

ATTENDANCE: Tyrone Clark, Mike Chevalier, Dr. William Clark, Monica Daquilante, Jim Decker, Jody Dixon, Brittany Eisenman, Larry Fannie, Jill Foys, Jack Hewitt, Dr. Aldo Jackson, Dr. Lisa Miller, Erin Sekerak, Bradley Tisdale, Elizabeth Wilson **ABSENT:** Steven Davis, Dave Henderson, Gary Shaw,

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

VISITORS

Commissioner Eric Henry, Crawford County
County Executive Kathy Dahlkemper, Erie County
Commissioner Tricia Durbin, Warren County
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
Amanda Kimmy, IU5

Jamie Woods, IU5
Mary Anderson, IU5
Anita McCoy, GECAC
Robert Pisko, PA L&I BWDA
Deb Lutz, SVA/SEWN
Regina Smith, Senator Dan Laughlin's Office
Peter York, BCT Partners
Miriam Sarwana, BCT Partners
Brandon Coffee-Bordon, Community Science

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Mr. Clark called the meeting to order at 8:31 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 September 11, 2020 Meeting Minutes
- b. Approval of PY2020-2021 Monitoring Schedule

MOTION

It was **moved** by Ms. Foys and **seconded** by Ms. Eisenman 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 spending is at about 23-27% and is on track. She noted the grant funding below the line on the narrative was awarded while local areas were expecting an increase in traffic in July, but this has not come to fruition as benefits continue to be available to dislocated workers, and typically those affected by layoffs do not seek services right away. Most of the grant funding is eligible for an extension if the local area requires it. The system has funding for dislocated workers when they are ready to receive services. Ms. Brick added that she received an annual compliance notice from the state noting that the dislocated worker money was less than 80% obligated in the previous program year, which is required. However, she believes this calculation is incorrect and is working through the issue with the state. Ms. Brick noted that the Venango County audit is complete and has been sent to the appropriate parties. It is also available on the County website or is available by request.

MOTION

It was **moved** by Dr. Clark and **seconded** by Mr. Tisdale 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 send virtual accommodation info to the board staff.** Mr. Clark noted that Mr. Hewitt sent this information back in September which would help local staff respond to requests for accommodations. Mr. Hewitt noted that he has been working with Ms. Anderson and Mr. Wilson on required ADA reviews of the PA CareerLink® sites. These reviews are typically conducted by OVR, and are on pause while telework is mandated by the Governor.
- 2. The Workforce Needs Assessment vendor will be asked to provide an update at the next meeting.** This will happen later in the meeting.

Mr. Clark noted that the meeting was the last one for three valued members of the board: Mike Chevalier, Gary Shaw, and Dr. Lisa Miller. Mr. Shaw was not at the meeting, but Mr. Chevalier and Dr. Miller offered their thanks for the opportunity to serve on the board, as well as words of encouragement to the board.

AD HOC COMMITTEE ON BOARD MEMBERSHIP

Mr. Clark noted that this committee continues to meet to define a process to create a reservoir of candidates for future board membership and will be mindful of diversity while doing so.

IN-PERSON MEETINGS UPDATE

Mr. Clark noted that the board should expect to meet virtually until at least April or May, but a hybrid option will continue to be permitted to allow for the reduction of travel. Discussions have been had about holding an annual meeting at the end of the program year elsewhere around the region, where an annual report would be reviewed. Mr. Clark clarified that the decision to meet in person will not be taken lightly.

COMMITTEE ATTENDANCE

Mr. Clark asked that committee chairs follow up with committee members who did not attend a meeting in anticipation of garnering better committee participation.

SLATE OF OFFICERS UPDATE

Mr. Clark noted that the Nominating Committee made a recommendation via email to adjust officer positions on the Executive Committee to make room for future new appointments. This would allow a future new Venango County appointment to serve as the county representative on the committee while maintaining compliance with the requirement to have one member from each of the six counties. More information is captured in the attachment provided with the agenda.

MOTION

It was moved by Dr. Clark and seconded by Dr. Jackson to move Ms. Elizabeth Wilson to the Treasurer position and to move Ms. Eisenman to the Secretary position on Executive Committee to assist with compliance with the local board bylaws requirement that each county have a representative on the Executive Committee. All were in favor. Motion passed and carried.

UPCOMING DEADLINES - PACAREERLINK® CERTIFICATION / PLANS

Ms. O'Neil noted that due to the upcoming December 31 deadline for PA CareerLink® Certification, the board may be asked to hold a Special Meeting to grant provisional approval of the certification. The full approval is contingent upon the results of the ADA walkthrough that cannot be completed in time for the

deadline due to the OVR staff's inability to travel during the pandemic, as well as the Governor's mandate to telework. The Executive Committee may also need to act on behalf of the board, with a ratification to be presented at the following board meeting.

Ms. O'Neil also noted that the Local and Regional Planning deadlines may also necessitate Special Meetings and quorum will be important. Board staff met last week with their regional partner, West Central Job Partnership, to discuss a timeline and the board will be updated as guidance is received from the state.

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION: WORKFORCE NEEDS ASSESSMENT

Mr. York, Mr. Coffee-Bordon, and Ms. Sarwana gave a presentation on the progress of the Workforce Needs Assessment from 9:21 am to 9:33 am. The assessment is expected to be completed in the spring. Mr. Clark stated that the board members and CLEOs will be needed to assist in getting the word out about the completed assessment which will be 100% data driven and automated for ongoing use. The tool will help the local area pivot when large events affect the workforce, based on data. Mr. Daniel Kuba, Mr. Michael White, and Mr. Ed Legge at the state have been supportive of this project.

DEPTH OF LABOR POOL UPDATE

Ms. Anderson referred to the attachment, which was updated to reflect October numbers shared through CWIA products. She noted that the changes are likely attributable to COVID, however the population has also decreased. Ms. Anderson hopes that committees will dig into this data to better understand workforce trends and what they mean for operations.

OTHER BUSINESS

ERIE SITE UPDATE

Ms. Anderson noted that due to the lack of dislocated workers seeking services, the local partners are evaluating whether a renovation of the current space in Erie makes sense to allow for a more open floor plan and social distancing. The estimated cost for the renovation is \$100k-\$150k and may need to be shouldered by the partners if the dislocated worker grant money may not be used.

OTHER

Ms. Anderson stated that Department of Labor & Industry Secretary Oleksiak is retiring in December and Ms. Jennifer Berrier will head the department after his departure. Ms. Berrier has fifteen years' experience in the department and is currently the Deputy Secretary for Safety and Labor-Management Relations.

Ms. Anderson noted that PA CareerLink® staff is conducting appointments from home due to the lack of appointments being made in the sites. There is no anticipated reopen date yet. Ms. Anderson also noted that several state policies are expected soon and so the Governance Committee may have some extra policy work soon. On December 10, the local area will hold two meetings about PA CareerLink® services; one meeting will be for legislators and the other for economic development. Ms. Anderson noted the availability of H-1B funds and after several discussions, the local area will not apply for them. This funding is difficult to spend due to the target population not having the English language skills which can be remediated on the timeline of the grant, affecting performance. As Ms. Brick noted earlier, Ms. Anderson noted that there is a large amount of funding ready to assist dislocated workers.

Mr. Fannie noted that many new things are happening behind-the-scenes in workforce; several pilot projects for serving dislocated workers are being conducted across the state. Mr. Fannie also noted that the RESEA requirement is expected to resume in the first quarter of 2021.

Mr. Decker noted that 288 individuals are expected to be terminated from Blair/Bluestem in March, with the facility closing by the end of April. He asked who would be assisting in coordinating service delivery to those being separated as some are already looking for new opportunities. The distribution center is highly sophisticated, and the workers have a good mix of skill sets. Mr. Decker wants to arrange the initial meeting. Bluestem is the largest private sector employer in Warren County and has been in existence for over 100 years. This is a sensitive community issue. Mr. Decker also asked that if anyone is in need of square footage in the area, to please spread the word about the one million square feet that will be available in April. Ms. Lutz suggested putting together a transition team, which is usually led by Rapid Response and other service providers in the area. This team would work directly with the employer, typically through a human resources department representative. Mr. Clark asked Mr. Fannie to work with Mr. Decker to collaborate on serving this employer, including Title I and the Steel Valley Authority. Mr. Fannie noted that there is a system set up for next step and that Mr. Decker should work with Rapid Response Leadership.

****ACTION****

- **Mr. Decker will work with Rapid Response leadership to help start assistance to Bluestem.**

REVIEW OF ACTION ITEMS

- 1. Mr. Decker will work with Rapid Response leadership to help start assistance to Bluestem.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:07 am.

Meeting Advertised in The Meadville Tribune on June 27, 2020		
Minutes Submitted	Jacqueline Hamilton	January 8, 2021
Minutes Approved	NWPA Job Connect Board	January 8, 2021
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	January 19, 2021