

BUSINESS SOLUTIONS COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Monday, September 23, 2019
1:32 pm

ATTENDANCE

Caryl Unseld ☎
Dr. Lisa Miller ☎
County Executive Dahlkemper ☎
Larry Fannie ☎

ABSENT

Gary Shaw
Jody Dixon
Steven Davis

GUESTS

Carm Camillo ☎
Fadhail Ibraheem ☎

STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

WELCOME/ROLL CALL

Ms. Unseld called the meeting to order at 1:32 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 MEETING MINUTES – JULY 22, 2019

The minutes dated July 22, 2019 were presented for approval.

MOTION

It was **moved** by Mr. Fannie and **seconded** by Ms. Unseld to approve the Business Solutions Committee meeting minutes dated July 22, 2019 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. A final Incumbent Worker Training Report will be provided after the last training has completed.

Ms. Ibraheem provided the report which will be forwarded to the committee after the meeting. Ms. Anderson asked if the contractor expects to budget the same amount on Incumbent Worker Training in this calendar year, and Ms. Ibraheem thought the same amount would be budgeted. Mr. Camillo noted that if there was any carryover for next year, he would report that at the next meeting. Ms. Unseld asked who an employer should contact if they are interested in incumbent worker training, and Ms. Ibraheem said the employer must contact a Business Solutions Consultant directly, but interest has been minimal. Dr. Miller asked if more outreach needed to be conducted about this opportunity, and Ms. Ibraheem noted that the teams are good at getting the word out via visits and email. However, employers remain hesitant. Dr. Miller noted that the team might have success in conducting a survey to employers to determine what is holding them back, and Mr. Camillo added that using existing customers as champions should be advantageous to engaging new employers.

EMPLOYER ENGAGEMENT
APPRENTICESHIPS

Ms. Anderson noted that the State Apprenticeship Expansion grant concludes at the end of the month and Community Workforce Advancements' report is expected in the following week. The report is due to the state in October. Ms. Unsel asked about the relationship between the State Apprenticeship Expansion grant and the PAsmart Pre-Apprenticeship grant. Ms. Anderson noted that the State Apprenticeship Expansion grant will inform the PAsmart Pre-Apprenticeship grant; however, they are separate funding sources. Mr. Fannie noted that there is an apprenticeship summit scheduled at the end of the month, and Ms. Anderson informed the committee that she will be attending the summit.

County Executive Dahlkemper asked for an update on the State Local Internship Program grant and Ms. Anderson noted that the internships had concluded and she is working on employer reimbursements. The County Executive noted that each of the employers she visited was very happy with the project. Ms. Anderson said that the grant is easier than some to implement because it is not tied to WIOA eligibility; however, the state is asking grantees to determine how many participants would be WIOA-eligible. The number is expected to be low. The County Executive asked how this program may be improved and Ms. Anderson stated that it is a nice way to engage employers with PA CareerLink®, but board staff is considering setting a goal of how many participants should be WIOA-eligible as well as setting a limit of interns funded by the grant per employer, as staff expects changes from the state to be coming.

OTHER BUSINESS

LAYOFFS

Ms. Anderson reminded the committee that the state is sending her weekly Rapid Response reports, which are compiled for board meetings and included in the packet. She noted that the Polk Center closing, expected in 2022, will affect about 750 workers. Ms. Anderson has recommended that information about these workers should be shared by the state soon to inform a local plan to address those affected in a proactive fashion. The state was receptive to the idea.

PA CAREERLINK® HOURS DISCUSSION

Ms. Anderson asked the committee to recall their previous conversations regarding Friday hours at PA CareerLink® offices in Northwest PA. Staff noted that of all of the local areas responding to their request for operating hours, Northwest PA CareerLink® is the only system that has comprehensive sites closed on Friday afternoon. Ms. Anderson informed the committee that the Workforce Solutions Committee has recommended that the Friday hours be made consistent with the regular hours in place during the rest of the week.

MOTION

It was moved by Dr. Miller and seconded by Mr. Fannie to recommend Friday hours at comprehensive sites be made consistent with the rest of the week. All were in favor. Motion passed and carried.

Ms. Anderson asked the committee to recall their previous conversations regarding evening hours at PA CareerLink® offices in Northwest PA. She noted that the Workforce Solutions Committee did not recommend any changes to evening hours at their last meeting, citing the research presented. The Business Solutions Committee did not make any further recommendations.

RESCARE UPDATE

BUSINESS TEAMS EMPLOYER ENGAGEMENT **INCUMBENT WORKER TRAINING**

This was covered under previous action items.

JOB FAIRS/HIRING EVENTS

Ms. Ibraheem noted that 15 job fairs and hiring events have been conducted in the rural counties, and 25 in Erie County. Most of these events are on site at employer facilities. Ms. Ibraheem also noted a recent instance of sharing labor market information with an employer led to an increase in the wage for a position.

SIX THINKING HATS – COMMITTEE GOALS

Ms. Shaffer and Ms. Anderson guided the committee through a Six Thinking Hats exercise to identify the committee's priorities. The top three results were:

1. Customer Service second to none; PA CareerLink is first entity job seekers/employers think of going to for workforce related assistance
2. Videos or webinars about Business Solutions Team
3. On-site service/hiring events with the support of businesses

Lower priorities will be kept and prioritized as these are completed or removed.

NEXT MEETING: NOVEMBER 25 @ 1:30PM

Ms. Anderson noted that this meeting was the week of Thanksgiving; if committee members decided they would like to reschedule the meeting, they should reach out to board staff as soon as possible.

REPORT FOR THE EXECUTIVE COMMITTEE

The committee suggested relaying the information about the change in operating hours recommendation.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:44 pm.

Respectfully submitted,

Jackie Hamilton
Senior Administrative Assistant
NWPA Job Connect