



EXECUTIVE COMMITTEE MEETING

Via Microsoft Teams
Thursday, November 5, 2020
9:04 am

ATTENDANCE

Tyrone Clark
Dr. William Clark
Elizabeth Wilson

ABSENT

Brittany Eisenman
Monica Daquilante

GUESTS/VISITORS

Diona Brick
County Executive
Kathy Dahlkemper

PPF STAFF

Janet Anderson
Deb O’Neil
Erin Shaffer
Carrie Symes
Jackie Hamilton

WELCOME/ROLL CALL

Mr. Clark called the meeting to order at 9:04 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 SEPTEMBER 4, 2020 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated September 4, 2020 were presented for approval.

MOTION

It was **moved** by Ms. Wilson and **seconded** by Dr. Clark to approve the September 4, 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 create a one-page information flyer on board membership requirements to assist the board chair in presenting the ad hoc committee to the full board and asking for volunteers to serve on the committee.** Complete. The membership committee will meet as needed to send referrals to the CLEOs to fill vacancies. It is likely that there will be three board members removed at the end of the year due to the state’s determination that they do not meet the requirements to serve. One of the CLEOs may be considering asking for reconsideration of one of the affected members. Board staff is awaiting word from BWDA on whether Dr. Jackson may be moved to the Higher Education category to fulfill that required position. Dr. Feroz recently held this position, along with a Labor Organization position. The membership committee has already provided two recommendations for the Labor Organization position and are gathering resumes and additional information. Mr. Clark also noted that the membership committee determined that the entire board should also refer candidates to them for consideration, and this will be communicated at the upcoming board meeting. It was discussed that appointments are often considered at regular county meetings, so those schedules will affect the timeline during which new members may be appointed.
- 2. Clarion County Housing Authority will be notified of the Executive Committee’s Dispute Resolution approval.** Complete. Ms. Anderson noted that the area plans to reach out to continue the cultivation of this relationship. The challenge is that the state believes that local areas should ask for a monetary contribution as part of these kinds of partnerships, and our Title I provider needs to make the case that a partnership with the workforce system is of value making the contribution palatable. In the meantime, we hope to encourage an in-kind contribution relationship.

3. **Board staff will create a presentation on performance for the September 11 board meeting.** Complete.
4. **Board staff will survey board members and CLEOs about returning to in person meetings and report the survey results to Mr. Clark before the September 11 board meeting.** Complete. Mr. Clark noted that according to the survey, about two-thirds of the board was interested in resuming in-person meetings. Most of the board did agree with participating in a hybrid version, attending in person with the option to virtually participate. The board will continue to meet virtually, but when in-person meetings resume, an annual meeting may be held in a different location. This meeting would be the final meeting of the program year, and include a sort of annual report, and would not require the advertisement of any remaining meetings in the public notice, since it would be the last meeting of the program year. Mr. Clark also noted that the annual report would include accounts of commitment to the communities we serve and compare the complexion of the board to the client base to remind board members of the importance of diversity. In-person meetings will not be considered until at least the springtime, and restrictions must be lifted to permit this practice to resume.

Mr. Clark noted that Dr. Clark left the meeting due to an unscheduled commitment, so a quorum was no longer present.

COMMITTEE REPORTS

RECOMMENDATION OF PY2020-2021 MONITORING SCHEDULE

Ms. Shaffer noted the attached updated monitoring schedule for the program year. She noted that during the week of November 16, she and Ms. Price will be conducting a file review and the results of that review will be presented to the Fiscal/Monitoring Committee in December and the full board in January. The committee agreed to move the monitoring schedule to the full board for approval.

REVIEW OF UPCOMING BOARD MEETING AGENDA

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

SLATE OF OFFICERS UPDATE

Ms. Anderson noted that the Nominating Committee will recommend moving Ms. Elizabeth Wilson to Treasurer, and Ms. Eisenman to Secretary, to allow the next Venango County representative to serve in the County Representative position, as they will be new to the board on January 1, 2021.

****ACTION****

- **Board staff will include an attachment to the Slate of Officers Update on the November 15 board agenda.**

PA CAREERLINK® CERTIFICATION APPROVAL TIMELINE

Ms. Anderson noted that the PA CareerLink® Certification still appears to be due before the end of the year, so board staff continues to move it forward. The process was last conducted in 2017. The certification requires an ADA walkthrough, but the OVR staff permitted to conduct that walkthrough is on restricted travel due to the pandemic. Board staff continues to try to have this process conducted through OVR with proper approvals. Part of the ADA compliance process is an equal opportunity compliance review. However, this process has been a lengthy and slow process and is not expected to be complete by the end of the year as multiple training and reviews are required. As a result, the board or Executive Committee may be holding a Special Meeting in December to consider approval of the PA CareerLink® Certification, contingent on the results of the ADA

walkthrough. If the Executive Committee meets on behalf of the board, the approval will be ratified at the January 8 board meeting.

LOCAL/REGIONAL PLAN APPROVAL TIMELINE

Ms. Anderson noted that local board staff was informed on the previous day that there has been an update to the timeline for the Local and Regional Plan submissions. It was noted that the draft guidance for completing the plans is similar to the previous one, but expectations of the state are more pronounced and will call for additional detail, in addition to updating the previous plan responses.

****ACTION****

- **Board staff will include an attachment on the November 15 board agenda that outlines the upcoming deadlines for the Local/Regional Plans.**

WORKFORCE DEVELOPMENT DISCUSSION ITEM **WORKFORCE NEEDS ASSESSMENT PRESENTATION**

The committee noted that there will be a Workforce Needs Assessment presentation from BCT Partners under the workforce development discussion item, but the committee would also like an updated attachment on the Depth of Labor Pool on this item for additional discussion.

COMMITTEE OVERSIGHT **ATTENDANCE REPORT**

Ms. Anderson noted that overall, attendance is good, but there is limited participation from many board members during committee meetings.

UPDATES

DEPTH OF LABOR POOL – UPDATED

This was provided as an attachment, and the Executive Committee previously discussed including it as an attachment to the upcoming board meeting packet and discussing it under the Workforce Development Discussion portion of the agenda.

COVID-19 UPDATE AND TRAFFIC

The attachment covered all activity since March 15. There continues to be a lack of dislocated workers seeking services and Rapid Response numbers from the area are generally low. Ms. Wilson recalled a partner meeting discussing dislocated workers, who generally take a week or two to themselves to absorb being laid off before they take action. Depending on their eligibility, they may not seek services until close to the end of their unemployment benefits. If those dislocated workers wish to enter training, they usually take a CASAS assessment and remediation may be necessary before they may continue on their path through the workforce system. Ms. Wilson emphasized that getting lists from Rapid Response when layoffs occur would assist all partners in preparing to address dislocated workers associated with layoffs. Ms. Anderson noted that generally, about 40-60% of people affected by a layoff seek services at all. Some retire or find a job on their own right away, while others wait to be called back to their old position. Given all these variables, the Executive Committee agreed that having lists to engage dislocated workers would assist in planning efforts.

****ACTION****

- **Ms. Anderson and Mr. Clark will meet with Mr. Fannie to ensure that BWPO knows that dislocated worker lists associated with Rapid Response activities are imperative to assist partners in planning for expected layoffs.**

TITLE I SURVEY OF JOB SEEKERS AND BUSINESS RESULTS

Ms. Symes gave a verbal report of survey responses received from the latest satisfaction survey request that went out to job seekers and businesses. A written summary will be included in the board meeting packet. The survey sent to job seekers receiving services in July and August 2020 have garnered 38 responses, with respondents mostly satisfied with their service and noted that they found out about PA CareerLink® through Unemployment Compensation. 421 survey requests remain unopened and reminders continue to be sent. 194 businesses were surveyed for their satisfaction and 6 have responded. 100% of those responses agree that PA CareerLink® met their needs.

Mr. Clark asked if the survey can be sent upon receipt of services and Ms. Anderson noted that the survey is conducted as part of oversight monitoring and is in addition to Equus' own surveys. Ms. Wilson noted that surveys need to be well-designed and suggested that there may be other reasons questions are answered unfavorably beyond satisfaction. For example, one might not recommend PA CareerLink® to friends because their friends are not currently in need of services.

****ACTION****

- **Ms. Shaffer will review the satisfaction survey questions for improvements and will reach out to Ms. Wilson if needed.**

BOARD MEMBERSHIP CHANGES AND SUBCOMMITTEE UPDATE

This was covered previously in the meeting.

ERIE SITE

Ms. Anderson recalled previous reports that the area was planning transition sites with assistance money received from the state. These sites would assist dislocated workers needing services due to the pandemic. However, dislocated worker numbers continue to be low and the sites would provide challenges in sanitation and security. An available site in the same building as the PA CareerLink®-Erie County office is being considered as an alternative site to the current space due to its open floor plan in supporting social distancing. In the meantime, the operator has been working with the landlord to consider changes to the current PA CareerLink® - Erie County space to allow for social distancing. However, the funding to make these either of these changes may not be available as the funding awarded to do so is tied to dislocated workers. The alternative funding source would be the partners as a shared cost on the RSAB/IFA. Board staff and the partners continue to monitor the situation, and as more information becomes available, it will be shared with the board.

OTHER BUSINESS

Ms. Anderson noted that the partners have been discussing a funding opportunity for H-1B funding for IT and cybersecurity positions, which would allow employers to temporarily employ foreign workers in those industries. The state has requested a response on the matter by the following Monday at 8am. This kind of funding is very difficult to spend as it is for the long-term unemployed or underemployed. The area has not been successful with previous H-1B opportunities. Ms. Wilson noted that those who qualify for the H-1B grants do have skills, they often need a significant amount of time to improve their English speaking to apply their expertise locally, and the time spent would likely affect the grant's performance. Ms. Anderson

wanted to ensure the committee was informed of the opportunity and that the local area would likely not pursue it due to the previously mentioned reasons. The committee did not raise any concern.

REVIEW OF ACTION ITEMS

- 1. Board staff will include an attachment to the Slate of Officers Update on the November 13 board agenda.**
- 2. Board staff will include an attachment on the November 13 board agenda that outlines the upcoming deadlines for the Local/Regional Plans.**
- 3. Ms. Anderson and Mr. Clark will meet with Mr. Fannie to ensure that BWPO knows that dislocated worker lists associated with Rapid Response activities are imperative to assist partners in planning for expected layoffs.**
- 4. Ms. Shaffer will review the satisfaction survey questions for improvements and will reach out to Ms. Wilson if needed.**

ADJOURNMENT

There being no further business, the committee adjourned at 10:22 am.

Meeting Advertised in The Meadville Tribune on August 28, 2020		
Minutes Submitted	Jacqueline Hamilton	January 5, 2021
Minutes Approved	NWPA Job Connect Executive Committee	January 5, 2021
Minutes Posted	https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021	January 20, 2021