

BOARD MEETING

Via Microsoft Teams on Friday, January 14, 2022 at 8:35 AM

ATTENDANCE: Randy Callen, Tyrone Clark, Donald Crenshaw, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Laura King, Hope Lineman, Andrea MacArthur, Heather Moles, Lynn Rupp, TJ Sandell, Erin Sekerak, Kirk Shimshock, Karen Thomas, Bradley Tisdale,

ABSENT: Archie Graham, Heather Moles

BOARD STAFF: Lisa Miller, Deb O'Neil, Susan Richmond, Julie Price, Carrie Symes, Nichole Kellar

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner Eric Henry, Crawford 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
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
Benjamin Wilson, TPMA
Jerica Johnson, TPMA
Amanda Kimmy
Mary Anderson
Kerrie DeChurch
Rebecca Gardner
Megan Wagner
Robert Pisko
Beverly Rapp
Susan Senovich
Jamie Woods

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Tyrone Clark called the meeting to order at 8:35 am. Roll call was taken. It was noted there was a quorum. Visitors were acknowledged. The chair called for public comments.

Bob Pisko introduced Rebecca Gardner as the new state monitor for the local area. She was recently hired to fill the vacant position that Jeanna Noel previously held.

INTRODUCTION OF NEW ERIE COUNTY EXECUTIVE

Tyrone Clark acknowledged the new Erie County Executive, Brenton Davis.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Approval of November 12, 2021, Meeting Minutes
- b. Approval of Title I File Monitoring Report
- c. Approval of Administrative Oversight Monitoring
- d. Approval of State Monitoring Report Corrective Action
- e. Approval of State Fiscal Monitoring

MOTION

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

APPROVAL OF FISCAL REPORT

Diona Brick referred to the fiscal report included in the meeting packet, which covers July through November 2021. She noted that all spending is on track and she has no concerns across the funding streams. She noted that we may need to ask for a change of scope for the Rapid Response grant or de-obligate that grant in March. Focus is continuing modifications for expending the balance of funding in the National Dislocated Worker Grant (NWDG) and the Industry Partnership grant funding. These grants have a June 30, 2022 end date and must be expended or de-obligated.

TANF WEX FUNDS MOVE

We have TANF subcontractors who have asked for additional funding to use specifically in work experiences for the individuals in the program. Ms. Brick believes that we can provide another \$150,000 for this purpose, but it will be a one-time transfer since this will use up the balance of the funding available.

ADULT/DISLOCATED WORKER FUNDS MOVE

Title 1 has requested an additional \$125,000 in adult funding and \$76,000 in dislocated worker funding. Diona Brick, Lisa Miller, and Fadhaal Abraheem have reviewed and discussed this request. Ms. Brick asked for the recommendation to the CLEOs to issue a Memorandum of Financial Understanding for each requested dollar amount.

MOTION

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

METRIX LEARNING VOUCHER SYSTEM

Lisa Miller explained the Metrix learning voucher system. The Metrix platform is associated with the SkillUp platform that is already available on the PA CareerLink® website that offers free skills training to anyone who uses it. A second component will be made available on our website as a specialized platform for businesses, government entities, and school districts. It can be used for onboarding employees, teaching soft skills, certificate programs, and advanced certifications. The state would like the board to cover these certification costs through third party certifiers for anyone who is WIOA eligible. The board would need to allocate funds and set up a system for how we will pay for those third-party certification exams. Diona Brick acknowledged that this workforce development area is the first in the state to pay for this service with WIOA dollars. She recommends that the board give the latitude for that to be done one of two ways. A) the contractor bills the Workforce Development Board so that we are not putting money on reserve; or B) set up a credit card so that it can be charged at the time of testing.

MOTION

It was **moved** by Larry Fannie and **seconded** by Bobbie Jones to approve the latitude to pay for Metrix learning vouchers as presented. All were in favor. **Motion passed and carried.**

PROGRAMS UPDATE

POSTPONE ANNUAL OPERATOR EVALUATION

The new operator, Elizabeth Wilson, was recently seated. Due to this fact, we are requesting to postpone the December 2021 Operator survey to go out in March or April of 2022 to allow for a more effective survey on our current operator.

ISY 25% DISCUSSION

Lisa Miller asked for consideration in reallocating youth funds in PY 2022. We are currently at 100% OSY expenditure due to fiscal compliances a few years ago. Moving into the next program year

beginning July 1, 2022, the expectation is that we will fully evaluate tracking and come before the board with a formal proposal prior to PY 2022 to request to have youth funds spent at 25% ISY (In School Youth) and 75% OSY (Out of School Youth).

UPDATES FROM THE CHAIR

REVIEW OF PREVIOUS ACTION ITEMS

We are still moving forward with the workforce needs assessment that our consultant BCT partner has prepared for us that we will introduce to the community. There are more meetings to come.

MEMBERSHIP UPDATES

Kirk Shimshock is the newest board member who replaced Elizabeth Wilson representing IU5. Mr. Shimshock will be appointed to committees soon as well.

SLATE OF OFFICERS UPDATE

Laura King expressed her willingness to fulfill the Treasurer position on Executive Committee due to the resignation of Elizabeth Wilson.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Hope Lineman to approve Laura King to the Executive Committee as Treasurer. All were in favor. **Motion passed and carried**

WORKFORCE DISCUSSION

METRIX DEMONSTRATION VIDEO LINK

Due to technical difficulties, the Metrix demonstration was unable to be presented and will be distributed to the board members following the meeting.

OTHER BUSINESS

Lisa Miller referred to the attached report for board staff highlights, EARN update, and new staff. She noted that the Statement of Financial Interest Forms are due soon.

Jack Hewitt mentioned utilizing features on Microsoft Teams for board member voting purposes. He gave the example to use the thumbs up and thumbs down during votes.

STATEMENT OF WORK AND RFP FOR TITLE I SERVICE PROVIDER

The current Title I program services contract expires June 30, 2022. When the current contract was written back in 2017 it allowed for annual renewals. However, Federal Law requires re-procurement every five years.

Lisa Miller requested to release the RFP and develop an Ad Hoc Review Committee for the RFP to assist with the evaluation process and scoring of proposals.

Tyrone Clark asked for at least five board members and one CLEO to sit on the Ad Hoc Review Committee. Diona Brick offered to assist with fiscal matters. The board members that came forward were Tyrone Clark, Jill Foy, Jim Decker, Lynn Rupp, Thomas Sandell. Tricia Durbin came forward as the CLEO.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Andrea MacArthur to approve the release the RFP and the formation of the RFP Ad Hoc Review Committee. All were in favor. **Motion passed and carried.**

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:20 am.

Meeting Advertised in The Meadville Tribune on June 25, 2021		
Minutes Submitted	Nichole Kellar	March 11, 2022
Minutes Approved	NWPA Job Connect Board	March 11, 2022
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	March 11, 2022