

EXECUTIVE COMMITTEE MEETING

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

Monday, January 27, 2020

3:02 pm

ATTENDANCE

Jim Decker ☎
Dr. Ray Feroz ☎
Tyrone Clark ☎
Brittany Eisenman ☎

GUESTS

Commissioner Robert Snyder ☎
Diona Brick ☎

PFP STAFF

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

ABSENT

Monica Daquilante

WELCOME/ROLL CALL

Mr. Decker called the meeting to order at 3:02 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 DECEMBER 3, 2019 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated December 3, 2019 were presented for approval.

MOTION

It was moved by Ms. Eisenman and seconded by Mr. Feroz to approve the December 3, 2019 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

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

COMMITTEE REPORTS

APPROVAL OF ADMINISTRATIVE OVERSIGHT MONITORING REPORT

MOTION

It was moved by Dr. Feroz and seconded by Ms. Eisenman to approve the Administrative Oversight Monitoring Report as presented. All were in favor. Motion passed and carried.

APPROVAL OF RISK ASSESSMENTS

MOTION

It was moved by Mr. Clark and seconded by Ms. Eisenman to approve the Risk Assessments as presented. All were in favor. Motion passed and carried.

APPROVAL OF WORKFORCE NEEDS ASSESSMENT VENDOR

Mr. Clark and Ms. Anderson recounted the RFP and review process for the Workforce Needs Assessment vendor. The selection committee met on Friday and recommended BCT Partners as the vendor for the assessment. As their proposal included a base price, plus some options, so a follow up meeting was scheduled to discuss the options and their flexibility. An updated amount needed for the project will be available before the board meeting and the state will be asked to review those options as they come at an increased cost. In the interest of time, board staff asked the Executive Committee to consider approval of BCT Partners for the Workforce Needs Assessment Vendor for the board's ratification at the next meeting. Several committee members noted that since the increased cost was not yet available and that the state had not had the opportunity to review an updated request, so the committee decided to recommend approval to the board at their next meeting pending state approval of any additional funding.

MOTION

It was **moved** by Ms. Eisenman and **seconded** by Mr. Clark to recommend BCT Partners as the Workforce Needs Assessment Vendor to the full board. All were in favor. **Motion passed and carried.**

****ACTION****

- Board staff will work with BCT Partners to determine if there were any effect to their project timeline posed by the recommendation to the full board, which meets on February 14. If needed, the committee will reconvene again before the board meeting.

COMMITTEE OVERSIGHT

ATTENDANCE REPORT

The report was included as an attachment. Ms. Hamilton noted that there were difficulties in achieving quorum, but committee membership is about to be reviewed and changed and board members will be asked to choose committees based on their schedules. This could positively affect any previous quorum issues.

COMMITTEE REPORTS

There was an attachment including the committee reports. No concerns were noted by the Executive Committee. Mr. Decker asked if there was any reaction from the Youth Committee on the out-of-school youth funding vote, and Ms. Anderson noted that they accepted it without issue.

MEETING SCHEDULE

This was covered previously under Attendance Report.

CRAWFORD APPOINTMENT TO EXECUTIVE COMMITTEE

Mr. Decker asked that the Nominating Committee convene before the next board meeting to determine a Crawford County appointment to the Executive Committee.

****ACTION****

- Board staff will convene the Nominating Committee before the next board meeting to determine a Crawford County appointment to the Executive Committee.

UPDATES

BOARD MEMBERSHIP

Ms. Anderson shared that Mr. Eric Henry resigned from the board as he became a Crawford County Commissioner. Mr. Rich Krankota is expected to retire at the end of the month. Ms. Elizabeth Wilson was appointed as the Title II Representative since the December board meeting.

GRANT SUBMISSIONS

Ms. Anderson explained that applications were submitted for Business Education Partnership, Teacher in the Workplace, and State Local Internship Program funding. The board did not apply for additional apprenticeship funding. The Business Education Partnership Grant was awarded.

DEPARTMENT OF LABOR ECONOMIC TRANSITION MONITORING

Ms. Anderson explained that this monitoring was conducted at the beginning of January, and no significant issues are expected.

STAFFING

Ms. Anderson introduced Ms. Julie Price and Ms. Carrie Symes who have joined the board staff. Ms. Price has previously worked in the system for Title I and is a Youth Program Specialist, and Ms. Symes is the Communications Specialist.

JFF EVALUATION – STATE’S EVALUATION OF MOBILE

Ms. Anderson shared that as directed by the state, JFF will be conducting an evaluation of mobile services. Based on initial materials, it appears to be an empathetic evaluation. The consultant will interview 15-20 individuals about mobile service delivery. Due to unexpected changes in the consultant’s schedule, the January evaluation date has been pushed back and likely rescheduled for April or May. The CLEOs agreed to a state evaluation of mobile some time ago.

SOLICITOR

Ms. Anderson asked Commissioner Snyder to provide an update. He noted that the previous solicitor gave him two names and he has since been unable to connect with County Executive Dahlkemper. He expects to have an update at the next board meeting.

EO TRAINING

Ms. O’Neil reported as the EO Officer for the local area. She noted that EO monitoring and training for local areas will not be conducted by the Office of Equal Opportunity at the state level and are now the responsibility of the local EO Officer. The state will also no longer conduct training for local EO Officers; therefore boards will be responsible for training EO Officers who will conduct annual EO training for all local PA CareerLink® staff in the local area. Training must be completed by December 31, 2020 and attendance must be documented and submitted to the state. Ms. O’Neil noted that it has been a while since she was last trained and she is looking online for federal and state resources to be used. Ms. O’Neil is working with the one stop operator to develop training and roll it out to partner staff.

OVR ADA COMPLIANCE

Ms. Anderson noted that currently, ADA Compliance is monitored through a desk monitoring tool. OVR has recently volunteered to conduct compliance checks with the EO Officer and One-Stop Operator.

MA WORK SUPPORTS FRAMEWORK

Ms. Shaffer shared that local boards were recently notified that individuals receiving medical assistance will be given an action plan, including a letter about PA CareerLink® services. Ms. O'Neil added that this plan will be in place to help get able-bodied individuals to work by directing them to PA CareerLink®. Ms. Shaffer referred to the agenda item attachment, a recent unemployment letter noting the local PA CareerLink® office in Crawford County, which has been closed for a while. Board staff continues to submit requests to get the source of this information updated.

DEPTH OF LABOR POOL

There have been no significant updates to the Depth of Labor Pool document, but Ms. Anderson shared that they have discussed with the potential assessment vendor about finding those not seeking employment. In addition, staff will be looking at the younger population to develop a pipeline of workers under age 18.

OTHER BUSINESS

UPCOMING LOCAL PLAN GOALS FOR DISCUSSION

Ms. Anderson reminded the committee that these five goals are expected to be in the Local Plan guidance, but that guidance is not expected until near the end of the program year. Ms. Anderson expects that addressing career pathways will be especially important, and noted that North Central has hired consultants to create local career pathways for their area.

OTHER

Mr. Decker noted that Mr. Kuba has requested the removal of UC flyers at the former PA CareerLink® site in Warren. An email was sent to Ms. Anderson and Mr. Decker in the middle of the meeting.

REVIEW OF UPCOMING BOARD MEETING AGENDA

The draft agenda for the upcoming board meeting was included in the packet.

A command center report has been recently released by the Governor and it recommends areas where workforce could improve. It is expected that some of these issues, such as child care and access to training, will need to be addressed in the Local Plan.

****ACTION****

- **Board staff will note where local decisions can impact the recommended areas in the command center report for the upcoming Workforce Development Discussion.**

REVIEW OF ACTION ITEMS

1. **Board staff will work with BCT Partners to determine if there were any effect to their project timeline posed by the recommendation to the full board, which meets on February 14. If needed, the committee will reconvene again before the board meeting.**
2. **Board staff will convene the Nominating Committee before the next board meeting to determine a Crawford County appointment to the Executive Committee.**
3. **Board staff will note where local decisions can impact the recommended areas in the command center report for the upcoming Workforce Development Discussion.**

ADJOURNMENT

It was moved by Dr. Feroz and seconded by Mr. Clark to adjourn the meeting. All were in favor. Motion passed and carried.

The committee adjourned at 4:01 pm.

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect