply chain, mostly to the south. She is working on a combined outreach plan for employers and working with CWIA for outreach targets. Board members were encouraged to refer affected employers to Ms. Rapp.

## **EXECUTIVE SESSION**

This item was not needed.

## **REVIEW OF ACTION ITEMS**

- 1. Ms. Anderson will clarify the MOU update in the NWPA Job Connect Staff Report on file.**
- 2. The Partner Program Evaluation Survey will be taken back to the committee level for review and additional input.**
- 3. Ms. Lutz will send Ms. Dodeci a training plan template to help track Incumbent Worker Training costs.**

## **ADJOURNMENT/EXECUTIVE SESSION**

### **MOTION**

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

The meeting adjourned at 9:57 am.

Respectfully submitted,  
Jacqueline Hamilton, NWPA Job Connect