



## Executive Committee Meeting

Friday, April 28, 2023, 10:00 AM

**Microsoft Teams: Use calendar link or call in: (724) 761-2341 Passcode: 319 057 916#**

### AGENDA

Chair: Bobbie Jones

Committee Liaison: Lisa Miller

1) Welcome, Chair      Roll Call / Visitor Recognition – Carrie      **Public Comments** – Chair

2) Consent Agenda:

*\*Board Staff give a brief summary of each item prior to full vote\**

- a) Approval of Minutes March 3, 2023
- b) Accept Revised Apprenticeship Policy
- c) Accept Revised On-the-Job (OJT) Policy
- d) Accept Revised Supportive Services Policy
- e) Accept OEO Provisional Compliance Notice
- f) Accept Babel Notice
- g) Accept Title I Participant File Monitoring Report
- h) Accept Revised Title I Participant File Monitoring Tools
- i) Accept Monitoring tool for ITAs and Gains and Credentials 2023
- i) Accept Revised Oversight/Monitoring Schedule
- j) Accept Title I Risk Assessment Evaluation
- k) Continuous Improvement Plan for PY23
- l) Any items to sever for discussion -or- motion to accept as a whole**
- m) Vote on accepting the Consent Agenda**

3) Previous Action Items, Lisa M:

*-Any member with standing meetings or schedules that might conflict with the new program year board, CLEO, or PFP meeting schedules should notify Lisa Miller as soon as possible.*

*-CLEO conference and meeting dates received following the meeting. Done.*

4) Fiscal Items, Diona Brick

a. **Fiscal Report (Vote)**

b. Budget Discussion

- **Recommendation of PY 23/24 budget**
- **Recommendation for Venango County to contract with Equus for Title I services for PY23 as budgeted including a not to exceed 8% profit**
- **Recommendation for Venango County to contract with Equus for Operator services for PY 23 as budgeted including a not to exceed 8% profit**
- **Recommendation for Venango County to contract with St. Benedict Education Center for PY23**

c. Other Items of Note

5) Satisfaction Survey Results for Q1 & Q2, Carrie

- a. Participant
- b. Businesses

6) Statement of Work Summaries PY22 Q3, Carrie

- a. Operator
- b. Title I

7) Review Board Meeting Agenda, Lisa M

- a) Workforce Development Discussion Item, Lisa
  - High Priority Occupation List, Carrie Symes
- b) Board Member Introduction: \_\_\_\_\_

8) Meeting Reminders, Lisa M

- May Executive Committee Meeting (Today) April 28<sup>th</sup> vs May 5<sup>th</sup> (No Meeting May 5)
- Board Meeting Schedule for PY23
  - COMMITTEE MEETING DATE CHANGES
  - June 30, 2023 there will be an Executive Committee meeting that isn't on your calendars yet
  - Teams
  - Accept the Board Meeting Schedule for PY23**

9) Other Business

- SOFIs due May 1, 2023
- Governance Policy Updates

10) Executive Session As Needed

11) Adjourn

**Next Meeting Friday, June 30, 2023, at 10 AM or Friday July 7, 2023**

**Items in bold should be considered for a vote**

Resources:      •Committee Reports      •Attendance Report      •Title I Performance Measures PY22-23

**Responsibilities:** Act on behalf of the full Workforce Development Board, when necessary, due to timing, with acknowledgment by the full board at the next meeting; to delegate to the board's committees, and review findings and recommendations by the committees.