

ATTENDANCE: Tyrone Clark, Mike Chevalier, Dr. William Clark, Monica Daquilante, Steven Davis, Jody Dixon, Larry Fannie, Jill Foys, Jack Hewitt, Dr. Aldo Jackson, Dr. Lisa Miller, Gary Shaw, Elizabeth Wilson

ABSENT: Jim Decker, Brittany Eisenman, Dr. Ray Feroz, Dave Henderson, Erin Sekerak, Bradley Tisdale,

BOARD STAFF: Janet Anderson, Deb O'Neil, Erin Shaffer, Julie Price, Carrie Symes, Jackie Hamilton

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner Eric Henry, Crawford County
County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango County
Commissioner Tricia Durbin, Warren County
Diona Brick, County of Venango
Attorney Joe Keebler, Solicitor
Bridget Wolf, Equus

Carm Camillo, PA CareerLink®/Title I
Benjamin Wilson, PA CareerLink®/Operator
Robert Pisko, PA L&I BWDA
Silvana Rabat-Lavor, GECAC
Nancy Sabol, St. Benedict Education Ctr/EARN
Beverly Rapp, PA L&I BWPO, Rapid Response
Anita McCoy, GECAC
Lance Hummer, Keystone CEC

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Mr. Clark called the meeting to order at 8:41 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves. There was no public comment.

A moment of silence was observed in observance of those affected by the events of September 11, 2001.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of May 8, 2020 Meeting Minutes
- b. Approval of Revised Individual Training Account Policy
- c. Approval of Revised On-the-Job Training Policy
- d. Approval of General Complaint Policy
- e. Approval of Amended WDB Bylaws

MOTION

It was **moved** by Ms. Foys and **seconded** by Dr. Clark to approve the Consent Agenda as presented. All were in favor. **Motion passed and carried.**

APPROVAL OF FISCAL REPORT

Ms. Brick referred to the attachment provided with the fiscal packet. She noted that the 30% training requirement was met with 32% of funds spent. However, there is some unspent money that has been rolled over and will be spent in the current program year according to the "first in first out" method. About 84% of admin funding has been spent, and operating budgets have been approved ahead of the usual schedule. PAsmart grants have been extended per a notice received the previous day and the Partners for Performance Form 990 has been filed. The Venango County audit report should be available no later than September 30 with no workforce development-related issues expected.

MOTION

It was moved by Mr. Hewitt and seconded by Dr. Clark to approve the Fiscal Report as presented. All were in favor. Motion passed and carried.

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

1. **Mr. Hewitt will coordinate the possibility of a collection to fund recognition cards.** Complete. Once board members are meeting in person again, a collection of two or three dollars each will be coordinated to reimburse the board chair, who volunteered to start the fund.

BOARD MEMBERSHIP/SLATE OF OFFICERS

Mr. Clark noted that Dr. Feroz' resignation will be considered at the upcoming CLEO meeting. He currently serves as Treasurer, so there will be changes to the slate of officers if his resignation is accepted. The Nominations Committee will be asked to bring forth a name at the next meeting.

AD HOC COMMITTEE ON BOARD MEMBERSHIP

Mr. Clark explained that the Executive Committee determined a need for an ad hoc committee on board membership. There was an attachment in the packet that explained the board membership requirements. In addition to Ms. Daquilante and Ms. Eisenman who volunteered to serve on the committee, Ms. Foy, Dr. Jackson, and Dr. Clark all volunteered to participate. Commissioner Henry noted that he may send a suggestion for a non-board member representative to the committee to assist with Crawford representation in future appointments.

VIRTUAL VS IN-PERSON MEETINGS

Mr. Clark referred to a survey that was sent to board members and CLEOs to ascertain opinions on returning to in-person meetings. However, a conclusive recommendation could not be made at the time. Mr. Clark asked for the board's unanimous consent to suspend this possibility for an additional two more meetings and in the meantime, further study will be given to how to proceed safely. There were no objections from the board. Mr. Clark asked Dr. Clark to lead the process and he graciously accepted the project. Mr. Hewitt offered to send information about virtual accommodations.

****ACTION****

- **Mr. Hewitt will send virtual accommodation info to the board staff.**

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION: PERFORMANCE

Ms. Shaffer and Ms. Anderson gave a presentation on performance. Discussion ensued on the credential attainment and measurable skills gains trends for Title I. Ms. Shaffer noted that discussions to ensure correct data on these measures was entered in a timely manner were started over a year ago and processes have been put into place. However, corrections to case notes and services cannot be made for clients who are no longer active. Equus is working on a tool to help anticipate issues in case management pertaining to these measures that will help Quality Assurance anticipate what needs to be corrected within the proper window. Ms. Anderson noted the trends affected by the COVID-19 closures in March, but hopes the positive trends continue as staff becomes more accustomed to virtual service delivery.

Dr. Miller asked for examples of services and Ms. Shaffer responded that it could include what one would expect in progression through PA CareerLink® assistance, but also includes outreach, or attempts to follow up with clients. Ms. Anderson noted that staff has the ability to break out "value-added"

services, but the state does not evaluate local areas on just value-added services. Mr. Clark asked if it is possible to look at the outcome of services in the system, and Ms. Shaffer noted that the outcome of participants can be determined, but not the outcome of each entered service. She added that it is the role of the Equus Quality Assurance staff to monitor client and staff outcomes for Title I. Dr. Miller asked if the reports could be broken down by county served and Ms. Shaffer noted that only some reports will allow proper capture of Forest County participants due to the state's fix for tracking according to former PA CareerLink® offices. Mr. Fannie noted that virtual offices were created in CWDS but the case managers do not always chose those offices when inputting services. Ms. Shaffer added that participants may drive from another county or part of the state as well, which may affect reports.

It was also noted that the business services numbers may be incomplete for August because case managers have 30 days to input the data. Mr. Clark noted that the board was previously interested in how many employers received one-on-one services. Ms. Shaffer noted that that information can be analyzed from the data in CWDS. Ms. Anderson noted that the Workforce Solutions and Business Solutions Committees will be engaged in this data going forward and will help to set priorities for service provision. Board staff also plan to engage economic development agencies to ensure Title I is introduced to them and providing services from PA CareerLink®. Ms. Anderson also noted that much of the BWPO staff is currently assisting with UC operations and that is good for us, but they are not able to spend as much time assisting with employer engagement.

Mr. Clark asked if COVID affects performance. Ms. Anderson noted that it has, as the number of people (dislocated workers, adults, youth) seeking services is down. The extra stimulus funding has impacted the number of people looking for employment which will affect performance for the adult, dislocated worker, and youth funding streams. Employers are trying to get back to what they hope is "full steam" and are hiring, but there are not always skilled dislocated workers ready to work. Youth WEX is starting to show some improvement, but still slow. Training provider availability may have been impacted as well. It will be some time before the full impact on performance is realized. Mr. Clark noted that the area must continue to attempt to delineate if the area is performing well, given the conditions. He noted that it is in the best interest of the clients and entire area if the Title I contractor performs, so communication must continue to ensure all requirements are taking place. Mr. Fannie added that all partners rely on each other, so each partner's success makes the board and other partners successful. Ms. Anderson also noted that it is the role of the Operator to ensure these relationships remain strong.

Referring to performance negotiations, Ms. Anderson noted that the local area could not cite COVID-19 during negotiations. She gave an example of a negative outcome, a participant may take a job that they do not want because they need income, then leave that job later on when their situation changes, which has a direct effect on performance.

Dr. Miller added that the Business Solutions Committee is looking at market penetration of business engagement, noting only about 1200 employers out of 23k in the region have been engaged. She stressed that outreach is everyone's responsibility, and board members can assist by following PA Department of Labor & Industry and NWPA Job Connect on social media and engage with their posts.

OTHER BUSINESS

MONITORING UPDATE

Ms. Anderson noted that though the PY18 Monitoring report did not require a response, the local board staff has been keeping a record should this information be requested later. Additionally, the state has

requested a review of 137 files related to the US DOL Economic Transition grant. These will be submitted on time.

GRANTS UPDATE

Ms. Anderson referred to the staff report and noted that she is working with Ms. Price to close out the SLIP grant. Additionally, information on the competitive WORC grant award should be available soon.

ERIE SITE UPDATE

Ms. Anderson noted that at the last board meeting, she mentioned that an additional location is being considered for Erie County. However, since the demand for services remains low, this transition center cannot be justified at this time. Also, the Governor continues to request that employees telework whenever possible and the Department of Labor & Industry asks local areas to conduct virtual services where possible. There is a possibility that the current space may be renovated to allow for more social distancing in lieu of a transition center.

WORKFORCE NEEDS ASSESSMENT UPDATE

Ms. Anderson noted that focus groups and interviews of employers, job seekers, and staff/providers will be taking place in the next couple months. Mr. Clark added that if board members are in contact with other businesses, to let the know about the Workforce Needs Assessment. As the project is at about the halfway point, he will ask the vendor to provide an update at the next meeting.

****ACTION****

- **The Workforce Needs Assessment vendor will be asked to provide an update at the next meeting.**

REVIEW OF ACTION ITEMS

1. **Mr. Hewitt will send virtual accommodation info to the board staff.**
2. **The Workforce Needs Assessment vendor will be asked to provide an update at the next meeting.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:15 am.

| Meeting Advertised in The Meadville Tribune on June 27, 2020 | | |
|--|---|-------------------|
| Minutes Submitted | Jacqueline Hamilton | November 13, 2020 |
| Minutes Approved | NWPA Job Connect Board | November 13, 2020 |
| Minutes Posted | https://www.nwpajobconnect.org/wdb/board-meeting-archive | January 19, 2021 |