



## Executive Committee Meeting

Friday, June 24, 2022, 9:00 AM

**Microsoft Teams: Use calendar link or call in: (724) 761-2341 Passcode: 361 131 049#**

**Responsibilities:** Act on behalf of the full Workforce Development Board, when necessary, due to timing, with acknowledgment by the full board at the next meeting; to delegate to the board's committees, and review findings and recommendations by the committees.

### AGENDA

*Chair: Bobbie Jones*

*Committee Liaison: Lisa Miller*

1. Meeting will be **RECORDED**
2. Welcome/Roll Call/Visitor Recognition/**Public Comment**
3. **Post Agenda In The Chat**
4. **Approval of Minutes – May 2, 2022 (Vote)**
5. Review of Previous Action Items - None
6. **Committee Reports**
7. Title I and Operator Profit Percentage Finalized At 8%, Lisa  
-Not to exceed 8.5%
8. **Ratify E-vote by the Executive Committee to add Title I and Operator SOWs to May 13, 2022 board meeting agenda, Lisa (vote)**
9. Grants Update, Diona (For detail, see Fiscal Report on the Board Agenda draft)
10. Policies Update, Susan, Recommend (Consent Agenda)
  - a. **Priority of Service: Remove Local Discretionary Portion (Recommend)**
  - b. **IEP/ISS Policy: Policy Updated Based On New State Guidance (Recommend)**
  - c. **System of Record/File Management Policy: Update Based On New State Policy (Recommend)**
  - d. **Co-enrollment Policy of WIOA and Trade: Based On New Policy From The State (Recommend)**
11. Membership Items
  - Laura King resigning from the board: Business, Crawford
  - Kathryn Schaaf onboarded, Small Business, Erie
  - Reclassified Randy Callen to Small Business
  - Working with Crawford and Erie to add more Business representatives
  - Executive Committee is being reformulated at the upcoming board meeting

12. [PY21 Q3 Common Measures Review](#), Julie
  13. **Risk Assessment Reviews Title 1 & EARN, Julie, Recommend (Consent Agenda)**
    - a. [EARN](#)
    - b. [Title I](#)
  14. [Review of Upcoming Board Meeting Agenda](#) No Vote Needed, Lisa
  15. Workforce Development Discussion Item: [PY21 YTD PA CareerLink® Data Reports](#), Lisa  
-Additional idea: Have three members per meeting introduce themselves, their background and their organization
  16. UC Rep At PA CareerLink® Erie And Oil Region July Through Approx Dec 2022
    - a. UC Rep 2 days per week, participants may arrive all 5 days
    - b. No Security Guards At Either Facility at this time
    - c. Discussions about if Security will be needed
    - d. IFA would likely be the funding source, decreasing program funds
    - e. **Pursue Security Measures for the PA CareerLink®s in correlation with UC reps being in the centers. Funding may require modifying the IFA for partner contributions.**  
**Options may include:**
      - i. **Security 2-5 days per week at both facilities during the grant period for the UC rep,**
      - ii. **De-escalation training for all who work in the NW PA CareerLink® and all Title I staff including mobile,**
      - iii. **Evaluate potential building safety measures and procedures**
  17. Board members are being surveyed about if they would like to begin meeting in person again
  18. [Attendance Report](#)
  19. Executive Session As Needed
  20. **Monitoring Update, Julie**
    - [Programmatic Monitoring Summary](#) and [NDWG File Monitoring](#)
  21. Other Business:  
-ETPL is Open-Carrie
  22. Adjourn
- Next Meeting September 2, 2022, at 10 AM

**Items in bold should be considered for a vote or recommendation.**