

## EXECUTIVE COMMITTEE MEETING

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

Tuesday, December 3, 2019

10:02 am

### ATTENDANCE

Jim Decker ☎

Dr. Ray Feroz ☎

Tyrone Clark ☎

Monica Daquilante ☎

Brittany Eisenman ☎

### PFP STAFF

Janet Anderson

Deb O'Neil

Erin Shaffer

Jackie Hamilton

### WELCOME/ROLL CALL

Mr. Decker called the meeting to order at 10:02 am. 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 OCTOBER 2, 2019 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated October 2, 2019 were presented for approval.

### MOTION

It was moved by Mr. Clark and seconded by Ms. Eisenman to approve the October 2, 2019 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.

### REVIEW OF PREVIOUS 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.** (Complete) Ms. Anderson reported that this discussion went well. The Youth Committee appears to be headed in the right direction after their most recent meeting where the shift to 100% out-of-school WIOA Youth funding was discussed. The board will be asked to vote at this upcoming meeting and it will be noted that in-school youth will be served with TANF and other grant funding.

### COMMITTEE REPORTS

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

#### WIOA YOUTH – 100% OUT-OF-SCHOOL

Ms. Anderson noted that a one-pager outlining the rationale for 100% out-of-school WIOA Youth funding will be included in the board packet. The matter was brought up at all committees, with the exception of Business Solutions, so most board members should be familiar with the matter. The committee agreed this vote should be on the upcoming board meeting agenda.

### **APPROVAL OF UPDATED MONITORING SCHEDULE FOR PY2019**

Ms. Anderson noted that moving toward biannual file reviews does not preclude staff from conducting more frequent file reviews. Mr. Decker noted that random reviews may also be conducted.

### **MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Clark to approve the updating monitoring schedule for PY2019 as presented. All were in favor. Motion passed and carried.**

### **APPROVAL OF FILE MONITORING REPORT**

This item was previously considered for recommendation at the Fiscal & Monitoring Committee. Ms. Shaffer noted concerns included the presence of unnecessary documentation, such as signed and unsigned version of forms. Also, the supervisor file review process may need evaluated, particularly for youth files, and some clarification and technical assistance may be provided by board staff as some issues may be explained by staff transition. Board staff has issued a corrective action request requiring a plan to fix the files and train the staff, and the board should expect an update at the December 13 meeting or in that meeting's packet.

### **MOTION**

**It was moved by Mr. Clark and seconded by Ms. Eisenman to approve the File Monitoring Report as presented. All were in favor. Motion passed and carried.**

### **PA CAREERLINK® - OIL REGION LEASE TERMS**

Ms. Anderson noted that the lease terms were shared with the committee via email and that the lease is between PennDOT and the Department of Labor & Industry, but they are asking for the board's approval. Board staff has asked for the lease terms to bring to the next board meeting for consideration. There is some concern that the current lease may not address communication as the site was not notified in a timely manner of changes to the phone system as well as parking availability changes, which have affected service delivery in the location. Committee members noted some preferable updates, to include extending the renewal notice term to 90 days. Mr. Decker asked what other options there were, and Ms. Anderson noted that Mr. Camillo suggested at the Workforce Solutions Committee Meeting that the large comprehensive site might not be needed; however, Ms. Anderson noted that she was not convinced that closing or changing the site was the right answer. The disruption and cost are not necessarily worth it. Title I is considering an increased library presence in the meantime. However, an arrangement to pay rent to the library is not an option at this time. Mr. Decker noted that notice to vacate the PennDOT space would need to be given six months in advance, anyway. Mr. Clark asked if additional language was being drafted, and Ms. Anderson noted that the County of Venango was considering some options. The committee suggested this be a discussion item at the next board meeting, apart from the consent agenda. If updated terms were available, the board should have those terms at the meeting.

### **COMMITTEE OVERSIGHT**

#### **ATTENDANCE REPORT**

The report was included as an attachment. Ms. Anderson noted a struggle to get a quorum at the Business Solutions Committee meeting, where one member was in attendance. The committee was asked for suggestions, and it was discussed that perhaps a review of committee membership and meeting schedules was due.

## **COMMITTEE REPORTS**

There was an attachment including the committee reports. No concerns were noted by the Executive Committee.

## **UPDATES**

### **BOARD MEMBERSHIP**

Ms. Anderson explained that Ms. Unseld is no longer employed at the Northwest IU5 and the board needs a new Title II representative, as one is required. Ms. Anderson and the Operator are planning to meet with leadership at IU5 to discuss another appointment.

Ms. Anderson stated that the Department and Labor & Industry has certified the board until January 2021. However, four board members are not aligned with high priority occupations. Over the next year, the CLEOs will need to determine options to meet the requirements. The committee noted that the loss of these members would mean a loss of institutional knowledge and background.

### **GRANT SUBMISSIONS**

Ms. Anderson recalled that at the last meeting, she announced that the Northwest is West Central's partner in a WORC grant award. The areas were notified of another grant award, a youth reentry demonstration project, submitted in partnership. The \$400k award was announced privately this week and a press release will be shared once it is public knowledge. The Northwest has submitted another Business Education Partnership grant application, and is scheduled to submit Teacher in the Workplace grant applications as well. The application for the next round of State Local Internship Program funding is due at the beginning of January and the requirements for that opportunity now include some WIOA eligibility determination and an increased employer match. Board staff expects several requests for letters of support for PAsmart grants due in December and January. These grant applications and support letters affect board staff operations significantly. Additionally, staff are also required to participate in Perkins V Comprehensive Needs Assessments at all CTCs around the region, which so far has led to 7 sessions of up to four hours each, plus travel time.

### **DEPARTMENT OF LABOR MONITORING**

Ms. Anderson shared that the US Department of Labor will be in the area the week of 1/6 to monitor the Economic Transition grant. The Northwest is the only area in the state being monitored due to being the area with the most activity.

### **STAFFING**

Ms. Anderson shared that a Program Specialist for Youth will be added to the staff next week. Additionally, Ms. Anderson is working with Diona to make the previously posted administrative assistant position a specialist position, with a concentration on communications.

### **SLIP GRANT CHANGES**

This was briefly covered under Grant Submissions.

### **PA CAREERLINK® - FRIDAY HOURS**

Ms. Anderson explained that Mr. Wilson gave a short update at the Workforce Solutions committee that noted only a few weeks after PA CareerLink® Friday hours were changed to full days, Friday afternoon traffic picked up. There has been very little pushback from partners.

## **OTHER BUSINESS**

### **UPCOMING LOCAL PLAN GOALS FOR DISCUSSION**

Ms. Anderson noted that the committee previously discussed holding the Local Plan goals discussions as the Workforce Development Discussions starting in the December meeting. However, Title II is required to present to the board annually and have requested to do so at the December meeting. The committee noted no issues with the Title II presentation taking place during the Workforce Development Discussion portion of the agenda.

### **OTHER**

Ms. Anderson added that the board development has been postponed. It is the board staff's intent to have the operator conduct the session and he is still meeting individually with partners to inform the presentation.

Ms. Anderson noted that the solicitor for the NWPA Job Connect board and the CLEOs will be resigning at the end of the year. The fiscal agent has been asked about what process was previously followed for the procurement of the solicitor. The board will be informed at their meeting and the CLEOs will be as well. The current arrangement is without a retainer and is only charged for hours used. Ms. Anderson noted that the current solicitor's firm is interested in retaining the contract. If there is cost information available for the board meeting, that will be provided. Dr. Feroz noted that if the board and CLEOs have different solicitors, it will be at an increased cost.

### **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, but the board asked that the solicitor and lease terms be added as agenda items.

Ms. Anderson noted that she would be including the Depth of Labor Pool document in the board meeting packet. She believes it speaks to the rationale for mobile and illustrates how difficult it is to find PA CareerLink® customers, especially if their only option was to visit comprehensive sites. The committee asked that a note about the source of job postings being online be added to the document.

Ms. Anderson shared that the state has sent funding to conduct a Workforce Needs Assessment, and a RFP was released to solicit proposals to conduct the assessment.

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

- **Solicitor and Lease Terms items will be added to the board meeting agenda.**
- **A note about the source of job postings will be added to the Depth of Labor Pool document.**

### **REVIEW OF ACTION ITEMS**

- 1. Solicitor and Lease Terms items will be added to the board meeting agenda.**
- 2. A note about the source of job postings will be added to the Depth of Labor Pool document.**

### **ADJOURNMENT**

It was moved by Dr. Feroz 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 10:55 am.

Respectfully submitted,

Jackie Hamilton  
NWPA Job Connect