

CHIEF LOCAL ELECTED OFFICIALS MEETING

Friday May 12 2023

Immediately following the NWP Job Connect Meeting

Microsoft Teams Virtual Meeting

Use calendar link or Call in: (724) 761-2341 Passcode: 890 172 313#

AGENDA

- 1) Welcome, *Commissioner Bob Snyder, Chair*
- 2) Meeting will be **RECORDED** and **AGENDA POSTED IN CHAT**, *Carrie*
- 3) Roll Call / Visitor Recognition – *Carrie*
- 4) **Public Comments** – *Commissioner Bob Snyder, Chair*
- 5) **Approval of Consent Agenda, Chair Commissioner Bob Snyder**
Board Staff Will Give Brief Summary Of Each Item Prior To Full Vote
 - a) Approval of March 10, 2023 Minutes
 - b) Approval of Meeting Minutes: March 10, 2023
 - c) Accept Revised Apprenticeship Policy
 - d) Accept Revised On-the-Job (OJT) Policy
 - e) Accept Revised Supportive Services Policy
 - f) Accept the Continuous Improvement Plan for PY23
 - g) **Any items to sever for discussion -or- motion to accept as a whole**
 - h) **Vote on accepting the Consent Agenda**
- 6) *None: Review of Previous Action Items*
- 7) Updates from the Chair – *Bob Snyder*
 - a) **Accept The Resignation of Randy Callen from the Board VOTE**
-Small Business, Clarion County
 - b) Two seats up for expiration June 30, 2023
 - Jim Decker
 - Brad Tisdale
 - c) **Accept The Membership Plan VOTE**
-Add another Business
-Reappoint Jim Decker
-Reassign Brad Tisdale, Apprenticeship/Labor
 - d) State Recertification of Board Through 2025
 - NW170 WDB Recertification Through 2025
- 8) Fiscal items – *Diona Brick*
 - a) **Fiscal Report (Vote)**
 - b) Budget Discussion
 - **Approve of PY 23/24 budget**
 - **Approval for Venango County to contract with Equus for Title I services for PY23 as budgeted including a not to exceed 8% profit**
 - **Approval for Venango County to contract with Equus for Operator services for PY 23 as budgeted including a not to exceed 8% profit**
 - **Approval for Venango County to contract with St. Benedict Education Center for PY23**
 - c) Other Items of Note
 - CAP Acceptance Letter Note
 - Northgate Commons Notification
 - Any other items

9) Statement of Work Summaries PY22 Q3, Carrie

- a) Operator
- b) Title I

10) Statement of Work for PY23 Contracts, *Lisa M* Vote

- a) Title I PY23
Redline Version of Title I PY23 SOW
- b) Operator PY23 SOW
Redline Version of Operator SOW

11) Approval for SOW Committee to Do The Following (Sever as Needed), *Lisa M* Vote

- a) **Determine Compliance With Title I Execution on the PY22 SOW**
- b) **Determine Compliance With Operator Execution on the PY22 SOW**
- c) **Finalize and Allow the PY22 Title I Contract Profit Payout**

12) EO Items -- *Carrie*

- a) **Accept the OEO Provisional Compliance Notice**
- b) **Accept Babel Notice**

13) Monitoring Items –*Carrie and Susan*

- a) **Accept Title I Participant File Monitoring Report**
- b) **Accept Revised Title I Participant File Monitoring Tools**
- c) **Accept Revised Oversight/Monitoring Schedule**
- d) **Accept Title I Risk Assessment Evaluation**
- e) **Accept Monitoring tool for ITAs and Gains and Credentials 2023**

14) Satisfaction Survey Results for Q1 & Q2, Carrie

- a) Participant
- b) Businesses

15) Title II Grant Applications Alignment With Local Policy, Susan

16) Regional and Local Plan Modification Feedback received and 30-day public comment period, Susan

17) CLEO Workforce Discussion Items, *Lisa M*

-High Priority Occupation List (HPO) PY23 List, *Carrie Symes*

18) Meeting Reminders, Lisa M

-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

19) Other Business

a. Board Staff Report Highlights, *Lisa Miller*

-SOFI Time of Year

-Introduce New PFP Staff

-Admin Assistant/Board Coordinator: Nancy Wisgirda

-Still Hiring For

-Information and Communication Specialist

-Program Specialist: Update

- Additional items of interest
- b. Other Items As Needed

20) Executive Session: As Needed

21) Adjourn

Next Board Meeting: Friday, July 14, 2023

ITEMS IN BOLD REQUIRE A VOTE

- Resources:
- Acronym List
 - Conflict of Interest Info
 - Abstention/Conflict of Interest Form
 - ETPL
 - HPO
 - Attendance
 - NWPA Job Connect Staff Report
 - Operator
 - Rapid Response
 - Title I
 - Most Recent Common Measures Performance Report
 - PY22 IFA
 - WDA Profile
 - Committee Reports
 - Committee Membership List
 - Board Membership List
 - PA CareerLink® Services For Businesses