

## **EXECUTIVE COMMITTEE MEETING**

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

Wednesday, April 29, 2020

11:02 am

### **ATTENDANCE**

Jim Decker   
Dr. Ray Feroz   
Tyrone Clark   
Brittany Eisenman   
Monica Daquilante   
Elizabeth Wilson 

### **GUESTS**

Benjamin Wilson 

### **PFP STAFF**

Janet Anderson  
Erin Shaffer  
Julie Price  
Carrie Symes  
Jackie Hamilton

### **WELCOME/ROLL CALL**

Mr. Decker called the meeting to order at 11:02 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 JANUARY 27, 2020 MEETING MINUTES**

The NWPA Job Connect Executive Committee meeting minutes dated January 27, 2020 were presented for approval.

### **MOTION**

**It was moved by Ms. Eisenman and seconded by Dr. Feroz to approve the January 27, 2020 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 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. Complete.
2. Board staff will convene the Nominating Committee before the next board meeting to determine a Crawford County appointment to the Executive Committee. Complete.
3. Board staff will note where local decisions can impact the recommended areas in the command center report for the upcoming Workforce Development Discussion. Complete.

### **COMMITTEE REPORTS**

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

Ms. Shaffer referred to the attached report and noted that a file review was conducted in January/early February and some youth files had issues related to previous findings. An all staff training was conducted by ResCare after the review to address those issues and no further issues are expected after further conversations with the contractor. The staff's intention is to follow up with another file monitoring in the spring to ensure the issues have been rectified.

**MOTION**

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

**APPROVAL OF ONE STOP OPERATOR SURVEY REPORT**

Ms. Shaffer noted that the survey of the operator showed improvement in four out of six areas, and no significant decrease in other areas. Comments received from the survey explained that the operator was new in his role and this may explain discrepancies.

**MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Clark to approve the One Stop Operator Survey Report as presented. All were in favor. Motion passed and carried.**

**APPROVAL OF PY19 OPERATIONAL LEADERSHIP CHANGES MONITORING REPORT**

Ms. Anderson explained that as the final year of the contract with ResCare approaches, the board will have to consider whether an RFP is necessary in the fall timeframe. The staff felt it was necessary to conduct an operational leadership monitoring by conducting subjective no-notice random interviews with front line staff. The attached report has been shared with ResCare up to the VP of Operations, who have concurred with the recommendations and will be moving forward with them.

**MOTION**

**It was moved by Mr. Clark and seconded by Ms. Eisenman to approve the PY19 Operational Leadership Changes Monitoring Report as presented. All were in favor. Motion passed and carried.**

**COMMITTEE OVERSIGHT**

**ATTENDANCE REPORT**

This was included as part of the meeting packet.

**SLATE OF OFFICERS UPDATE**

This was included as part of the meeting packet.

**APPROVAL TO EXTEND DEADLINE FOR SLATE OF OFFICERS**

Ms. Anderson noted that due to the change in meeting schedule, the board's first regularly scheduled meeting after April 15 is May 8. As such, the slate of officers will not be presented to the board in accordance with the bylaws. However, in the past, the state has noted that the bylaws are a local decision and a deviation from them should be approved by the board and captured in the minutes. In alignment with regular practice, the Executive Committee was asked to consider approval of the extension of the deadline for the slate of officers from April 15 to May 8, as that is the next regularly scheduled meeting.

**MOTION**

**It was moved by Dr. Feroz and seconded by Mr. Clark to approve the extension of the deadline for the presentation of the slate of officers to May 8. All were in favor. Motion passed and carried.**

## **APPROVAL TO EXTEND TREASURER TERM**

Ms. Anderson explained that the Nominating Committee recommended that Dr. Feroz be permitted to serve another term in the Treasurer position due to the lack of willing volunteers and his willingness to serve. It was noted that those board members surveyed for the position did not feel secure in serving as Treasurer and to maintain a representative from each county on the slate of officers, Dr. Feroz needed to serve another term as Treasurer. This is a deviation from the bylaws and must be voted upon by the full board and in alignment with regular practice, the Executive Committee was asked to consider approval of the treasurer's term extension from the allowable two years to three years so that Dr. Feroz may continue to serve while retaining compliance with the requirements of the Executive Committee membership.

## **MOTION**

**It was moved by Mr. Clark and seconded by Ms. Eisenman to approve the extension of the Treasurer's term for another year. All were in favor. Motion passed and carried.**

## **UPDATES**

### **GRANT SUBMISSIONS**

Ms. Anderson noted that she has been working with Ms. Symes to get an update out to the board about the workforce system, including an update on grant submissions. Board staff has been working with the fiscal agent to submit grant requests to ensure that the system has all that they need to tentatively open on May 18. About \$2M in requests have been submitted to the state, some of which will be part of the state's larger requests of the federal government. Additional Rapid Response funding has been awarded. Staff and the state continue to consider other opportunities to request additional funding.

### **SOFT OPENING/VIRTUAL SERVICES**

Ms. Anderson explained that the soft opening will be conducted around May 8 and will include mapping space for social distancing and other requirements set forth by the Governor. Initially, the Erie site may only have an occupancy of 40 people, and 50 in the Oil City site. This number would include staff and clients. Virtual service delivery will continue and clients may visit sites only if they make an appointment. This will help to control the occupancy level and assist in the flow of people. Most of these suggestions for operations are coming from the state. Additionally, the state has requested that UC phones will not be present in the PA CareerLink® sites until further notice. Ms. Anderson added that as counties continue to open up, mobile service delivery may start up again. At this time, it was not apparent whether the state's reopening would be conducted by county or region. Ms. Anderson explained that the difference between triage and transition sites are that triage sites will only conduct basic services, where transition sites would conduct more intensive services. Pop-up transition sites may conduct a full array of services depending on the availability of staff.

### **POP-UP TRANSITION/TRIAGE SITES**

Ms. Anderson noted that part of the requests for funding include support for transition sites to support those clients without access to virtual services or have other barriers to traditionally receiving services in comprehensive sites. Board staff is looking for suggestions of large centrally located spaces that would allow for service delivery while social distancing. If funded, these sites would be staffed one day a week and for up to two years, depending on availability of funding as well as the local needs. Some space considerations include churches, goodwill centers, schools, VFWs, and fire halls. Mr. Decker suggested the Youngsville Municipal Building and asked that the

operator send some bullets of the needs for space so that he can reach out to the contact there, and that others could reach out to other possible sites.

**\*\*ACTION\*\***

- 1. Mr. Wilson will send out bullets for transition site needs for board members to engage possible locations.**

**WORKFORCE NEEDS ASSESSMENT**

Ms. Anderson noted that she and the fiscal agent and Mr. Clark have been working with BCT Partners, the Workforce Needs Assessment vendor. The pandemic has affected the project timeline as the data needed to build the tool is in significant flux and many employers who may be engaged through the survey are closed. The vendor has asked for some additional time to let some of these issues play out. The state has allowed for the adjustment of the funding, with some funding needing to be spent by the end of this program year and the rest being spent by the end of the PY20/21 year. In the meantime, BCT will work on snippets of available data to generate excitement.

**OTHER BUSINESS**

**UPCOMING LOCAL PLAN GOALS FOR DISCUSSION**

Ms. Anderson noted that this attachment has been on the agenda for some time. While staff believes it is a planning year, the state has not sent any information on Local or Regional Plans. Understandably, their focus has been on reopening PA CareerLink®s safely. However, staff wanted to keep this on the radar of the Executive Committee. One part of the planning process is related to Career Pathways, and staff expects to take additional administrative dollars to support the mapping of career pathways.

**RE-OPENING OF WORKFORCE SYSTEM**

This was largely covered earlier in the meeting, so Ms. Anderson asked if there were any questions. She also noted that the state has communicated that the system may not reopen until the state permits it to reopen. A plan was submitted weeks ago, but there are many moving parts and things keep changing. At this time, staff is looking at a plan for PPE and outreach for the reopening. There is concern that the Northwest counties will reopen before many other areas and people from other parts of the state may attempt to engage us for virtual services if their PA CareerLink® offices remain closed.

**REVIEW OF UPCOMING BOARD MEETING AGENDA**

The draft agenda for the upcoming board meeting was included in the packet. Ms. Anderson suggested going over the reopening plan as the Workforce Development Discussion and the committee agreed but also asked for an update on the first virtual job fair at the meeting as well.

**REVIEW OF ACTION ITEMS**

- 1. Mr. Wilson will send out bullets for transition site needs for board members to engage possible locations.**

**ADJOURNMENT**

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

The committee adjourned at 11:52 am

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect