

NWPA JOB CONNECT BOARD MEETING

Pampered Palate Event Center, 606 South Street, Saegertown, PA 16314

Friday, February 14, 2020

8:39 am

ATTENDANCE

Mike Chevalier
Tyrone Clark
Dr. William Clark ☎
Monica Daquilante ☎
Jim Decker
Jody Dixon ☎
Brittany Eisenman ☎
Larry Fannie
Dr. Ray Feroz
Jill Foys
Dave Henderson ☎
Jack Hewitt ☎
Dr. Aldo Jackson
Dr. Lisa Miller ☎
Erin Sekerak
Gary Shaw ☎
Elizabeth Wilson

PPF STAFF

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

ABSENT

Steven Davis ☎
Rich Krankota
Bradley Tisdale

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner Eric Henry, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango Cty
Commissioner Tricia Durbin, Warren County
Diona Brick, County of Venango
John Pileggi, PA L&I BWPO, Rapid Response
Benjamin Wilson, PA CareerLink®/Operator
Carm Camillo, PA CareerLink®/Title I
Maggie Wilcko, Young Entrepreneur Society
Nancy Farrell, Young Entrepreneur Society
Brad Moore, Congressman Glenn Thompson's Ofc
Erin Wells, PA Governor's Action Team
Lance Hummer, Keystone Community Ed. Council
Deb Lutz, SVA/SEWN
Anita McCoy, GECAC ☎
Dave Mascaro, PA L&I, Unemployment Comp ☎
Georgia Del Freo, GECAC ☎
Silvana Rabat-Lavor, GECAC ☎
Bridget Wolf, ResCare ☎
Dr. Randall Pinkett and team from BCT Partners ☎
Nancy Sabol, St. Benedict Education Ctr/EARN ☎

WELCOME/ROLL CALL/VISITOR RECOGNITION

Mr. Decker called the meeting to order at 8:39 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 December 13, 2019 Meeting Minutes
- b. Approval of Administrative Oversight Monitoring Report
- c. Approval of Risk Assessment

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 the recent second increment funds were made available. Ms. Anderson and Ms. Brick hold weekly youth program update calls to monitor out-of-school youth and work experience funding, which appears to be behind expected spending benchmarks at this time. It is expected that the area will remain in spending compliance at the end of the program year.

Ms. Brick asked that the vote to approve the report today include permission to allocate an additional \$120,000 in Adult funding to the Title I provider.

MOTION

It was moved by Dr. Feroz and seconded by Mr. Clark to approve the Fiscal Report and permit the allocation of an additional \$120,000 in adult funding to the Title I provider. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

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

STAFFING UPDATE

Mr. Decker noted that Ms. Carrie Symes has joined the NWPA Job Connect board staff last month as a Communications Specialist.

MEMBERSHIP UPDATES

Mr. Decker noted that Ms. Elizabeth Wilson was appointed as the required Title II representative since the last meeting. Additionally, Mr. Eric Henry is now a Commissioner and CLEO, so he is no longer a member of the NWPA Job Connect Board. Mr. Krankota is transitioning into retirement and no longer qualifies for board membership. The CLEOs will consider removing him from the board at their next meeting.

CRAWFORD APPOINTMENT TO EXECUTIVE COMMITTEE

Ms. Lisa Miller reported for the Nominating Committee who reviewed Crawford appointees and have recommended Ms. Elizabeth Wilson to be appointed to the Executive Committee as the representative from Crawford, and Ms. Wilson is willing to serve in the appointment. If appointed, she would serve as Secretary in the vacancy left by Ms. Caryl Unseld.

MOTION

It was moved by Mr. Fannie and seconded by Ms. Foy to appoint Ms. Elizabeth Wilson to the Executive Committee as the appointment from Crawford County. All were in favor. Motion passed and carried.

COMMITTEES SCHEDULE

Mr. Decker explained that with the moving of the board meeting to the opposite months, committee schedules would be changing as well. Board staff will communicate the new times of these meetings to the board so that they may pick the committees they would like to serve on, based on their availability and interest.

STATEMENT OF FINANCIAL INTERESTS

Mr. Decker noted Ms. Hamilton's recent email requesting Statements of Financial Interest for 2019. Those who have not fulfilled this required request had information in their meeting folders. Forms are due on file by May 1.

APPROVAL OF WORKFORCE NEEDS ASSESSMENT VENDOR

Mr. Clark referred to the attachment included with the agenda and noted that a selection committee reviewed the proposals received in response to the RFP for Workforce Needs Assessment. The committee recommended to the Executive Committee that BCT Partners be selected as the vendor for the assessment. The Executive Committee preferred that the full board consider approval as the prospective vendor noted no impact on the timeline if approval was delayed until the full meeting.

MOTION

It was **moved** by Dr. Feroz and **seconded** by Mr. Fannie to approve BCT Partners as the workforce needs assessment vendor. All were in favor. **Motion passed and carried.**

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION – GOVERNOR'S WORKFORCE BUDGET ANNOUNCEMENT

Ms. Anderson noted that a link to the Governor's Workforce Budget Address was shared with the board, and recalled that the address included several recommendations from the Command Center to address Pennsylvania's workforce. Earlier in 2019, board staff attended a session on the five broad goals to be covered in the Local Planning process, and shared that information with the board as well. With guidance on the Local Plan not expected for some time, and the need for board input in crafting the plan, it was previously shared that the board will be asked to discuss the five broad goals in future workforce development discussions. With the additional Command Center recommendations, the board was asked how they would like to determine a way forward for the Local Planning process.

It was asked what the Command Center's expectations were of local areas. Ms. Anderson supposed that the state will start to work on the goals then the progress will flow down to the local areas. Dr. Feroz noted that historically, NWPA Job Connect board has operated under the philosophy that training is important, so discussion should be had on how the ideas in both documents lead to jobs for those who need it. Mr. Decker suggested board staff go through each of the recommendations of the Command Center and focus on those that may be impacted at a local level. Mr. Clark asked what following steps should be taken, and it was suggested that a task force be created to meet one day for a few hours to discuss local priorities outlined by the Command Center recommendations and how they relate to the five broad goals of the upcoming Local Plan. This meeting should take place before the next committee meeting cycle in April.

****ACTION****

- 1. A task force on the Command Center recommendations will be created and convene before the next committee meeting cycle in April.**

OTHER BUSINESS

SOLICITOR UPDATE

Ms. Anderson noted that the CLEOs were in the process of selecting a solicitor originating from within the six counties. Commissioner Snyder stated that he has been speaking with a firm who has experience

with the Northwest Regional Planning Commission as well as representing the CLEOs in the past. Attorney Keebler has asked for the previous solicitor's rates and invoices as well as the board's bylaws. Ms. Brick and board staff are working to provide the requested documentation.

APPROVAL OF PA CAREERLINK® - OIL CITY LEASE TERMS

Ms. Anderson noted that after the board's last discussion, the state agreed to provide reasonable written notice prior to any changes that impact L&I's ability to conduct normal business i.e. parking, phone system, etc. and provide L&I with ninety days written notice for any rent adjustments. Also, language noting that monthly rental costs will not include costs that do not impact L&I's use of the facility i.e. construction or repair of a garage or building improvements to areas not occupied or used by L&I. Ultimately, the state decided to not add language concerning parking as requested as it has been past practice for PennDOT to try and accommodate PA CareerLink® customers with limited parking spaces and has issued parking passes to those individuals, but they cannot promise there will always be spaces available. There are regular meetings, trainings, extra field staff reporting to the office during the winter, and periods of construction and renovation that require the use of parking spaces and not everyone may be guaranteed parking. Ms. Anderson asked if the board was comfortable with approving these terms. Dr. Feroz noted that parking is an issue across Oil City impacting local businesses. Ms. Anderson noted a recent visit to the office and shared that she believed the parking issue was a greater concern for staff than clients. Mr. Fannie noted that PennDOT is generally easy to work with and the rate for space would be hard to come by in another arrangement in the area.

MOTION

It was moved by Mr. Fannie and seconded by Ms. Foys to recommend to the CLEOs to approve the updated PA CareerLink® - Oil City Lease Terms as presented. All were in favor. Motion passed and carried.

EARN UPDATE

Ms. Anderson noted that she attended a conference in Harrisburg with Ms. Nancy Sabol and Ms. Stephanie Krauza where EARN, WorkReady, and Keys were discussed. Those in attendance were updated with some of the program changes and walked through a journey experience, which illustrated a client's flow through the programs. EARN providers noted that requiring a licensed counselor available to each client would be difficult to put into practice. Ms. Anderson stated that while there is no imminent danger of EARN pulling out of workforce development, the local region will have to develop a plan for communication and collaboration as program changes are implemented.

GRANT UPDATE

Ms. Anderson referred to the staff report and noted a few grants have been difficult to get off the ground.

OTHER

Ms. Anderson noted that the state recently required the removal of a flyer that board staff created to address issues at the former PA CareerLink® - Warren County site. The flyer was removed and an updated flyer was provided to the landlord to help continue to inform the public looking for Unemployment Compensation and job seeker services. Ms. Anderson noted that in response to the state's request, she asked that letters being sent to potential UC clients include up-to-date PA CareerLink® information as she is aware that Crawford County citizens are being directed to the former PA CareerLink® Crawford County site, which has been closed for some time. Mr. Fannie noted that to his knowledge, those letters have been changed.

Ms. Anderson referred to the NWPA Job Connect staff report, noting the recent instances of monitoring and asking for board members to get the word out to employers about the State Local Internship Program which is expected to be funded for another year. Additionally, there is an International Association of Workforce Professionals conference being hosted in Pittsburgh in June, and conference registration fees will be reimbursed for board members if they attend the event. Finally, the PA Department of Labor's Center for Workforce Information & Analysis will be holding a Labor Market Information Forum in Erie in April, likely the 15th and 16th. The state has asked that board and staff get the word out about this event, and Ms. Anderson noted that a local event should be a well-attended opportunity due to not having to travel, which is usually required for those from the Northwest.

COMMENTS

BOARD MEMBER COMMENTS

Dr. Clark thanked Ms. Anderson for supplying an updated flyer to the landlord of the former PA CareerLink® - Warren County site, as the landlord was reassured by the quick response to replace the previous flyer.

PUBLIC COMMENTS

Ms. Nancy Farrell and Ms. Maggie Wilcko from the Young Entrepreneur Society invited the public to attend their open house on February 27 from 9am to 7pm.

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 9:52 am.

REVIEW OF ACTION ITEMS

- 1. A task force on the Command Center recommendations will be created and convene before the next committee meeting cycle in April.**

Respectfully submitted,
Jacqueline Hamilton
NWPA Job Connect