

**ATTENDANCE:** Jim Decker, Larry Fannie, Jill Foys, Archie Graham, Jack Hewitt, Andrea MacArthur, Lynn Rupp, TJ Sandell, Kirk Shimshock, Erin Sekerak, Karen Thomas, Brad Tisdale, Laura King

**ABSENT:** Randy Callen, Bobbie Jones, Hope Lineman, 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  
Attorney Joe Keebler  
Diona Brick, Fiscal Agent  
Bridget Wolf, Equus  
Elizabeth Wilson, PA CareerLink®/Operator  
Jay Abbott, PA CareerLink®/Title I  
Lee Ann Sack, Equus  
Deb Lutz, SVA/SEWN

Benjamin Wilson, TPMA  
Rebecca Gardner  
Phillip Askins  
Nancy Sabol, St. Benedict Education Ctr/EARN  
Robert Pisko  
Beverly Rapp  
Lance Hummer  
Silvana Rabat Lavor  
Kathryn Schaaf  
Susan Fusco

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Laura King called the meeting to order at 9:00 am. Roll call was taken. It was noted there was a quorum. Visitors were recognized. There was no public comment.

Laura King 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. Policies Update: WIOA Eligibility Policy Update
- b. Fiscal Oversight and Reporting
- c. Minutes: March 11, 2022 and April 18, 2022
- d. Random Sample Audit Request PASSED: Provided source documentation for random sample draw testing

**MOTION**

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

**REVIEW OF PREVIOUS ACTION ITEMS**

- Lisa Miller reported that work is continuing on developing a plan for the \$30,000 as approved to be spent on outreach. The plan will be provided to the Communications Committee for review;
- The Title II Adult Education and Literacy applications have been reviewed for alignment with the Local Plan, as required by the PA Department of Education;
- The PWDA Annual Conference in Hershey was well attended and informative. Board Chair Bobbie Jones also attended the conference. Updates on the conference will be provided at a future board meeting.

- The Statement of Work (SOW) for the Title I WIOA contract is an agenda item for the board meeting.

## **COMMITTEE REPORTS**

Committee reports are included in the meeting packet for review.

## **APPROVAL OF FISCAL REPORT**

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.

Diona Brick reviewed the fiscal report that was included in the meeting packet. She noted that she received the April billings three days ago and she is beginning to look at year-end spending. She reported that the Adult and Dislocated Worker programs have been expended at 85% and the 30% funding to training requirement has been met at this point. If the additional sources are included, training expenditures are at 37%.

The Youth program has been expended at 81% of the allocation. We are currently at 99% of the required 75% expenditure on out-of-school youth and have exceeded the required 20% work experience expenditure, currently at 30%.

The Admin budget is currently expensed at 62%, which is slightly under budget through March. This is expected to level out in the remainder of the year due to one-time expenses such as maintenance agreements for software.

The EARN program is currently expensed at 75% of the budget, which is on target.

Infrastructure Funding Agreements (IFAs) are all on target, with the Erie comprehensive site at 75.55%; Oil Region comprehensive site at 75.83%; and Mobile Service Delivery at 69.99% of budget.

For TANF, the total budget for 21-22 is expensed at 70% of the allocation. It is expected to be at 75% at this point in the year; however, we expect billings to be submitted by the contractor at the completion of the school year.

## **MOTION**

**It was moved by Brad Tisdale and seconded by Jack Hewitt to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.**

## **Equus Proposed Budget for WIOA Title I Programs**

It was noted that the budget for the WIOA Title I programs to Equus was previously approved by the board to accommodate the required submission deadline to the state. The contract will begin July 1, 2022.

## **Equus Proposed Budget for WIOA Title I Operator Services**

It was noted that the budget for the WIOA Title I Operator services to Equus was also previously approved by the board, with that contract to begin July 1, 2022.

## **Profit Margin on WIOA Title I Contract for Program Year 2022**

Diona Brick reported that Title I contractor profit must be limited to no more than 10% and the hope is that we can negotiate a rate no higher than last year's rate of 8.5% with Equus. She requested that the board approve an 8.5% profit level, with the latitude to negotiate the final amount with Equus.

## **MOTION**

It was moved by Jill Foys and seconded by Larry Fannie to approve the latitude to negotiate a profit level with our Title I contractor, Equus, not to exceed 8.5%. All were in favor. There were no abstentions. Motion passed and carried.

## **Other Items of Note**

It was reported that there is an on-site state monitoring at the County of Venango coming up in early June. The state will be monitoring the County of Venango funding draws for each quarter. These were last reviewed in early March with no findings.

Diona Brick also noted that she will be working with Julie Price next week on training regarding contracts/disclosures, risk assessment, review of policies, conflict of interest, and procurement with the Title I contractor. She expects to get the WIOA Title I contract off to the Venango County Solicitor, as well as Attorney Joe Keebler.

## **CONTINUE TO EXCLUDE OPERATOR PAY FOR PERFORMANCE FOR PY2022 CONTRACT**

Lisa Miller and Diona Brick requested that the board consider continuing to exclude pay for performance from the WIOA Title I Operator contract with Equus for Program Year 2022. Pay for performance had been excluded from the WIOA Title I Operator contract in Program Year 2021 as well. There were no concerns raised by the board on this request.

## **MOTION**

It was moved by Archie Graham and seconded by Jim Decker to approve excluding pay for performance for the WIOA Title I Operator contract for Program Year 2022. All were in favor. There were no abstentions. Motion passed and carried.

## **EXCLUDE TITLE I PROGRAM SERVICES CONTRACT PAY FOR PERFORMANCE FOR PY2022**

Lisa Miller and Diona Brick requested that the board consider excluding pay for performance from the WIOA Title I Program Services contract with Equus for Program Year 2022. Pay for performance had been included in the WIOA Title I Program Services contract for Program Year 2021. There were no concerns raised by the board on this request.

## **MOTION**

It was moved by Larry Fannie and seconded by TJ Sandell to approve excluding pay for performance for the WIOA Title I Program Services contract with Equus for Program Year 2022. All were in favor. There were no abstentions. Motion passed and carried.

## **APPROVE TITLE I STATEMENT OF WORK FOR PROGRAM YEAR 2022 CONTRACT**

Lisa Miller requested that, as the Executive Director, she be approved by the board to finalize the Statement of Work for the WIOA Title I contract with Equus, to allow for its execution by July 1, 2022. The Statement of Work was reviewed and discussed with the Statement of Work Committee and is near completion. She reminded that the pay for performance measures have been excluded for PY2022 per the previous board vote.

## **MOTION**

It was moved by Brad Tisdale and seconded by Kirk Shimshock to approve the Executive Director to finalize the Statement of Work for the WIOA Title I contract with Equus for Program Year 2022. All were in favor. There were no abstentions. Motion passed and carried.

## **APPROVE STATEMENT OF WORK COMMITTEE TO APPLY OPERATOR SOW TO CONTRACT**

Lisa Miller reported that she is working with the Statement of Work Committee to complete the Statement of Work for the WIOA Title I Operator contract. She noted that the Operator Statement of Work is very similar to last year, with only a few minor changes. She requested that the board approve allowing her, as Executive Director and working with the Statement of Work Committee, to finalize and apply the Operator Statement of Work to the Program Year 2022 contract. This will enable the board to meet the July 1, 2022 deadline for the new program year contract.

### **MOTION**

It was **moved** by Larry Fannie and **seconded** by Archie Graham to approve authorizing the Executive Director to work with the Statement of Work Committee to finalize and apply the Statement of Work for the WIOA Title I Operator contract for Program Year 2022. All were in favor. There were no abstentions. **Motion passed and carried.**

## **UPDATE ON DE-OBLIGATING FUNDS**

**Manufacturing Industry Partnership Grant Money:** Lisa Miller reported that although significant effort was put into working with the grant facilitator and the state in an attempt to modify the grant, the remaining \$168,000 in funding was de-obligated and returned to the state.

**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 two participants recently entered employment under this grant and it is expected that this grant will be fully expensed.

**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. A grant modification was requested from the state to allow to use some of this remaining funding for upgrading equipment, paint, etc. We were notified by the state that carpeting cannot be funded by this grant. 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. We continue to work with the state on the website development but it is anticipated that some of the funding in the modification will need to be de-obligated.

## **MEMBERSHIP ITEMS**

Lisa Miller reported that two small business member vacancies are being discussed with the Erie County Executive. There is a possible change in one of the small business designations for the board, with at least one other representative being identified as meeting that criteria. Hope Lineman is resigning from the Institutes of Higher Education category that she held representing Clarion University. This is a required category and her replacement is being identified. Erin Sekerak's term representing an optional category under youth agency will expire on June 30, 2022. She is not desiring reappointment due to changing her job position at Junior Achievement. Lisa Miller also noted that there has been discussion regarding the development of a membership plan for addressing the number of terms that will be ending in 2024.

## **UPDATE ON IN-SCHOOL YOUTH PLAN**

Julie Price reported that we are working with Equus to develop a plan to manage compliance with the 25% WIOA requirement when implementing an in-school youth program to help alleviate the negative impact on measurable skill gains performance. To ensure the development of a solid and effective plan, the in-school

youth plan will not be initiated at the beginning of the new program year on July 1, 2022 but will be planned after there has been ample time to review and analyze the plan and its impact prior to its implementation.

### **PROPOSED MEETING SCHEDULE**

A proposed new meeting schedule was include in the meeting packet. Nichole Kellar reported that this meeting schedule is being presented for approval by the board. If approved, the meeting schedule will be published in the newspaper, as required, and meeting invites will be distributed to members.

### **MOTION**

It was **moved** by Brad Tisdale and **seconded** by Jill Foys to approve the proposed new meeting schedule as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

### **AD HOC EDUCATION, BUSINESS, and HIGH PRIORITY OCCUPATION**

Carrie Symes noted that an ad hoc meeting with local educators was held virtually on April 29, 2022. The meeting was well attended and the next meeting is planned for May 20, 2022 and will be focused on businesses. We will be talking with local Chambers of Commerce and with the Business Solutions team. Carrie reported that a draft high priority occupation (HPO) list was included in the meeting packet. Lisa Miller reported that we worked to “cast the net far and wide” to get the word out about the draft HPO list from the state that included additions and deletions from last year’s HPO list. She noted that the deadline for submitting petitions is June 10 and we currently have approximately 10 occupations being petitioned to be added to the draft HPO list. We will be asking for support of the employers at the May 20 meeting, to gather the needed information that must be submitted for the petition process.

### **WORKFORCE DEVELOPMENT DISCUSSION: DATA POINT DEFINITIONS AND REPORTS**

Lisa Miller provided a workforce development discussion on data point definitions and reports received from federal and state resources. She noted that LMI includes information about employment and workforce. QCEW includes information about quarterly census of employment and wages. Census count of jobs is associated with a lag and comes out at an infrequent pace. It includes significant analysis but does not account for the self-employed. CES includes current employment statistics. Board members can reach out with any questions or clarifications. Larry Fannie noted that the county profiles provided by the state are a good resource and further noted that the Forest County profile is somewhat skewed by the prisoner population that is counted in their data.

### **MONITORING REVIEW**

#### **Quarter 3 Title I File Review**

Julie Price reported that the Quarter 3 Title I file review was completed in March. There were no HIPAA findings but some minor findings were noted that included signatures inadvertently deleted on an IEP and a measurable skills gain that was taken that did not meet criteria. The Equus Quality Assurance Team is conducting training for staff and no further action is needed.

#### **Title I Quarter 3 Statement of Work and Pay for Performance Summary**

Lisa Miller reported that work is continuing on completing some small pay for performance items by the end of this program year. She reminded that no pay for performance will be included in either the WIOA Title I Program Services or the WIOA Title I Operator contract for Program Year 2022.

The WIOA Title I Operator third quarter summary was included in the meeting packet for review.

No new quarterly WIOA Title I reports were available for inclusion in the meeting packet at this time.

### **NEW PARTNER MEMORANDUM OF UNDERSTANDING (MOU)**

Lisa Miller reported that a new Partner MOU is being completed. The revised list of required MOU partner signatories is nearing completion and an updated Infrastructure Funding Agreement (IFA)/Operator budget is at the state for formal approval. Once the IFA is returned from the state approved, the new Partner MOU will be distributed to the partners for signature. It was also noted that a revised state policy on MOUs was released yesterday.

### **COMMON MEASURES PERFORMANCE REVIEW**

Julie Price reported on the common measures performance update. She noted that due to COVID, a modification was made to the common measures requirements for local areas, reducing the performance level to be met by local areas to 50% of the negotiated level for the two measures that are currently being counted: Employment in the 2<sup>nd</sup> quarter after exit and the Median Earnings in the 2<sup>nd</sup> quarter after exit. She noted that our local area was short of the 50% requirement for Dislocated Worker earnings but our local area was higher than most other local areas across the state on this measure. We will need to watch this measure going forward to ensure that we meet the required measure for the next year.

### **OTHER BUSINESS**

Lisa Miller reported that any member with questions regarding the High Priority Occupation (HPO) petition process should contact Carrie Symes. She also reminded members to complete and submit their Statement of Financial Interests form, if they have not yet done so. She noted that these forms must also be completed for the year after any member leaves the board. She recommended accessing the Center for Workforce Information and Analysis website for any information needed regarding prevailing wage as well. The state has hired a consultant to conduct an evaluation of our mobile services delivery model to try to identify and share best practices with other local areas. She further noted that the state has also contracted with a consultant to conduct a business services evaluation across all local areas.

No Executive Session was needed.

### **ADJOURNMENT**

#### **MOTION**

It was **moved** by Jack Hewitt and **seconded** by Brad Tisdale to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting adjourned at 9:25 am.

Meeting Advertised in The Derrick on June 1, 2022		
Minutes Submitted	Deb O'Neil	7/8/2022
Minutes Approved	NWPA Job Connect Board	7/8/2022
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	7/8/2022