

**WORKFORCE SOLUTIONS COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Monday, May 21, 2019  
3:00 pm

**ATTENDANCE**

Caryl Unseld ☎  
Bill Clark ☎  
Tyrone Clark ☎  
Jody Dixon ☎  
Amanda Hetrick ☎

**STAFF**

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

**ABSENT**

Brad Tisdale  
Commissioner John Amato  
Frank Staszko

**GUESTS**

Sara Dodeci  
Carmine Camillo  
Larry Fannie

**WELCOME/ROLL CALL**

Mr. Tisdale called the meeting to order at 3:00 pm. Roll call was conducted. It was noted that there was a quorum.

**APPROVAL OF MEETING MINUTES – MARCH 19, 2019**

The Workforce Solutions Committee minutes for the March 19, 2019 meeting were presented for approval.

**MOTION**

It was **moved** by Dr. Clark and **seconded** by Ms. Hetrick to approve the March 19, 2019 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

1. Board staff will add information on the \$5500 cap to the end of point #9 in the Revised ITA policy. Complete.
2. Ms. Shaffer will present the new ETPL tools to the committee at their next meeting. This will take place later in the meeting.
3. Ms. Shaffer will request that the Operator add the PA CareerLink® Hours Discussion to the agenda for the next partner meeting. Ms. Dodeci reported that partners were open to considering varying hours at PA CareerLink® if those times were planned in a strategic manner. For example, holding later hours in conjunction with an event. Ms. Unseld noted that for adult education, mobile services offered in the evening has been successful. Mr. Fannie noted that local partners, such as the library, are holding workshops during the day when they could be held at the comprehensive site. Ms. Dodeci noted that this happens at the request of the partner and is not exactly the same workshop as provided regularly at the comprehensive site.

**ETPL TOOL EXPANSION**

Ms. Shaffer noted new tools related to the local Eligible Training Provider List: a Training Provider Verification Form and a Training Provider Scorecard. The verification form will be put into place beginning July 1. The information collected on the form is in addition to the information the training provider enters in CWDS as part of their application process. The form was derived from best practices of other local areas as well as updated monitoring requirements. The scorecard is a tool to be used as part of the consumer choice

portion of PA CareerLink® training services. The information on the scorecard highlights important parts of the program as well as outcomes, and would be provided to the client as part of their review of their options for training. Ms. Hetrick noted that the scorecard should be very helpful and would also be useful with high school students. Ms. Unsel concurred. It was decided that once the last program year was complete, these scorecards would be generated for each provider and sent to PA CareerLink as well as curriculum directors via Ms. Unsel at IU5.

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

- **ETPL scorecards will be sent to Ms. Unsel and Ms. Hetrick once they are complete for the 2018/2019 program year.**

**NEXT GENERATION SECTOR PARTNERSHIP**

**CURRENT ACTIVITY UPDATE**

Ms. Shaffer explained that manufacturing partnership meetings took place in April and May with additional action team meetings. The team working on manufacturing to career implemented a spreadsheet to capture career opportunities in schools. However, they are exploring designating a contact for each county to help connect with schools to keep the list current. Ms. Hetrick said that she will reach out to Erin with any contact possibilities in Forest County. Another action team working on promoting and branding the region has teamed up with the Clarion University Computer and Science Department to create a fall project with students. The project will compile stories from residents who moved away and eventually returned, revealing their reasons to return. Ms. Shaffer noted that the West Central Job Partnership has been working on the industry partnership's Industry Needs You website as well. The next in-person meeting is expected at the beginning of June. Employers will meet in the morning and the support partners will meet in the afternoon.

**ASSESSMENT DISCUSSION**

Ms. Unsel noted that the local workforce system is moving forward with implementing CASAS as the new assessment tool. The partners decided to use this tool after committee recommendation and thorough review. Ms. Dodeci has coordinated introductory training in June for all front line staff for both Erie and Oil Region. Ms. Unsel explains that there are a lot of similarities between the former TABE assessment and CASAS, but the new tool offers more specific results related to a grade level. This will help case managers better understand the skill level of customers while considering career match, job placement, and ITA opportunities, and may lead to more appropriate suggestions of upskilling. The Math portion of CASAS was more recently approved so additional informational handouts are not yet available; however, Ms. Unsel provided handouts for the Reading portion of the assessment. PA CareerLink® will start to use CASAS in the last week of June, as TABE will no longer be approved as of July 1.

Ms. Unsel explained that the local area is piloting a web version of the assessment. This version takes a little less time to administer and offers a more detailed assessment of knowledge by analyzing the time needed to complete parts of the exam. Ms. Unsel recapped the reason for moving to CASAS from TABE; CASAS takes less time to complete, there is a significant difference in cost, many other areas are moving to CASAS, and CASAS is specifically designed for adults, while TABE was essentially a repurposed keystone test originally designed for K-12. The assessment is used to assess individuals interested in pursuing ITAs, and the results are used to determine what is needed to support that individual in training. In youth programming, the assessment is used to measure skills gains and increases in grade level functionality. Mr. Fannie added that an assessment is also required for Trade impacted clients before training is approved, or remediation is conducted when basic skills deficiencies are identified. Ms. Unsel noted that adult education conducts the exams, verify the information that they have is correct, and send scores to client case managers.

## **OTHER BUSINESS**

### **RESCARE UPDATE – WORKFORCE REALTED UPDATE**

Ms. Dodeci nor Mr. Camillo had no further workforce related update to offer.

### **WORKFORCE AREA STATISTICS**

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

### **OTHER**

Ms. Shaffer explained that at the recent PWDA Annual Conference, she took interest in a presentation given about the PA CareerLink®'s relationship with the local library in Cambria County. The PA CareerLink® is collocated at the library. As a result, patrons who visit the library migrate to PA CareerLink®. A UC phone is installed and a restaurant pager system is utilized to allow those waiting to use the phone to patronize the library while they wait. Mr. Fannie noted his familiarity with the setup and said that foot traffic to the operation has increased since the PA CareerLink®'s former location was in a suburb and it is now downtown in the library. He also noted that staff there may have an issue with less available space to work. Ms. Shaffer recalled hearing that comment, and that it had been addressed by providing laptops and mobile phones so that staff may move about the library as well as in the community. Ms. Unseld noted that implementing technology is an important part of creating innovative operations like the one in Cambria County. A library is a natural partnership for this kind of endeavor as they teach digital literacy.

Mr. Decker asked about how the library was able to spare enough room for PA CareerLink® staff and equipment. Ms. Shaffer replied that the library downsized their reference section and a community space, and conducted a significant amount of reorganizing.

Ms. Anderson shared that the National Association of Workforce Boards conference she attended earlier in the year offered lots of insight into virtual services. If recordings of the related sessions become available, she will share them with the committee.

Ms. Anderson also shared that she met with Mr. Dan Kuba, Mr. Mike White, and Mr. Ruben Pachay at the last PWDA conference. She expects to be working with Mr. Pachay on identifying different remote sites in Clarion and Crawford Counties.

### **NEXT MEETING – JULY 16 @ 3PM**

## **REPORT FOR THE EXECUTIVE COMMITTEE**

Ms. Unseld suggested that the need for technology be brought to the attention of the Executive Committee. She believes PA CareerLink® staff and operations need improved technology to offer more virtual options leading to more ways to achieve services at a time and place that people need them.

## **REVIEW OF ACTION ITEMS**

- **ETPL scorecards will be sent to Ms. Unseld and Ms. Hetrick once they are complete for the 2018/2019 program year.**

## **ADJOURNMENT**

### **MOTION**

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

The meeting was adjourned at 3:52 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect