

**CHIEF LOCAL ELECTED OFFICIALS
BOARD MEETING**

Via Microsoft Teams on Friday, July 8, 2022 at 9:30 AM

ATTENDANCE: 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; County Executive Alternate Charlie Bayle, Erie County

ABSENT: None

BOARD STAFF: Lisa Miller, Deb O'Neil, Susan Richmond, Julie Price, Carrie Symes, Nichole Kellar

VISITORS

Diona Brick, Fiscal Agent; Attorney Gregory Merkel; Rebecca Gardner, State Monitor; Jack Hewitt, WDB Member/OVR; Karen Thomas, WDB Member

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Snyder called the meeting to order at 8:30 am. Roll call was taken. It was noted there was a quorum. Visitors were recognized.

Jack Hewitt provided the board with an update on OVR activities in Forest County. Jack shared that OVR and the Bureau of Juvenile Justice has a partnership and they are working with Abraxas in Marionville, PA. Abraxas has helped fund a summer youth transition program for students with disabilities that are in Abraxas. Last summer they did a community beautification beside the library. A community event is being held on August 1st. Jack stated that he wanted to let Commissioner Snyder know of this partnership between OVR and the Bureau of Juvenile Justice. He shared that they are trying to get the word out by inviting the local newspaper expressing this great opportunity.

Commissioner Snyder 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 Commissioner Brosius and **seconded** by Commissioner Abramovic 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

- Look into resuming in-person meetings or hybrid meetings: A survey was sent out to all board members, there were approximately 14 responses.

RESULTS OF BOARD MEMBER SURVEY REGARDING IN-PERSON MEETINGS

Discussion referenced back to the regular board meeting discussion.

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Abramovic to approve having hybrid meetings moving forward as discussed. All were in favor. There were no abstentions. Motion passed and carried.

Commissioner Abramovic discussed a possible meeting location at the University of Pittsburgh in Titusville since it's near the center of the region.

The question about conference equipment arose. Lisa Miller shared that the previous conference equipment is no longer working and that we will need to purchase new equipment in order to host hybrid meetings.

Commissioner Snyder asked when we could expect to begin hybrid meetings. Lisa Miller asked for time to contact facilities with the goal of beginning hybrid meetings at the next meeting in September.

COMMITTEE REPORTS

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

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. Discussion referenced back to the regular board meeting discussion.

MOTION

It was moved by Commissioner Durbin and seconded by Commissioner Henry to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.

MEMBERSHIP ITEMS

Discussion referenced back to the regular board meeting discussion. Laura King resigned from the board, Crawford, Business.

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to accept the resignation of Laura King. All were in favor. There were no abstentions. Motion passed and carried.

Lisa Miller discussed the membership plan to potentially add additional board members, strategically for future needs. There was a report attached to the meeting packet. The plan included beginning outreach to community organizations and Economic Development entities. Adding new committee members will set up a path for potentially filling board vacancies. She noted that prospective board members must have policy making or hiring authority. There is also a requirement to have board membership representation at 51% business, 20% workforce, and education, government, economic development, and other optional categories.

TITLE I AND OPERATOR CONTRACTS STATUS UPDATE

Discussion referenced back to the regular board meeting discussion.

HIGH PRIORITY OCCUPATION UPDATE

Discussion referenced back to the regular board meeting discussion.

ELIGIBLE TRAINING PROVIDER LIST OPENED FOR PY22

Discussion referenced back to the regular board meeting discussion.

COMMON MEASURES PERFORMANCE REVIEW

Discussion referenced back to the regular board meeting discussion.

RECIDIVISM IN ERIE COUNTY REPORT OUT

Discussion referenced back to the regular board meeting discussion.

MONITORING FINDINGS DISCUSSION

Lisa Miller reviewed the attached report that was included in the meeting packet. She shared the recent monitoring submission discussion that took place with the current regional state monitor, Rebecca Gardner. Items of note is the need for effective and efficient monitoring of On The Job Training (OJT) contracts, need for local board to ensure that contracts are monitored in order to ensure compliance (This includes the local board monitoring that Title I is monitoring the OJT contracts), the need to review the local monitoring plan and tools to ensure compliance with the monitoring plan. The monitor provided examples and contacts to other PA WDBs to reach out to or model. Actions taken: met with Title I Project Director (interim), Equus accounting staff and Venango Fiscal Agent to discuss actions to take, reviewed examples provided from other regions, began review of our monitoring plan and policies, revisions being planned, integrated example monitoring tools into local versions. Future plans: will bring final versions of all to the September board meeting for approval, will likely beta-test around that time, will provide feedback to the monitor just after the September board meeting regarding our policies and tools.

STATEWIDE FUNDS AVAILABILITY NOTIFICATION

Lisa Miller reviewed the attached report that was included in the meeting packet. The Bureau of Workforce Development Administration is accepting Requests for Funds to support short term statewide activity projects to end June 30, 2023. She pointed out that these funds could assist with developing and implementing innovative programs and strategies designed to meet the needs of all employers, individuals with barriers to employment, and coordinating programs and services among PA CareerLink® partners and much more.

No Executive Session was needed.

ADJOURNMENT

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Durbin to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting adjourned at 9:40 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