



**EXAMPLE**  
**NWPA JOB CONNECT BOARD MEETING**

DATE  
TIME  
PLACE

**AGENDA**

- 1) **Welcome & Roll Call / Visitor Recognition**  
Roll call is taken by board staff, then visitors are asked to introduce themselves. Participants on the call in option are also asked to announce themselves.
- 2) **Consent Agenda**  
This part of the agenda includes items that require approval or recommendation but have already been reviewed by committees or are not expected to garner much discussion. Examples include board minutes and board policies. (Board members may motion to remove an item from the Consent Agenda for discussion and a separate action may be considered.)
- 3) **Fiscal Report**  
This report is provided by the Fiscal Agent and typically includes a narrative to help explain the report. This report must be approved, and the same report will be presented to the CLEOs. The annual budget is presented as the Fiscal Report in June.
- 4) **Updates from the Chair**
  - a. **Review of Previous Action Items**  
Action items from the minutes will be posted here for update and discussion. Sometimes, a status is included next to the item on the agenda.
  - b. **Other Updates**  
Other updates *from the chair* may include membership updates or “housekeeping” items.
- 5) **Vote Item**  
*Vote items that aren’t expected to garner discussion are generally included under this item. This may include an urgent policy update that was not presented to committees due to timing or ratifications of actions of the Executive Committee. An important update from board staff may be included here at the request of the Executive Committee.*
- 6) **Discussion Items**  
Items for discussion but not expected to require a vote are included under “*Discussion Items*”
  - a. **Workforce Development Discussion**  
This item is usually reserved for strategic discussion and have included program changes, grant updates, partner presentations, data methodology explanations, or service provision details. Each board meeting usually only has one item for robust discussion, which is chosen by the Executive Committee at their most recent meeting, and may be determined on suggestions from other board members, committees, or the public. Please share your suggestions!
- 7) **Other Business**
- 8) **Comments**
  - a. **Board Member Comments**  
Additional board member comments are heard here at the discretion of the chair.
  - b. **Public Comments**  
Public comments are heard here at the discretion of the chair.
- 9) **Adjourn**

**ITEMS IN BOLD REQUIRE A VOTE**

**Resources:** these resources and reports are linked at the bottom of each agenda for your convenience and review

**Acronym List:** a list of commonly used acronyms

**Conflict of Interest Info:** information on conflict of interest pertaining to workforce discussions

**Conflict of Interest Form:** a blank form to disclose conflict of interest and/or abstentions

**ETPL:** an updated list of training programs eligible for WIOA funding (Eligible Training Provider List)

**HPO:** a list of approved High Priority Occupations, sourced from PA Center for Workforce Information & Analysis

**Attendance:** a year of board member attendance information for board and committee meetings

**NWPA Job Connect Staff Report:** a detailed update from the board staff, useful for your own information and knowledgeable discussion

**Operator:** a report from the One Stop Operator that includes service data, success stories, and information from all PA CareerLink® Partners

**Rapid Response:** a report of Rapid Response activity in the six counties plus neighboring counties, sourced from BWPO

**Title I:** a report from the Title I Program Manager detailing services and updates

**Current additional resources:**

**Value Stream Implementation:** an update on the Value Stream Analysis Process prescribed by the state but lead by local front line staff in December 2018.

**WIF:** an update on activities taking place under the Workforce Innovation Fund grant, Career JumpStart

Next meeting date, time, place

**BEFORE THE MEETING**

- Agendas are emailed a week in advance.
- Agendas for board members include hyperlinks to related material, which may not be immediately available when the agenda is sent out. Check back to see when links refresh with content.
- If the agenda changes, it will be emailed out again.
- Please inform board staff of your attendance via your calendar invite, email, or phone call. This is necessary to determine quorum.
- Ask board staff any questions you may have about the Consent Agenda items.
- Inform board staff if you need a copy of the materials on the day of the meeting.
- If you are calling in and have never done so, contact board staff to schedule a test meeting.

**ON BOARD MEETING DAY:**

- The meeting will start promptly at 8:30 am
- Folders with meeting materials (if requested), blank abstention forms, name tent, and anything else relevant will be available on the sign in table. Please sign in and take your folder to a seat around the table. Return your folder before you leave the meeting.
- Seats are not assigned, but the chair sits at the head of the table.
- Coffee and hot tea are usually available.
- Meetings are recorded to ensure details are captured correctly in the minutes.
- Roll call will be taken, please respond accordingly.
- All board members are permitted to motion, second, and vote so long as they do not have a conflict of interest. If you do, please disclose it verbally and submit a form to board staff before you leave (or via email later if you prefer)
- If an Executive Session is called, all guests will be asked to vacate the room and the phone line. Specific guests may be invited to stay. These sessions are off the record and not recorded.
- A Skype call in option will be provided for each board meeting, technology permitting. There is a direct call number associated with the call if you do not have Skype. This is sent as a calendar invite. We do our best to make this available, but they are not always reliable.

**EXAMPLE**

**CHIEF LOCAL ELECTED OFFICIALS MEETING**

FRIDAY, April 12, 2019

**Immediately following the NWPA Job Connect Meeting**

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

**AGENDA**

- 1) Welcome/Roll Call/Visitor Recognition/Public Comment – *Commissioner Robert J. Snyder (Commissioners and County Executive assigned as CLEOs are voting members. NWPA JC board members are encouraged to attend as guests.)*
- 2) **Approval of Meeting Minutes** *All approved minutes are posted online at [nwpajobconnect.org](http://nwpajobconnect.org)*
- 3) Review of Previous Action Items
- 4) **Approval of Revised Individual Training Account Policy** *All policies previously considered at the NWPA JC meeting are also considered here at the CLEO meeting. They are not approved until the CLEOs vote. Changes are rarely made.*
- 5) **Vote to Remove Board Member from NWPA Job Connect Board** *All resignations or employment changes are considered at this meeting.*
- 6) NWPA Job Connect Board Membership
  - a. Membership Update *All general membership updates are discussed here.*
  - b. Expiring Appointments *A handout of upcoming expiring appointments is provided.*
  - c. Attendance Handout *Same Attendance report as linked in NWPA JC Resources.*
- 7) NWPA Job Connect Staff Report – *Ms. Janet Anderson Same report as NWPA JC meeting.*
- 8) **Fiscal Report** – *Ms. Diona Brick Votes on same report as NWPA JC.*
  - a. Discussion Follow Up
  - b. Funding Allocations
- 9) Other Business
- 10) Executive Session *If needed. Only invited guests may stay in the meeting.*
- 11) Adjourn *The PFP Board Meeting immediately follows,*

**ITEMS IN BOLD REQUIRE A VOTE**

*Next Meeting: June 14, 2019*

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



Partners for Performance

Investing in NWPAs Workforce

**EXAMPLE**

**PARTNERS FOR PERFORMANCE BOARD MEETING**

*This organization employs the board staff.*

FRIDAY, April 12, 2019

*Immediately following CLEO Meeting*

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

**AGENDA**

- 1) Welcome & Roll Call / Visitor Recognition / Public Comment – *Commissioner Wayne Brosius (The CLEOS also serve as the PFP Board and are voting members. NWPAs JC board members are encouraged to attend as guests.)*
- 2) **Approval of Meeting Minutes** *All approved minutes are posted online at [nwpajobconnect.org](http://nwpajobconnect.org)*
- 3) Review of Previous Action Items
- 4) Staffing Update  
*This item includes updates related to staff such as position changes, reorganization, workers' compensation updates*
- 5) Other Business  
*Other items considered by the PFP Board include benefit plans and policies pertaining to employment of board staff.*
- 6) Executive Session  
*More sensitive personnel issues will be discussed in executive session. Only invited guests may stay in the meeting.*
- 7) Adjourn

❖ **ITEMS IN BOLD REQUIRE A VOTE**

*Next Meeting: June 14, 2019*

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

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