



BOARD MEETING
Friday, January 13, 2023 at 10:30 AM
Via Microsoft Teams

ATTENDANCE: Grainne Blanchette, Travis Crytzer, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Andrea MacArthur, Lynn Rupp, Kathryn Schaaf, Kirk Shimshock, Karen Thomas, Brad Tisdale

ABSENT: Randy Callen, Archie Graham, Heather Moles, TJ Sandell, Juanice Vega

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O’Neil, Susan Richmond, Carrie Symes

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner Eric Henry, Crawford County
Commissioner Robert Snyder, Forest County
Erie County Executive Alternate, Charlie Bayle
Diona Brick, Fiscal Agent
Elizabeth Wilson, PA CareerLink®/Operator
Amanda Kimmy, PA CareerLink®/Operator
Fadhail Ibraheem, PA CareerLink®/Title I
Attorney Joe Keebler
Benjamin Wilson, TPMA
Christine Grigsby, PA CareerLink®/Title I

Tami Adams, NTMA
Will Price, United Way of Venango County
Nancy Sabol, St. Benedict Education Ctr/EARN
Robert Pisko, PA L&I BWDA
Jennifer Williams, PA CareerLink®/Title I
Kerrie DeChurch, BWPO
Mike Ferritto, Governor’s Action Team
Anita McCoy, GECAC
Bev Rapp, BWPO
Deb Lutz, SEWN

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Bobbie Jones called the meeting to order at 8:30 a.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. There was no public comment. It was noted that the meeting was being recorded and a link to the agenda was posted in the chat and also shared on the screen.

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 November 18, 2022, Meeting Minutes
- b. Monitoring Reports
 - Accept the Fiscal Monitoring Report
 - Accept the Administrative Monitoring Report
 - Accept the Operator PY22 Q1 Statement of Work Progress Summary
 - Accept the Title I PY22 Q1 Statement of Work Progress Summary
 - Accept the Participant File Monitoring Report
 - Accept the State Annual Monitoring Report
 - Accept the Annual Operator Survey Results
- c. Accept the Consent Agenda as Presented

MOTION

It was moved by Jill Foys and seconded by Jim Decker to approve the November 18, 2022 meeting minutes as presented. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

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

REVIEW OF PREVIOUS ACTION ITEMS

There were no previous action items.

UPDATES FROM THE CHAIR

- Youth Agency – We are working to fill the youth agency membership vacancy in the Workforce category to meet the state deadline and maintain compliance with board membership requirements.
- Current member introductions:
 - Travis Crytzer, Owner of Loeffler’s Flowers in Meadville and Blossoms and Blooms in Linesville. He went to college in DC and lived there for 16 years, previously working as a lobbyist in DC for medical schools/teaching hospitals. Moved back to the area five years ago.
 - Jim Decker, Executive Director of the Warren County Chamber of Business and Industry. Responsible for Chamber of Commerce and economic development activities in Warren County, including PREP, Engage! grant, tourism, and operates two multi-tenant buildings, among other activities.
- Introduction of Lisa Stalnaker, new Assistant Director, joining the board staff on November 21, 2022.
- Lisa Miller provided a review of the conflict of interest and abstention procedures required for board members. Resource information on these topics is linked at the bottom of the meeting agenda.

APPROVAL OF FISCAL REPORT

Diona Brick referred to the November 2022 fiscal report that was included in the meeting packet.

- WIOA Formula Dollars:
 - Adult and Dislocated Worker expenditures were reviewed. The total Title I Adult and DW allocation for 22-23 is \$2,042,946. At November, we had expended \$945,721 of this amount or 46%. A significant number of adults have been seeking training. Therefore, we did allocate additional monies for this budget to support those services. To date, an additional \$218,000 has been allocated. It is important to remember our 30% training requirement for the current year. We ended at 30% excluding additional sources and 32% including additional sources.
 - Youth expenditures were reviewed. It is important to monitor the youth percentages to ensure compliance with the spending requirements. The total Youth budget for PY22-23 is \$1,102,467. At November, we have expended \$409,721 or 37% of the allocation. We are behind where we would expect expenditures at this point of the program year. She emphasized the importance of successful recruitment and outreach to enable us to meet the fiscal requirements for expenditures for youth. Key benchmarks include a requirement to spend at least 75% of the allocation on Out-of-School Youth and at least 20% must be spent on work experience for youth. As of November, we are at 100% and 11% respectively.
- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is at 37%, which is slightly under budget. All monies are used on the FIFO or first in, first out basis so that no funding will be forfeited.
- EARN Program Expenses – On track, we are at 42% of the budget through November.

- Infrastructure Funding Agreements (IFAs) – Each of our IFAs are under budget:
 - Erie County comprehensive site = 32% of budget
 - Oil Region comprehensive site = 40% of budget
 - Mobile Delivery of Service = 29% of budget

- TANF Youth – The total budget for PY22-23 is \$769,847. To date, we have spent 23% of the allocation. Contracts have now been executed and they have started to expend funds.

- Grant Updates:
 - Rapid Response (RR): We have not needed Rapid Response funding due to low DW participation.
 - Other Grant Updates: We have NOOs currently for the following:
 - PA Smart - \$60,000- We expect this to be spent down by early third quarter.
 - BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023. Billing under this grant has begun.
 - Statewide Activities - \$7,100 PA CareerLink® Safety Training and Evaluation; \$28,000 Website Updates - Both have end dates of 6/30/2023. Safety training has been completed and the website services are out for RFP at this time.
 - Other Fiscal Agent Updates
 - A PY20 corrective action resulted from expenditures on in-school youth that were slightly over the 75% OSY/25% ISY benchmark.
 - A formal closeout has been filed for the PAsmart industry partnership grant funds that were de-obligated.
 - Discussions with the state on ETPL nursing training disallowed costs. Will address as needed when notified by the state.

Travis Crytzer asked how the board can assist with the recruitment and outreach issue for out-of-school youth. Diona Brick noted that if they are aware of any potentially eligible youth, please refer them for Youth Program eligibility determination and services. Also, please refer any interested employers that they may be aware of. Travis Crytzer asked if we have been in touch with Eileen Mullen in Crawford County. Jill Foys confirmed that we are collaborating with Eileen Mullen and she is also a member of the Youth Committee.

MOTION

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

REQUEST TO TRANSFER FROM DISLOCATED WORKER FUNDS TO ADULT PROGRAM

A request for transfer of \$600,000 from Dislocated Worker program funds to the Adult Program was discussed. This transfer is needed due to the significant number of training requests from the Adult Program participants. There is a decrease in the number of Dislocated Workers seeking services and these program funds are being requested to meet the need for the Adult Program. If there is an increase in Dislocated Worker demand in the future, Rapid Response funding can be requested to meet that need.

MOTION

It was moved by Jim Decker and seconded by Larry Fannie to approve the transfer of \$600,000 from the Dislocated Worker Program to the Adult Program. All were in favor. Lynn Rupp abstained due to joining the meeting late and missing the discussion. Motion passed and carried.

AUTHORIZE FISCAL AGENT TO EXECUTE MEMORANDUMS OF UNDERSTANDING TO EQUUS FOR UP TO \$600,000

A request was made for authorization for the fiscal agent to execute memorandums of understanding (MOU) with Equus in the amount of up to \$600,000 for the provision of Adult Program services as a result of the funding transfer from the Dislocated Worker Program. This would be accomplished after consultation between the Executive Director and the Fiscal Agent. The funds would be distributed as needed and part of the funding would also support three staff positions for Equus. Jack Hewitt asked if a change in the goals for the Title I contractor would be needed due to this change. Diona Brick noted that bi-weekly meetings are being held with the Title I contractor and the MOU is held to the original contract terms with Equus. Equus is also held to the fiscal benchmarks of the state, so there is no need for any change in goals at this time.

MOTION

It was **moved** by Kirk Shimshock and **seconded** by Jill Foys to approve authorizing the Fiscal Agent to execute MOUs with Equus in the amount of up to \$600,000 based on consultation of the Executive Director and Fiscal Agent. All were in favor. Lynn Rupp abstained due to joining the meeting late and missing the discussion. **Motion passed and carried.**

COMMON MEASURES PERFORMANCE

Lisa Miller reported that the PY2022 first quarter common measures performance report shows that our local area missed the Measurable Skills Gain (MSG) measure for youth. This is not an issue only for our local area, as other local areas are challenged by this measure as well, impacted by the focus on out-of-school youth expenditures as required under WIOA. Equus is providing additional staff training to improve this performance measure going forward.

CONTRACT RELATED ITEMS

Operator Contract Renewal

Lisa Miller noted that the Title I one stop operator contract with Equus expires on June 30, 2023 and asked for input from the board regarding the Title I one stop operator contract for the upcoming program year beginning July 1, 2023 and ending June 30, 2024. The Fiscal and Monitoring Committee and the Executive Committee have recommended retaining Equus as the one stop operator for the new program year.

MOTION

It was **moved** by Jim Decker and **seconded** by Larry Fannie to approve renewing the one stop operator contract with Equus for the new program year beginning July 1, 2023. Jack Hewitt asked if there was any obligation to conduct a competitive bid process for this contract. Lisa Miller stated that competitive bid for the one stop operator contract is only required once every four years and we are still within compliance with the release of the last one stop operator request for proposals. Jack Hewitt opposed the motion. There were no abstentions. **Motion passed and carried.**

Title I Program Services Contract Renewal

Lisa Miller shared that the Title I program services contract with Equus will also expire on June 30, 2023 and asked for board input regarding the Title I program services contract for the upcoming program year beginning July 1, 2023 and ending June 30, 2024. The Fiscal and Monitoring Committee and the Executive Committee have recommended retaining Equus as the Title I program services contractor for the new program year. It was noted that there have been challenges with Equus over the past year but they have implemented improvement plans and training, and regular meetings are being held with board staff and the fiscal agent.

MOTION

It was **moved** by Jill Foys and **seconded** by Jim Decker to approve renewing the Title I program services contract with Equus for the new program year beginning July 1, 2023. All were in favor. There were no abstentions. **Motion passed and carried.**

Venango Technology Center Nursing Training Disallowed Cost

Lisa Miller noted that one participant who was enrolled in nursing training with Venango Technology Center at a location that was not approved on the eligible training provider list (ETPL) resulted in a disallowed cost of approximately \$2,663. Following discussion with the state, it was determined that these funds should be recouped from the Title I program services contractor, Equus.

MOTION

It was **moved** by Kirk Shimshock and **seconded** by Jim Decker to approve recouping the disallowed costs in the amount of approximately \$2,633 from Equus for the nursing training at Venango Technology Center. All were in favor. There were no abstentions. **Motion passed and carried.**

STATEMENT OF WORK COMMITTEE

Lisa Miller asked for volunteers for committee membership for a Statement of Work Committee that would be authorized to finalize and release the Program Year 2023 Statement of Work and evaluate performance for both the Title I program services and the one stop operator contracts with Equus. Andrea MacArthur, Grainne Blanchette, and Lynn Rupp volunteered to participate on the Statement of Work Committee.

MOTION

It was **moved** by Jill Foys and **seconded** by Karen Thomas to approve authorizing the Statement of Work Committee with finalizing and releasing the statement of work and evaluating the performance for both the Title I program services and one stop operator contracts. All were in favor. There were no abstentions. **Motion passed and carried.**

WORKFORCE DEVELOPMENT DISCUSSION

Childcare Strategies and Employers

Andrea MacArthur, board member and Vice President of Talent/HR at Erie Insurance, provided information on their initiative with childcare strategies at Erie Insurance. She noted that they are working in twelve states and the DC area through a Women's Affinity Network that addresses challenges and impacts on women in the workplace. She noted that many women are leaving work or turning down promotions due to the burden of working and caring for their families. She further noted that competition for workers is challenging for employers and a plan for childcare is necessary to allow women to work productively in the workplace. She reported that Erie Insurance recognizes that employees value flexible work arrangements. Remote and hybrid work options are important to them as well. Erie Insurance has provided some employees with a paid membership to Care.com, which offers care for children, seniors, and pets. She emphasized the importance of providing these services to employees to remain competitive in the workforce.

Apprenticeship and Pre-Apprenticeship Programs and Grants

Tami Adams, Executive Director of the NWPA Chapter of the National Tooling and Machining Association, provided an overview of activities in the local area supporting apprenticeships and pre-apprenticeships. She recognized the support provided by Julie Price of the board staff in supporting this activity in the area and is hopeful that board staff can continue to support these activities and grants at the same level that Julie was able to provide. She noted that there are 28 chapters of the NTMA across

the country. They provide national online training and programs for apprenticeships, with mold design programs recently added. Erie High School was selected for a pre-apprenticeship program developed to attempt to capture the interest of local graduates before they leave the area. Commissioner Eric Henry thanked Tami Adams for all that she and her organization does to support the local area.

OTHER BUSINESS

Board Staff Report Highlights: Lisa Miller reviewed the board staff report highlights that were included in the meeting packet and linked at the bottom of the agenda. This included notice that Statement of Financial Interest (SOFI) forms are due again; the Trade Act has recently been funded for one more year; the Annual Report is nearing completion for submission to the state; she requested that any required partner who has not signed the MOU to please do so as soon as possible; she recognized Jennifer Williams as a new Service Delivery Manager at Equus. The PWDA Conference is scheduled in May and any board member who is interested in attending should let Lisa Miller know. The website RFP has been released for proposals for upgrading the board’s website. The Communications Committee will be evaluating and scoring all website proposals received for recommendation for award of contract.

Larry Fannie noted that the state is looking at different ways to conduct outreach to both the job seekers and employers. He further noted that the Business Solutions Team is working to fill in the gaps from the recent resignations of Title I business solutions staff.

Lisa Miller reported that Julie Price, Youth Program Specialist, has resigned to take a job with the state as a Regional Ombudsman in Aging. Susan Richmond will be the contact on staff for youth and monitoring while we are interviewing and hiring her replacement. Lisa Stalnaker will be overseeing the grants that Julie was managing.

Social Media Platforms: Northwest PA CareerLink®: Lisa Miller 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 Jill Foys and seconded by Kirk Shimshock to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 9:35 am. The next meeting is Friday, March 10, 2023.

Meeting Advertised in The Derrick on June 1, 2022		
Minutes Submitted	Deb O’Neil	02/06/2023
Minutes Approved	NWPA Job Connect Board	03/10/2023
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	