

**ATTENDANCE:** Tyrone Clark, Donald Crenshaw, Monica Daquilante, Jim Decker, Jody Dixon, Brittany Eisenman, Larry Fannie, Jill Foys, Archie Graham, Jack Hewitt, Dr. Aldo Jackson, Bobbie Jones, Erin Sekerak, Elizabeth Wilson **ABSENT:** Dr. William Clark, Steven Davis, Dave Henderson, Lynn Rupp, 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 Tricia Durbin, Warren County  
Joe Keebler, Solicitor  
Diona Brick, County of Venango  
Bridget Wolf, Equus  
Carm Camillo, PA CareerLink®/Title I  
Susan Richmond, PA CareerLink®/Title I  
Benjamin Wilson, PA CareerLink®/Operator

Nancy Sabol, St. Benedict Education Ctr/EARN  
Georgia Del Freo, GECAC  
Anita McCoy, GECAC  
Robert Pisko, PA L&I BWDA  
Sheila Sterrett, Office of Senator Toomey  
Deb Lutz, SVA/SEWN  
Beverly Rapp, PA L&I BWPO, Rapid Response  
Amanda Kimmy, IU5  
Mary Anderson, IU5  
Lance Hummer, Keystone Cmty Education Ctr  
Nelson Diaz, PA L&I BWPO, Rapid Response

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Mr. Clark called the meeting to order at 8:32 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves. There was no public comment.

**CONSENT AGENDA**

The consent agenda portion of the meeting included the following:

- a. Approval of November 13, 2020 Meeting Minutes
- b. Approval of Q2 File Monitoring Report (Local)
- c. Approval of Oversight Monitoring Report (Local)

**MOTION**

It was **moved** by Mr. Hewitt and **seconded** by Ms. Dixon to approve the Consent Agenda as presented. All were in favor. **Motion passed and carried.**

**RATIFICATION OF CONTINGENT APPROVAL OF PA CAREERLINK® CERTIFICATION**

Mr. Clark noted that the Executive Committee met on December 21, 2020 to consider approval of the PA CareerLink® certification, contingent upon an ADA walkthrough that has not been conducted by OVR staff due to COVID-19 restrictions. He noted that he reached out to several board members to ascertain their comfort with the Executive Committee conducting this business at a Special Meeting due to the proximity to the Christmas holiday and the need for a quorum. Those engaged were comfortable with this, should the decision be ratified at the next regular meeting of the board.

**MOTION**

It was **moved** by Dr. Jackson and **seconded** by Mr. Fannie to ratify the contingent approval of the PA CareerLink® Certification. All were in favor. **Motion passed and carried.**

## **APPROVAL OF AMENDED WDB BYLAWS**

Mr. Clark referred to the amended bylaws up for approval, which were sent to the board for review on December 30 with an email explaining the necessity of the change. The amendment strikes the last line of Article 2 Section L as it is not congruent with WIOA.

### **MOTION**

It was **moved** by Ms. Dixon and **seconded** by Mr. Fannie to approve the amended WDB Bylaws 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 December invoices were not due until January 10<sup>th</sup>, so this is the most recent available report.

### **MOTION**

It was **moved** by Ms. Foys and **seconded** by Mr. Hewitt 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. Decker will work with Rapid Response leadership to help start assistance to Bluestem.** Mr. Decker noted that the current plan is that the company will close by the end of 2021 and layoffs will begin at the end of February. Employees have begun to reach out on their own. Bluestem is offering space on site for any needed coordination of services and virtual job fairs are being organized for the workers.

### **MEMBERSHIP UPDATE**

Mr. Clark welcomed the new members to the board:

- Archie Graham, Labor Organization Representative from Venango County
- Bobbie Jones, Business Representative from Venango County
- Donald Crenshaw, Business Representative from Erie County
- Lynn Rupp, Business Representative from Erie County

New board members were asked to consider which committees they would like to become a member of.

Mr. Clark noted that the CLEOs will be considering several resignations at their meeting later today:

- Steven Davis, Business Representative from Clarion County, due to COVID responsibilities
- Dave Henderson, Labor Organization Representative from Erie County, due to a promotion to a position in Harrisburg
- Dr. William Clark, Business Representative from Warren County, no longer employed at Barber National Institute

Mr. Clark stressed the importance of current board members referring candidates to fill vacancies. Candidates may be referred by sending names to board staff.

### **COMMITTEE RESPONSIBILITIES UPDATE**

Mr. Clark noted that as part of EO compliance, it was required that a committee have oversight of EO activities. These responsibilities will fall under the purview of the Fiscal & Monitoring Committee, and the Executive Committee will remain apprised of activities through committee reports.

## **SLATE OF OFFICERS UPDATE**

Mr. Clark noted that the Executive Committee is comprised of a member from each of the six counties. There is currently a vacancy for Venango County, but the two board members from Venango County are attending their first meeting today so they have not yet been engaged for Executive Committee membership. If the CLEOs accept Dr. William Clark's vacancy today, there will be a vacancy for Warren County as well. The recommendation of new members to the Executive Committee is the responsibility of the Nominating Committee. Mr. Clark asked for volunteers to serve on the ad hoc committee, along with Dr. Jackson, as he is the only remaining member of the Nominating Committee after recent board changes. Ms. Foys volunteered to work with Dr. Jackson. Mr. Clark encouraged any other interested board member to contact board staff, and directed the Nominating Committee to present recommendations for the Venango and Warren County vacancies at the next board meeting.

## **OTHER UPDATES**

Mr. Clark noted that board member participation will be needed for a 1.5 hour virtual EO training to be scheduled in March or April as part of the area's EO compliance. A Doodle poll will be sent by board staff.

Mr. Clark strongly emphasized to board members that committee attendance is crucial to conduct the business of the board. Board member turnover taking place over the last several months has affected committee membership and quorum. New board members were encouraged to consider committee membership, and current board members were strongly encouraged to attend the committee meetings they were members of, as quorum is affected by their attendance.

Mr. Clark gave a short Workforce Needs Assessment update; the tool is expected to be complete in April and he and the board staff continue to meet with the vendor every other week to monitor progress.

Mr. Clark noted that while Dr. Jackson from the Northern Pennsylvania Regional College is an active member of the board, Mr. Clark has been engaged with the creation of the Erie County Community College and will keep the board and CLEOs informed of the institution's progress. Having multiple training providers to train the workforce and coordinating these entities is a charge of the board to ensure employer training needs are met through programs offered locally.

## **DISCUSSION ITEMS**

### **WORKFORCE DEVELOPMENT DISCUSSION: MONEYWISE REPORT ON POOREST CITIES**

Mr. Clark referred to the article linked to the packet and asked for discussion on how the board may impact the determination that Erie is the poorest city in Pennsylvania according to a comparison of poverty rates by Moneywise Magazine. Dr. Jackson agreed that the board should come together to address this in some way. Mr. Clark asked if a statement from the board to economic developers would be helpful. Ms. Dixon noted that she is preparing an email to her marketing department at Erie Insurance for suggestions. She noted that the article may be indicative of a regional marketing issue and was from a small perspective. Ms. Dixon also noted that it was recently announced that Amazon will be opening a warehouse in Erie County, indicating that the climate continues to change in the area. Ms. Dixon will ask if her marketing department will reach out to the publication to certify the points in their article, so that the board may determine if anything can be done with the experience of the board. Mr. Clark noted that the board could be the convener of these discussions and Mr. Decker noted that this would be an interesting project for the year. Mr. Crenshaw added that millennials have a different and inclusive

mindset and that the region's branding may have a part in the discussion. Mr. Hewitt noted only careful use of marketing was permitted.

### **CONNECTING WITH THE DISABILITY COMMUNITY**

Mr. Hewitt gave a short presentation on how PA CareerLink® is connecting with the disability community. He explained that OVR has been working with the Operator since February 2020 to discuss statewide support of accessibility. A local advisory group has been convened, including Center for Independent Living and other agencies to provide feedback on facilities and capabilities to the Operator. The group was part of a walkthrough of a potential future site of the Erie comprehensive site, but the plan shifted to possibly renovating the current site. The advisory group was invited to discuss a rough layout of the space should a renovation be possible. The layout would be more accommodating to persons with disabilities and social distancing. Mr. Hewitt noted that this collaboration is needed and the group looks forward to future meetings built on the strong foundation that has been created with the public workforce system in Northwest PA.

### **OTHER BUSINESS**

#### **REGIONAL/LOCAL PLANS UPDATE**

Ms. Anderson noted that the timeframe for the public comment release is expected to be in mid-February. The final template for the plans has not yet been received but is expected next week.

#### **OTHER**

Ms. Anderson referred to the board staff report to quickly emphasize a few points. She reiterated Mr. Clark's update on the Workforce Needs Assessment and looks forward to what can be done with the data the tool will provide. The team of partners will meet on January 22 to consider a reopening plan for the sites, but virtual service delivery continues. Ms. Anderson noted the PY19 Combined State Monitoring Report was received and included several issues that were already addressed in the last several months since the receipt of the PY18 report. A new issue was addressed today with the approval of the amended bylaws. Ms. Anderson noted the area continues to struggle with performance levels required by the state, and staff is working with Title I to ensure that the levels the state are seeing are indicative of what is happening locally, and if not, address any issues in inputting data or tracking progress in CWDS. The Fiscal & Monitoring Committee will be comprised of any updates going forward. Ms. Anderson noted that virtual meetings were held on December 10 to get the word out to legislators and economic developers about PA CareerLink® Business Services. For grant updates, Ms. Anderson explained that Industry Partnership funding for Building & Construction was returned, a modification for a Pre-apprenticeship Grant was approved, and the area is considering additional Economic Transition or Rapid Response funding to serve an expected influx of dislocated workers.

### **REVIEW OF ACTION ITEMS**

None.

### **ADJOURNMENT**

#### **MOTION**

**It was moved by Ms. Foys and seconded by Ms. Dixon to adjourn the meeting. All were in favor. Motion passed and carried.**

The meeting adjourned at 10:06 am.

Meeting Advertised in The Meadville Tribune on June 27, 2020		
Minutes Submitted	Jacqueline Hamilton	March 12, 2021
Minutes Approved	NWPA Job Connect Board	March 12, 2021
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	March 25, 2021