

EXECUTIVE COMMITTEE MEETING

Via Microsoft Teams
Wednesday, July 1, 2020
1:32 pm

ATTENDANCE

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

GUESTS

Benjamin Wilson
Diona Brick

PPF STAFF

Janet Anderson
Erin Shaffer
Julie Price
Carrie Symes
Jackie Hamilton

WELCOME/ROLL CALL

Mr. Clark 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 APRIL 29, 2020 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated April 29, 2020 were presented for approval.

MOTION

It was moved by Dr. Feroz and seconded by Dr. Clark to approve the April 29, 2020 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

1. **Mr. Wilson will send out bullets for transition site needs for board members to engage possible locations.** Mr. Wilson noted that this item was complete and those bullets were sent out. However, while some grant dollars were received, at this time there is only enough funding for one possible additional popup site in the rural area. In the meantime, PA CareerLink® continues to work with ITDRC to strengthen internet connectivity in the rural communities. Ms. Anderson reported that the comprehensive sites are still only seeing a handful of people a day, but unemployment is still providing significant benefits so that is expected. Once benefits come to an end or work search requirement is reinstated, popup sites may be needed across the area to address the increase in traffic. However, the state requires that every site have janitorial services and security, which will require significant funding. In the meantime, Mr. Wilson reported a slight uptick in phone calls during the current week up until the extension of benefits was announced. More activity is expected at the end of the additional 13 weeks.

COMMITTEE REPORTS

RECOMMENDATION OF REVISED INDIVIDUAL TRAINING ACCOUNT POLICY

Ms. O'Neil referred the attachment and explained that ITA Policy language was revised to add flexibility with assessments due to the pandemic, which has presented a capacity issue for conducting CASAS assessments. Group settings are not permitted for assessments and they must be conducted on a case by case basis. Some participants may not need the assessment, or in extreme

circumstances, may use the CASAS Academy in ResCare Academy as an alternative assessment tool to determine if the participant should enter into an ITA, along with case manager monitoring progress. The policy was presented to the Governance, Workforce Solutions, and Fiscal/Monitoring Committees and recommended for approval. Mr. Clark noted that this policy allows flexibility in the case of extreme circumstances where the DOE-approved CASAS assessment may not be administered as intended.

MOTION

It was moved by Dr. Clark and seconded by Dr. Feroz to recommend the Revised Individual Training Account Policy to the full board for approval as presented. All were in favor. Motion passed and carried.

RECOMMENDATION OF SYSTEM OF RECORD/FILE MANAGEMENT POLICY

Ms. O'Neil stated that the System of Record/File Management Policy is a new policy and is a requirement of monitoring and the Local Planning process. The state's revised system of record policy is out for public comment and has significant changes; however, there is no timeline for a final policy from the state and this policy must still be in place locally. If the state's final policy requires changes the local policy, it will be brought before the committee and board for additional changes. In the meantime, Ms. O'Neil recommended the committee consider moving forward with the presented policy language to remain compliant with current requirements. Mr. Clark asked about a disaster recovery policy to cover backup of all records. Ms. O'Neil noted that one is in development to cover local backups, but clarified that it will not include backup of the state's system of record files as that is the state's web-based system.

MOTION

It was moved by Dr. Feroz and seconded by Dr. Clark to recommend the System of Record/File Management Policy to the full board for approval as presented. All were in favor. Motion passed and carried.

RECOMMENDATION OF UPDATED PARTNER MOU

Ms. O'Neil noted that the Partner MOU is required under WIOA and has a three-year life. The committee is being asked to review the language of the MOU due to be in place by July 1, 2020 and in effect through June 30, 2023. Board staff continues to collect signatures and appendices from the partners listed in the agreement. The attachment provided for recommendation includes highlighted changes from the previous draft, and these changes also include suggestions from the OVR partner regarding accessibility, as well as including the attachment of the Accessibility Protocol. As these changes were received after some partners had signed the agreement, a second revision of the agreement was sent out to all partners to ensure that those who already signed consented to the additional changes. There have been no major issues or unresponsiveness from any partner; however, board staff is still collecting the documentation required for the agreement.

Additionally, Mr. Hewitt volunteered to provide training and document review assistance to help keep partners compliant with the accessibility language in the agreement. This is especially relevant as services and communications are more virtual. It is important that electronic communications are accessible.

The language has been reviewed and recommended by the Governance Committee.

MOTION

It was moved by Dr. Clark and seconded by Dr. Feroz to recommend the Updated Partner MOU to the full board for approval as presented. All were in favor. Motion passed and carried.

RECOMMENDATION OF PY20/21 BUDGET

Ms. Anderson noted that the budget was created with board staff, the fiscal agent, and the ResCare Regional Director, Bridget Wolf. The Fiscal/Monitoring Committee has reviewed and recommended the budget as presented.

MOTION

It was moved by Dr. Feroz and seconded by Dr. Clark to recommend the Program Year 2020-2021 Budget to the full board for approval as presented. All were in favor. Motion passed and carried.

PY18 MONITORING UPDATE

Ms. Anderson explained that the monitoring update was presented to the Governance and Fiscal/Monitoring Committees. The Governance Committee recommended that the Executive Committee consider a limit to the number of terms a board member may serve as well as consider setting a regular Executive Committee schedule to be advertised annually for the program year. Board staff will share information on advertising costs at the board meeting.

Ms. O'Neil noted that the state does not require that there be a limit to the number of terms a board member may serve; however, whether or not there is a limit must be stated in the bylaws. Discussion ensued on the diversity of thought brought by new board members, but also the long learning curve to be confident in board participation. Due to the significant complexity of required board membership, the CLEOs often encounter difficulty in identifying and appointing new board members while maintaining compliance. The committee discussed tasking a subcommittee with board development to assist with making connections with potential board members and referring them to the CLEOs for consideration, when needed. Ms. Wilson noted that her predecessor, Ms. Caryl Unseld, brought her to board meetings and that helped her to become more familiar with the NWPA Job Connect Board. Encouraging current board members to invite their staff to attend board meetings may assist in the filling of future vacancies.

The Executive Committee asked that the full board be surveyed on whether a limit to terms is necessary and board staff will provide a terms historical to aid in the discussion.

ACTION

- **Board staff will share cost information for meeting notice advertising and a board member terms historical document in the next board meeting packet.**
- **A subcommittee will be tasked with board development to assist with the identification of potential new members.**

COMMITTEE OVERSIGHT

ATTENDANCE REPORT

This was included as part of the meeting packet. It was noted that committee meeting attendance has improved since the new schedule was put in place.

UPDATES

SOLICITOR

Ms. Anderson noted that the CLEOs retained a law firm as the solicitor and Attorney Joe Keebler has been working with board staff on the potential bylaws adjustments as well as the Partner MOU. He intends to participate in board meetings virtually and in-person as permitted.

BOARD MEMBERSHIP

Ms. Anderson explained that Mr. Decker and Mr. Tisdale had terms that expired after June 30, 2020. Both will be reappointed by their respective CLEOs. Additionally, Commissioner Abramovic has opted to renew Dr. Feroz' appointment effective July 1. The original appointment is through December 31, 2020, but the new appointment is in alignment with all appointments ending with at the end of a program year.

GRANT REQUESTS

Ms. Anderson explained that about \$2M in requests have been made. Most recently the state submitted a \$22M request including local requests, but only about \$6M was awarded, so the local area requests will likely be negatively affected. Much of this funding is expected to fund contact tracers across the state. The local area estimates about \$175k per year in required security and janitorial costs that may be absorbed by partners. Board staff will be working with partners on a WORC grant application to support increased technology and internet connectivity in the area.

ERIE SITE

Ms. Anderson explained that a transition center site has been identified. However, it is hard to fund that center in addition to the current sites at this time. The additional site is not yet necessary as numbers are still down. The partners have visited the potential space and had favorable opinions of it thanks to its larger, more open layout that is advantageous while social distancing is required.

RE-OPENING/VIRUTAL SERVICES

Ms. Anderson noted that the local area's centers are among the first to open in the state. Hours are 7am to 7pm Monday through Friday and by appointment only for those who are unable to work with PA CareerLink® staff virtually. Mobile services are not taking place currently, though that may be reevaluated soon especially if the area cannot conduct popup transition site services.

WORKFORCE NEEDS ASSESSMENT

The Workforce Needs Assessment continues to move forward on an adjusted schedule. As employers are focused on reopening and are not being overly responsive, the survey portion of the assessment's data collection will take place later this year. Due to the extended contract, the vendor has agreed to produce certain deliverables with the submittal of their invoice.

OTHER UPDATES

Ms. Anderson noted that the selection committee for a Career Pathways vendor met earlier that day. The project will compliment the Workforce Needs Assessment and will give staff the tools to work with individuals on relevant career pathways. The pathways will be similar to what is in place for K-12 but for adults, dislocated workers, and out-of-school youth seeking services through PA CareerLink®. The full board will be asked to consider the selection committee's recommendation for approval at their September 11 board meeting.

OTHER BUSINESS

REGULAR SCHEDULE FOR ADVERTISING

This was discussed previously.

REVIEW OF UPCOMING BOARD MEETING AGENDA

The draft agenda for the upcoming board meeting was included in the packet. The committee suggested a bulleted reopening update for the Workforce Development Discussion.

REVIEW OF ACTION ITEMS

- 1. Board staff will share cost information for meeting notice advertising and a board member terms historical document in the next board meeting packet.**
- 2. A subcommittee will be tasked with board development to assist with the identification of potential new members.**

ADJOURNMENT

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

The committee adjourned at 2:45 pm

Meeting Advertised in The Meadville Tribune on August 28, 2020		
Minutes Submitted	Jacqueline Hamilton	September 4, 2020
Minutes Approved	NWPA Job Connect Executive Committee	September 4, 2020
Minutes Posted	https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021	October 27, 2020