

Executive Committee Meeting

Friday, September 2, 2022, 10:00 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) Welcome, Chair
- 2) Meeting will be **RECORDED** and **AGENDA POSTED IN CHAT**, Nichole
- 3) Roll Call / Visitor Recognition – Nichole
- 4) Public Comments – Chair

- 5) Clarion and Crawford Representatives for today's meeting, Lisa
 - a. Juanice Vega, Clarion
 - b. Travis Crytzer, Crawford

- 6) **Approval of Minutes – June 24, 2022 VOTE**

- 7) Review of Previous Action Items – None, Lisa

- 8) **Committee Reports**, Lisa

- 9) Attendance Report, Lisa

- 10) Move of \$250,000 from DW to Adult, Diona
 - a. Title I has noted an increase in use of Adult funding
 - b. DW funds can be moved to Adult with board approval
 - c. **Approve the move of \$250,000 from DW to Adult, Diona VOTE**

- 11) Outcome of PY 21 Operating SOW and Title I SOW and Profit/Performance, Lisa
 - a. PY21 Operator SOW Profit (8.5%)= \$39,672.49 **Amount adjusted to \$37,343.00 after ad hoc**
 - b. Title I PayFP (8.5%)- \$327,983
 - c. Approved by PayFP/SOW Ad hoc Committee
 - d. **Approve the pay out of Operator Profit at 8.5% and Title I Performance as stated VOTE**

- 12) One Stop Operator Center Business: Continuous Improvement Plan, Carrie
 - a. **Closeout of PY21 Continuous Improvement Plan**
 - b. **Accept PY22 Continuous Improvement Plan**
 - c. **Approve the One Stop Operator Center Continuous Improvement Plan Closeout of PY21 and Accept PY22 VOTE.**

- 13) **Most Recent Common Measures Performance Report**, Julie

- 14) PY22 PY23 Performance Negotiations, Lisa
 - a. NWPAJC Proposed Levels To Approve
 - b. Rationale for NWPAJC Proposed Levels
 - c. **Approve PY 22-23 proposed performance negotiated levels as presented or with modifications specified VOTE**

- 15) Monitoring Update, Julie and Carrie
 - a. [File Monitoring Tools updates](#) due to State Monitor recommendations
 - i. **Updated File Monitoring Tool**
 - b. [Fiscal Oversight Monitoring Tool Updates](#) due to State Monitor recommendations
 - i. **Updated Fiscal Oversight Monitoring Tool**
 - c. **File Monitoring Tool and Fiscal Oversight Monitoring Tool Update to the board VOTE**

- 16) MOU Update, Lisa/Susan
 - a. Partner Changes: Added Titusville Regional Literacy Council (Title II), Looking to add CHAPS as a non-mandated partner
 - b. [Summary of MOU Updates](#)
 - c. [Revisions to new MOU](#)
 - d. [Final Draft of new MOU](#)
 - e. **Approve Final Draft of MOU to the Full Board and any committee changes VOTE**

- 17) [Data Validation Report](#), Susan

- 18) Policies Update, Susan, Recommend (Consent Agenda)
 - a. [Risk Assessment](#), Revised based on state monitor's recommendations
 - b. [Risk Assessment Evaluation Form](#), updated language
 - c. **Risk Assessment policy and evaluation form as presented, include any committee changes VOTE**

- 19) Regional and Local Plan Modification, Susan
 - a. Current state guidance was issued July 29, 2022
 - b. Starting to review Local Plans for required updates
 - State is focusing heavily on Registered Apprenticeships
 - Will be creating a Regional Planning Committee
 - c. Will also be meeting with West Central regarding the Regional Plan potential modifications needed
 - d. Due to state February 24, 2023.

- 20) Title I Satisfaction Report and Survey VOTE**

- 21) 2022 HPO List - *Carrie Symes*
 - a. [2022 Northwest HPO List](#)
 - b. [Summary of petitions](#)

- 22) Board Membership Update, Lisa
 - a. Working to add a Business (any size) from Erie. Waiver received. Deadline Sept. 15, 2022
 - b. Welcome Travis Crytzer, Crawford, Small Business (*Travis to introduce himself*)
 - c. Welcome Juanice Vega, Clarion, Higher Education (*Juanice to introduce herself*)
 - d. Welcome Kristy Chaplain, Crawford, Workforce
 - e. Slate of Officers
 - i. Bobbie Jones Remains As Chair, Venango, Webco Industries, Business
 - ii. Brad Tisdale, Remains Vice Chair, Erie, Steamfitters Local #449, Appren.
 - iii. Jim Decker, Remains Treasurer, Warren, Chamber

- iv. Juanice Vega, Secretary, Clarion, Higher Education,
- v. Jill Foys, Forest, NW Commission, County Representative
- vi. Travis Crytzer, Crawford, Small Business Owner, County Representative
- f. Other

23) Review Draft of Upcoming Board Meeting Agenda No Vote Needed, Lisa

24) Other Business:

- a. Update on website, Lisa
- b. Social Media Platforms: Northwest PA CareerLink®
-Facebook: [@NWPACL](#) -Twitter: [@NCareerlink](#) -LinkedIn: [Northwest PA CareerLink](#)
- c. September 9, 2022 Board Meeting You will have the option to join virtually through Microsoft Teams, call in, or meet face to face at the location below.
 - I. Meeting Location:
Economic Progress Alliance of Crawford County
William J Douglass Jr. Co. Conference Center
746 Bessemer Street, Meadville, PA, 16335
- d. Charlie Bayle is the alternate selected by Erie County Executive Brenton Davis
- e. BWDA Oversight Monitor Update
- f. Other

25) Executive Session As Needed

26) Adjourn

Next Meeting Friday, November 4, 2022, at 10 AM

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