



**BOARD MEETING**  
Friday, March 10, 2023 at 8:30 AM  
Via Microsoft Teams

**ATTENDANCE:** Grainne Blanchette, Travis Crytzer, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Andrea MacArthur, Heather Moles, Will Price, Lynn Rupp, TJ Sandell, Kathryn Schaaf, Kirk Shimshock, Juanice Vega

**ABSENT:** Randy Callen, Archie Graham, Karen Thomas, Brad Tisdale

**BOARD STAFF:** Lisa Miller, Lisa Stalnaker, Deb O’Neil, Susan Richmond, Carrie Symes, Nancy Wisgirda

**VISITORS**

Commissioner Chip Abramovic, Venango County  
Commissioner Wayne Brosius, Clarion County  
Commissioner Tricia Durbin, Warren County  
Commissioner Eric Henry, Crawford County  
Commissioner Robert Snyder, Forest County  
Erie County Executive Alternate, Charlie Bayle  
Diona Brick, Fiscal Agent  
Elizabeth Wilson, PA CareerLink®/Operator  
Benjamin Wilson, TPMA  
Nancy Sabol, St. Benedict Education Ctr/EARN  
Attorney Joe Keebler

Robert Pisko, PA L&I BWDA  
Dan Hornbake, PA L&I BWDA  
Jennifer Williams, PA CareerLink®/Title I  
Kerrie DeChurch, BWPO  
Bev Rapp, BWPO  
Lance Hummer, KCEC  
Katie Geci  
Georgia Del Freo, GECAC  
Jean Blaine, PA CareerLink®/Title I

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Bobbie Jones called the meeting to order at 8:31 a.m. 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 was being recorded and a link to the agenda was posted in the chat and also shared on the screen.

**CONSENT AGENDA**

The consent agenda portion of the meeting included the following:

- a. Approval of January 13, 2023 Meeting Minutes
- b. Accept the Statement of Work Quarterly Report for Title I and Operator
- c. Accept the ETPL Policy Revision
- d. Accept the Updated Limited English Proficiency (LEP) Plans
- e. Accept the Q2 PY 22-23 Performance Measures
- f. Accept the PY21 Performance Measures
- g. Accept the PY22 Bonding Audit Plan Reconciliation Letter
- h. Accept the Operator Quality Review
- i. Any items to sever for discussion
- j. Vote to Accept the Consent Agenda

Lisa Miller reviewed each of the above consent agenda items prior to the vote, providing details on each item. The various board committees have reviewed and discussed Consent Agenda items b – h and have recommended them to the full board for approval.

Bobbie Jones asked if any member wanted to sever any items from the consent agenda for further discussion. No agenda items were requested to be severed from the consent agenda.

### **MOTION**

It was moved by Jim Decker and seconded by Jill Foys to approve 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.

### **UPDATES FROM THE CHAIR**

#### Program Year 2023 Slate of Officers

Bobbie Jones noted that the bylaws require a slate of officers to be seated by April 15 each year, to take effect on July 1 for the new program year. The Nominating Committee met to develop the slate of officers for July 1, 2023. Each of the current officers/county representatives have only served one year, therefore they were nominated to serve a second term and all agreed to serve. The slate of officers presented for vote included:

Chair:	Bobbie Jones, Business, Venango County
Vice Chair:	Brad Tisdale, Apprenticeships, Erie County
Treasurer:	Jim Decker, Business, Warren County
Secretary:	Juanice Vega, Higher Education, Clarion County
County Representative:	Jill Foys, Economic Development, Forest County
County Representative:	Travis Crytzer, Small Business, Crawford County

#### Membership Introductions

Will Price, Executive Director of the United Way of Venango County, was welcomed as a new board member representing Forest County. He provided an introduction and his background to the group and noted that the workforce board relates to the work of his agency and he appreciates the opportunity to serve.

#### New Conflict of Interest Form

Lisa Miller stated that there is a new conflict of interest form from the state that all new members must sign prior to their appointment to the board. She noted that the form includes a little more detail than the previous form and will be required from any new members appointed to the board.

### **APPROVAL OF FISCAL REPORT**

Diona Brick referred to the December 2022 fiscal report that was included in the meeting packet.

- WIOA Formula Dollars:
  - Adult and Dislocated Worker expenditures were reviewed. The total Title I Adult and DW allocation for 22-23 is \$2,042,946. At December, we had expended \$1,559,224 of this amount or 76%. We did allocate additional monies for this budget to support an increase in Adult training services. To date, an additional \$218,000 has been allocated, with up to \$600,000 approved. It is important to remember our 30% training requirement for the current year. We are currently at 29% excluding additional sources and 29% including additional sources. She expressed that she does not have any concerns at this point regarding the Adult and Dislocated Worker funding and expects that we will spend the funds by the end of the program year.
  - Youth expenditures were reviewed. It is important to monitor the youth percentages to ensure compliance with the spending requirements. The total Youth budget for PY22-23 is \$1,102,467. At December, we have expended \$683,749 or 62% of the allocation. The overage specifically

relates to carryover from the prior year. Key benchmarks include a requirement to spend at least 75% of the allocation on Out-of-School Youth and at least 20% must be spent on work experience for youth. As of December, we are at 100% and 11% respectively. She noted that the number of work experiences has been increasing but we continue to need referrals to the Youth Program.

- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
  - Overall, the administrative budget is at 36%, which is slightly under budget. All monies are used on the FIFO or first in, first out basis so that no funding will be forfeited.
- EARN Program Expenses – On track, we are at 50% of the budget through December.
- Infrastructure Funding Agreements (IFAs) – Each of our IFAs are within an expected expenditure level:
  - Erie County comprehensive site = 49% of budget
  - Oil Region comprehensive site = 46% of budget
  - Mobile Delivery of Service = 46% of budget
- TANF Youth – The total budget for PY22-23 is \$769,847. To date, we have spent 49% of the allocation. Contracts have now been executed and the subcontractors are beginning to spend funds.
- Grant Updates:
  - Rapid Response (RR): We have not needed Rapid Response funding due to low DW participation.
  - Other Grant Updates: We have NOOs currently for the following:
    - PA Smart - \$60,000- Of that amount, \$37,067 remains in the grant and we expect this to be spent down following the purchase of the remaining items within the grant.
    - BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023. To date, \$12,262 has been spent. Applications for a new BEP grant are now open as well.
    - Statewide Activities - \$7,100 PA CareerLink® Safety Training and Evaluation; \$28,000 Website Updates - Both have end dates of 6/30/2023. Safety training has been full expended. The Safety Training has been closed out from a fiscal perspective. The original website funding is being closed out and returned to the state, so that additional funding can be received with an extended life for the funds to complete the project.
  - Other Fiscal Agent Updates
    - The second letter to Equus for recapture of unallowable costs has been sent. Diona Brick noted that the funding from Equus has been received since this report was developed and distributed.
    - The state is beginning its year-end processes, with closeouts due by August 30, 2023.

## **MOTION**

**It was moved by Travis Crytzer and seconded by Jim Decker to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.**

## **TITLE II ADULT EDUCATION REPORT TO THE BOARD**

Kirk Shimshock, Director of Federal and State Programs at Northwest Tri-County Intermediate Unit 5, provided a Title II Adult Education report to the board. He noted that their grant was renewed in 2022/2023 and will run through 2026/2027 for Erie, Clarion, Crawford, Venango, and Warren Counties. Forest County is not included in their grant but they can serve Forest County, but without the benefit of Title II funding. He reviewed the program details that were included in the meeting packet. He noted that classes offered include Math

Remediation; Algebra 1 & 2; Seven Blended ABE/HSE classes; 8 ESL classes; 20 face-to-face classes across Erie, Clarion, Crawford, Venango, and Warren Counties; 2 face-to-face classes at Venango County Prison; and 1 face-to-face class at Erie County Prison. New classroom locations were established at 5 new locations. Two students achieved citizenship. New partnerships were established with Erie County Community College, Mercy Center for Women, Catholic Charities, and Erie Housing Authority. He provided assessment data, Title II Adult Education outcomes, and program year-end demographic data. Detailed information can be reviewed in the information linked to the meeting packet.

### **RATIFY THE EXECUTIVE COMMITTEE VOTE TO APPROVE PDDG FOR WEBSITE CONTRACT**

Lisa Miller reported that a request for proposals was released for the website development project. The Communications Committee evaluated and scored all proposals and recommended award of contract to PDDG. There was a need to expedite the approval of the website contract award due to the pending expiration of the funding and the need to complete the project prior to June 30, 2023. We are now asking the board to ratify the Executive Committee vote to accept the recommendation of the Communications Committee and award the website RFP contract to PDDG.

#### **MOTION**

**It was moved by Heather Moles and seconded by Kirk Shimshock to approve ratifying the Executive Committee vote to award the website RFP contract to PDDG. All were in favor. There were no abstentions. Motion passed and carried.**

### **WORKFORCE DEVELOPMENT DISCUSSION**

Lisa Miller noted that the workforce development discussion item was a discussion of the High Priority Occupation (HPO) List and the upcoming opportunity to petition for occupations not included on our local HPO list.

Carrie Symes noted that the state will be releasing information on the HPO petition process within the next month or so, allowing an opportunity for our local area to petition for any needed occupations that are not on our local HPO list. Local input is important in this process to be able to add any needed occupations. Documentation submission is a required part of this process as well. Some of the occupations petitioned and approved last year were approved due to the volume of request letters from employers and they will be dropping off this year, since they were only one-year approvals. Bobbie Jones asked members if there are currently occupations that we wish to be added. It was noted that registered nurses, quality inspectors, customer service representatives, insurance adjusters, paramedics and EMTs, protective services, case workers, IT technicians, and technicians needed for expanding broadband services are expected to be needed.

The education levels needed for occupations were discussed. It was noted that Governor Shapiro had recently removed the requirement for some degrees at the state level. It was further noted that significant numbers of job vacancies are being experienced across the local area. We will not know which occupations will be included on the state's draft HPO list until it is released to us. We will have a short amount of time to turnaround the petitions, so we are hoping that this early discussion will assist us in preparing for the upcoming petition period.

### **OTHER BUSINESS**

**Board Staff Report Highlights:** Lisa Miller reviewed the board staff report highlights that were included in the meeting packet and linked at the bottom of the agenda. This included notice that Statement of Financial Interest (SOFI) forms are due again, including the year after board members leave the board; a Digital Literacy Outreach Toolkit will be coming out from the state; the state is working to extend having UC Reps in the PA CareerLink® beyond the end of March; the Uniquely Abled Academy has had their first graduation from the program. A parent expressed appreciation for how this program

helped these students to be successful at finding an occupation that is fulfilling for them; mobile MOU update; Regional and Local Plans have been modified and submitted to the state for review. We expect to hear back by April 28; EARN has had a state review and have done very well; Metrix and SkillUp™ continue to be offered; Jean Blaine has returned to Title I staff as the Operations Manager; PA CareerLink® has added a Design Your Future program to their workshop and WEX offerings; Bev Rapp has moved to Trade, with Kerrie DeChurch replacing her in Rapid Response; welcomed a new Administrative Assistant/Board Coordinator, Nancy Wisgirda, to the board staff.

Larry Fannie noted that the state continues to evaluate different ways to conduct outreach to both the job seekers and employers. He further noted that UC will extend having representatives present in the PA CareerLink® beyond March 31 and the SkillUp™ Program continues to expand.

Lisa Miller reported that the April 7 board meeting and the April 14 CLEO meeting expected to be needed to approve the budget for submission to the state will not be needed. There will be time to complete the approvals prior to the deadline for submission. Therefore, these planned meetings have been canceled. Also, the Executive Committee meeting scheduled for May 5, 2023 has been rescheduled to April 28, 2023 to accommodate the board staff being away at the PWDA Annual Conference in Hershey.

No Executive Session was needed.

**ADJOURNMENT**  
**MOTION**

**It was moved by Kirk Shimshock 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 9:34 am. The next meeting is Friday, May 12, 2023.

Meeting Advertised in The Derrick		
Minutes Submitted	Deb O’Neil	03/15/2023
Minutes Approved	NWPA Job Connect Board	05/12/23
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	06/13/23