



EXECUTIVE COMMITTEE MEETING

Via Microsoft Teams
Wednesday, May 5, 2021
1:30 pm

ATTENDANCE

Tyrone Clark
Elizabeth Wilson
Monica Daquilante
Jim Decker
Bobbie Jones

ABSENT

Brittany Eisenman

GUESTS

Diona Brick

PFP STAFF

Janet Anderson
Deb O’Neil
Julie Price
Jackie Hamilton

WELCOME/ROLL CALL

Mr. Clark called the meeting to order at 1:30 pm. 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 MARCH 4, 2021 MEETING MINUTES

The NWPA Job Connect Executive Committee meeting minutes dated March 4, 2021 were presented for approval.

MOTION

It was **moved** by Ms. Daquilante and **seconded** by Ms. Jones to approve the March 4, 2021 NWPA Job Connect Executive Committee meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. A summary of board membership changes will be included in future Executive Committee meeting packets. It was noted that this will be covered under item 6 on the agenda today.

COMMITTEE REPORTS

RECOMMENDATION OF UPDATED LOCAL FILE MONITORING FORM

It was noted that the form has been updated to be in alignment with required Equal Opportunity corrective action responses. Each monitoring form now has a section about disability to ensure reasonable accommodations were made and to ensure proper steps were taken as required by each funding stream.

RECOMMENDATION OF UPDATED LOCAL OVERSIGHT PLAN

It was noted that the updated plan now includes equal opportunity elements and standards as required.

RECOMMENDATION OF BIENNIAL FILE REVIEW MONITORING REPORT

Ms. Price referred to the provided report and noted that she and Ms. Shaffer conducted a file review in November which led to some concerns with files across all funding streams. Board staff met with Title I Management and Quality Assurance to discuss the concerns. When a follow up review was conducted on the same files plus some new ones, many findings still remained. Some findings were unable to be rectified due to the timing allowed for updating records in the state’s workforce system of record. The report up for recommendation details these issues and asks for a formal response in

writing by May 10. Responses will then be reviewed by board staff along with the Quality Assurance team to determine if any training is necessary to ensure future compliance. The next review will also include even newer files to ensure that all existing issues have been addressed as well as confirm that no new issues have started.

RECOMMENDATION OF FISCAL MONITORING REPORT

It was noted that the report documents the reviewing of documents that fall under Fiscal Policy. Board staff works with the fiscal agent on local fiscal-related elements. It was also noted that the fiscal agent undergoes a single audit annually which is also reviewed by staff in addition to being submitted directly to the PA Department of Labor & Industry.

RECOMMENDATION OF EQUAL OPPORTUNITY TRAINING PLAN

Ms. O'Neil explained that she is responsible for the Equal Opportunity compliance and reporting for the local area. Staff continues to work through the required action items to achieve compliance, and some of those items will be presented on this agenda, including the training plan. It was explained that the required training plan for staff has been set with only the finalization of some speakers still being needed. It was noted that the goal was for all partner staff to take all EO training offerings, but the state's Equal Opportunity Office recognizes that that may not be possible for a number of reasons. Mr. Hewitt asked if the trainings will be recorded to be shared outside of the partner meetings where they will be initially presented and Ms. O'Neil noted that recording could be a solution in some instances, but the Equal Opportunity landscape is rapidly changing so recorded information could be outdated in a short amount of time.

RECOMMENDATION OF LOCAL EQUAL OPPORTUNITY MONITORING FORM

It was explained that this new form is required and is sourced from another local area in Pennsylvania and adapted for NW use in monitoring contractors, PA CareerLink® sites, the one stop operator, and partners. The form will be implemented this year to monitor equal opportunity elements.

RECOMMENDATION OF REVISED WDB BYLAWS

Ms. O'Neil referred to the attachment noting that the changes were related to the removal of the Second Vice Chair position title and the need for quorum at all committees. The Second Vice Chair position title creates some hesitation with new Executive Committee members especially and continues to be difficult to fill without assurance of an increased burden on the member in their volunteer role. Further, there has not been a need for a Second Vice Chair in some time. Ms. O'Neil explained that committees, with the exception of the Executive Committee, cannot act on behalf of the board so the Governance Committee asked that the need for a quorum at these committees be assessed. It was not noted in the bylaws that one was required; however, a line noting that a quorum was not required for committees, with the exception of the Executive Committee, was added to make this clear. Neighboring areas conduct the same practice for their committees. The full board will vote on the presented bylaws, if recommended, outside of the consent agenda.

RECOMMENDATION OF PY 2021/2022 BUDGET

Ms. Brick noted that the allocation noted on the attachment is still tentative according to the state. With the Executive Committee's recommendation, it will be presented to the board outside of the consent agenda at the next meeting. An approval of the board and CLEOs will allow the Fiscal Agent to commence the contracting process for the next program year.

MOTION

It was moved by Mr. Decker and seconded by Ms. Daquilante to recommend approval of the Updated Local File Monitoring Form, Updated Local Oversight Plan, Biannual File Review Monitoring Report, Fiscal Monitoring Report, Equal Opportunity Training Plan, Local Equal Opportunity Monitoring Form, Revised WDB Bylaws, and PY 2021/2022 Budget 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.

BCT PARTNERS WORKFORCE NEEDS ASSESSMENT

It was noted that the assessment report and tool continue to be refined.

TITLE II ADULT EDUCATION ANNUAL PRESENTATION

The adult education provider is required to annually update the board on adult education opportunities and activities to retain funding; this presentation will take place at the next board meeting as it is the last opportunity of the program year to do so.

BOARD MEMBERSHIP UPDATES

The committee was referred to the provided report. It was noted that Crawford County is still seeking private sector representation. Mr. Clark noted that Ms. Daquilante will likely not agree to another term and thanked her for her service.

COMMITTEE OVERSIGHT

ATTENDANCE REPORT

Ms. Anderson referred to the attendance report. She noted that new board members are slow to select committees but participation of committee members is largely sufficient.

UPDATES

EQUAL OPPORTUNITY

Ms. O'Neil noted that she is working through a seven-week program of required EO training as an EO officer. Mr. Clark asked how much of the board had attended the required training, and Ms. O'Neil did not have that information immediately available, but noted that attendance has been reported to the state's Office of Equal Opportunity as part of compliance.

OTHER BUSINESS

Ms. Anderson noted that the Operator Services RFP garnered one response, which was from Equus Workforce Solutions. She has been working with the Fiscal Agent and Equus to address some questions. Approval of the provider will be sought at the board meeting.

Ms. Anderson noted that she intends to share at the next board meeting that she would not recommend releasing an RFP for Title I program services for the 2021/2022 program year. Though the contractor has not been meeting all requirements, board staff continues to work with them and the stability of the workforce system as it emerges from COVID-impacted operations could outweigh any benefit from a change in provider. The board staff will suggest to the board that the Title I contract remains in place for another year while they are closely monitored and provided needed technical assistance. The situation would then be reviewed in another six months. The committee had no issue with discussing this suggestion at the board meeting.

Ms. Anderson noted that it was previously reported that there would be no SLIP internship program this summer, but the state has since provided some funding to support this programming. The funding is expected to support 9-12 interns across the six counties this summer compared to the 40 supported last summer. Title I is conducting the coordination of these opportunities along with other internships supported by Title I funding.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The committee adjourned at 2:19 pm.

Meeting Advertised in The Meadville Tribune on June 25, 2021		
Minutes Submitted	Jacqueline Hamilton	July 1, 2021
Minutes Approved	NWPA Job Connect Executive Committee	July 1, 2021
Minutes Posted	https://www.nwpajobconnect.org/wdb/committee-meeting-archive/py2021	October 18, 2021