



**EXECUTIVE COMMITTEE
SPECIAL MEETING**
Via Microsoft Teams
Monday, December 21, 2020
11:03 am

ATTENDANCE

Tyrone Clark
Elizabeth Wilson
Brittany Eisenman
Monica Daquilante

ABSENT

Dr. William Clark

GUESTS/VISITORS

Benjamin Wilson

PFP STAFF

Janet Anderson
Deb O’Neil
Jackie Hamilton

WELCOME/ROLL CALL

Mr. Clark called the meeting to order at 11:03 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.

CONTINGENT APPROVAL OF PA CAREERLINK® CERTIFICATION

Mr. Clark noted that the documentation required for the PA CareerLink® Certification submission were shared with the committee via email during the week prior. Ms. Anderson noted that those documents include a monitoring tool for each of the comprehensive sites in Erie County and Oil Region, a Continuous Improvement Plan, a One Stop Operator Evaluation, and the results of a One Stop Operator Survey. The Executive Committee is considering approval of the certification on behalf of the board, due to the requirement that the approved certification must be submitted to the state before the end of the year. The full board has been informed of this impending action and are expected to consider ratification of the action at their next regularly scheduled meeting on January 8. The vote item is contingent in nature due to the missing ADA walkthrough, which continues to be delayed due to operational changes at OVR due to the pandemic.

Ms. Wilson noted that the monitoring tool for the Erie Site appears to be complete with the exception of some checks in boxes missing. Ms. O’Neil reviewed the attachment and agreed and noted that each of the missing indicators would answer “yes.” Ms. Wilson also noted that the One Stop Operator Evaluation did not indicate a number of job fairs as suggested in a prompt. Ms. O’Neil noted that job fairs are generally coordinated by Title I instead of the Operator and that is especially true of conducting virtual job fairs. Ms. O’Neil will look into whether including the amount of job fairs is a required part of the evaluation before the certification is submitted. She noted that if it is not required, that part of the evaluation will be removed and if it is required, the number of virtual job fairs will be indicated in that box.

Ms. Anderson noted that parts of the certification are conducted annually, and that the Operator’s role is to ensure goals are met on behalf of the board for each partner. The Operator sets a 50k foot plan and assists the partners in implementing that plan. The certification is evidence that this continues to take place. Mr. Wilson added that he continues to work through the Lean process with various partners. He also continues to emphasize the Core Values and help ensure that all partner staff are able to level with clients and “speak their language.” Currently, the Lean Governance Council is working with the Industrial Resource Center to learn how to make better recommendations for improved operations, monitor progress, and define success.

Ms. Anderson added that the state must also approve the certification so there could be some response to address. The vote today is to approve the PA CareerLink® Certification for submission.

MOTION

It was moved by Ms. Wilson and seconded by Ms. Eisenman to approve the PA CareerLink® Certification contingent upon ADA walkthrough results and with the corrections to the Erie site monitoring tool and One Stop Operator Evaluation. All were in favor. Motion passed and carried.

****ACTION****

- Board staff will submit the PA CareerLink® Certification to the state before the December 31 deadline, with the updates to the Erie site monitoring tool and One Stop Operator Evaluation.

REVIEW OF ACTION ITEMS

1. Board staff will submit the PA CareerLink® Certification to the state before the December 31 deadline, with the updates to the Erie site monitoring tool and One Stop Operator Evaluation.

ADJOURNMENT

There being no further business, the committee adjourned at 11:18 am.

Meeting Advertised in The Meadville Tribune on December 16, 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