

**ATTENDANCE:** Tyrone Clark, Randy Callen, Jim Decker, Jill Foys, Archie Graham, Jack Hewitt, Dr. Aldo Jackson, Bobbie Jones, Hope Lineman, Lynn Rupp, TJ Sandell, Erin Sekerak, Karen Thomas, Elizabeth Wilson  
**ABSENT:** Donald Crenshaw, Monica Daquilante, Jody Dixon, Brittany Eisenman, Larry Fannie, 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 Chip Abramovic, Venango County  
Commissioner Tricia Durbin, Warren County  
Joe Keebler, Solicitor  
Diona Brick, County of Venango  
Bridget Wolf, Equus  
Benjamin Wilson, PA CareerLink®/Operator

Susan Richmond, PA CareerLink®/Title I  
Beverly Rapp, PA L&I BWPO, Rapid Response  
Deb Lutz, SVA/SEWN  
Anita McCoy, GECAC  
Robert Pisko, PA L&I BWDA  
Megan Ingram, TPMA  
Peter York, BCT Partners  
Dr. Randal Pinkett, BCT Partners  
Sheila Sterrett, Sen. Toomey’s Office

**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 March 12, 2021 Meeting Minutes
- b. Approval of March 31, 2021 Special Meeting Minutes
- c. Approval of Updated Local File Monitoring Form
- d. Approval of Updated Local Oversight Plan
- e. Approval of Biannual File Review Monitoring Report
- f. Approval of Fiscal Monitoring Report
- g. Approval of Equal Opportunity Training Plan
- h. Approval of Local Equal Opportunity Monitoring Form

**MOTION**

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

**APPROVAL OF REVISED WDB BYLAWS**

Ms. O’Neil explained that the changes were highlighted in the revised document attached to the agenda, and that the Governance and Executive Committees had reviewed and recommended the revised bylaws for approval. The changes include removing the Second Vice Chair position title from the slate and clarifying that a quorum is not required to conduct business at the committee meetings, with the exception of the Executive Committee. The agenda including a link to the revised bylaws, along with a notice that changes were being considered, were provided to the board via email on May 7, 2021.

**MOTION**

It was moved by Mr. Decker and seconded by Mr. Hewitt to approve the Revised WDB Bylaws as presented. All were in favor. Motion passed and carried.

**APPROVAL OF OPERATOR SERVICES PROVIDER**

Ms. O’Neil referred to the item attachment and explained that the RFP for Operator Services was posted from March 11 to April 9 and only one proposal was received. A review team evaluated and scored the proposal from Equus Workforce Solutions and made the recommendation to award the One Stop Operator contract to Equus Workforce Solutions for a period of one year with the option to renew the contract up to a total of four years.

**MOTION**

It was moved by Dr. Jackson and seconded by Ms. Foys to approve the award of contract for One Stop Operator services to Equus Workforce Solutions for one year (July 1, 2021 – June 30, 2022), with the option to renew for up to a total of four years as recommended by the RFP Review Team. All were in favor. Motion passed and carried.

**APPROVAL OF TITLE I CONTRACT EXTENSION**

Ms. Anderson explained that the Executive Committee discussed the contract for WIOA Title I Program Services at their May 5 meeting. They noted that although the existing WIOA Title I Program Services contractor, Equus Workforce Solutions, has not met all of the state-negotiated common measures, it will be important to take into consideration both the stability of the local workforce system and the impact that the COVID-19 pandemic has had on the system over the past year. It was discussed that the board should consider that the contractor remain in place over the next program year and technical assistance will be provided as necessary. The board will be asked to re-evaluate whether to release a RFP for WIOA Title I Program Services for the next program year in six to nine months.

Mr. Clark asked if terms of the contract will be negotiated and Ms. Anderson replied that they would be, with the Statement of Work being included in the contract which begins July 1, 2021. Mr. Clark asked if monitoring and internal reviewing processes are ongoing, and Ms. Anderson replied that they were. Mr. Hewitt asked about Pay for Performance measures and Ms. Anderson noted that they were incentives, and in the previous year, \$32k was withheld as all measures weren’t met and that money went back into the program budget to serve job seekers and employers. The current program year performance will not be evaluated by the Pay for Performance subcommittee until after the conclusion of the program year, with any payout not expected until August or September.

**MOTION**

It was moved by Mr. Graham and seconded by Ms. Foys to approve the extension of the existing WIOA Title I Program Services contract with Equus Workforce Solutions through the period of July 1, 2021 through June 30, 2022. All were in favor. Motion passed and carried.

**APPROVAL OF FISCAL REPORT**

Ms. Brick referred to the attached report and noted that the report is for March as April invoices were only recently due. She explained that due to there being leftover funding in the last program year, the calculations for meeting the spending benchmarks are slightly complicated. By her estimation at the time of the report, the contractor is about \$90k short of meeting the 30% training requirement benchmark. Once additional funding streams are considered, the result is about 25% spent on training. However, if the \$50k remaining in two funding streams are encumbered before the end of the program year, the 30% requirement will be met. Ms. Brick noted that the 75% out-of-school-youth spending benchmark will be met with the current standing at 99%. The contractor is also at about 18%-19% for youth work experience, with 20% being the requirement. The administrative budget is 71%

spent after the third quarter and the EARN program budget is on target despite the report being a little behind due to timing of the reimbursements. TANF billing is low but that is affected by the start of programming, and Equus is aware of the concern.

#### **MOTION**

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

#### **APPROVAL OF PROGRAM YEAR 2021/2022 BUDGET**

Ms. Brick referred to the provided attachment and noted that TANF Youth funding has not been fully expended in the last two years. She has petitioned the state to extend those contracts. She also noted that TANF may have one-time costs to build sustainable programs. Ms. Brick noted that approving the budget as presented would allow her to move forward with contracting at the indicated amounts for WIOA and EARN.

Ms. Brick noted that Title II and EARN partners are occupying some of the Partners for Performance office space as it was needed, while board staff continues to work from home. Ms. Foys noted that there was no increase budgeted for the Fiscal Agent and Ms. Brick noted that one was not yet necessary. Ms. Foys thanked the County of Venango for serving as the Fiscal Agent for the workforce development area. Mr. Clark asked about the budget for benefit increases and noted that the 19% was a low standard for the industry. Ms. Brick quoted other percentages for county and state employees and other board members confirmed that it was low. Ms. Brick noted that the health insurance renews in March of each year so increases are staggered and this is taken into account in the estimation.

#### **MOTION**

It was moved by Mr. Decker and seconded by Mr. Sandell to approve the Program Year 2021/2022 Budget as presented and for the Fiscal Agent to enter contracts for the amounts noted in the budget. All were in favor. Motion passed and carried.

#### **UPDATES FROM THE CHAIR**

##### **REVIEW OF PREVIOUS ACTION ITEMS**

1. **Board staff will send out various resources mentioned throughout the meeting.** Resources from Brittany Eisenman on Agriculture, Jody Dixon on marketing the region, and Deb Lutz on the COVID Recovery Program were shared via email with board and CLEOs since the last board meeting.

##### **MEMBERSHIP UPDATES**

Since the last board meeting, two new appointments have been made. Randy Callen, Chief Operating Officer at Structural Modulars, Inc., was appointed as a business representative of Clarion County. Karen Thomas, Vice President of Human Resources at Pennsylvania General Energy Company, LLC., was appointed as a business representative of Warren County. Commissioner Eric Henry continues to work to identify a business representative of Crawford County.

#### **DISCUSSION ITEMS**

##### **TITLE II ADULT EDUCATION PRESENTATION**

Ms. Wilson gave a presentation on Title II activities and offerings in the local workforce development area.

Mr. Hewitt asked about assisting people with disabilities, as when multiple contractors were administrating Title II programming, some programs were modified to assist those individuals. Ms. Wilson noted that most staff have a special education background and accommodations are provided for all, not just those with identified disabilities. Class sizes are small and individualized instruction is conducted. Manipulatives, magnifiers, readers, and large print materials are ordered as needed, and some partners had some of those accommodations available before COVID, such as Blasco Library. However, Ms. Wilson noted that many students in this category continue to be hesitant to engage in person right now.

**WORKFORCE DEVELOPMENT DISCUSSION: WORKFORCE NEEDS ASSESSMENT**

Dr. Pinkett of BCT Partners, vendor for the Workforce Needs Assessment, introduced Peter York for a presentation of the tool, which he hopes will turn action into equity. BCT Partners’ mission is to provide insights about diverse people to lead to equity. The tool will be kept current going forward as more employers are engaged for the survey portion, and employers who have taken the survey update their information. This will help generate quarterly insights and trends over time.

Mr. Decker asked if this assessment was conducted in other communities first and if it will help bring people here. Mr. York noted that the tool is local to the six counties but pulls from national datasets. Ms. Anderson agreed that it is difficult to find people to work in the population decline and now COVID. She hopes the mapping tool will help the workforce system find people locally and provide them with the skills needed to meet the needs of the region’s employers. Mr. Decker noted that employers in the region need to promote the region and recruit outside talent to meet some of their needs.

Ms. Rapp questioned the use of taxpayer dollars on the tool and it was noted that the Pennsylvania Department of Labor & Industry made this effort possible through a grant. Services were procured according to existing policies with transparency and coordination with the Department.

**APPROVAL OF THE SLATE OF OFFICERS**

The Nominating Committee presented the slate below for consideration.

<b>Officer Position</b>	<b>Proposed</b>
Chair	Tyrone Clark (Erie)
Vice Chair	Bobbie Jones (Venango)
Treasurer	Elizabeth Wilson (Crawford)
Secretary	Brittany Eisenman (Clarion)
County Representative	Jill Foys (Forest)
County Representative	Jim Decker (Warren)

**MOTION**

It was **moved** by Ms. Lineman and **seconded** by Ms. Sekerak to approve the Slate of Officers as presented. All were in favor. **Motion passed and carried.**

**OTHER BUSINESS**

**BOARD STAFF REPORT HIGHLIGHTS**

Ms. Anderson went over some highlights from the attached board staff report. She noted that EO information will be added to the board orientation manual and reminded the board that the UC system will be updated soon.

**STATE LOCAL INTERNSHIP PROGRAM**

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.

**OTHER**

Ms. Anderson noted that partnerships are being built with Google Scholarships, Erie Together, and UPMC.

Mr. Clark thanked the board for their service this program year. Though they weren't present, Mr. Clark thanked Ms. Daquilante and Ms. Dixon for their service to the board, as their terms are expiring on June 30.

**REVIEW OF ACTION ITEMS**

None.

**ADJOURNMENT**

**MOTION**

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

The meeting adjourned at 10:23 am.

Meeting Advertised in The Meadville Tribune on June 25, 2021		
Minutes Submitted	Jacqueline Hamilton	July 9, 2021
Minutes Approved	NWPA Job Connect Board	July 9, 2021
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	October 18, 2021