

ATTENDANCE: Tyrone Clark, Donald Crenshaw, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Dr. Aldo Jackson, Bobbie Jones, Laura King, Hope Lineman, Andrea MacArthur, TJ Sandell, Elizabeth Wilson

ABSENT: Randy Callen, Brittany Eisenman, Archie Graham, Heather Moles, Lynn Rupp, Erin Sekerak, Karen Thomas, 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
Benjamin Wilson, PA CareerLink®/Operator
Susan Richmond, PA CareerLink®/Title I
Fadhail Ibraheem, PA CareerLink®/Title I

Beverly Rapp, PA L&I BWPO, Rapid Response
Deb Lutz, SVA/SEWN
Anita McCoy, GECAC
Nancy Sabol, St. Benedict Education Ctr/EARN
Matthew Hagan, Equus
Amanda Kimmy, IU5 Adult Education
Mary Anderson, IU5 Adult Education
Lee Ann Sack, Equus
Brad Moore, Office of Rep Glenn Thompson

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Tyrone 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 May 14, 2021 Meeting Minutes
- b. Approval of Programmatic Oversight Report

MOTION

It was **moved** by TJ Sandell and **seconded** by Jim Decker to approve the Consent Agenda as presented. All were in favor. **Motion passed and carried.**

APPROVAL OF RISK ASSESSMENTS REPORT

Erin Shaffer referred to the provided report, noting that St. Benedict Education Center was assessed as low risk and Equus was assessed as high risk. The Fiscal & Monitoring Committee had recommended the report for approval, and the Executive Committee asked that this report be open for discussion due to lingering concerns. Diona Brick added that she believed this required risk assessment monitoring piece was largely driven by federal monitoring and tied to their uniform guidance that was released about four years prior. The assessment tool does monitor several financial and programmatic factors, but it is not comprehensive. Janet Anderson noted that the policy outlining the assessment process was based on a previous state information that has since changed. The state's intent of the risk assessment is for local boards to use the results to help determine the frequency of monitoring for the following year; however, frequent monitoring of Equus is already being conducted, and technical assistance is provided regularly.

Tyrone Clark noted concern with the 55/100 assessment result, noting that according to the policy it denotes high risk. It was noted that this result was higher than the previous year as well, and that Equus is under review for this program year. While the fiscal portion of the assessment is unavoidable with a single provider for Title I, the other measures identify concerns which are being addressed with technical assistance. It was noted that approval of the report indicates that the information is accurate, it does not infer that additional action needs to be taken to improve the score. Donald Crenshaw noted no issue with approving the report as presented but noted that it may be advantageous to be proactive in evaluating the causes of the higher score before the local area is asked by the state monitor. Perhaps a review team should be convened to understand the assessment methodology and capture the review and monitoring efforts.

Elizabeth Wilson noted that the Fiscal & Monitoring Committee reviewed the report and recommended it for approval as presented, as Title I spoke to ongoing improvement efforts and the committee committed to continuing discussions around this in the future. Janet Anderson also noted that multiple monitoring tools and results are brought to the Fiscal & Monitoring Committee and the board throughout the year. Tyrone Clark asked if those reports also identify the culture issues referred to in the risk assessment report, and board staff noted that they are.

Jack Hewitt asked the solicitor if a motion should be proposed for future steps. The solicitor noted that anyone can put forward motions to make actions; however, the solicitor's opinion was that the Fiscal & Monitoring Committee should continue to oversee the monitoring process and resulting activities. Jim Decker noted that the board staff appears to be conducting the monitoring required and the Fiscal & Monitoring Committee is reviewing the results of those activities; a further motion should not be needed for this. Tyrone Clark disagreed, referred to the result of the report as evidence that the change in risk needed to be addressed by a new practice.

Janet Anderson noted that the monitoring policy outlines the minimum frequency of monitoring, but it is not limiting. The board may ask for more frequent monitoring to be conducted by the board staff without a policy change. However, the board must be compliant with the state policy and conduct the monitoring activities that are outlined in the local monitoring plan. There are instances allowing for local latitude, such as the minimum frequency of file reviews and risk assessment scoring. Jill Foys noted that file monitoring is conducted twice a year according to the policy, but the board may direct staff to conduct more frequent monitoring without a policy change. Jack Hewitt noted that if board staff is following the policy as written, the board would need to direct any change in frequency and asked what the staff needed for clearer direction. Janet Anderson noted that the staff has already been conducting monitoring beyond the required biannual review, and that the Fiscal & Monitoring Committee should continue to review those activities and report to the board. The reports to the board may happen at any time; they would not need to wait for board meetings. Quarterly file monitoring with the Quality Assurance team from Title I should suffice. Tyrone Clark emphasized that the board and staff want Equus to have success, so the Fiscal & Monitoring Committee should meet in the next two weeks to discuss a way forward for risk assessments.

MOTION

It was moved by Jim Decker and seconded by Aldo Jackson to approve the Risk Assessments Report as presented. All were in favor. Motion passed and carried.

****ACTION****

- **The Fiscal & Monitoring Committee will meet in the next two weeks to discuss risk assessments and monitoring for Equus.**

APPROVAL OF FISCAL REPORT

Diona Brick referred to the attached report and noted that it is an interim report as June reporting is due on July 10. Numbers for the full year are not yet available. It was believed that the spending requirements will be met by the end for the year. It was noted that the infrastructure funding agreements were under budget as the state has yet to submit billing for the third or fourth quarters, among other things. Diona Brick was pleased to report that Notices of Obligation for the PY21/22 year were received from the state last night, and that does not usually happen until the end of the calendar year, which would require the fiscal agent to float funds. It was noted that TANF spending was slow, but this fund is particularly affected by COVID and the school year timeline and the numbers should catch up with the next billing. Some grant funding has been extended through June 2022. Janet Anderson noted that the COVID NDWG funding has been slow to spend due to the closings at PA CareerLink® and the lack of foot traffic, as it is intended to fund security and sanitizing as well as triage and outreach. Some funding may need to be returned. Tyrone Clark asked about the Youth Reentry grant and Diona Brick noted that the previous Title I Project Director did not spend a significant amount of time coordinating that program but it seems to be on track now and spending at a more routine pace. Two workers are dedicated to Youth Reentry. Janet Anderson added that the project did allow several months of setup time so slow spending at the beginning of the grant period was expected.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Hope Lineman to approve the Fiscal Report as presented. All were in favor. **Motion passed and carried.**

APPROVAL OF REVISED REGIONAL AND LOCAL PLANS

Deb O'Neil noted that board staff did address a few areas of feedback given by the state. The state has asked that the board consider the attached versions of the plans for approval. If approved, the state will be notified and a conditional approval is expected until West Central's board considers their plans at their September meeting. Tyrone Clark thanked the staff for their planning efforts.

MOTION

It was **moved** by Larry Fannie and **seconded** by Elizabeth Wilson to approve the Revised Regional and Local Plans as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS (NONE)

NEW PROGRAM YEAR

Tyrone Clark noted that the new program year started on July 1, and thanked the board for their trust in the Slate of Officers. It was expected that this year's focus would be to focus committees and to increase professional and community interactions. The board chair encouraged other members to have more robust conversation about workforce development and labor participation, and noted that the board will not lose focus on their current vital efforts in Equal Opportunity and serving the disadvantaged and disengaged.

MEMBERSHIP UPDATES

The terms of Jody Dixon and Monica Daquilante expired at the end of the previous program year, and there are three new board members: Andrea MacArthur from Erie Insurance, a business representative appointed by Erie County; Laura King from Channellock, a business representative appointed by Crawford County, and Heather Moles from Meadville Medical Center, a business representative from Crawford County. Board staff was asked to send updated board membership and committee lists to the board.

****ACTION****

- **Board staff will send an updated membership list and committee list to the board.**

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION: LABOR PARTICIPATION

Janet Anderson referred to a labor participation presentation based on an EMSI report entitled Demographic Drought, and included updated labor statistics on the change in workforce numbers comparing October 2019 and October 2020. There is a labor shortage that had been apparent before COVID, but has since been exacerbated by those who left the workforce due to closings and/or safety. There is some concern that area employers may be reluctant to implement effective changes to address workforce shortages, perhaps due to the impression that these may not be long-term issues. Jobseekers and employees expect more flexibility. The board agreed that it was important to educate employers on the long term labor trends, as well jobseekers on career, benefits, and pay in this workforce climate. An educational forum was suggested, to learn from each other and proactive efforts to address the issues.

****ACTION****

- **Board staff will coordinate collaboration on a forum to discuss labor participation issues.**

OTHER BUSINESS

BOARD STAFF REPORT HIGHLIGHTS

Janet Anderson read a few highlights from the provided report.

WORKFORCE NEEDS ASSESSMENT

Janet Anderson reported that the workforce needs assessment is expected to be rolled out with a corporate partner in the first week of August, hopefully with an active component in each of the counties in collaboration with chambers, board members, and elected officials. The link to the assessment will be provided to board members via email and any feedback on the tool is appreciated to assist with the roll out. The vendor for the tool will be maintained for maintenance, updates, and additional features to continue the relevance of the tool.

****ACTION****

- **Board staff will send out a preview link of the Workforce Needs Assessment.**

REVIEW OF ACTION ITEMS

1. **The Fiscal & Monitoring Committee will meet in the next two weeks to discuss risk assessments and monitoring for Equus.**
2. **Board staff will send an updated membership list and committee list to the board.**
3. **Board staff will coordinate collaboration on a forum to discuss labor participation issues.**
4. **Board staff will send out a preview link of the Workforce Needs Assessment.**

ADJOURNMENT

MOTION

It was moved by TJ Sandell and seconded by Bobbie Jones to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting adjourned at 10:10 am.

Meeting Advertised in The Meadville Tribune on June 25, 2021		
Minutes Submitted	Jacqueline Hamilton	September 10, 2021

Minutes Approved	NWPA Job Connect Board	September 10, 2021
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	September 10, 2021