



BOARD MEETING
Friday, November 18, 2022 at 10:30 AM
Via Microsoft Teams

ATTENDANCE: Grainne Blanchette, Randy Callen, Travis Crytzer, Jim Decker, Larry Fannie, Jill Foys, Archie Graham, Jack Hewitt, Heather Moles, TJ Sandell, Kathryn Schaaf, Kirk Shimshock, Karen Thomas, Brad Tisdale

ABSENT: Bobbie Jones, Andrea MacArthur, Lynn Rupp, Juanice Vega

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

VISITORS

Commissioner Wayne Brosius, Clarion County
Commissioner Eric Henry, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Tricia Durbin, Warren County
Erie County Executive Alternate, Charlie Bayle
Diona Brick, Fiscal Agent
Bradley Williams, Equus
Elizabeth Wilson, PA CareerLink®/Operator
Amanda Kimmy, PA CareerLink®/Operator

Fadhail Ibraheem, PA CareerLink®/Title I
Katie Geci, PA CareerLink®
Nancy Sabol, St. Benedict Education Ctr/EARN
Robert Pisko, BWDA, DOL
Benjamin Wilson, TPMA
Anita McCoy, GECAC
Michael Ferritto
Deb Lutz, SEWN
Kat Thompson, Venango Chamber

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Brad Tisdale called the meeting to order at 10:30 am. He is doing so in the absence of Chair Bobbie Jones. 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 is being recorded and a link to the agenda is in the chat and also shared on the screen.

Brad Tisdale 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 September 9, 2022, Meeting Minutes
- b. Acknowledge Final Performance Negotiation Levels for PY22 and PY23
- c. Approval of Updated Monitoring and Reporting Schedule
- d. Approval of Executive Director as signatory for WIOA Title I on Partner MOU
- e. Approval for PA CareerLink® Certification Status from Contingent to Full Certification

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

MEMBERSHIP ITEMS

- Youth Agency – Workforce Membership Vacancy due to Kristy Chaplain; recently appointed but change in employment; no longer meets criteria; removed by appointing CLEO
- New board member Grainne Blanchette: introduced herself; compliance and corporate governance; from Boston area; came to Erie 12 years ago to join Eriez Manufacturing.
- Current member introduction: Kirk Shimshock, Director of Federal and State Programs, Tri-County Intermediate Unit 5, Title II Adult Education and Literacy. 400 employee agency providing special education programs, training, and consultation.
- Current member introduction: Jill Foys, Executive Director, Northwest Commission; economic development activities across 8 counties; 6 of those in our LWDA plus Mercer, Lawrence Counties; transportation planning in 5 or our 6 counties, excluding Erie County; export services; business financing loan programs; Greenways Block grants; ARC grant receiving \$18M over next 5 years through ARP

APPROVAL OF FISCAL REPORT

Diona Brick referred to the September 2022 fiscal report included in the meeting packet. She noted that all spending is on track and she has no concerns across the funding streams. Diona noted that there is an increased demand for Adult Program training funding. There has also been difficulty identifying WEX for youth (both participants and employers).

•WIOA Formula Dollars:

- The total Title I Adult and DW allocation for 22-23 is \$2,042,946. At September, we expended \$623,905 of this amount or 31 %. We did allocate additional monies for this budget due to need for Adult training specifically. To date, an additional \$50,000 has been allocated. It is important to remember our 30% training requirement for the current year. We are ended at 34% excluding additional sources and 37% including additional sources.
- It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 22-23 is \$1,102,467. At September, we have expended \$210,026 or 19% of the allocation. The overage specifically relates to carryover from the prior year. 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 100% and 0% respectively.

•Detailed Administrative Budget:

- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
- Overall, the administrative budget is at 18%, which is slightly under. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.

•EARN Program: We are at 25% of the budget thru September.

•Infrastructure Funding Agreements (IF As)-Each of our IF As have finished at budget as follows:

- Erie Comprehensive Site = 18.47% of budget
- Oil Region Comprehensive Site = 15.54% of budget
- Mobile Delivery of Service = 30.38% of budget

•TANF Youth-The total budget for 22-23 is \$769,847. To date, we have spent 4% of the allocation. Contracts have not been awarded for the new year to date.

•Additional Assistance Monies

•Rapid Response (RR)

- All Rapid Response monies have been spent and all proper closeouts completed.

•Other Grant Updates: We have NOOs currently for the following:

- PA Smart - \$60,000- We have \$37,067 remaining. (6/30/2023)
- BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023.

- Statewide Activities - \$7,100 PA CareerLink® Safety Training and Evaluation, \$28,000 Website Updates - Both have end dates of 6/30/2023.

•Other Fiscal Agent Updates

- Venango County's 12/31/2021 Single Audit has been completed, accepted by the Commissioners, and filed with all regulatory bodies before the 9/30/2022 deadline. There are no findings and all required workforce development schedules were included here.
- All 22-23 required fiscal agent documents have been filed and accepted: Bonding Insurance, Fixed Asset Forms, and Audit Plan.
- The State pulled a draw from January 2022 made by the fiscal agent and required all supporting documentation. The documentation was provided by the deadline and also accepted by the State without issue.

MOTION

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

SPEND 10-15% OF THE YOUTH ALLOCATION ON IN-SCHOOL (ISY)

Lisa Miller shared that currently the youth funding is set up as 100% Out of School Youth (OSY). There have been discussions regarding making adjustments to In School Youth (ISY). There is a volume of youth money to spend we have an opportunity to have a controlled spend allocation of ISY at 10-15%. This allows us to adhere to the 25% WIOA regulation for ISY without concern.

MOTION

It was moved by Jill Foys and seconded by Kirk Shimshock to approve the spend of 10-105% of the youth allocation on In-School in consultation with the Executive Directors and the fiscal agent as presented. All were in favor. There were no abstentions. Motion passed and carried.

Discussion: It is hoped that this will help to recruit into the Out-of School Youth (OSY) Program. Question-Brad Tisdale: Do we have unspent funds to cover this. Answer-Diona: Yes. Question-Brad Tisdale: What if we cannot use the unspent youth funding? Answer-Diona: The state could recoup the funding.

RATIFICATION OF EXECUTIVE COMMITTEE SIGNING LETTER OF CONSENT FOR SALE OF EQUUS TO APM

Lisa Miller noted that Equus is being sold to APM. There was a short turnaround time and needed a signed letter of acknowledgement by the board. A meeting was held with an Equus representative, The Executive Committee and CLEOs to answer questions. Per Bradley Williams – There are no plans to change the name at this time, the contract remains the same, dba stays the same.

MOTION

It was moved by TJ Sandell and seconded by Travis Crytzer to approve ratifying the Executive Committee signing the letter of consent for sale of Equus to APM as presented. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND ACTION ON PY21 ETPL JAMESON RN TRAINING EXPENDITURES

Lisa noted that all training locations of a training provider and their programs must be state approved for the ETPL and is site specific. Meaning each additional location must also apply and be approved on to the list in order to qualify for WIOA funding. Jameson School of Nursing has a parent location in New Castle and a location in Erie. In working with Title I over the last few months, it has come to our attention that the Erie location is not an approved site location. However, about seventeen participants were in fact enrolled at the Erie location and received WIOA funding for their participation in that program with an estimated cost of

\$47,341.32. The state confirmed that the WIOA funding was a disallowed cost. The contract is between the County of Venango as the fiscal agent and Title I provider. That said, the request would be that the Title I provider reimburse the County should that be the decision.

MOTION

It was moved by Jim Decker and seconded by TJ Sandel to approve recouping funds for PY 21 ETPL UPMC Jameson RN Training Program Expenditures as discussed. All were in favor. There were no abstentions. Motion passed and carried.

WORKFORCE DEVELOPMENT DISCUSSION

Kat Thompson of the Venango Chamber of Commerce presented on their Venango Ready Program. The program launched a couple years ago and has been working with local schools and CTCs. The program focuses on career readiness that connects students with employers. The program currently supports 339 Plans by connecting students to these opportunities. It also contributes to Act 158 Pathways to Graduation industry-recognized credential. The Cranberry School District had 27 designees last year; other schools are implementing the program this year. Focus is on seniors but moving to include juniors as well.

WEBSITE REQUEST FOR PROPOSALS

Lisa Miller shared that we are working on the website RFP. The RFP will be posted for at least one month. The Communications Committee will evaluate and score the proposals that are received.

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.

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 Larry Fannie and seconded by Jack Hewitt to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 11:23 am.

Meeting Advertised in The Derrick on June 1, 2022		
Minutes Submitted	Nichole Kellar	01/13/2023
Minutes Approved	NWPA Job Connect Board	01/13/2023
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	