

ATTENDANCE: Randy Callen, Tyrone Clark, Donald Crenshaw, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Laura King, Andrea MacArthur, Lynn Rupp, TJ Sandell, Erin Sekerak, Bradley Tisdale,

ABSENT: Archie Graham, Dr. Aldo Jackson, Hope Lineman, Heather Moles, Karen Thomas Elizabeth Wilson

BOARD STAFF: Lisa Miller, Deb O’Neil, 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
Joe Keebler, Solicitor
Diona Brick, County of Venango
Bridget Wolf, Equus Workforce Solutions
Elizabeth Wilson, PA CareerLink®/Operator
Susan Richmond, PA CareerLink®/Title I
Fadhail Ibraheem, PA CareerLink®/Title I
Nancy Sabol, St. Benedict Education Ctr/EARN
Deb Lutz, SVA/SEWN

Georgia Del Freo, GECAC
Lee Ann Sack, Equus
Greg Hart, PA L&I BWDA
Benjamin Wilson, TPMA
Jerica Johnson, TPMA
Anita McCoy, GECAC
Mike Ferritto, Governor’s NW Regional Office
Brad Moore, Rep Glenn Thompson’s Office
Lance Hummer, Keystone CEC
John Phillips, Oil Region Alliance
Dana Mayhue, PA CareerLink®/Title I

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Tyrone Clark called the meeting to order at 8:33 am. Roll call was taken. It was noted there was a quorum. Visitors introduced themselves. The chair called for public comments.

Deb Lutz asked how the public would be informed of policy changes if approved today and it was noted that revised policies will be posted within a week or two on the board’s website, www.nwpajobconnect.org.

Tyrone Clark introduced Lisa Miller as the new Executive Director for NWPA Job Connect.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of September 10, 2021 Meeting Minutes
- b. Approval of Work Experience (WEX) wage increase from \$10.35 per hour to \$12.00 per hour
- c. Approval of Revised Apprenticeship Policy
- d. Approval of Revised Individual Training Account Policy
- e. Approval of Revised On the Job Training Policy
- f. Approval of Revised Customized Job Training Policy
- g. Approval of Revised Incumbent Worker Training Policy
- h. Approval of Revised PY2021 Monitoring Schedule

MOTION

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

APPROVAL OF FISCAL REPORT

Diona Brick referred to the attached report. The October billing is in process. Diona noted no concerns for formula funding, citing carryover funding and ramping up of activity not yet shown on the current report. The administration budget looks different due to staff turnover and related costs. Grant funding was indicated on the report, and Diona noted that decisions will need to be made on the \$300k Rapid Response funding originally planned to redesign the PA CareerLink® office in Erie. The end date for each line of funding was noted and staff were aware and working to expend the funds appropriately. Diona Brick noted that Venango County's audit report for 2020 was complete and a copy was provided to NWPA Job Connect and to the state. There were no fundings related to workforce dollars. Additionally she is working with staff to respond to fiscal monitoring requests from the state and on an industry partnership grant. Tyrone Clark asked if the Youth Reentry grant spending was a concern and Diona Brick noted that it was not. The Northwest's program has the most participants of other reentry grant programs in the state, and progress is being monitored monthly. Julie Price also noted that this funding was extended through June 2022.

MOTION

It was **moved** by TJ Sandell and **seconded** by Larry Fannie to approve the Fiscal Report as presented. All were in favor. **Motion passed and carried.**

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

- i. **Board members with missing pictures or biographies on the website will send them to board staff.** It was noted that some of this information is still missing on the website. Board members were encouraged to provide this information to board staff for posting.

MEMBERSHIP UPDATES

Tyrone Clark noted that the CLEOs will consider the resignations of Elizabeth Wilson and of Aldo Jackson at their meeting later in the day. Elizabeth Wilson resigned her position at IU5 and is now the PA CareerLink® Operator. Aldo Jackson is no longer employed at Northern Pennsylvania Regional College. Board staff will work with the CLEOs to ensure board membership remains in compliance.

WORKFORCE ASSESSMENT

Tyrone Clark noted that the workforce assessment tools are complete and the vendor is working on how-to videos to assist job seekers and employers to use the tool. Some connections with UPMC have been made and Tyrone is looking to strengthen those connections and hold a joint presentation to the board and Department of Labor & Industry in the future.

SLATE OF OFFICERS UPDATE

Jill Foy noted that Hope Lineman is willing to serve on the Executive Committee as the Clarion County representative as well as the Secretary. Jill communicated that the Nominating Committee recommends Hope Lineman to serve on the Executive Committee as Secretary. Tyrone Clark asked for assurances that Hope would accept this position as she was not present at the meeting. Jackie Hamilton assured the board that she had spoken with Hope directly and that Hope had notified staff that she was unable to attend due to being on vacation.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Bobbie Jones to accept the Nominating Committee's recommendation of Hope Lineman to the Executive Committee as Secretary. All were in favor. **Motion passed and carried**

DISCUSSION ITEMS

WORKFORCE DEVELOPMENT DISCUSSION: LABOR PARTICIPATION FORUM

Lisa Miller noted that she was aware that the board has been exploring the issues of demographic drought and employee engagement for much of the year, and that now success stories and solutions were being sought to apply to a regional level. As Lisa has experience in facilitation, she has been working with Laura King to connect with a consortium of HR professionals to plan a forum project to explore these solutions. Tyrone Clark noted that this item was also included in the staff report.

OTHER BUSINESS

BOARD STAFF REPORT HIGHLIGHTS

Lisa Miller noted that Carrie Symes is now the Northwest WDA’s Equal Opportunity officer and several other highlights of the board staff report. Lisa noted that she started on October 20 as the Executive Director and staff and board members have been very welcoming and helpful. She encouraged anyone to reach out to her at lmiller@nwpajobconnect.org. Lisa Miller noted that Deb O’Neil retired on October 29 but is expected to serve in a part-time capacity for some time. Jackie Hamilton has accepted a position elsewhere and her last day is November 29. Julie Price remains on staff and is doing well with a great handle on youth monitoring and grants. Lisa Miller asked for patience as staff works through these transitions and noted that several positions will be posted. Tyrone Clark noted the board’s thanks and also stated that County Executive Kathy Dahlkemper did not run for reelection, so this was her last meeting as well. Board members and guests communicated their appreciation.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

It was **moved** by Laura King and **seconded** by Jill Foys to adjourn the meeting. All were in favor. **Motion passed and carried.**

The meeting adjourned at 9:28 am.

Meeting Advertised in The Meadville Tribune on June 25, 2021		
Minutes Submitted	Jacqueline Hamilton	January 14, 2021
Minutes Approved	NWPA Job Connect Board	January 14, 2021
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	January 14, 2021