

## **EXECUTIVE COMMITTEE MEETING**

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

Monday, July 29, 2019

1:30 pm

### **ATTENDANCE**

Jim Decker ☎

Dr. Ray Feroz ☎

Brittany Eisenman ☎

Monica Daquilante ☎

Caryl Unselde ☎

### **ABSENT**

Tyrone Clark

### **GUESTS**

Commissioner Wayne Brosius ☎

Diona Brick ☎

### **PFP STAFF**

Janet Anderson

Deb O'Neil

Erin Shaffer

Ramon Rodriguez

Jackie Hamilton

### **WELCOME/ROLL CALL**

Mr. Decker called the meeting to order at 1:30 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 JUNE 6, 2019 MEETING MINUTES**

The NWPA Job Connect Executive Committee meeting minutes dated June 6, 2019 were presented for approval.

### **MOTION**

It was **moved** by Dr. Feroz and **seconded** by Ms. Unselde to approve the June 6, 2019 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. **Motion passed and carried.**

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

None.

### **COMMITTEE REPORTS**

Committee reports were included for informational purposes. The Executive Committee did not have any concerns.

### **COMMITTEES OVERSIGHT**

#### **ATTENDANCE REPORT**

An attendance report was included as part of the packet. No issues were discussed.

### **BOARD MEMBERSHIP**

There were no changes in board membership to report.

### **BOARD DEVELOPMENT**

Ms. Anderson expects that the next set of board development sessions will be offered in October.

## **BWDA MONITORING UPDATE**

Ms. Anderson noted that BWDA conducted onsite monitoring from July 1 to July 3. There were two monitors which conducted a file review on July 1, a financial monitoring on July 2, and concluded file monitoring on July 3. There was an informal debrief with staff, but no final report has been received. The monitors spoke very highly of the Fiscal Agent's process and were grateful to be walked through it by a knowledgeable person. The monitors also gave positive comments to Title I and noted organized files that were not very redundant. The forms ResCare put into place will be shared with other areas as best practices. There were a couple file-related questions that were mostly about the clarity of case notes and able to be explained by the Title I Project Director. It is possible other items will be addressed in a final report.

## **PARTNER MOU UPDATE**

Ms. O'Neil informed the committee of the progress of the Mandated Partner MOU update, which was required due to the change in Title II providers. Two agencies have not responded to multiple requests for signatures. BWDA Policy Division advised board staff to follow the dispute resolution described in the MOU. The Executive Committee has the main role in determining a way forward. Ms. O'Neil noted that both partners signed the last version of the MOU and are still confirmed as mandated partners. The Executive Committee directed board staff to move forward with two signatures missing, document the attempts made for signatures, and the conversation in the committee minutes, and move forward with the completion of the MOU.

## **MOTION**

It was **moved** by Ms. Daquilante and **seconded** by Ms. Unseld to acknowledge staff attempts for signatures of the missing partners on the Mandated Partner MOU and file the complete document without them, as permitted by the dispute process in the MOU. All were in favor. **Motion passed and carried.**

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

- **Board staff will document the decision of the Executive Committee as part of the Partner MOU dispute process, notify the non-responsive partners, and file the updated document as appropriate.**

## **OTHER BUSINESS**

### **EARN UPDATE**

Ms. Anderson explained that she and Mr. Gregg Dogan from West Central Job Partnership met with Senator Michele Brooks in Greenville to discuss the EARN program. Senator Brooks is chair of the Health & Human Services Committee and interested to learn about "the other side." Ms. Anderson and Mr. Dogan have fulfilled requests for information by the Senator since the meeting. It is possible the Health & Human Services Committee will hold hearings across the state about the program changes. If meetings are scheduled, Ms. Anderson will ask board members to participate.

### **ADULT EDUCATION PRESENTATION**

Ms. Anderson stated that the Title II partner is required to present annual updates to workforce development boards. Ms. Unseld asked that this take place at the October board meeting. The presentation will include pertinent information about status of the local Title II programming, who is being served, success stories, next steps, and about Title II's partnership with Title I. The committee will note this as a board development discussion for October.

### **PA CAREERLINK® FRIDAY HOURS**

Ms. Anderson noted that committees have been asked to consider the necessity of the Friday afternoon closings at PA CareerLink® comprehensive sites. On Fridays, they close at 2pm for professional development. Ms. Anderson visited PA CareerLink® - Erie County on a Friday afternoon recently, and the door was locked at 1:50pm. While professional development is the supposed purpose for the early Friday closings, a few weeks ago, several people have informed board staff that they have visited the PA CareerLink® offices before 2:00 pm on Friday afternoons to find the doors locked and limited staff in the building. Ms. Shaffer has reached out to other areas about their operating hours and has provided this information to the Workforce Solutions and Business Solutions Committees, who have opted to continue the discussion at their September meetings. As no other local areas in Pennsylvania close early on Fridays, the committees may ask the board to consider ending early Friday closings. The board has the right to determine local service delivery.

The committee asked about the professional development taking place on Friday afternoons. Ms. Anderson noted that it has been reported by the operator that many sign in for the trainings, but then leave the event. Some are told by their supervisors that they aren't required to participate. In one instance, a partner reported sending staff to a scheduled event on Friday afternoon and when they attempted to enter the PA CareerLink® office, the door was locked, no one answered the door bell, and the phone was not attended. Partners not co-located have stopped sending staff to trainings. The committee discussed that there were other opportunities to hold professional development during working hours.

Dr. Feroz asked if workers stay at all or just leave the facility. Ms. Anderson reported that some do leave, and some go back to their desks. Board staff and Title I do not have authority over other partner employees. Dr. Feroz suggested that supervisors be notified of the potential of employees not finishing their workday as expected.

Ms. Eisenman noted that PA CareerLink® - Erie County's Facebook page says they are open until 4:30 pm. Hours information should be consistent in all places listed.

### **LOCAL/REGIONAL PLAN MODIFICATION**

Ms. O'Neil noted that the Regional and Local Plan Modifications are due October 1. The plans have been modified and posted for their 30-day comment period. A Special Meeting may be needed to approve the final plans in time for the deadline. Another option is the Executive Committee meeting for a vote that will later be considered for ratification by the full board.

A full planning process will take place next year. At this time, guidance for the new plan is not yet available.

### **YEAR-END UPDATE & RSABs**

Ms. Anderson gave a few year end updates:

- The Workforce Innovation Fund Grant concludes at the end of September. Enrollments are complete. Final invoices are due at the end of September, and it is anticipated that funding will be returned to the federal government.
- TANF Youth Monitoring is expected to take place by the end of September. State staff will visit to review files, visit worksites, and see educational programming.

- Ms. Anderson presented the roles and responsibilities chart to PA CareerLink® staff at a recent Friday staff development session providing a shortened version of the board development that was offered to the board. Both PA CareerLink® offices participated via Webex.

### **REVIEW OF UPCOMING BOARD MEETING AGENDA**

The draft agenda for the upcoming board meeting was included in the packet. Ms. Anderson noted that nothing significant was planned for the meeting thus far. The committee suggested the cancelation of the meeting and asked board staff to advise the board members that due to a lack of business and with respect to their schedules that the meeting has been canceled.

### **REVIEW OF ACTION ITEMS**

- 1. Board staff will document the decision of the Executive Committee as part of the Partner MOU dispute process, notify the non-responsive partners, and file the updated document as appropriate.**

### **ADJOURNMENT**

It was moved by Dr. Feroz and seconded by Mr. Cardamone to adjourn the meeting into Executive Session regarding personnel. All were in favor. Motion passed and carried.

The committee adjourned into executive session at 2:13 pm and concluded without action at 2:22 pm.

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect