



BOARD MEETING
Via Microsoft Teams on Friday, July 8, 2022 at 8:30 AM

ATTENDANCE: Randy Callen, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Andrea MacArthur, Lynn Rupp, TJ Sandell, Kathryn Schaaf, Kirk Shimshock, Karen Thomas, Brad Tisdale

ABSENT: Archie Graham, Laura King, 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
Commissioner Tricia Durbin, Warren County
Erie County Executive Alternate, Charlie Bayle
Attorney Gregory Merkel
Diona Brick, Fiscal Agent
Elizabeth Wilson, PA CareerLink®/Operator
Jay Abbott, PA CareerLink®/Title I
Deb Lutz, SVA/SEWN

Rebecca Gardner, BWDA, DOL
Nancy Sabol, St. Benedict Education Ctr/EARN
Robert Pisko, BWDA, DOL
Beverly Rapp, BWPO, DOL
Benjamin Wilson, TPMA
Jerica Johnson, TPMA
Susan Fusco, Community Action
Hope Lineman, PASSHE
Carly Taylor, EVERFI
Anne Conti, IU5
Georgia Del Freo

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Bobbie Jones called the meeting to order at 8:30 am. Roll call was taken. It was noted there was a quorum. Visitors were recognized. There was no public comment.

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. Approval of May 13, 2022 Meeting Minutes
- b. Risk Assessment Review: EARN & Title I
- c. EverFi Industry Credential Approval By WDB
- d. Priority of Service: Remove Local Discretionary Portion
- e. IEP/ISS Policy: Policy Updated Based On New State Guidance
- f. System of Record/File Management Policy: Update Based On New State
- g. Co-enrollment Policy of WIOA and Trade: Based On New Policy From The State
- h. Programmatic Monitoring Summary
- i. NDWG File Monitoring

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

None

COMMITTEE REPORTS

A brief summary of items covered per committee meeting during the most recent cycle.

APPROVAL OF FISCAL REPORT

Diona Brick reviewed the May fiscal report that was included in the meeting packet. She noted that she expected to have June billings by this coming Monday. She noted that the budget is on track without any issues. She has begun reviewing year-end spending to close out PY 21/22. She added that additional payments and carry over into PY22/23 are being reviewed as well.

She reported that the total Title I Adult and DW allocation for 21-22 is \$2,211,065. Through May, we have expended \$2,364,873 or 85%. It is important to remember our 30% training requirement for the current year. We are currently at 30% excluding additional sources and 33% including additional sources.

It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 21-22 is \$1,255,840. At May, we have expended \$1,143,379 or 91% of the allocation. Two key benchmarks include a requirement to spend at least 75% of the allocation in Out of School Youth and at least 20% must be spent in work experience for youth. We are currently at 99% and 31 % respectively.

The admin budget - (Includes all Program Oversight and Fiscal Agent Costs). Overall, the administrative budget is currently at 76%, which is slightly under budget through May. This amount is expected slightly under in total for this quarter due to some unexpected expenses but then 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 92% of the budget, which is on target.

Infrastructure Funding Agreements (IFAs) are all on target, with the Erie comprehensive site at 93%; Oil Region comprehensive site at 89%; and Mobile Service Delivery at 76% of budget.

For TANF, the total budget for 21-22 is expensed at 80% of the allocation.

Grant updates: Rapid Response (RR): All Rapid Response monies must be used in a first in first out (FIFO) manner. We have approximately \$300,000 in program funds. We have been approved for a change in scope for this money; however, we are working through the spending. BEP - \$120,000- We have \$45,062 remaining. (6/30/2022). PA Smart - \$60,000- We have \$37,067 remaining. (6/30/2022). DW NEG COVID - \$52,022- We have \$7,012 remaining (6/30/2022). We currently have one individual enrolled here and hope to spend all of the money. Youth Re-Entry - \$400,000- We have \$123,644 remaining. (6/30/2022)

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.**

MEMBERSHIP ITEMS

MEMBERSHIP UPDATES

New board member, Kathryn Schaaf of Industrial Sales and Manufacturing, Erie, Small Business, was appointed to the board on 06/14/2022. Kathryn introduced herself to the board. She shared that she is the workforce development manager at ISM as of February 2022. ISM is a contract manufacturer. They

machine, assemble, and fabricate parts for things like medical devices, locomotives, windmills, and much more. Kathryn shared that she is originally from the UK. She previously served as an attorney for 10 years in the Royal Air Force military. Her husband being from the US is what brought her here to America.

Bobbie Jones noted that Randy Callen's appointment has been recategorized from business to small business and continues to represent Clarion County.

Ms. Jones noted that Laura King has resigned from the board as of July 8, 2022. She thanked her for her service to the region and her willingness to serve as committee chairs and on the executive committee.

Slate of Officers Update: Bobbie Jones reviewed the recommendation for the Executive Committee appointments due to Laura King and Hope Lineman's resignations from the board. Bobbie Jones remains as Chair, Brad Tisdale to fill as Vice Chair; Jim Decker to fill as Treasurer and continuing with Jill Foys as county representatives. The Secretary seat is vacant along with representation from Clarion and Crawford Counties. The two vacancies are expected to be filled soon.

MOTION

It was moved by Jack Hewitt and seconded by TJ Sandell to approve the Executive Committee slate of officers as presented. All were in favor. There were no abstentions. Motion passed and carried.

WAIVER REQUEST

Lisa Miller discussed the waiver request that will be submitted by July 11, 2022. This waiver will allow a potential Erie candidate to evaluate serving on the board. She noted that we have 90 days after someone leaves the board to fill their seat, and we also have a few other things that come together where we have to have at least 51% of the board represent business and 20% represent workforce. We're in a position here where we need to give somebody a little more time in order to onboard them to the board.

PLAN TO INCREASE BOARD MEMBERSHIP

Lisa Miller shared that a plan is in place to increase board membership by engaging community groups and economic development agencies. This plan will be reviewed today by the CLEOs and then the board staff will begin acting on doing a little bit more outreach so that we can have more robust committees as well as have people in line when we do have openings so that we can avoid delays like this in the future.

TITLE I AND OPERATOR CONTRACTS STATUS UPDATE

Diona Brick discussed that the agreed upon profit for both the operator and the Title I contracts for PY 22 is at 8%. Last year it was at 8.5%. After reviewing with the Ad Hoc Pay For Performance Committee, it was discussed that perhaps the pay for performance measure seemed to be more cumbersome than necessary with regard to pay for performance. Therefore, the committee agreed to remove the pay for performance clauses. She noted that for PY 21/22, the operator contract did not include this measure. However, it was in the Title I contract for PY 21/22. The pay for performance measure has been removed from both and the profit amount has decreased to 8%.

Ms. Brick noted that the contracts for the Operator, Title I, and EARN were approved by the Venango County Commissioners on June 14, 2022 and have an effective date of July 1, 2022.

There was no further discussion.

CONFLICT OF INTEREST INFORMATION AND PROCESS

Lisa Miller discussed the attached conflict of interest information and the abstention/conflict of interest form that was linked at the bottom of the agenda. She further reviewed the process for submitting a conflict of interest form.

HIGH PRIORITY OCCUPATION UPDATE

Carrie Symes reported that the petitioned 2022 HPO list was recently submitted. She reviewed the categories that were petitioned. The summary report was attached to the meeting packet.

ELIGIBLE TRAINING PROVIDER LIST OPENED FOR PY22

Carrie Symes noted that the ETPL list has opened for PY22 submissions. Applicants are encouraged to apply and reapply.

COMMON MEASURES PERFORMANCE REVIEW

Julie Price reported on the PY21 quarter 3 common measures performance update. She noted that currently we are being held to only 2 measures: Employment Rate 2nd Quarter after exit and Median wage 2nd Quarter after exit. At this time the benchmark for the goals is 50% of the negotiated goal and we have met this goal. Areas of concern going forward are with the DW's. Overall average is currently below 90% of the negotiated goal and the average of all programs in the Employment 2nd and 4th Quarter after exit are not at the normal required level of 90% of the negotiated goal.

RECIDIVISM IN ERIE COUNTY REPORT OUT

Julie Price reported the recidivism in Erie County. The PA CareerLink® Re-entry Program group partnered with the Erie Day Program for probation and met with their people to help them overcome their barriers to getting out of the system and into jobs. The state of Pennsylvania is at 54% recidivism rate. When the Erie Day Program did a study on their program they found their recidivism rate to be at 5.5%. The reentry program played a big role in keeping the recidivism rate down very low for this area.

PROGRAMS UPDATE EQUUS STAFF

Lisa Miller noted that the Title I and Operator board reports were included in the meeting packet and linked at the bottom of the agenda.

WORKFORCE DEVELOPMENT DISCUSSION: DATA POINT DEFINITIONS AND REPORTS

Lisa Miller provided a workforce development discussion on PA CareerLink® YTD reports from CWIA and PA CareerLink® Infographic. These reports were included in the meeting packet.

MEMBERSHIP INTRODUCTIONS

Two existing board members to introduce themselves.

Bobbie Jones, Chair: She shared that prior to starting at Webco, she was a paralegal and spent some time in workforce development. She then transitioned into human resources, where she's been for more than 10 years and I love it. Webco is North America's leading manufacturer for precision welded tubing. They produce carbon tubing stainless and other specialty tubing such as steel, nickel, titanium, and other alloy to products. The Pennsylvania Carbon Division has been in oil City for over 30 years. Their tube applications primarily go into OEM or the automotive market. For example, they produce the tube for a drive shaft and are in about 70% of the vehicles across the United States. They also do boiler tube.

Brad Tisdale, Vice Chair: He shared that he is one of two training directors for Steamfitters Local 449. The steamfitters offer apprenticeship opportunities for young men and women throughout 15 counties of Western Pennsylvania which covers from West Virginia up to Lake Erie. They currently have 500 apprentices and have

a 75,000 square foot training facility that was built in 2017. The facility is located in Harmony, PA. Just a little north of Zelienople right off of Interstate 79. He added that the good thing about apprenticeship's is the training is free of cost, so there's no college debt. So they're earning wages while they learn. He added that he's been involved with the Northwest Board since 2015. At that time, he served on the Monitoring and Valuation Committee, the Governance Committee, and the Solutions committee. He was later reappointed to the board in 2020. It's been a pleasure to work on finding ways for people to seek employment and gainful employment.

RESULTS OF BOARD MEMBER SURVEY REGARDING IN-PERSON MEETINGS

Lisa Miller discussed the results of the board member survey regarding in person meetings beginning again. There has been some discussion about returning to in person meetings, what that would look like for people traveling across the six counties, and if there was any interest in return to more of a hybrid format. She reviewed the answers within the survey. In conclusion, the board meetings will have a hybrid setting moving forward. Virtual options will remain through Microsoft Teams. The in-person meeting location is to be determined.

OTHER BUSINESS

Board Staff Report Highlights: Lisa Miller reviewed the board staff report highlights that were included in the meeting packet that was linked at the bottom of the agenda.

Local Workforce Development System Reopening: Both the Erie and Oil City comprehensive centers doors are unlocked and clients can come and go without an appointment. Mobile Staff are meeting with job seekers at local community-based organizations if needed. Staff are still required to maintain social distancing and masks are optional for all staff. Virtual Services continue to be provided to all customers.

Unemployment Compensation and L&I Updates: L&I and Deloitte will start working with partners on Phase 2 of the Digital Literacy project. L&I and KPMG will start working with Partners to assess the Business Services outreach. L&I and Deloitte continue working on the Digital Intake project. UC will be starting the process of adding 1 staff person to assist by appointment only.

Grants Updates

- PY19 Business – Education Partnership Grant: This grant ended June 30, 2022, and all funds have been spent down. Under this grant 4 contracts were awarded.
 - 1.) United Way of Venango County provided funds 3 school districts (Forest, Cranberry and N. Clarion). The Career Counselor met with approximately 900 students each quarter to work on Chapter 339 Portfolios. Activities included resume building, skill and Interest profiles, career exploration activities, College prep assistance, created employer spotlight videos to share with the school districts for an additional career exploration tool.
 - 2.) Forest SD has just over 400 students with this grant serving grades 5-12 with a majority of those served in grades 7-12 (200 students). Students took part in Career and College fairs, worked on Chapter 339 portfolios, purchased 3D printers to use in entrepreneurial skill activities, participated in field trips to local employers and post-secondary schools.
 - 3.) Erie Together/Career Street was launched in July 2021 offering the Career Street program to school districts in our 5 rural counties. Five school districts engaged in the program along with 38 employers. There were 595 student career exploration experiences logged. Career Street staff assisted with Career Days and employer events within the school districts. The school districts were offered the opportunity to continue with the Career Steet program for the annual cost of \$3500.
 - 4.) Erie Together: There have been Career Café (classroom speaker) experiences for Area School District fifth graders. Developed a New Career Ladder for job ready activities. Working with Community Access Media (CAM Erie) to record a series of videos showcasing five Erie County

employers and the BFIT (and other) careers within them. These videos are currently in post-production and will be made widely available once finished. Photos of the video shoots can be found on the Career Street website and Facebook page. They have also developed and documented age-appropriate work-based learning experiences aligned with state standards and placing them on the Career Street website and YouTube for access and deployment as they are finalized. For example, for grades 3-5, we created an activity book that features BFIT and other careers. This activity book was distributed to districts across Erie County, targeting second and third graders. Additionally, there were two Career Cafés (Classroom speakers) for fifth graders, with one featuring an IT employer and the second featuring an IT employer. Eighty-four students were impacted. For grades 6-8, we had a classroom speaker (marketing entrepreneur) at one Erie County school district for 7-12 graders. They also conducted two Business, Finance & Information Technology Career Pathways Information Sessions for students in grades 8-12. For grades 9-11, we also recently launched our “Multi-District Industry Club” which includes five 11th and 12th graders from four Erie County School Districts. We are documenting this so that the program can be replicated. Finally, for this age group we also developed and documented a series of BFIT Career Ladders and worked with Northwest Tri-County Intermediate Unit to develop a lesson plan for teachers to integrate the ladders into the classroom.

- PY21 Business Education Partnership IV Grant: NWPA Job Connect was awarded \$150k. The grant period covers February 2022-December 2023. The grant has three contractors: Warren SD for WEX/Co-Op’s, Erie Together for Trades work related activities and NW IRC for the Uniquely Abled Academy in Erie and Crawford Counties.
- PASmart Pre-Apprenticeship Grant: Early Connections continue to move forward with the process of the pre-Apprenticeship certification. This grant will help meet the increased demand for daycare (both in school and pre-school). Employers have indicated that this is an urgent need. All corrected documents have been completed and submitted to the state. Once these have been approved the supplies needed will be purchased and the funding will be spent down. A request for a waiver to extend the program has been submitted.
- Youth Re-Entry Grant: The grant ended June 30, 2022. This grant served a total of 70 participants which exceeded the goal of 60. 31 participants in the rural counties and 39 in Erie County. All 70 participants were dual enrolled in the WIOA Youth program. The program assisted with 5 ITA’s, 14 WEX’s, 10 GED’s, many supportive services to assist with job placement, 43 are exited from the program to employment for a 61% placement rate which is higher than the goal of 50%. The Erie Probation Day Center reported that the state recidivism rate is currently 54% and the rate of their program is at 5.4%. The re-entry program did play a part in the reduction of the recidivism rate.
- WIOA Statewide and Rapid Response Grant Activities: We now have the ADA workstations for the two PA CareerLink® sites in the region as well as the locations out in the community. We worked with the state for funding for software needed to make the workstations accessible and appreciate their assistance in getting these much needed items to those in need all across the state. We are also awaiting new TTY and Braille phones for the PA CareerLink® sites as well, also from the state grant funding. Once the community sites are up and running, we will notify the board and partners and provide training in conjunction with OVR.

The assistant director position has been posted for a little bit of time. Please do pass it around to anyone that you feel might be excited to come and work with us here at partners for performance. We would love to hear from them, especially if they have grant writing experience. And as always, you can find any of our contact information linked here at the bottom of the staff report that is at the bottom of the agenda.

Social Media Platforms: Northwest PA CareerLink®: Lisa Miller shared that the social media accounts have been developed. It has been said that referral numbers are growing higher which may very well be

due to the outreach these platforms provide. She noted that the social media links for Facebook, Twitter, and LinkedIn were on the agenda. She asked everyone to like and follow the pages.

No Executive Session was needed.

ADJOURNMENT

MOTION

It was moved by Jim Decker and seconded by Jill Foys 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	Nichole Kellar	9/9/2022
Minutes Approved	NWPA Job Connect Board	9/9/2022
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	9/13/2022