

## NWPA JOB CONNECT BOARD MEETING

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

Friday, February 8, 2019

8:30 am

### ATTENDANCE

Robert Cardamone ☎  
Mike Chevalier  
Tyrone Clark  
Dr. William Clark  
Monica Daquilante ☎  
Jim Decker  
Jody Dixon ☎  
Brittany Eisenman ☎  
Jill Foys  
Dave Henderson  
Eric Henry  
Jack Hewitt  
Dr. Aldo Jackson  
Rich Krankota  
Dr. Lisa Miller  
Erin Sekerak  
Gary Shaw  
Frank Staszko  
Bradley Tisdale ☎  
Caryl Unseld

### PPF STAFF

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

### ABSENT

Dr. Ray Feroz  
Terra Gaines  
Laura Hyde

### GUESTS

Commissioner Wayne Brosius, Clarion County  
Commissioner John Amato, Crawford County  
County Executive Kathy Dahlkemper, Erie Cty  
Commissioner Robert Snyder, Forest County  
Commissioner Chip Abramovic, Venango County  
Commissioner Ben Kafferlin, Warren County  
Diona Brick, County of Venango  
Larry Fannie, PA L&I BWPO  
Anne Leonard, IU5 Title II  
Nick Paolini, IU5 Title II  
Elizabeth Wilson, IU5 Title II  
Ken Falkenhagen, IU5 Title II  
Stephanie Krauza, EARN/St. Benedict Ed. Ctr.  
Sara Dodeci, PA CareerLink®/Title I  
Silvana Rabat-Lavor, GECAC/WIF  
Georgia Del Freo, GECAC/WIF  
David Mascaro, PA Dept L&I, UC  
Deb Lutz, Steel Valley Authority  
Lance Hummer, Keystone CEC  
Beverly Rapp, PA L&I BWPO, Rapid Response ☎  
Ben Wilson, GECAC/WIF ☎  
Latrisha Mitchell-Payne, PA CL®/Operator ☎  
Julie Slomski, Governor's Office ☎

### WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:30 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 December 14, 2018 Meeting Minutes
- b. Approval of Revised ITA Policy
- c. Approval of PA CareerLink® Partner Program Evaluation Survey

Mr. Staszko referred to the committee report from Fiscal/Monitoring Committee and noted that he has had several conversations with board staff regarding the Partner Program Evaluation Survey since the committee's last meeting. Ms. Shaffer noted that the committee reports were written after the meeting to capture what was

discussed at the meeting and would not include activity since the meeting. Mr. Staszko noted that he had no significant concerns with the survey but was offering assistance to the board staff by noting that the survey only needs to monitor programs funded by the board. However, Mr. Staszko noted that it was the opinion of the Fiscal/Monitoring Committee that the survey results would help improve customer service. The survey was changed to include a preface about being optional and Mr. Staszko had no further comments. Mr. Decker assured him that the board meeting minutes would capture his comments about the survey pertaining to the timing of the committee meeting and the committee report.

## **MOTION**

**It was moved by Mr. Chevalier and seconded by Ms. Foys to approve the Consent Agenda as presented. All were in favor. Motion passed and carried.**

## **FISCAL REPORT**

Ms. Brick referred to her provided report, which included a narrative on the first page. She noted that the training spending requirement will be met. The contractor continues to work hard to expend youth funding according to the 75% out-of-school youth spending requirement. The board asked for more information on youth eligibility requirements, and Ms. Foys suggested that the presentation given at the last Youth Committee meeting be sent to the board. Ms. Anderson suggested that other states have requested a waiver to the 75% spending requirement for out-of-school youth, and Pennsylvania may submit one as well. However, if there is a waiver, it likely won't be in place in time to affect the current program year's spending requirements.

Ms. Brick added that statewide changes to the EARN program will affect other programs in the workforce system. This was included in the NWPA Job Connect Staff Report in an update the night before, so board staff will send the report to the board to ensure that they have the most recent version of the report.

## **MOTION**

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

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

- **Board staff will send the Youth Eligibility presentation to board members.**
- **Board staff will send the most updated version of the NWPA Job Connect staff report to board members to ensure that they are notified of proposed changes to the EARN program.**

## **UPDATES FROM THE CHAIR**

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

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

### **MEMBERSHIP UPDATE**

Mr. Decker welcomed Ms. Sekerak, who was appointed in November but was unable to attend the December meeting. He also welcomed Mr. Eric Henry, a new appointment to the board from Crawford County. Mr. Decker informed the board that Ms. Laura Hyde had obtained new employment outside of the Workforce Development Area and the CLEOs would consider her resignation at their next meeting.

## **STATEMENTS OF FINANCIAL INTERESTS**

Mr. Decker reminded board members that annual Statement of Financial Interests are due to board staff by May 1.

## **OTHER UPDATES**

Mr. Decker noted that reports for the board were no longer part of the Consent Agenda as they do not require approval. They are linked at the bottom of the agenda, under “Resources.” Mr. Decker noted that some committees have had some questions about voting members and stated that with the exception of the Executive Committee, CLEOs assigned to committees are voting members. Additionally, any board members assigned to a committee are voting members. Finally, Mr. Decker reminded the board that the Nominations Committee would be reaching out for a Slate of Officers to be considered for approval at the next meeting. If anyone was interested in volunteering to serve, they are encouraged to reach out to board staff.

## **DISCUSSION ITEMS**

### **WORKFORCE DEVELOPMENT DISCUSSION – VALUE STREAM ANALYSIS PROCESS**

Ms. Anderson gave an overview of the Value Stream Analysis Process, which was developed by PA CareerLink® staff and presented in December. The effort was funded by the Department of Labor & Industry. An Executive Summary of the effort was provided to Ms. Anderson on February 7; it will be sent to board members. Mr. Fannie noted that many of the planned improvements are common sense. Next steps include presenting to the rest of staff in the PA CareerLink® offices and also the board. Mr. Clark noted the effort will be more effective if leadership is supportive and that staff are permitted to engage in the tasks at hand. Ms. Dodeci noted that current procedures will be updated with the final process as defined by the effort. Board members supported the improvement process.

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

- **Board staff will send the Value Stream Analysis Process Executive Summary report to board members.**

## **OTHER BUSINESS**

Ms. Anderson referred to the NWPA Job Connect staff report, linked in the resources. She noted that she has met with new leadership at Corry Hi-Ed and believes that the relationship is on the right track. Board staff submitted an annual report to the Pennsylvania Workforce Development Board and it is linked in the report. Ms. Anderson thanked Mr. Rodriguez and the rest of the board staff for submitting multiple grant applications and supporting many local PAsmart applications with letters of support. To date, 7 of 10 submitted grants have been awarded, though no details or notices of obligation have been received.

## **COMMENTS**

### **BOARD MEMBER COMMENTS**

There were no board member comments.

### **PUBLIC COMMENTS**

There were no public comments.

## **EXECUTIVE SESSION/ADJOURNMENT**

### **MOTION**

It was **moved** by Mr. Krankota and **seconded** by Mr. Henderson to adjourn the meeting into executive session regarding litigation. All were in favor. **Motion passed and carried.**

All guests were excused with the exception of Commissioner Brosius, Commissioner Amato, County Executive Dahlkemper, Commissioner Snyder, Commissioner Abramovic, Commissioner Kafferlin, Ms. Brick, Ms. Dodeci, Ms. Anderson, and Ms. Hamilton. The session commenced at 9:42 am and concluded at 9:49 am.

**REVIEW OF ACTION ITEMS**

- 1. Board staff will send the Youth Eligibility presentation to board members.**
- 2. Board staff will send the most updated version of the NWPA Job Connect staff report to board members to ensure that they are notified of proposed changes to the EARN program.**
- 3. Board staff will send the Value Stream Analysis Process Executive Summary report to board members.**

Respectfully submitted,  
Jacqueline Hamilton  
NWPA Job Connect