

**WORKFORCE SOLUTIONS COMMITTEE MEETING**  
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335  
Monday, July 16, 2019  
3:00 pm

**ATTENDANCE**

Caryl Unseld ☎  
Bill Clark ☎  
Brad Tisdale ☎  
Tyrone Clark ☎

**GUESTS**

Sara Dodeci  
Carmine Camillo

**ABSENT**

Commissioner John Amato  
Frank Staszko  
Jody Dixon  
Amanda Hetrick

**STAFF**

Deb O'Neil  
Erin Shaffer  
Ramon Rodriguez

**WELCOME/ROLL CALL**

Mr. Tisdale called the meeting to order at 3:04 pm. Roll call was conducted. It was noted that there was no quorum.

**APPROVAL OF MEETING MINUTES – MAY 21, 2019**

As there was no quorum, the Workforce Solutions Committee minutes for the May 21, 2019 meeting were presented for review, and will be presented at the next meeting for approval if a quorum is present.

**REVIEW OF PREVIOUS ACTION ITEMS**

1. **ETPL scorecards will be sent to Ms. Unseld and Ms. Hetrick once they are complete for the 2018/2019 program year.** Ms. Shaffer noted that this is an ongoing process. When they are available, she will send the scorecards to Ms. Unseld and Ms. Hetrick.

**ETPL UPDATE**

Ms. Shaffer explained that numerous applications have been submitted for approval for the new year starting September 1. There may be a slight delay due to the additional training provider verification process added this year.

**PA CAREERLINK® HOURS DISCUSSION CONTINUED**

**BEST PRACTICE RESEARCH**

Ms. Shaffer explained that she reached out to all local areas about best practices regarding hours for their PA CareerLink® operations and 13 out of 22 areas had responded. None of these areas close early on Fridays and some offices have evening hours. In contrast, Northwest comprehensive centers close at 2pm on Fridays and do not have evening hours, though mobile operations continue in conjunction with client requests. Northwest PA CareerLink® comprehensive sites have historically utilized the time on Friday afternoons for professional development; however, it is not mandatory for staff to attend, and Fridays near holidays are especially affected with low attendance. It was not clear if there was a demand for more evening hours in the Northwest. It had been discussed previously that the centers may pilot an effort to stay open in conjunction with an event, such as a workshop. The committee expressed interest in seeing the responses from other local areas before they recommend any adjustments. The committee was also interested in additional info from other local areas that stay open late. Ms. Unseld and Ms. Dodeci noted that Title I mobile staff are already

conducting operations in the evening as needed. Ms. Dodeci stated that there have not been any requests from clients to keep the comprehensive sites open later. Ms. Unseld suggested further discussion is needed regarding other opportunities for staff training that do not require the closing of centers.

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

- **Ms. Shaffer will send a spreadsheet of the PA CareerLink® hours responses to the committee for further review.**
- **Ms. Shaffer will request more information from areas that offer extended hours at PA CareerLink® centers and present it at the next meeting.**

**OTHER BUSINESS**

**RESCARE UPDATE – WORKFORCE REALTED UPDATE**

Ms. Dodeci and 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. No discussion was needed as there were no inquiries regarding the data. Dr. Clark noted that he uses this information for other meetings and appreciates that it is available.

**OTHER**

Ms. Unseld offered a success story about the IU5's 2019 GED graduation ceremony. 25 graduates attended the event at Edinboro University and two Title I staff attended in support. Many of the graduates and educators thanked the Title I staff for their help.

**NEXT MEETING – SEPTEMBER 17 @ 3PM**

**REPORT FOR THE EXECUTIVE COMMITTEE**

Ms. Unseld asked that the Executive Committee consider sharing the graduation story success story at the next full board meeting.

**REVIEW OF ACTION ITEMS**

1. **Ms. Shaffer will send a spreadsheet of the PA CareerLink® hours responses to the committee for further review.**
2. **Ms. Shaffer will request more information from areas that offer extended hours at PA CareerLink® centers and present it at the next meeting.**

**ADJOURNMENT**

The meeting was adjourned at 3:26 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect