

NWPA JOB CONNECT BOARD MEETING

Lew Davies Community Building, 1034 Park Avenue, Meadville, PA 16335

Friday, December 13, 2019

8:38 am

ATTENDANCE

Tyrone Clark
Monica Daquilante
Steven Davis ☎
Jim Decker
Jody Dixon ☎
Larry Fannie
Dr. Ray Feroz
Jill Foys
Dave Henderson ☎
Eric Henry ☎
Dr. Aldo Jackson ☎
Dr. Lisa Miller
Erin Sekerak ☎
Gary Shaw
Bradley Tisdale

ABSENT

Mike Chevalier
Dr. William Clark
Brittany Eisenman
Jack Hewitt
Rich Krankota

PFP STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Julie Price
Jackie Hamilton

WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:38 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 October 11, 2019 Meeting Minutes
- b. Approval of Updated Monitoring Schedule for PY 2019
- c. Approval of File Monitoring Report

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner John Amato, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango Cty ☎
Commissioner Ben Kafferlin, Warren County
Wil White, Solicitor
Diona Brick, County of Venango
Brad Moore, Congressman Glenn Thompson's Ofc
Elizabeth Wilson, IU5/Adult Ed
Amanda Kimmy, IU5/Adult Ed
Anita McCoy, GECAC
Erin Wells, PA Governor's Action Team
Deb Lutz, SVA/SEWN
Ryan Parker, PSU Behrend
Michelle Hartmann, PSU Behrend
Benjamin Wilson, PA CareerLink®/Operator ☎
Carm Camillo, PA CareerLink®/Title I
Silvana Rabat-Lavor, GECAC ☎
Teresa Swoger, GECAC ☎
Beverly Rapp, PA L&I BWPO, Rapid Response ☎
Nancy Sabol, St. Benedict Education Ctr/EARN ☎
Jean Blaine, PA CareerLink® ☎
Georgia Del Freo, GECAC ☎

MOTION

It was **moved** by Ms. Foys and **seconded** by Dr. Jackson 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. She noted no major concerns and acknowledged the state has sent \$125k for the Workforce Needs Assessment that is currently out for RFP and that money will need to be spent by June 30. This assessment is separate from the one being conducted in Erie by the Erie Regional Chamber and Growth Partnership.

MOTION

It was **moved** by Dr. Feroz and **seconded** by Mr. Fannie to approve the Fiscal Report as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

1. Board staff will provide reports from the Apprenticeship Summit and the State Apprenticeship Expansion grant at the next board meeting. Complete. These reports are part of the NWSA Job Connect staff report.

STAFFING UPDATE

Ms. Anderson shared that Ms. Julie Price has been hired as a Program Specialist for Youth. She will be working with Ms. O'Neil to cover Youth compliance and technical assistance matters and with Ms. Shaffer to learn how to conduct all youth-related monitoring.

MEMBERSHIP UPDATES

Ms. Anderson shared that Ms. Unseld was removed from the board at the last CLEO meeting due to no longer being employed at the Title II provider, IU5. Ms. Anderson and Mr. Wilson have been working to secure a nomination for the required representative.

UPCOMING MEETINGS

Mr. Decker asked the board if they would consider moving the board meetings to the opposite months but still on the second Friday, as the current schedule occasionally conflicts with other regular meetings and board staff is charged with numerous grant submissions in December. There was no issue with the change in schedule. The board will meet in February, then transition to the new schedule by meeting in March. After that, the board will meet every other month, in May, July, September, and November.

APPROVAL OF ALLOCATION OF WIOA YOUTH FUNDING TO 100% OUT-OF-SCHOOL YOUTH

Ms. Anderson explained that it is difficult to spend the required 75% of youth funding on out-of-school youth. There are underserved populations that are in-school youth, and board staff is working with the Youth Committee to be more proactive in finding ways to serve those youth with other non-WIOA funds. Ms. Anderson noted that staff fear that a monitoring of youth operations may reveal staff time spent in schools attempting to recruit out-of-school youth, such as graduating seniors or impending drop outs, might be converted to in-school spending causing the area to be out of compliance. Ms. Anderson stated that enrolling in-school students and converting them to out-of-school due to a change in circumstances is not allowable. It was noted that these concerns were shared with the Youth Committee who expressed no concerns with the adjustment to funding allocations due to the availability of other grant funding to serve in-school youth. Mr.

Clark asked for a comparison of the available funding for in-school and out-of-school youth. Ms. Brick noted that about \$1.8M in WIOA funding is available this year and funds work experience, staffing, assessments, training, and complementary program software like Character: Be About It and CAPPS. This year, about \$1M in grant funding for youth is available through grants like TANF, Business Education Partnership, and Teacher in the Workplace. Ms. Anderson noted continued difficulty in finding and retaining out-of-school youth.

MOTION

It was moved by Mr. Clark and seconded by Dr. Feroz to approve the allocation of WIOA Youth Funding to 100% out-of-school youth. All were in favor. Motion passed and carried.

Ms. Foys, the chair of the Youth Committee, noted that the change would not significantly impact operations as the same youth will still be served. However, this is an important fiscal step to keep the area in compliance for spending. Mr. Clark asked that proper monitoring be conducted to ensure this change is implemented. Mr. Decker asked that board members share any grant opportunities for in-school youth that they may be aware of if PA CareerLink® is not already engaged with them. Ms. Shaffer reminded the group that the Title I report attachment includes information on the out-of-school youth program.

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION – TITLE II PRESENTATION

Ms. Elizabeth Wilson and Ms. Amanda Kimmy gave a presentation on the Title II Adult Education program in Northwest PA administered by Northwest Tri-County Intermediate Unit 5. The presentation started at about 9:08 am and concluded at about 9:25 am. This report is an annual requirement for the program per the PA Department of Education. The materials shared as part of the presentation will be sent to the board.

Mr. Fannie noted that Title II programs in many areas assist students in taking employer tests and are a valuable partner for employers and participants. Dr. Feroz asked about the NWPA Job Connect partnership with Riverview Intermediate Unit 6, and Ms. Wilson noted that they are a partner that the Title II Adult Education program works closely with and do not compete for service provision in the Northwest's six-county region.

****ACTION****

- 1. Board staff will send the Title II presentation information to the board.**

OTHER BUSINESS

SOLICITOR UPDATE/DISCUSSION

Ms. Anderson explained that the solicitor has submitted his resignation from his role as board and CLEO solicitor to accept a position at Butler County. Mr. Decker explained that the Executive Committee did not expect a need to have a solicitor independent of the CLEOs' solicitor, and the board had no objections to that conclusion. The CLEOs will be discussing how to move forward at their next meeting and will share that information with the board.

PA CAREERLINK® OIL CITY LEASE TERMS

Ms. Anderson shared that the proposed terms for the lease renewal at the comprehensive site in Oil Region were included in the packet. The document was recently shared by the state after it was requested that the board approve a renewal to the lease that expired in August. Ms. Anderson noted that she has been working with Mr. Fannie and Ms. Brick to request additional language to the document to

address service delivery issues such as parking and phone system changes, but the state has not yet responded to that request. Ms. Anderson noted that the board could vote to renew the lease contingent upon the terms outlined in the NWPA Job Connect staff report, or wait until their next meeting. The lease is between the state and PennDOT, but requires local board approval to be renewed.

Mr. Fannie noted that the comprehensive site is at a good location at a good cost. Mr. Decker suggested the board wait until the actual terms are negotiated and brought before the board. Ms. Anderson stated that in the meantime, the lease is on a month-to-month renewal. Dr. Jackson recalled committee discussions of the ongoing and long-term issues of the phone system and parking and asked if the comprehensive site should remain at its current location. Ms. Anderson noted that she hopes to address these issues through more specific lease terms about communication. Parking in Oil City has become a city-wide concern. Mr. Fannie noted no reports of parking difficulty from customers coming to Oil City.

EARN UPDATE

Ms. Anderson referred to the EARN update in the NWPA Job Connect staff report. The program remains in a good position since the Spring.

GRANT UPDATE

Ms. Anderson directed the board to the NWPA Job Connect staff report for a summary of grant applications and awards. In addition, she noted that board staff was notified that the state requires all requests for Teacher in the Workplace funding to be submitted. Also, board staff anticipates multiple requests for letters of support for PAsmart grants due in December and January. Ms. Anderson explained that staff is not likely to submit a request for apprenticeship funding, but expects to submit requests for manufacturing industry partnership implementation and State Local Internship Program grants. She noted changes to the SLIP program to include an increase in WIOA-eligible participants and an increased employer match. However, many previously participating employers have pledged to hire interns under these new requirements next summer. Finally, Ms. Anderson noted a \$800k youth reentry demonstration grant award to West Central, the Northwest's regional partner. The Northwest collaborated on this proposal and will be responsible to use \$400k to establish a network of agencies and providers in each county to coordinate services to youth reentry clients.

OTHER

Ms. Anderson directed the board to the NWPA Job Connect staff report for updates on the USDOL monitoring of the Economic Transition grant in January, board certification details, the local planning process, the Workforce Needs Assessment, Perkins V, the Lehigh Valley LMI Forum and PA CareerLink® visit, and the Depth of Labor Pool document.

Additionally, Ms. Anderson noted that the board may recall that the state wanted to conduct an evaluation of mobile, separate from the one the board contracted Community Workforce Advancements to conduct last year. No information has been received on this activity until recently, when board staff were informed that the evaluator would be visiting during the first part of January, during the USDOL Economic Transition monitoring. It appears the state's contracted evaluation is designed to be concentrated on remote sites as mobile services. Ms. Anderson noted that she may ask the board to establish a subcommittee to evaluate the results of this evaluation as it appears the contracted entity lacks an understanding of the mobile service delivery concept and must conclude the evaluation in short order.

Ms. Anderson shared that board staff is working with the state to organize a Labor Market Information Forum in Erie in April. Details about the event will be shared with the board when they are finalized so that they can get it on their schedules.

Mr. Fannie shared that Trade will be monitored in January as well. He added that outreach to youth can be conducted with Rapid Response funding as well.

COMMENTS

BOARD MEMBER COMMENTS

There were no board member comments.

PUBLIC COMMENTS

Ms. Anita McCoy of GECAC WorkReady in Erie noted that good things are happening, such as the Bridge Out of Poverty mentorship program. Programming successes may be overshadowed by benchmark concerns.

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:56 am.

REVIEW OF ACTION ITEMS

- 1. Board staff will send the Title II presentation information to the board.**

Respectfully submitted,
Jacqueline Hamilton
NWPA Job Connect