



BOARD MEETING

Friday, September 9, 2022 at 8:30 AM
Hybrid Meeting: Via Microsoft Teams and In-Person at
Economic Progress Alliance of Crawford County
William J Douglass Jr. Co. Conference Center
746 Bessemer Street, Meadville, PA, 16335

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

ABSENT: Travis Crytzer, Archie Graham, Heather Moles, Kathryn Schaaf

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 Joe Keebler
Diona Brick, Fiscal Agent
Christine Grigsby, Equus NW Regional Director
Bridget Wolf, Equus Regional Director
Elizabeth Wilson, PA CareerLink®/Operator
Amanda Kimmy, PA CareerLink®/Operator
Fadhail Ibraheem, PA CareerLink®/Title I

Jay Abbott, PA CareerLink®/Title I
Lee Ann Sack, PA CareerLink®
Katie Geci, PA CareerLink®
Nancy Sabol, St. Benedict Education Ctr/EARN
Robert Pisko, BWDA, DOL
Beverly Rapp, BWPO, DOL
Benjamin Wilson, TPMA
Lance Hummer
Anita McCoy, GECAC
Kerrie DeChurch
Michael Ferritto
Megan Wagner

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.

Bob Pisko, Oversight Analyst from BWDA, DOL, shared that he will be the monitor once again for the Northwest Region. Rebecca Gardner has moved on to another position within the Commonwealth. He noted that if anyone has any questions, to feel free to reach out to him.

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 July 8, 2022 Meeting Minutes
- b. Approve file monitoring tool changes
- c. Approve fiscal monitoring tool changes
- d. Data Validation Report Summary
- e. Approve Revisions to Risk Assessment Policy and evaluation form
- f. Accept Closeout of PY21 Continuous Improvement Plan

- g. Approve PY22 Operator Continuous Improvement Plan
- h. Approve MOU Final Draft
- i. Accept Title I Satisfaction Survey Results: Business Report and Participant Report

MOTION

It was moved by Jill Foys and seconded by Larry Fannie 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.

MEMBERSHIP ITEMS

MEMBERSHIP UPDATES

The Erie County Executive, Brenton Davis, has appointed Charlie Bayle as his alternate to act on behalf of Mr. Davis in his absence. Mr. Bayle is a member of the Erie County Council, District 6. He is retired from the US Army and PA State Police with over 25 years of service combined.

In the process of appointing a new board member from Erie County. A waiver was submitted to the state monitor to allow for a few days to coordinate the appointment at the upcoming Council meeting.

Welcome new board member Travis Crytzer, Crawford County, Small Business. Travis was unable to join the meeting this morning.

Welcome new board member Juanice Vega, Clarion County, Higher Education. Juanice works for Penn West University at the Clarion campus. She is the Assistant Dean in the College of Business, Communications, and Information Sciences. Juanice was previously engaged with the local workforce development system.

In the process of appointing a new board member from Crawford County. Kristy Chaplain is expected to be appointed on September 14, 2022. She will represent the Youth Workforce Category on membership.

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 remains as Vice Chair; Jim Decker remains as Treasurer, Juanice Vega to fill in as Secretary, continue with Jill Foys as county representatives, and add Travis Crytzer as county representative. Lisa Miller noted this will allow for the Executive Committee to stay compliant with having all six counties represented on the committee.

MOTION

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

APPROVAL OF FISCAL REPORT

Diona Brick referred to the June 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.

- WIOA Formula Dollars (A): Highlights are as follows:

- Adult and Dislocated Worker Expenses: The total Title I Adult and OW allocation for 21-22 is \$2,211,065. At June, we expended \$2,965,905 this amount or 134%. We did allocate additional monies for this budget in the second half of the year due to need for Adult training specifically. It is important to remember our 30% training requirement for the current year. We are ended at 32% excluding additional sources and 37% including additional sources. (A.1)
- 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 June, we have expended \$1,341,707 or 107% 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 99% and 28% respectively. (A.2)
- Detailed Administrative Budget: (B)
- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget finished at 93%, which is slightly under. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.

Grant Updates

Ms. Brick referred to the attached fiscal report.

- Rapid Response (RR): All Rapid Response monies must be used in a first in first out (FIFO) manner. We have received an additional \$17,000 within a new allocation which will be ending 12/31/2022. That said, we did spend approximately \$93,000 of the \$300,000 for PA CareerLink® updates by June 30.
- BEP - \$120,000-We spent all of this allocation and it has been closed. (6/30/2022)
- PA Smart - \$60,000- We have \$37,067 remaining. (6/30/2022) We are expecting an extension for this grant.
- DW NEG COVID - \$52,022-This grant has been closed at 6/30/22 with only \$1,303 remaining.
- Youth Re-Entry - \$400,000 -This grant has been closed at 6/30/22 with approximately \$100,000 remaining.
- BEP (Business Education Partnership) - \$150,000 -This is a new allocation with an end date of 12/31/2023.

MOTION

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

ALLOCATION OF PROGRAM FUNDS-APPROVAL TO MOVE UP TO \$250,000 FROM DW TO ADULT AS NEEDED UPON THE EXECUTIVE DIRECTORS DISCRETION IN CONSULTATION WITH THE FISCAL AGENT

Diona Brick noted that the adult population is more prevalent right now than the dislocated worker population. The state does encourage moving money between allocations prior to requesting additional funding from rapid response if necessary.

MOTION

It was moved by Larry Fannie and seconded by Jill Foys to approve Allocation of Program Funds Approval to move up to \$250,000 from DW to Adult as needed upon the Executive Directors discretion in consultation with the fiscal agent as presented. All were in favor. There were no abstentions. Motion passed and carried.

OTHER ITEMS OF NOTE:

Two statewide activities grants have been submitted. a) Website: we could not have local PA CL site but could add PA CareerLink® page to the board website. The current board website needs updated to do this. The plan is

to add a board portal to the update. b) Safety evaluation for PA CareerLink® sites: To gauge safety for staff and participants, especially due to having UC staff there part-time.

OUTCOME OF PY21 OPERATING SOW AND TITLE I SOW AND PROFIT/PERFORMANCE

Lisa Miller noted that the PY21 Operator SOW profit is 8.5% which equals \$39,672.49. That amount was adjusted to \$37,343.00 after the Ad Hoc Pay For Performance/Statement of Work committee met. The PY21 Title I Pay for performance is 8.5% which equals \$327,983. The profit amounts for PY 21 Operator and Title I were approved by the Ad Hoc Pay For Performance/Statement of Work Committee. Both contracts had the negotiated amount of 8.5% which was approved last year.

MOTION

It was **moved** by Jim Decker and **seconded** by Jill Foys to approve the pay out of Operator Profit at 8.5% and Title I Performance as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

PY22 PY23 PERFORMANCE NEGOTIATIONS

Lisa Miller referred to the attached reports and reviewed the documents (NWPJJC Proposed Levels to Approve and Rationale for NWPJJC Proposed Levels) that were included in the meeting packet.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Juanice Vega to approve the negotiated levels as proposed to the full board for approval. All were in favor. There were no abstentions. **Motion passed and carried.**

REGIONAL AND LOCAL PLAN MODIFICATION

Susan Richmond noted that current state guidance was issued July 29, 2022. She has begun to review Local Plans for required updates. The State is focusing heavily on Registered Apprenticeships. A Regional Planning Committee will be developed for the process. Plans are in the works to have a meeting with West Central regarding the Regional Plan potential modifications needed since the plan is submitted in a joint effort between Northwest WDA and West Central WDA. The final plan is due to the state on February 24, 2023. The modifications will be out for public comment 30 days prior to it being submitted to the state.

UPDATED REPORTS LINKED AT THE BOTTOM OF THE AGENDA

Title I Report; Operator Report; Most Recent Common Measurers Report; Rapid Response Report; WDA Profile Link; Attendance Report

WORKFORCE DEVELOPMENT DISCUSSION

Lisa Miller made an introduction to the workforce discussion item. Jay Abbott presented the Title I information on services for businesses. This report was shared on the screen during the meeting. The discussion went into details about OJT (On-the-Job Training), WEX (Youth Work Experience), ITA (Individual Training Assistance).

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.

Hybrid Meetings will continue at this location and online. Please attend whichever works best for you.

No Executive Session was needed.

ADJOURNMENT

MOTION

It was **moved** by Jill Foys and **seconded** by Jim Decker to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting adjourned at 9:26 am.

Meeting Advertised in The Derrick on June 1, 2022		
Minutes Submitted	Nichole Kellar	11/18/2022
Minutes Approved	NWPA Job Connect Board	11/18/2022
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	