

EXECUTIVE COMMITTEE MEETING

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

Wednesday, October 2, 2019

9:07 am

ATTENDANCE

Jim Decker ☎
Dr. Ray Feroz ☎
Tyrone Clark ☎
Monica Daquilante ☎
Caryl Unselde ☎

ABSENT

Brittany Eisenman

GUESTS

Diona Brick ☎
Carm Camillo ☎
Larry Fannie ☎
Bridget Wolf ☎

PEP STAFF

Janet Anderson
Deb O'Neil
Jackie Hamilton

WELCOME/ROLL CALL

Mr. Clark called the meeting to order at 9:07 am. Roll call was taken. It was noted that there was a quorum. Mr. Decker was predisposed but joined the meeting and resumed chair duties after the approval of the minutes.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves; there was no public comment.

APPROVAL OF JULY 29, 2019 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated July 29, 2019 were presented for approval.

MOTION

It was moved by Dr. Feroz and seconded by Mr. Decker to approve the July 29, 2019 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.

Ms. Hamilton noted a discrepancy in the April minutes approved at the June meeting. In the portion about the approval of the April 3 meeting minutes, the motion and the discussion indicated the June 6 meeting minutes, while the heading and the agenda noted the approval was for the April 3 meeting minutes. Since the June meeting was just taking place, this was an error on her part when typing the minutes. She notified the committee that she would be making the changes and reposting on the internet unless the committee had an issue. The committee was comfortable with the correction.

REVIEW OF PREVIOUS 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.
(Complete)

COMMITTEE REPORTS

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

RECOMMENDATION TO AMEND FRIDAY HOURS AT PA CAREERLINK® COMPREHENSIVE SITES TO BE CONSISTENT WITH MONDAY THROUGH THURSDAY HOURS

Ms. Anderson shared that the Workforce Solutions and Business Solutions Committee made recommendations to amend Friday hours at PA CareerLink® comprehensive sites to be consistent with Monday through Thursday hours. With the Executive Committee’s recommendation, the matter would be referred to the full board’s consent agenda.

MOTION

It was moved by Dr. Feroz and seconded by Mr. Clark to recommend the amendment of Friday hours at PA CareerLink® comprehensive sites to be consistent with Monday through Thursday hours. All were in favor. Motion passed and carried.

RECOMMENDATION OF WDB BYLAWS REVISIONS

Ms. O’Neil referred the committee to the summary of revisions to the WDB bylaws, which have been recommended by the Governance Committee for approval. With the Executive Committee’s recommendation, the matter would be referred to the full board’s consent agenda. The committee noted that the change on page 2, Article 1, Section 2, Item 7 does not capture that the bid process, if required, will be conducted in accordance with state requirements. Ms. Anderson suggested adding “and following state requirements” to the end of the item in question.

MOTION

It was moved by Mr. Clark and seconded by Ms. Daquilante to recommend the WDB Bylaws Revisions as amended. All were in favor. Motion passed and carried.

INCUMBENT WORKER TRAINING FINAL REPORT

Ms. Anderson explained that the report attached to the agenda was shared at the request of the Business Solutions Committee.

YOUTH EXPENDITURES

Ms. Anderson noted that the Fiscal/Monitoring Committee was apprised of a possible concern in youth spending practices of the Title I Youth staff. The concern is being addressed with ResCare leadership and the CLEOs will be updated in executive session at their next board meeting.

COMMITTEE OVERSIGHT

ATTENDANCE REPORT

The report was included as an attachment; there were no significant issues with achieving quorum.

YOUTH COMMITTEE

Ms. Anderson shared with the committee that board staff is concerned that the Youth Committee members remain focused on in-school youth which is not the intent of WIOA youth funding. Most members of the Youth Committee represent in-school youth. The committee is the largest of the committees, and though there is no requirement for membership composition, it is a required committee, although the only vote they take is the approval of minutes. Several organizations represented at Youth Committee meetings are TANF subcontractors, presenting a potential conflict of interest. Additionally, Ms. Anderson noted that she would like to ask the board to consider 100% WIOA Youth funding on out-of-school youth, due to the 75% requirement in the law. In-school

youth needs would then be met through TANF contracts and coordinated grant funding. This shift will help youth staff concentrate efforts on youth measures that are not in compliance, such as credential attainment. Ms. Anderson asked that the Executive Committee help determine a way forward. Mr. Decker asked if the committee was concerned with progress toward meeting youth compliance requirements, and Ms. Anderson noted that after discussions with a couple board members on the Youth Committee, it is believed that out-of-school youth compliance is being met. Mr. Decker asked that Ms. Anderson set up a meeting, including Ms. Anderson, Ms. Foys, the Youth Committee Chair, and Mr. Decker, to discuss Youth spending and compliance. The Executive Committee agreed that this was a good next step.

****ACTION****

- **Board staff will set up a meeting of the NWPA Job Connect Board Chair, Youth Committee Chair, and the Director to discuss the refocusing of the Youth Committee on out-of-school youth.**

UPDATES

SPECIAL MEETINGS

The committee recalled that the Special Meetings to approve the local plan modification for submission went well and contained a quorum.

BOARD MEMBERSHIP

There were no changes in board membership to report.

BOARD DEVELOPMENT

Board development sessions for the fall are expected to start later in October.

BWDA MONITORING

There was no update for this item.

EARN UPDATE

Ms. Anderson explained that she recently learned that the PA Department of Human Services expects to continue to work through local boards for the EARN programs. The department intends to utilize a local RFP process. Changes to the way the program serves clients are still expected, but specifics and impacts are not yet clear. One challenge Ms. Anderson noted is that the new program may require a family counselor, which will certainly impact the programs' budgets.

OTHER BUSINESS

DURATION OF UPCOMING BOARD MEETING

Ms. Anderson noted that due to a scheduling conflict that affects some board members and CLEOs, the NWPA Job Connect board meeting is expected to conclude by 9:30 am with the CLEO meeting to begin immediately.

ADULT EDUCATION PRESENTATION

Ms. Anderson noted that the required annual Title II presentation was scheduled for the October board meeting, but Ms. Unseld has notified staff that she will be leaving her position before the next board meeting. Holding no workforce development discussion at the October board meeting should help keep the meeting short to avoid the scheduling conflict.

UPCOMING LOCAL PLAN GOALS DISCUSSIONS

Ms. Anderson noted that in anticipation of the upcoming local plan process, future workforce development discussions will be focused on the local planning goals, which were included in the packet as an attachment.

OTHER

Mr. Fannie provided public comment and noted that he believes the PA CareerLink® staff are making progress with previously-noted culture issues.

REVIEW OF UPCOMING BOARD MEETING AGENDA

The draft agenda for the upcoming board meeting was included in the packet. There were no issues with the presented agenda.

REVIEW OF ACTION ITEMS

- 1. Board staff will set up a meeting of the NWPA Job Connect Board Chair, Youth Committee Chair, and the Director to discuss the refocusing of the Youth Committee on out-of-school youth.**

ADJOURNMENT

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

The committee adjourned at 10:11 am.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect