



**BOARD MEETING**  
Friday, May 12, 2023 at 8:30 AM  
Via Microsoft Teams

**ATTENDANCE:** Grainne Blanchette, Jim Decker, Larry Fannie, Jill Foys, Jack Hewitt, Bobbie Jones, Heather Moles, Lynn Rupp, TJ Sandell, Kathryn Schaaf, Kirk Shimshock, Juanice Vega, Brad Tisdale

**ABSENT:** Randy Callen, Archie Graham, Karen Thomas, Andrea MacArthur, Will Price

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

**VISITORS**

Commissioner Wayne Brosius, Clarion County  
Commissioner Tricia Durbin, Warren County  
Commissioner Robert Snyder, Forest County  
Erie County Executive Alternate, Charlie Bayle  
Diona Brick, Fiscal Agent  
Elizabeth Wilson, PA CareerLink®/Operator  
Benjamin Wilson, TPMA  
Robert Pisko, PA L&I BWDA  
Dan Hornbake, PA L&I BWDA  
Jennifer Williams, PA CareerLink®/Title I  
Kerrie DeChurch, BWPO  
Lance Hummer, KCEC  
Katie Geci  
Georgia Del Freo, GECAC  
Attorney Joe Keebler  
Deb Lutz

Christine Grigsby  
Amanda Kimmy  
Nancy Sabol  
Beverly Rapp  
Megan Wagner

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

Bobbie Jones called the meeting to order at 8:37 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:

**Meeting minutes of March 10, 2023**

**MOTION**

It was **moved** by TJ Sandell and **seconded** by Larry Fannie to approve the meeting minutes from March 10, 2023. All were in favor. There were no abstentions. **Motion passed and carried.**

**Revised Apprenticeship Policy**

Susan Richmond stated that language has been added to the policy which states that OJT is allowed to be provided to current employees in order to meet goals such as a self-sufficiency wage.

Other language added states that we are allowed to use Incumbent Worker Training funding for registered apprenticeships, subject to the requirements outlined in our Incumbent Worker Training Policy.

### **Revised On-the-Job Training Policy**

Susan stated that language has been added to the policy which states that OJT is allowed to be provided to current employees in order to meet goals such as a self-sufficiency wage. *Note: This is the same language that was added to the Registered Apprenticeship Policy.*

### **Revised Supportive Services Policy**

Susan stated that the following language was added to the policy: “For detailed limits on supportive services allowable through specific additional grant funding, the program contractor for the grant must refer to the individual grant guidelines.” This addresses any issues we might have with special grants that have different requirements for supportive services.

### **Continuous Improvement Plan for PY23**

This is required by the state to ensure that services are being coordinated among the partners and participants.

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 Brad Tisdale and seconded by Kirk Shimshock to approve consent agenda as presented. All were in favor. Jack Hewitt abstained. Motion passed and carried.

### **REVIEW OF PREVIOUS ACTION ITEMS**

There were no previous action items.

### **UPDATES FROM THE CHAIR**

Randy Callen has submitted his resignation from the board. He represents small business for Clarion County. We have ninety days from the CLEOS acceptance of his resignation today to fill the vacancy.

Two terms are expiring on June 30<sup>th</sup>: Jim Decker and Brad Tisdale.

The state has recertified the Board through 2025.

### **APPROVAL OF FISCAL REPORT**

Diona Brick referred to the March 2023 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 March, we expended \$2,162,526 of this amount or 106%. We did allocate additional monies for this budget to support the increase in Adult Program training services. To date, an additional \$218,000 has been allocated. It is important to remember our 30% training requirement for the current year. We are at 25% including additional sources.
  - Youth expenditures were reviewed. It is important to monitor the youth percentages to ensure compliance with the spending requirements. The total Youth budget for 22-23 is \$1,102,467. At March, we have expended \$1,000,273 or 91% 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. We are currently at 100% and 14% respectively.

- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
  - Overall, the administrative budget is at 59%, 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 75% of the budget through March.
- Infrastructure Funding Agreements (IFAs) – Each of our IFAs have finished at budget as follows:
  - Erie County comprehensive site = 69% of budget
  - Oil Region comprehensive site = 79% of budget
  - Mobile Delivery of Service = 61% of budget
- TANF Youth – The total budget for 22-23 is \$769,847. To date, we have spent 75% of the allocation. Contracts have been awarded and subcontractors are expending funds.
- Grant Updates:
  - Rapid Response (RR): All Rapid Response monies have been spent and all proper closeouts completed.
  - Other Grant Updates: We have NOOs currently for the following:
    - PA Smart - \$60,000- We have \$37,067 remaining, which should be spent down by June 30, 2023.
    - BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023. To date, \$20,262 has been spent.
    - Statewide Activities - \$7,100 PA CareerLink® Safety Training and Evaluation, \$28,000 Website Updates - Both have end dates of 6/30/2023. The Safety Training and Evaluation has been fully expended. The Safety Training has been closed out from a fiscal perspective.
  - Other Fiscal Agent Updates
    - We also just received another \$8,700 related to digital intake.

**MOTION**

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

**APPROVAL OF 2023-24 BUDGET**

We have just received the state’s allocation. Based on that notification, there will be an increase of approximately \$1,000,000.00. Last year the budget totaled about \$4.7 million; we are now at \$5.8 million. Diona Brick noted that we were able to decrease the budget funding for IFAs approximately \$25K thanks to the efforts of our one stop operator, Elizabeth Wilson, through updating the maintenance and fine-tuning the cost within the local PA CareerLink® system.

She further noted that the state has allowed a three-month extension on the EARN Program contract. She is asking the board to authorize the fiscal agent to contract approximately \$4.82M to Title I based on them meeting their identified benchmarks. The administrative budget includes the administrative funds from the increased allocation and continues to not include any program dollars at this time. Benefits for board staff include a budgeted amount of 13% for March, April, May, and June 2024, as the healthcare does not renew until March 1 each year.

**MOTION**

**It was moved by Jill Foys and seconded by Brad Tisdale to approve the PY 23-24 budget. All were in favor. There were no abstentions. Motion passed and carried.**

Diona Brick asked for separate motions for the following items:

- **Recommendation for Venango County to contract with Equus for Title I services for PY23 as budgeted including a not to exceed 8% profit.**

**MOTION**

- **It was moved by James Decker and seconded by Jill Foys to approve that Venango County contract with Equus for Title I program services for PY23 as budgeted including a not to exceed 8% profit. All were in favor. There were no abstentions. Motion passed and carried.**
- **Recommendation for Venango County to contract with Equus for Operator services for PY 23 as budgeted including a not to exceed 8% profit.**

**MOTION**

**It was moved by Jill Foys and seconded by Larry Fannie to approve that Venango County contract with Equus for Operator services for PY 23 as budgeted including a not to exceed 8% profit. All were in favor. There were no abstentions. Motion passed and carried.**

- **Recommendation for Venango County to contract with St. Benedict Education Center for the EARN Program services for PY23.**

**MOTION**

- **It was moved by Kirk Shimshock and seconded by Grainne Blanchette to approve that Venango County contract with St. Benedict Education Center for the EARN Program services for PY23. All were in favor. There were no abstentions. Motion passed and carried.**

**OTHER ITEMS OF NOTE**

Diona Brick stated that the Corrective Action Plan has been formally accepted by the state regarding the out-of-school youth minimum expenditure requirement based on the June 2022 financial status report.

Diona also noted that Northgate Commons, the location of the PA CareerLink<sup>®</sup> Erie County, is being sold to another LLC. It appears there will be no changes to the current lease. She noted that we received the new lease and the fiscal agent is required to sign it, but none of the requirements will change from the current lease. Attorney Joe Keebler asked if Attorney Rich Winkler, Solicitor for Venango County, reviewed the new lease. Diona Brick stated that he did review the lease. Diona Brick will send a copy of the new lease to Attorney Joe Keebler.

**ACTION**

**Diona Brick will send a copy of the new lease for PA CareerLink<sup>®</sup> Erie County to Attorney Joe Keebler.**

**STATEMENT OF WORK SUMMARIES**

**Title I**

Lisa Miller noted that Title I did not show significant improvement in the third quarter. Monitoring meetings are being conducted to address remaining issues, with technical assistance being provided to Title I. We are keeping close review of training spending. Late data entry is improving. Title I is making progress to date.

## **MOTION**

**It was moved by Kirk Shimshock and seconded by Brad Tisdale to approve the Title I Statement of Work for PY23. All were in favor. There were no abstentions. Motion passed and carried.**

## Operator

Lisa Miller noted that the operator was evaluated for goals on the statement of work. She is doing good work and the only items remaining are continuing to move forward. The Operator is working on updating internal policies and procedures and developing relationships with community education and business leaders. Overall, no concerns at this time.

## **MOTION**

**It was moved by Larry Fannie and seconded by Kirk Shimshock to approve the Operator Statement of Work for PY23. All were in favor. There were no abstentions. Motion passed and carried.**

## **APPROVAL FOR SOW COMMITTEE TO DETERMINE COMPLIANCE AND ALLOW CONTRACT PROFIT PAYOUT FOR PY22**

Lisa Miller noted that the redline versions of the PY23 Title I and Operator SOWs were linked to the meeting packet for review. The Title I SOW included little change over the previous year. Digital intake has been added to the Operator SOW. We are asking for approval for the SOW Committee to be authorized by the board to determine compliance with the Title I and Operator SOWs and to finalize and allow the PY22 Title I contract profit payout as identified below:

- 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

## **MOTION**

**It was moved by Jim Decker and seconded by Jill Foys to approve the SOW Committee to do the above listed items, a through c. All were in favor. There were no abstentions. Motion passed and carried.**

## **OEO Provisional Compliance Notice**

Lisa Miller reported that we recently received a provisional status from the Office of Equal Opportunity in Harrisburg. We have made all required changes and are waiting for a response from the state level.

## **Babel Notice**

Lisa Miller stated that we developed a Babel Notice, which is part of a requirement per 29 CFR 38.9 which states that recipients must receive notice that language assistance is available to them. This notice is presented in a broad range of languages and is available at the PA CareerLink<sup>®</sup> locations as well.

## **MOTION**

**It was moved by Jill Foys and seconded by Larry Fannie to accept the OEO Provisional Compliance Notice and the Babel Notice together. All were in favor. There were no abstentions. Motion passed and carried.**

## **MONITORING ITEMS**

Susan Richmond reviewed the monitoring agenda items. Documents for the monitoring agenda items were linked to the meeting packet for review.

Title I Participant File Monitoring Report

Twenty-one files were reviewed. Inconsistencies were found in documentation, late service, missing entries, and late entry of gains and credentials. Title I was able to resolve the issues in a timely manner.

Sixteen TANF Youth Participant files were pulled; there were no significant issues.

### Revised Title I Participant File Monitoring Tools and Monitoring Tool for ITAs and Gains and Credentials 2023

These are tools we currently use; we have added criteria based on recommendations made by the monitors. The form is now electronic and the sequence of some criteria has been adjusted to match the sequence of entries in the actual files.

### Accept Revised Oversight/Monitoring Schedule

The monitoring schedule has been changed to quarterly versus biannually, with the provision that additional monitoring may be added as necessary.

### Accept Title I Risk Assessment Evaluation

Equus had a score of 29 points, which puts them in the low risk category.

A question was raised regarding whether there is documented training by the Title I provider that is specific to the discrepancies. Susan Richmond responded that Title I has provided documented training on updated procedures specific to the discrepancies and there are training logs. They have been provided training from the corporate level as well. A question was also raised about whether Title I is taking steps to reduce the high turnover rate of staff. Lisa Miller noted that they have implemented a more robust interview process, improved orientation process, and they hold regular meetings with quality assurance. Staff have participated in a safety training and an active shooter training.

### **MOTION**

**It was moved by Larry Fannie and seconded by Jill Foys to accept the Monitoring items a through e together. All were in favor. There were no abstentions. Motion passed and carried.**

### **SATISFACTION SURVEY RESULTS FOR Q1 & Q2**

#### Participant

120 participants responded within both quarters. Most responded that they were either satisfied or very satisfied with the PA CareerLink® services.

#### Businesses

Eighteen businesses completed the survey. 67% responded they were very satisfied, satisfied or somewhat satisfied with the PA CareerLink® services. There were some negative comments received from businesses regarding lack of follow-up and communication. Title I is working to implement a procedure to help with case load when there is transition of staff to enhance communication with customers. It was noted that detailed case notes is a best practice that helps with such transition. Lisa Miller noted that the Lean Governance Council has analyzed this issue and made some suggestions.

### **TITLE II GRANT APPLICATIONS ALIGNMENT WITH LOCAL POLICY**

Susan Richmond reported that the Division of Adult Education conducted a competitive grant application process for the Integrated English Literacy and Civics portion of Title II funding. Susan received an email stating that we have no grant applications to review for alignment with the local plan at this time.

### **REGIONAL AND LOCAL PLAN MODIFICATION FEEDBACK RECEIVED AND 30-DAY PUBLIC COMMENT PERIOD**

Susan Richmond reported that we are at the two-year mark of a four-year local and regional plan. Following state review of our regional and local plan modification drafts, we have received state feedback outlining where they are requesting more information. Most of the feedback we received was from the Apprenticeship and Training Office (ATO). They are seeking more detailed information on what we are doing to promote apprenticeships through PA CareerLink® and local board strategies. We are meeting with them to discuss this feedback and then submitting the final changes to the state; after a 30-day public comment period, the plan will be submitted to the board for approval and then sent to the state for final approval.

## **WORKFORCE DISCUSSION ITEMS**

### **High Priority Occupation List (HPO) PY23 List**

Lisa Miller presented the current HPO list and shared the draft PY23 list. She asked the board for input on any occupations that are not on the list. Any occupation that is not on the list is not eligible for Title I training funding via an individual training account (ITA). She noted that an email was distributed to board members and other stakeholders outlining the petition process and requirements for petitioning occupations to be added to the draft PY23 HPO list. She asked that the board review the list and provide any input on occupations that they think should be added. She further noted that carpentry/construction is not on the PY23 list. It was recommended that we reach out to the trades regarding the need to petition this occupation.

### **ACTION**

**Board staff will reach out to the trades to discuss the need to petition carpentry/construction occupations to be added to the PY23 HPO list.**

## **MEETING REMINDERS**

Lisa Miller reported that there are some changes to the meeting schedule:

- All the meetings will be virtual.
- The Executive Committee meeting is on June 30, 2023
- First board meeting is on July 14, 2023
- There will be two weeks between the Executive committee and the full board meeting.

### **MOTION**

**It was moved by Kirk Shimshock and seconded by Jill Foys to approve the board meeting schedule for PY 23-24. All were in favor. There were no abstentions. Motion passed and carried.**

## **OTHER BUSINESS**

### **Board Staff Report Highlights**

Lisa Miller stated that Statements of Interest (SOFI) are past due; however, those members of the board who have not submitted them still should do so as soon as possible.

The Department of Labor and Industry advised that they will continue to improve unemployment compensation services through UC Connect via the PA CareerLink®.

Kerrie DeChurch has taken over the Rapid Response Coordinator position in the region, replacing Beverly Rapp.

In the grants update, Lisa Stalnaker reported that BEP 4 continues to support grant activities at Erie Together. They have recruited eight employers that are providing skilled trades career pathways.

The PA Smart Pre-apprenticeship Grant—Early Childhood Connections has a tech purchase to spend down; once that has been completed, that will close this grant out.

We were awarded a new grant through the Business Education Partnership Grant in the amount of \$150,000.

New PFP staff introductions—Lisa Stalnaker is the new Assistant Director, and Nancy Wisgirda is the new Administrative Assistant/Board Coordinator. We are still in the process of hiring an Information/Communication Specialist and a Program Specialist.

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 9:55 am. The next meeting is Friday, July 14, 2023.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	05/12/2023
Minutes Approved	NWPA Job Connect Board	7-14-23
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	7-26-23