

## NWPA JOB CONNECT BOARD MEETING

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

Friday, June 14, 2019

8:33 am

### ATTENDANCE

Robert Cardamone  
Tyrone Clark  
Dr. William Clark  
Monica Daquilante  
Jim Decker  
Jody Dixon ☎  
Brittany Eisenman ☎  
Jill Foys  
Dave Henderson ☎  
Dr. Aldo Jackson  
Rich Krankota ☎  
Dr. Lisa Miller  
Erin Sekerak  
Gary Shaw ☎  
Frank Staszko  
Caryl Unseld

### ABSENT

Mike Chevalier  
Steven Davis  
Dr. Ray Feroz  
Eric Henry  
Jack Hewitt  
Bradley Tisdale

### PFP STAFF

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

### GUESTS

Commissioner Wayne Brosius, Clarion County  
County Executive Kathy Dahlkemper, Erie Cty  
Commissioner Robert Snyder, Forest County  
Commissioner Chip Abramovic, Venango County  
Commissioner Ben Kafferlin, Warren County  
Diona Brick, County of Venango  
Wil White, Solicitor ☎  
Sara Dodeci, PA CareerLink®/Title I  
Bridget Wolf, ResCare  
Carm Camillo, PA CareerLink®/Title I  
Brad Moore, Cong. Thompson Office  
Nick Paolini, IU5  
John Pileggi, PA L&I BWPO, Rapid Response  
Beverly Rapp, PA L&I BWPO, Rapid Response  
Nancy Sabol, St. Benedict Education Ctr/EARN  
Georgia Del Freo, GECAC  
Anita McCoy, GECAC  
Deb Lutz, Steel Valley Authority  
Lance Hummer, Keystone CEC  
Latrisha Mitchell-Payne, PA CL®/Operator ☎

### WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:33 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves.

### CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of April 12, 2019 Meeting Minutes

### MOTION

It was moved by Dr. Clark and seconded by Mr. Cardamone to approve the Consent Agenda as presented. All were in favor. Motion passed and carried.

## **FISCAL REPORT**

Ms. Brick referred to her provided report, which included a narrative on the first page. As the end of the year is June 30, she does not yet have all of the invoices for the year. However, she does not have any concerns about the Title I contractor meeting the fiscal benchmarks. Ms. Brick noted that the IFAs are below budget, but she does not see that as an issue.

## **MOTION**

**It was moved by Dr. Clark and seconded by Ms. Unsel to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.**

## **APPROVAL OF THE PY19/20 BUDGET**

Ms. Brick referred to the PY19/20 Budget attachment, which she noted was a conservative estimate, but close to actual. The RSA budgets have been sent to partners and she expects some staffing adjustments which will affect allocations across the partners. Mr. Decker asked about the possibility of shifting funds between adult and dislocated worker, and Ms. Anderson noted that there is some flexibility there, as adjustments have been made in the last two years. Dr. Miller asked about youth program spending, and it was noted that the current year's expenses included some one-time expenses.

## **MOTION**

**It was moved by Mr. Cardamone and seconded by Dr. Clark to recommend approval of the PY19/20 budget as presented. All were in favor. Motion passed and carried.**

Ms. Brick asked for the board to consider a recommendation of contracting with partners with the amounts provided in the budget.

## **MOTION**

**It was moved by Dr. Jackson and seconded by Mr. Staszko to recommend contracting with the amounts presented in the budget. All were in favor. Motion passed and carried.**

## **UPDATES FROM THE CHAIR**

### **REVIEW OF PREVIOUS ACTION ITEMS**

- 1. The Communications Protocol will be sent to the Operator for dissemination to the partners. It will also be sent to board members. Complete**
- 2. Board staff will work with EARN to compile known information on the EARN changes, the associated workforce services overhaul, and their impact to the local system. The information should also include data on how EARN funding is currently funneled to the local area and how it is used. Collectively, this information may be used to increase awareness with local legislators. Complete, this information was linked in the packet.**
- 3. Develop a "task force" of board members to meet with regional legislators. An update on this item will be covered later in the meeting.**

### **OTHER UPDATES**

Mr. Decker noted that the new program year starts July 1. Mr. Cardamone's appointment is expiring at the end of June, so this is his last meeting. The board commended Mr. Cardamone for his contribution to area workforce development efforts. He will continue serving on the Governance Committee. Mr. Decker explained that National Intern Day is July 25 and a sign in sheet is being passed around for board members to visit employers who employ interns this summer as part of the State Local Internship Program.

## **DISCUSSION ITEMS**

### **WORKFORCE DEVELOPMENT DISCUSSION – BOARD’S ROLE IN SERVING LAYOFFS**

Ms. Anderson gave a presentation on the board’s role in serving large layoffs from 8:56 am until 9:16 am. The presentation detailed the steps taken as part of a recent “Fire Drill” when there was a possibility that Wabtec was going to lay off up to 1700 workers. The layoff was averted, but the preparations were a good exercise for partners.

The board discussed the exercise’s relation to the large GETS layoff. Factors that affect the process include available funding, additional funding requests, partner coordination, whether the company is trade-impacted, the number of employees, and the assessment and remediation of said employees. Large layoffs affect staff capabilities and additional staff and space are often needed to address these events. While Rapid Response is charged with coordinating many parts of the process, the board must address logistical and staffing issues as they are charged with ensuring service delivery.

The board asked that a procedural standard be put into place so that all partners are aware of their roles and the timeline, especially in larger layoffs. The plan would be general, but easily individualized as needed. It was suggested that Ms. Anderson’s presentation be the starting point for the procedure.

### **MOTION**

It was **moved** by Dr. Jackson and **seconded** by Mr. Clark to direct staff to provide a document to the board detailing a procedural standard for large layoffs, ideally within 120 days. All were in favor. **Motion passed and carried.**

### **\*\*ACTION**

- Board staff will craft a procedural standard representing the board’s role in addressing large layoffs.

## **OTHER BUSINESS**

### **BOARD DEVELOPMENT UPDATE**

Ms. Anderson shared that 10 board members and one CLEO attended the three board development sessions held since the last meeting. Ms. Unseld commended staff on the session’s material, and noted that she found ways she can participate as a board member more effectively as a result. Ms. Anderson said she expected to hold another session for those who have not yet attended.

### **EARN UPDATE**

Ms. Anderson noted that several board members volunteered to serve on an EARN task force. PWDA was holding sessions to coordinate a response, so board staff opted to wait to see how the PWDA response developed before starting a separate effort. Ms. Anderson stated that she may move forward with the task force before the next board meeting, depending on the PWDA effort; however, this would not happen until a budget is passed and the legislators return to their home districts. She will also be meeting with Senator Brooks about the EARN changes.

### **GRANT UPDATE**

Mr. Rodriguez gave a short update on the area’s current grants to include State Local Internship Program, Economic Transition, Business Education Partnership, and the State Apprenticeship Expansion. All of these grants are in progress and moving forward.

## **OTHER**

Ms. Anderson touched on a few parts of the NWPA Job Connect Staff Report, including the BWDA Recertification progress, the Regional and Local Plan modifications, Incumbent Worker Training waiver, and HPO update. This information was available in the meeting packet.

## **COMMENTS**

### **BOARD MEMBER COMMENTS**

Mr. Staszko commended Ms. Brick on her clear budget presentation.

Mr. Cardamone noted that the board has made significant progress. He thanked Ms. Anderson and her staff and noted that they should be proud.

### **PUBLIC COMMENTS**

Ms. Rapp noted that Wabtec has been trade approved through 2020 with GETS.

Ms. Lutz noted that the NWIRC is putting together a contest dubbed “What’s So Cool About Manufacturing” that involves video submissions about manufacturing. If anyone on the board is interested in being a sponsor, they may reach out directly to her.

## **ADJOURNMENT**

### **MOTION**

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

The meeting adjourned at 9:40 am.

## **REVIEW OF ACTION ITEMS**

**1. Board staff will craft a procedural standard representing the board’s role in addressing large layoffs.**

Respectfully submitted,  
Jacqueline Hamilton  
NWPA Job Connect