

## GOVERNANCE COMMITTEE MEETING

Partners for Performance, 920 Water Street, Suite 32B, Meadville, PA 16335

January 16, 2019

3:03 pm

### ATTENDANCE

Dr. Aldo Jackson 📞

Bob Cardamone 📞

Rich Krankota 📞

### GUESTS

Sara Dodeci 📞

### ABSENT

Gary Shaw

Brad Tisdale

### PEP STAFF

Janet Anderson

Deb O'Neil

Erin Shaffer

Ramon Rodriguez

Jackie Hamilton

### WELCOME/ROLL CALL

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

### VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

### APPROVAL OF MINUTES – NOVEMBER 14, 2018

The Governance Committee minutes for the November 14, 2018 meeting were presented for approval.

### MOTION

It was moved by Mr. Cardamone and seconded by Dr. Jackson to approve the November 14, 2018 meeting minutes as presented. All were in favor. Motion passed and carried.

### REVIEW OF PREVIOUS ACTION ITEMS

- 1. The drug testing discussion will be referred to another committee or the full board for discussion and consideration.** Ms. O'Neil informed the committee that the Workforce Solutions Committee suggested that the issue of drug testing be left to the discretion of the employer, noting that no revision was needed to the ITA policy. It was noted that the Governor's Office had heard of the conversation at the committee level and contacted NWP Job Connect to inform them that the issue may imply liability on the state's part if made a prerequisite. Mr. Cardamone suggested that if a participant does not pass a required drug test, it may mean that the local area or the state may be responsible for remediation of the issue. Mr. Krankota noted that he originally suggested the conversation be had because using limited training dollars on unemployable individuals (due to a positive drug test) may not be the best way to use funding. Ms. Dodeci noted that the current ITA policy allows for supportive services to be used to satisfy prerequisites for training. In the case of CDL, a drivers license, negative drug test, and a DOT physical are prerequisites for training.

### APPROVAL OF REVISED INCUMBENT WORKER TRAINING POLICY

Ms. O'Neil presented a revised Incumbent Worker Training Policy. The original policy was approved as part of the Local Plan process. The Title I contractor is implementing an incumbent worker training program and revisions to the policy are needed to better align with practices allowable under WIOA. Mr. Krankota asked about the difference between the In Demand Occupation List and the High Priority Occupations List. Ms. Hamilton replied that local ITAs must be related to an occupation on the local High Priority Occupation List,

while the In Demand Occupation List is a statewide list with jobs of today, tomorrow, and the future as related to the length of training needed to be employed in the occupation. Both lists are on the NWPA Job Connect website.

Ms. O'Neil noted that no more than 20% of funding may be spent on incumbent worker training. As this year is the first program year that the Title I contractor is formally implementing a program, only about \$30k is expected to be spent on incumbent worker training, which is less than the 20% threshold.

One committee member asked about whether 501c3 companies are excluded from this opportunity and Ms. O'Neil noted that the law does not preclude them. It was also asked how it would be determined that training programs were acceptable, as they do not go through the same approval process as programs on the ETPL. Ms. O'Neil noted that good case management by WIOA Title I Staff would be used to determine whether the training program properly meets the needs of the employer.

## **MOTION**

**It was moved by Dr. Jackson and seconded by Mr. Cardamone to approve the revised Incumbent Training Policy as presented. All were in favor. Motion passed and carried.**

## **PARTNER MOU UPDATE**

Ms. O'Neil noted that the partner MOU is still on hold as the document includes language referring to Center Managers. The state partners will not sign the document until this language is adjusted. While there are Center Managers in the system, discussions are ongoing pertaining to Site Administrators, or a similar position.

## **WDB MEMBERSHIP UPDATE**

### **NOMINATING COMMITTEE**

Ms. O'Neil noted that the Nominating Committee was appointed before the last meeting of calendar year 2018, as required. Board staff will ensure that the committee members meet and present a slate of officers for approval at the April 12 meeting, as required.

### **NEW MEMBERS**

Ms. O'Neil noted that Ms. Erin Sekerak (Erie) joined the board in November, and Ms. Brittany Eisenman (Clarion) joined in December. A new appointment from Crawford, Eric Henry, is expected around January 23.

### **WDB MEETING SCHEDULE**

Ms. Anderson recalled that when she started in the Director position, the CLEOs expressed interest in possibly adjusting the frequency of board meetings to quarterly. Currently fifteen out of the 22 LWDAs in Pennsylvania meet quarterly. She noted that while the newer members have appreciated the bimonthly frequency as they become familiar with the workforce system, she was gathering opinions from all committees and reporting the information to the Executive Committee before determining whether to consider changing the board meeting frequency to quarterly. Committee members noted that the bimonthly frequency still serves the board well but if the frequency changes, communication would need to be adjusted so that the board is still engaged.

## **OTHER BUSINESS**

### **RESCARE UPDATE (POLICY-RELATED DISCUSSION ONLY)**

There was no policy-related update from ResCare – Title I.

### **OTHER BUSINESS**

Ms. Shaffer noted that a waiver has been requested for a client to attend training in Tri-County Workforce Development Area. The client lives in Venango County and is close to the training facility. Additionally, the client is applying for a program not on the local HPO list; however, he has an expired certificate in the field for which he is requesting training. Ms. Anderson noted that not all HPOs in the Northwest are represented through local trainings. Further adjustments to the local Individual Training Account policy may need to be made to accommodate such instances.

**NEXT MEETING – WEDNESDAY, MARCH 20, 2019**

**REPORT FOR EXECUTIVE COMMITTEE**

None.

**REVIEW OF ACTION ITEMS**

**ADJOURNMENT**

**MOTION**

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

The meeting adjourned at 3:46 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect