

WORKFORCE SOLUTIONS COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Monday, March 19, 2019
3:03 pm

ATTENDANCE

Frank Staszko ☎
Jody Dixon ☎
Amanda Hetrick ☎
Caryl Unseld ☎
Brad Tisdale ☎
Tyrone Clark ☎

ABSENT

Commissioner John Amato
Bill Clark
Terra Gaines

WELCOME/ROLL CALL

Mr. Tisdale called the meeting to order at 3:03 pm. Roll call was conducted. It was noted that there was a quorum.

APPROVAL OF MEETING MINUTES – JANUARY 15, 2019

The Workforce Solutions Committee minutes for the January 15, 2019 meeting were presented for approval.

MOTION

It was moved by Ms. Hetrick and seconded by Mr. Staszko to approve the January 15, 2019 meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

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

INDIVIDUAL TRAINING ACCOUNT POLICY

RECOMMENDATION OF REVISED INDIVIDUAL TRAINING ACCOUNT POLICY

Ms. O'Neil noted the Revised Individual Training Account Policy draft included in the packet, which increases flexibility by permitting funding that supports HPOs approved in other areas, while noting preference for local HPOs. Additionally, it allows for more than one ITA if it supports a career pathway if previous ITAs were successfully completed. Ms. Hetrick suggested adding language about the cap to the end of #9 in the policy.

****ACTION****

- Board staff will add information on the \$5500 cap to the end of point #9 in the Revised ITA policy.

MOTION

It was moved by Mr. Staszko and seconded by Ms. Unseld to recommend the Revised Individual Training Account Policy as amended. All were in favor. Motion passed and carried.

STAFF

Deb O'Neil
Erin Shaffer
Ramon Rodriguez
Jackie Hamilton

GUESTS

Sara Dodeci, ResCare ☎
Carmine Camillo, ResCare ☎

UPDATE ON ETPL PROCESSING

Ms. Shaffer recalled the ETPL Best Practices report presented at the last meeting and noted Mr. Staszko sent additional feedback after the meeting. Next ETPL year, board staff will put together a list of approved training programs for Title I which may be sorted by HPO, provider, and location. Additionally, each program will have a scorecard for Title I to present to clients considering programs. The scorecard will include metrics such as tuition amount, finish rate, and employment attained related to training. A training provider verification form will also become part of local monitoring of training programs. Mr. Tisdale asked if these tools will be available for review at the May 21 meeting, and Ms. Shaffer noted that she expects they will be.

****ACTION****

- **Ms. Shaffer will present the new ETPL tools to the committee at their next meeting.**

NEXT GENERATION SECTOR PARTNERSHIP

CURRENT ACTIVITY UPDATE

Ms. Shaffer noted that the area received funding for convening grants for Manufacturing and Building Construction. The Manufacturing group began meeting on November 3rd and their priority action teams are tackling manufacturing training to career, business to business efforts, and locally rebranding the industry. Under the NextGen model, the workforce board is a service provider. Currently, a need that staff can help with is to increase the industry partnership's awareness of school events related to manufacturing. There is a spreadsheet that an action team created, and if board members are aware of any related events, they are asked to report them to board staff to add to the spreadsheet. Mr. Staszko suggested adding Teacher in the Workplace activities to the spreadsheet.

The Building and Construction NextGen partnership will need employers. Committee members were asked to spread the word and report interested parties to board staff.

PA CAREERLINK® HOURS DISCUSSION

Ms. Shaffer noted that PA CareerLink® brick and mortar sites in the Northwest are open from 8:30 am until 4:30 pm, Monday through Thursday, and 8:30 am until 2:00 pm on Fridays. Friday afternoons are reserved for all-staff training. The committee was asked to determine whether there is value in extending office hours at these sites, as mobile service delivery already operates outside of posted hours. Perhaps one to two times a month, staying open into the evening will help accommodate underemployed individuals who would otherwise not be able to visit a site. Mr. Staszko noted that in his experience in multiple areas, results in varying working hours has been mixed. He stated that scheduling an event, like a workshop or fair, in the evening hours in conjunction with extended daytime hours showed the best results. Mr. Staszko further noted that extending hours indicates flexibility to clients and he would not be opposed to testing the concept in the Northwest.

Mr. Decker asked if anyone knew if this was of interest to clients. Ms. Dodeci noted no definitive evidence that it has been requested, but she believed that PA CareerLink® should be open to meet the needs of everyone. There may be a population that services are not available to simply because centers are not open when they are available. Mr. Staszko noted if after hours outreach is implemented, safety should be considered. He recommended that one staff member should not be left alone in the center. It was noted that safe coverage could be maintained with multiple shifts. Ms. Unseld noted that staying open late, in conjunction with an event or a community event, would likely bring more and different participants to the

centers. The committee agreed that comprehensive sites should stay open late at least one day a month and asked that Ms. Shaffer share this information with the Operator.

****ACTION****

- **Ms. Shaffer will request that the Operator add the PA CareerLink® Hours Discussion to the agenda for the next partner meeting.**

OTHER BUSINESS

RESCARE UPDATE – WORKFORCE REALTED UPDATE

Ms. Dodeci spoke about the progress of the youth program, which has become more creative in reaching out-of-school youth, providing them services, and keeping them engaged. She noted that there are currently about 160 out-of-school youth enrolled, which is the most since ResCare started serving in the Northwest. She noted that the new Youth Program Manager, Misty O’Connell, has embedded herself in communities and additional youth staff members have been hired. All youth staff are mobile as youth were not visiting comprehensive sites. ResCare is considering college readiness software and a toolkit already used in school systems to help in engaging youth in their opportunities. Ms. Unseld noted that she has met Ms. O’Connor and observed her and her program, and she is impressed.

Ms. Dodeci also reported on Tech After Hours, where Title I and IU5 employees are enrolling attendees. Currently, 18 of 31 patrons are engaged in PA CareerLink® services.

WORKFORCE AREA STATISTICS

This part of the agenda links to a list of resources on the NWPA Job Connect website.

NEXT MEETING – MAY 21ST @ 3PM

REPORT FOR THE EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

1. **Board staff will add information on the \$5500 cap to the end of point #9 in the Revised ITA policy.**
2. **Ms. Shaffer will present the new ETPL tools to the committee at their next meeting.**
3. **Ms. Shaffer will request that the Operator add the PA CareerLink® Hours Discussion to the agenda for the next partner meeting.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 3:49 pm.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect