

**CHIEF LOCAL ELECTED OFFICIALS
BOARD MEETING**

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

ATTENDANCE: Commissioner Wayne Brosius, Clarion County; Commissioner Eric Henry, Crawford County; Commissioner Robert Snyder, Forest County; County Executive Alternate Charlie Bayle, Erie County

ABSENT: Commissioner Chip Abramovic, Venango County; Commissioner Tricia Durbin, Warren County

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

VISITORS

Diona Brick, Fiscal Agent; Attorney Joe Keebler

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Snyder called the meeting to order at 9:36 am. Roll call was taken. It was noted there was a quorum. Visitors were recognized. The meeting was recorded and the agenda was placed in the chat.

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 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 Commissioner Brosius and **seconded** by Commissioner Henry 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

There were no previous action items.

MEMBERSHIP UPDATE

Discussion referenced back to the regular board meeting discussion regarding the board membership vacancy of Youth Agency within the Workforce category and Lisa Miller's review of the conflict of interest and abstention procedures.

APPROVAL OF FISCAL REPORT

The Fiscal Report was included in the meeting packet. Discussion referenced back to the regular board meeting discussion. There were no questions or additional discussion regarding the fiscal report.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by County Executive Alternate Bayle 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 Commissioner Henry and **seconded** by Commissioner Brosius to approve the transfer of \$600,000 from the Dislocated Worker Program to the Adult Program. All were in favor. **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 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.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Erie County Executive Alternate Bayle 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. **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, with 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 CLEOs 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, the Executive Committee, and the full board have recommended retaining Equus as the one stop operator for the new program year.

MOTION

It was **moved** by Commissioner Henry and **seconded** by Commissioner Brosius to approve renewing the one stop operator contract with Equus for the new program year beginning July 1, 2023. 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, the Executive Committee, and the full board 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 Commissioner Brosius and **seconded** by Erie County Executive Alternate Bayle 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 Commissioner Henry and **seconded** by Erie County Executive Alternate Bayle 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 outlined her plans 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. The CLEOs were asked if they had interest in participating on this committee. Consensus was that Commissioner Abramovic should be considered for participation on this committee.

MOTION

It was **moved** by Commissioner Henry and **seconded** by Erie County Executive Alternate Bayle to approve authorizing the Statement of Work Committee with finalizing and releasing the statement of work for both the Title I program services and one stop operator contracts. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Erie County Executive Alternate Bayle to approve the Statement of Work Committee and Executive Director with the authority to evaluate the Operator and Title I Program Services contractor performance on the Program Year 2022 Statement of Work.

Diona Brick questioned the need for the Statement of Work Committee and whether the committee was releasing this information back to the board or to the Title I contractor. She had not seen this process used in the past. Lisa Miller noted that this action allows the committee to work on the statement of work and release it back to the full board. Following discussion, Attorney Joe Keebler recommended that the previous motion on finalizing and releasing the Program Year 2023 Statement of Work be amended to add that it would come back to the board.

AMENDED MOTION

It was **moved** by Commissioner Henry and **seconded** by Erie County Executive Alternate Bayle to approve authorizing the Statement of Work Committee with finalizing and releasing the statement of work for both the Title I program services contract and one stop operator contracts back to the board. All were in favor. There were no abstentions. **Motion passed and carried.**

OTHER BUSINESS

Discussion referenced back to the regular board meeting discussion that included board staff updates. There was no additional discussion or questions regarding the board report as provided by Lisa Miller.

No Executive Session was needed.

ADJOURNMENT
MOTION

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

The meeting adjourned at 9:47 am.

Meeting Advertised in The Derrick on		
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	