

ATTENDANCE: Randy Callen, Larry Fannie, Jill Foys, Archie Graham, Bobbie Jones, Andrea MacArthur, Lynn Rupp, TJ Sandell, Kirk Shimshock, Hope Lineman

ABSENT: Heather Moles, Erin Sekerak, Karen Thomas, Brad Tisdale, Jim Decker, Laura King, Jack Hewitt

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
Commissioner Tricia Durbin, Warren County
Attorney Joe Keebler
Diona Brick
Wade Root, Erie County
Bridget Wolf, Equus
Elizabeth Wilson, PA CareerLink®/Operator

Jay Abbott, PA CareerLink®/Title I
Nancy Sabol, St. Benedict Education Ctr/EARN
Deb Lutz, SVA/SEWN
Benjamin Wilson, TPMA
Jerica Johnson, TPMA
Robert Pisko
Rebecca Gardner
Lance Hummer
Beverly Rapp
Silvana Rabat Lavor

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Bobbie Jones called the meeting to order at 9:00 am. Roll call was taken. It was noted there was a quorum. There were e-votes received by three members who were unable to attend the special meeting. Visitors were acknowledged. Lance Hummer asked if there would be an opportunity for public comment at the end of the meeting. Lisa Miller noted that the public comment period is conducted at the beginning of the meeting, therefore there would not be a public comment period at the end of the meeting. Lance Hummer asked about the industry partnerships. Lisa Miller noted that industry partnerships would be discussed later in the meeting agenda.

Bobbie Jones asked if the members wanted to sever any items from the consent agenda for discussion. No agenda items were requested to be severed from the consent agenda.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

- a. Revised Apprenticeship Policy
- b. Operator Quality Monitoring
- c. Operator Survey
- d. Approval of the Draft of the New Mandated Partner MOU
- e. Communications Outreach Plan

MOTION

It was **moved** by Jill Foys and **seconded** by Hope Lineman to approve the Consent Agenda as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF FISCAL REPORT: BUDGET ITEMS

Board members were asked if there were any requests to sever fiscal items from the fiscal report prior to the vote. No requests to sever fiscal items from the fiscal report vote were received.

Approve the Tentative Operating Budgets and Latitude to Adjust up to 5%

Diona Brick noted that the budgets for Program Year 2022-2023 must be approved for submission to the state by the deadline of May 2, 2022. She reported that Financial Status Reports have been filed through March 2022. She reviewed the budget for Program Year 2022-2023 as included in the meeting packet. It was reported that there is decreased funding allocations for this budget by the following amounts per funding stream: Adult 17.07%; Youth 19.05%; Dislocated Worker 5.55%; and TANF Youth 5.26%. She noted she is not significantly concerned about these decreased funding levels due to the ability to transfer funds between the Adult and Dislocated Worker funding streams as appropriate. The operating budgets for PA CareerLink® include a 5% increase for the Erie County site, a 14% decrease for the Oil Region site, and a 6% increase for mobile service delivery to increase the number of sites for mobile service delivery to customers. Following her report, Ms. Brick requested, as an approval of the fiscal report, that the board approve the latitude for adjusting the budget within 5%, in the event that the state adjusts the budgets as a result of their approval process.

Approve the Tentative Budget for the Agency for Financial Year 2022-2023

Diona Brick expressed no concerns with the proposed administrative budget as well, reporting that this budget includes only administrative funds and no program funds.

Approve Contract Execution Using Budget Amounts As Approved

Diona Brick requested approval for moving forward with the Title I program services contract execution and the Employment Retention and Advancement Network (EARN) contract execution for the contract period July 1, 2022 through June 30, 2023. A separate vote was requested for this agenda item.

MOTION

It was **moved** by Jill Foys and **seconded** by Archie Graham to approve the Title I program services and EARN contract execution for Program Year 2022-2023. All were in favor. There were no abstentions. **Motion passed and carried.**

Vote to Recommend Tentative Operating Budgets, Agency Budget, and Execution of Contracts

Diona Brick asked for approval of the operating budgets, agency budget, and execution of contracts based on the budgets as proposed in the fiscal report. The Title I program services contract and the Employment Retention and Advancement Network (EARN) contract will be executed using the budgets amounts as proposed in the fiscal report for the contract period July 1, 2022 through June 30, 2023. Per the fiscal report included in the meeting packet, this includes \$3,915,261 for Title I and at \$2,220,483 for EARN.

MOTION

It was **moved** by Archie Graham and **seconded** by Jill Foys to approve the operating budgets, agency budget, and execution of Title I and EARN contracts for the contract period July 1, 2022 through June 30, 2023 based on the funding amounts included in the Fiscal Report. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION

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

APPROVE UP TO \$140,000 ADDITIONAL ADULT TITLE I FUNDING

The Title I program provider, Equus, has identified the need for additional funding up to \$140,000 to provide additional training for Adult participants. This is in addition to the \$75,000 that was approved at the last full board meeting and will support additional training, including CDL and CNA training. Lisa Miller noted that although the amount needed may not fully reach the level of \$140,000, we are requesting the latitude to go up to that amount to provide the needed support for increasing training opportunities for the Adult Program participants.

MOTION

It was **moved** by Jill Foys and **seconded** by TJ Sandell to approve increasing the Title I Adult Program contract amount up to an additional \$140,000. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL FOR EXECUTIVE DIRECTOR TO REPRESENT TITLE I SIGNATORY ON PARTNER MOU

Lisa Miller noted that historically the Executive Director signed as the authorized signatory for Title I on the Mandated Partner MOU. She requested approval for authority to sign the new Mandated Partner MOU representing Title I.

MOTION

It was **moved** by Jill Foys and **seconded** by Hope Lineman to approve authorizing the Executive Director to sign the Mandated Partner MOU representing Title I. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF TITLE I CONTRACTOR AWARD NOW THAT RFP PROCESS IS COMPLETE

Lisa Miller reported that the Title I Program Services RFP process is now complete. As a result of release of the RFP, two proposals were received. The two proposals were reviewed and evaluated by a RFP Review Committee. The RFP Review Committee scored the two proposals and is recommending Equus for contract award.

MOTION

It was **moved** by Jill Foys and **seconded** by Kirk Shimshock to approve the recommendation of the RFP Review Committee of Equus Workforce Services for award of the Title I program services contract for the 2022-2023 Program Year beginning July 1, 2022. All were in favor. There were no abstentions. **Motion passed and carried.**

UPDATES FROM THE CHAIR: MEMBERSHIP ITEMS

Bobbie Jones reported that the board needs to formally act on verifying the Executive Committee appointments from an e-vote on April 1, 2022 due to the resignations of Tyrone Clark and Donald Crenshaw from the board. The e-vote resulted in the following recommendation for Executive Committee appointments: Bobbie Jones to fill the remainder of Tyrone Clark's term as Chair; Laura King to fill the remainder of Bobbie Jones' term as Vice Chair; Brad Tisdale to fill the remainder of Laura King's term as Treasurer; and continuing with Hope Lineman as Secretary, with Jim Decker and Jill Foys as county representatives. Bobbie Jones thanked Tyrone Clark and Donald Crenshaw for their service to the board.

MOTION

It was moved by **Larry Fannie** and seconded by **Archie Graham** to approve the Executive Committee slate of officers as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVE AUTHORITY FOR TITLE I STATEMENT OF WORK AND PAY FOR PERFORMANCE AD HOC COMMITTEE

Lisa Miller noted that a Statement of Work (SOW) and Pay for Performance Committee was formed to develop the statement of work and pay for performance measures for the WIOA Title I Adult, Dislocated Worker, and Youth program services contract for the upcoming 2022 program year. She requested approval for this committee to be given authority for conducting the following:

- Development of PY22 Title I Pay for Performance and Statement of Work
- Closeout of PY21 Title I Pay for Performance and Statement of Work
- Closeout of PY21 Operator Statement of Work
- Development of PY22 Operator Statement of Work and Possible Pay for Performance
- Address Any Other Needed Pay for Performance and Statement of Work Items That Arise

MOTION

It was **moved** by Larry Fannie and **seconded** by Hope Lineman to approve the authorities for the Statement of Work and Pay for Performance Committee as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

RENEWAL OF OPERATOR CONTRACT FOR PROGRAM YEAR 2022 WITH EQUUS

Lisa Miller reported that the one stop operator contract must be released for competitive bid at least every four years. It was last released for competitive bid in 2021. Therefore, approval is needed from the board to move forward with executing a renewed Program Year 2022-2023 Operator contract with Equus. This contract would be effective for the period July 1, 2022 through June 30, 2023.

MOTION

It was **moved** by Larry Fannie and **seconded** by Jill Foys to approve renewing the one stop operator contract with Equus for the contract period of July 1, 2022 through June 30, 2023. All were in favor. There were no abstentions. **Motion passed and carried.**

BCT PARTNERS CONSULTING CONTRACT ITEMS

Lisa Miller noted that BCT Partners, the consulting firm contracted to develop the local workforce needs assessment, conducts website updates for this initiative. The cost for conducting these updates and keeping the project up-to-date is approximately \$20,000 annually. Lisa Miller asked the board to determine if they want to continue to obligate this expense, since we have not been able to recruit employer partners who are willing to partner with us to launch and grow the project. Following discussion, it was determined that the board would like to continue to provide the needed updates for the project.

MOTION

It was **moved** by Jill Foys and **seconded** by Hope Lineman to approve continuing to fund the needed updates to the local workforce needs assessment project. All were in favor. There were no abstentions. **Motion passed and carried.**

UPDATE ON DE-OBLIGATING FUNDS

National Emergency Dislocated Worker Grant: Lisa Miller reported that this grant was intended to be used to employ dislocated workers as custodians and greeters during the COVID pandemic. She reported that although it was challenging to recruit dislocated workers to this grant, additional participants were identified to participate in this grant and it is expected that this grant will be spent down by the deadline of June 30, 2022.

Manufacturing Industry Partnership Grant Money: Lisa Miller reported that there is approximately \$168,000 remaining in the manufacturing industry partnership grant. Significant effort was put into working with the grant facilitator and the state in an attempt to modify the grant so that it could be expensed by the deadline of June 30, 2022. Unfortunately, the 1:1 match for employers was problematic and unable to be resolved. Therefore, this grant funding is in the process of being de-obligated with the state.

Rapid Response Additional Assistance Grant: Lisa Miller noted that this funding was intended to move or shift space at the PA CareerLink® Erie County location to accommodate anticipated foot traffic resulting from the COVID pandemic. However, we did not have enough dislocated worker foot traffic to justify the project. A grant modification was requested from the state to allow to use some of this remaining funding for upgrading equipment, paint, carpet, desks, etc., as well as securing rental of space in Warren to provide services. There is also a request to use \$15,000 of the approximately \$300,000 remaining in this grant to develop a local website for outreach of PA CareerLink® services. It is expected that even if we are able to implement the grant modifications, at least \$100,000 will likely need to be de-obligated with the state.

Lisa Miller asked for board approval, with separate motions, to allow the use of approximately \$15,000 to develop a local PA CareerLink® websites, as well as moving forward with the additional items to upgrade the PA CareerLink® as noted in the grant modification, following verification from the state on the allowability of these items.

MOTION

It was **moved** by Archie Graham and **seconded** by Andrea MacArthur to approve the use of approximately \$15,000 of the remaining Rapid Response Additional Assistance grant to develop a local PA CareerLink® website. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION

It was **moved** by Larry Fannie and **seconded** by Archie Graham to approve the authority to purchase the additional items from the remaining Rapid Response Additional Assistance grant funds as outlined in the grant modification. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF UP TO \$30,000 THIS PROGRAM YEAR FOR PROFESSIONAL DEVELOPMENT OF OUTREACH MATERIALS

Lisa Miller noted that the Communications Committee discussed the need for outreach materials and have recommended that these items be professionally developed using administrative budget funding that is available this program year. Jill Foys noted that more detail would be helpful regarding this project.

MOTION

It was **moved** by Kirk Shimshock and **seconded** by Archie Graham to approve up to \$30,000 from the administrative budget this program year for professional development of outreach materials. Jill Foys opposed the motion. There were no abstentions. **Motion passed and carried.**

DRAFT HPO LIST AND SUMMARY OF HPO CHANGES

Carrie Symes reported that the state has distributed the draft high priority occupation (HPO) list for our local area. The list includes several additions and deletions to last year's list. A petition period is provided by the state until June 10, 2022 to petition to add or delete occupations from the local HPO list. She noted that any interested individuals should contact us to discuss how to petition for occupations on the local HPO list.

OTHER BUSINESS

Lisa Miller reported that the PA Department of Education will soon be forwarding applications for Title II Adult Education grant award to allow for the required local board review of these applications for alignment with the board's Local Plan. Other Partners for Performance updates provided included upcoming meetings, including moving Executive Committee to May 2 to allow for staff to attend the Annual PWDA Conference, as well as a planned initial meeting of the Ad Hoc Education Committee on April 29. Larry Fannie added that with regard to the planned expenditure for outreach materials, it will be important that we are in compliance with state guidelines. Lisa Miller noted that discussions have been held with the state and that they have provided written guidance on this item.

No Executive Session was needed.

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:46 am.

Meeting Advertised in The Meadville Tribune and The Derrick.		
Minutes Submitted	Deb O'Neil	May 13, 2022
Minutes Approved	NWPA Job Connect Board	May 13, 2022
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	May 13, 2022