

BUSINESS SOLUTIONS COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Monday, March 25, 2019
1:31pm

ATTENDANCE

Caryl Unseld ☎
Dr. Lisa Miller ☎
Jody Dixon ☎
Larry Fannie ☎

ABSENT

Gary Shaw
County Executive Dahlkemper

STAFF

Deb O'Neil
Jackie Hamilton
Ramon Rodriguez

GUESTS

Sara Dodeci, ResCare Title I ☎
Elizabeth Wilson, IU5 Adult Ed

WELCOME/ROLL CALL

Ms. Unseld called the meeting to order at 1:31 pm. Roll call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MEETING MINUTES – JANUARY 30, 2019

The minutes dated January 30, 2019 were presented for approval.

MOTION

It was **moved** by Dr. Miller and **seconded** by Mr. Fannie to approve the Business Solutions meeting minutes dated January 30, 2019 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Ms. Hamilton will coordinate a meeting of the Business Services Team and the Business Solutions Committee. Continued.

EDUCATION DISCUSSION

ASSESSMENTS

Ms. Unseld explained that assessments are used in the public workforce system to make decisions regarding activities and funding. Currently, the most commonly used product is the TABE 9/10, which is expiring on June 30, 2019. After that point, TABE 11/12 will be available and is approved for the national reporting system utilized by Title II and PA CareerLink® for reporting at a federal level. CASAS is also approved and recognized for federal reporting.

Ms. Unseld shared a CASAS/TABE 11/12 comparison table, which utilizes usage numbers to estimate costs to the public workforce system in the Northwest. Both assessments are aligned in college and areer readiness standards and show instructors academic competencies to be ready for post-secondary education/employment or GED. However, the cost of materials and time needed to complete the assessment vary greatly between the two options in favor of moving forward with CASAS.

The decision to commit to funding an assessment lies with the PA CareerLink® partners, and they will decide at the next partner meeting on Thursday. Ms. Unseld noted that from an adult education perspective, supporting incumbent workers with basic academic skill training or language acquisition training is allowable as part of Title II funding. She asked that Ms. Dodeci reach out to Title II for further integration. Ms. Dodeci noted that she will do so on a case by case basis.

INCUMBENT WORKER TRAINING

Ms. Dodeci noted that after the board approved the revised Incumbent Worker Training Policy, a few changes were made to Title I's approach as noted in the board presentation given in February. About \$30k is expected to be spent on incumbent worker training this program year, giving staff the opportunity to gain familiarity with the process and to work out the kinks, as well as forecast a budget for next year. To date, informal discussions have taken place with two employers. Mr. Fannie noted that no more than 20% of funding may be spent on incumbent worker training, noting it was a good strategy to start out small and proceed deliberately.

RECOMMENDATION OF REVISED INDIVIDUAL TRAINING ACCOUNT POLICY

Ms. O'Neil presented a revised Individual Training Account Policy to the committee, 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. It was previously reviewed by the Workforce Solutions Committee, who suggested to add a line about the \$5500 ITA cap at the end of #9. The Governance Committee has also reviewed the policy and suggested adding language addressing how multiple training programs are determined as part of a career pathway, and an example demonstrating a relation.

MOTION

It was moved by Dr. Miller and seconded by Ms. Dixon to recommend the Revised Individual Training Account Policy for approval. All were in favor. Motion passed and carried.

ACTION PLAN FOR ECONOMIC DEVELOPMENT AND EDUCATION

COORDINATE REGIONAL AND LOCAL WORKFORCE ACTIVITIES

Ms. O'Neil noted that the Northwest and West Central workforce development areas have been discussing holding a joint transportation summit in about a year. Currently, related efforts are in their early stages. After a year or so, workforce will be able to build on the information offered by those projects without duplicating services.

WORKFORCE RESEARCH AND LABOR MARKET ANALYSIS

Mr. Rodriguez noted that on the NWPA Job Connect website, staff posts statistics provided by CWIA. Internally, staff has been working on creating simple fact sheets to compare industries and demographics which compile information from CWIA, census, and other public sources. If board members would like to see something specific, they are encouraged to reach out to staff. Mr. Rodriguez gave an example of information that could be compiled: demand for labor in our area over the next ten years versus available labor supply.

EMPLOYER ENGAGEMENT

INDUSTRY PARTNERSHIPS

Ms. O'Neil 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 three efforts. 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.

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

APPRENTICESHIPS

Mr. Rodriguez noted that the area received notices of award for a PAsmart pre-apprenticeship grant and a State Apprenticeship Expansion grant. An RFP is posted related to the State Apprenticeship Expansion grant and responses are due April 1.

DASHBOARD

Ms. O'Neil noted that the employer dashboard is being reviewed by the operator and board staff. A follow up meeting is expected to be scheduled soon and staff expects to have an update at the next committee meeting.

OTHER BUSINESS

RESCARE UPDATE

BUSINESS TEAMS EMPLOYER ENGAGEMENT

Ms. Dodeci noted that the business team's collaboration is gaining momentum and they are moving in the right direction. Unemployment rates are down, and the clients PA CareerLink® works with often have barriers that don't match the very specific needs of employers. She and the business services team are continuing to look for ways to communicate that to employers. With some extra time, PA CareerLink® can meet employer needs with PA CareerLink® job seekers. The business services team is planning two large career fairs, one in Erie on May 1 and another in Oil Region on April 10. Mr. Fannie noted that teams are encouraging employers to consider job seekers they might not have before, such as reentry clients and those with prior drug offenses. The teams provide labor market information to encourage better wages. Mr. Fannie also noted that a veterans representative in Oil City has accepted a position elsewhere.

OTHER BUSINESS

Mr. Fannie asked if the area applied for an opioid grant, as some areas are using it to train EMTs. Ms. O'Neil noted she was familiar with an opioid grant opportunity, but it was targeted to middle school students. She believes IU5 applied to implement prevention and education programs at Erie School District and Girard School District. Some workforce development areas were invited to apply for awards, and the Northwest was not a part of the effort. If there were other opportunities, the Northwest was not made aware.

NEXT MEETING: MAY 27@ 1:30PM

May 27 is Memorial Day; this meeting will be rescheduled via Doodle.

****ACTION****

Board staff will reschedule the May Business Solutions Committee Meeting via Doodle.

REPORT FOR THE EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

- 1. Ms. Hamilton will coordinate a meeting of the Business Services Team and the Business Solutions Committee.**
- 2. Board staff will reschedule the May Business Solutions Committee Meeting via Doodle.**

ADJOURNMENT

MOTION

It was moved by Mr. Fannie and seconded by Dr. Miller to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting was adjourned at 2:19 pm.

Respectfully submitted,

Jackie Hamilton
Senior Administrative Assistant
NWPA Job Connect