



**EXECUTIVE COMMITTEE MEETING**

Via Microsoft Teams  
Tuesday, January 5, 2021  
10:01 am

**ATTENDANCE**

Brittany Eisenman  
Tyrone Clark  
Elizabeth Wilson

**ABSENT**

Dr. William Clark  
Monica Daquilante

**PFP STAFF**

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

**WELCOME/ROLL CALL**

Mr. Clark called the meeting to order at 10:01 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 NOVEMBER 5, 2020 AND DECEMBER 21, 2020 MEETING MINUTES**

The NWPA Job Connect Executive Committee meeting minutes dated November 5, 2020 and December 21, 2020 were presented for approval.

**MOTION**

It was **moved** by Ms. Eisenman and **seconded** by Ms. Wilson to approve the November 5, 2020 and December 21, 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 include an attachment to the Slate of Officers Update on the November 13 board agenda.** Completed at November 13 Board Meeting.
- 2. Board staff will include an attachment on the November 13 board agenda that outlines the upcoming deadlines for the Local/Regional Plans.** Completed at November 13 Board Meeting.
- 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.** Complete.
- 4. Ms. Shaffer will review the satisfaction survey questions for improvements and will reach out to Ms. Wilson if needed.** Complete.
- 5. 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.** Complete.

**COMMITTEE REPORTS**

**RECOMMENDATION OF Q2 FILE MONITORING REPORT**

Ms. Shaffer noted that she and Ms. Price conducted a file monitoring of adult, dislocated worker, and youth files and the review was focused on participants engaged with the business services team in some way. There were some issues in the files of each funding stream and Title I is planning to

address them and conduct training to mitigate the issues going forward. The training will be conducted without disclosing the mishaps of each funding stream, and board staff will follow up early in the third quarter to ensure the steps taken will address the issues that were identified. Mr. Clark asked if there was a targeted time for the contractor to address the issues and Ms. Shaffer noted that board staff expects them to adjust immediately and progress will be reviewed in the follow up planned for early in the third quarter. Mr. Clark suggested including next steps and a timeline in the future. Ms. Anderson noted that the practice has been included in the past and regular and follow up monitoring will continue to be conducted to ensure previously identified issues have been addressed.

### **RECOMMENDATION OF OVERSIGHT MONITORING REPORT**

Ms. Shaffer noted that the Administrative Oversight Monitoring is part of the local monitoring plan, and the discrepancies noted are related to Equal Opportunity Compliance, and the PA CareerLink® certification, which was approved by the Executive Committee on December 21 and is expected to be ratified by the full board on January 8. The approval was contingent upon an ADA walkthrough which must be conducted by OVR, and their availability to conduct these walkthroughs in areas across the state has been affected by state COVID operations. Board staff continues to work with the state EO office to review findings in response to a compliance survey submitted earlier in the year. This is the first survey that has been conducted since updates in EO legislation have been rolled out in 2020, so the local area has a few issues to address such as training staff, changes to policies and organizational charts, and conducting outreach. The local area has worked with the state EO office to address issues on a timeline that will result in required state approvals. Ms. Anderson added that one of the requirements is that the board undergo training. Mr. Clark noted that he has been involved in the process as the state required someone from the board to understand the steps needed to achieve compliance. One requirement for compliance is a training for the whole board, and Mr. Clark will bring that up at the meeting on January 8. The training is expected to be virtual.

### **RECOMMENDATION OF AMENDED WDB BYLAWS**

Ms. O’Neil noted that a monitoring report was received from the state on December 20 and noted that most issues have already been addressed by the board. There was a new finding that was related to the business membership section in the bylaws, which states “A minimum of 75% of the business representatives will be chosen from diverse industry sectors within the region that have high opportunity for growth, are engaged in creation of quality jobs and play a significant role in regional economic development.” WIOA requires that all business representatives must represent businesses that provide employment opportunities that include high-quality, work-relevant training and development in in-demand sectors or occupations in the local area. The action required of the state was to strike the quoted line, the last line of Article 2 Section L, from the bylaws. The amended bylaws were provided to the board via email on December 30 via email to allow for ample time to review the change, as required by the bylaws.

### **MOTION**

**It was moved by Ms. Eisenman and seconded by Ms. Wilson to recommend approval of the Q2 File Monitoring Report, the Oversight Monitoring Report, and the Amended Bylaws as presented. All were in favor. Motion passed and carried.**

### **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 there is currently no Venango representative on the Executive Committee. There are two board members from Venango County that have only recently been appointed so they have not been asked to serve. At the next board meeting, the board chair will need to ask the Nominating Committee to consider filling the vacancy.

### **RATIFICATION OF PA CAREERLINK® CERTIFICATION**

Ms. Anderson noted that the board will be asked to ratify the Executive Committee's decision to approve the PA CareerLink® Certification at their January 8 meeting. The Executive Committee conducted this business at a Special Meeting on December 21, 2020.

### **COMMITTEE RESPONSIBILITIES UPDATE**

Ms. Anderson noted that updated EO regulations require local areas to conduct EO monitoring of any institutions that receive funding, including businesses, education providers, Title I, and EARN. Oversight of these activities and reports must be under the purview of a committee. Ms. Anderson suggested that this business seems to be a natural fit for the Fiscal & Monitoring Committee. Mr. Clark agreed and noted that the Executive Committee will have the opportunity to oversee results through committee reports.

### **WORKFORCE DEVELOPMENT DISCUSSION ITEM**

Mr. Clark noted that he has asked OVR to help the local area to understand what the requirements, expectations, and next steps would be for a PA CareerLink® facility modification in Erie for ADA compliance. He asked Mr. Hewitt to pull together a quick overview of the steps that have already been taken to better serve people with disabilities. Ms. Anderson noted that Mr. Hewitt has convened an advisory committee to advise the operator on possible facility modifications that includes representatives from Voices for Independence and the Center for Independent Living. As there is uncertainty in funding site modifications at this time, Mr. Hewitt continues to focus on building relationships with representatives of the disability community on behalf of the PA CareerLink® system.

Ms. Anderson noted that Moneywise Magazine recently called Erie the poorest city in Pennsylvania and as the city is part of the local workforce development area, the board may want to be informed of that and committees may want to strategize on how the designation impacts the area. The source based the determination on the poverty rate, which is more than double the state's rate. A board discussion may lead to the tasking of committees' to assess if the system plays a role in improving the situation as work may help those impoverished.

### **COMMITTEE OVERSIGHT**

#### **ATTENDANCE REPORT**

Mr. Clark noted that at the next board meeting, he plans to make remarks on encouraging participation. He noted that recent committee attendance has been affected by board member turnover, but it was noted that current board members are communicating their availability; however there are often last-minute changes to plans. The board may consider redefining quorum at a future discussion to help items move forward as needed.

### **UPDATES**

#### **BOARD MEMBERSHIP CHANGES**

Ms. Anderson noted that three resignations will be considered by the CLEOs at their next meeting, including Dr. William Clark, Dave Henderson, and Steven Davis. Mr. Clark noted that he will ask the entire board to send any suggestions to membership committee.

### **LOCAL/REGIONAL PLANS**

Ms. Anderson noted that board staff is working through the Regional Plan and Local Plan and have reached out to partners for assistance. Staff will ensure that remote services and assessments are addressed in the plans, which are due to the state by April 2 and must include a 30-day public comment period. The board will need to call a special meeting as part of the approval process.

### **ERIE SITE**

Ms. Anderson noted that changes to the Erie Site are on hold, as the utilization of dislocated worker funds needs to be substantiated by data showing that dislocated workers are seeking services. The comprehensive sites remain closed, but services are being conducted virtually to all participants including dislocated workers. The rate is too low to justify the modification.

### **OTHER BUSINESS**

None.

### **REVIEW OF ACTION ITEMS**

None.

### **ADJOURNMENT**

#### **MOTION**

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

The committee adjourned at 11:09 am.

Meeting Advertised in The Meadville Tribune on August 28, 2020		
Minutes Submitted	Jacqueline Hamilton	March 4, 2021
Minutes Approved	NWPA Job Connect Executive Committee	March 4, 2021
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021">https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021</a>	March 25, 2021