



NWPA JOB CONNECT BOARD MEETING
Friday, September 8, 2023
8:30 AM – 11:00 AM

ATTENDANCE: Travis Crytzer, Larry Fannie, Jill Foys, Heather Moles, Kirk Shimshock, Juanice Vega, Brad Tisdale, Andrea MacArthur, Will Price, Archie Graham, Jack Hewitt, Karen Thomas, Jessica Hansford

ABSENT: Bobbie Jones, Jim Decker, Grainne Blanchette, Kathryn Schaaf, Lynn Rupp, TJ Sandell

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

VISITORS

Attorney Joseph Keebler, Solicitor
Erie County Executive Alternate, Charlie Bayle
Diona Brick, Fiscal Agent
Fadhail Ibraheem, Equus
Christine Grigsby
Beverly Rapp
Diane Guyaux
Michael Ferrito
Elizabeth Wilson
Commissioner Tricia Durbin
Kyle Marinelli, NAWB
Bob Cardamone, Community Action
Jennifer Williams, Equus
Anita McCoy, GECAC
Nancy Sabol, St. Benedict’s Education Center

Daniel Hornbake
Robert Pisko
Robert Cardamone
John Spence
Attorney Robert Vernon
Kerrie DeChurch
Mary Belle

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Brad Tisdale called the meeting to order at 8:38 a.m. Roll call was taken. It was noted there was no quorum. Visitors were recognized. 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. Although there was no quorum for the meeting, it was determined to move forward with the workforce development presentation portion of the meeting and then, if additional members join the meeting and quorum is verified, the vote items can be addressed.

WORKFORCE DEVELOPMENT ITEM

A Federal Workforce Policy Update from guest speaker Kyle Marinelli, Associate Director of Government Relations and Policy at the National Association of Workforce Boards (NAWB) was provided. He gave updates on the following topics:

FY24 WIOA Appropriations (see attached table)

- House and Senate proposals differ by \$122B, as the House cuts discretionary funding to FY22 levels
- Senate maintains WIOA funding at roughly FY23 levels while the House cuts more than \$3B eliminating Title I Adult, Youth, and Job Corps

- High possibility for short-term government shutdown or a Continuing Resolution (CR) with minimal impacts expected on WDBs

WIOA Reauthorization (NAWB legislative priorities attached)

- Unlikely to occur until FY24 Appropriations are passed
- House is leading reauthorization efforts and is currently working in a bipartisan fashion
- NAWB maintains a close working relationship with the House Education & the Workforce (E&W) Committee and expects most of our recommendations to be included
- Issues expected to be addressed: 70% Title I training mandate, virtual one-stops, sector partnerships, data collection/accessibility, IFA's, and more

Wagner-Peyser rule change

- Final Rule blocking the use of local merit-staff to administer ES was expected to be released in August 2023
- DOL continues to push back publication due to vast bipartisan opposition at the federal, state, and local level

He noted that smaller policy efforts are ongoing to lift the cap on incumbent worker training and to raise the transitional jobs cap from 10% to 30%. Also, there is an effort toward allowing local boards to be the one stop operator. Apprenticeship activity is coming down the line as well.

Larry Fannie asked if there was any type of campaign by NAWB to let the public know about the proposed cuts in funding. Kyle noted that NAWB does not currently have any grass roots advocacy line or department and is asking the local boards to act. Larry asked regarding whether there were any updates on Trade Act funding. Kyle responded that there has not been any movement on Trade Act funding. The proposed change to the Wagner/Peyser rule was also discussed. This rule would not allow UI and Wagner Peyser services to be outsourced to other entities. Kyle noted that NAWB's stance on this issue is that you should be allowed to administer employment services under Wagner Peyser if you are using merit staff. NAWB is against them taking away flexibility for the local areas in choosing their own staffing models. He noted that using non-merit staff is where it gets tricky.

Jill Foys asked if NAWB has a relationship with NACO (National Association of Counties) and NADO (National Association of Development Organizations) and if he had any information to leave behind to assist us with our conversations with legislators. Kyle responded that NAWB does have a relationship with NACO and noted that NACO is part of their coalition as well, the campaign to invest in America's workforce. He noted that there are legislative priorities attached to the document provided that takes all the legislative priorities that NAWB has been advocating for and those can be edited locally as needed.

At this point in the meeting, it was noted that Larry Fannie, Travis Crytzer, Will Price and Archie Graham were now in attendance and quorum was verified. Brad Tisdale asked if there was any public comment. State Monitor Bob Pisko provided public comment noting that this will be the last meeting of the board that he will be attending as our formerly assigned state monitor and will be handing this role over to the new state monitor for our local area, Dan Hornbake. He thanked the board and its staff.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

Meeting minutes of July 14, 2023

System of Record Policy

Susan Richmond stated that a revision was made to this policy to include the digital intake process required by the state. These state-required changes will also allow a paper intake form to be used in the event that the digital form is unavailable. Guidelines for use of the paper form stipulate that data from the paper form must be entered into the state system of record (CWDS) within ten days, and that such use must follow the Personal Identifiable Information Policy.

Jack Hewitt noted that when implementing these changes, the board should be sure that they have a disability review to ensure that the changes are accessible to JAWS, Dragon, and other assistive technologies for individuals with disabilities.

Incumbent Worker Training Policy

Susan Richmond reported that a revision was made to this policy to increase the allowable wage from those who earn less than \$20 per hour to no more than \$25 per hour. This change was first reviewed with the fiscal agent to ensure fiscal compliance with the current Title I budget and will be monitored by board staff.

Customized Job Training Policy

Susan Richmond reported that a revision was made to this policy to also increase the allowable wage from those who earn less than \$20 per hour to no more than \$25 per hour. This change was made to maintain consistency between this policy and the Incumbent Worker Training Policy.

PY22 Q4 Continuous Improvement Plan Updates

Lisa Miller reported that this is a summary from 2022 that shows that the Operator and the PA CareerLink® have demonstrated a continuous effort to include the partners in discussions regarding services provided to ensure greater inclusion and improve referral pathways. This plan is part of the PA CareerLink® certification process.

Brad Tisdale 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 Jill Foys and **seconded** by Larry Fannie to approve consent agenda as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

There were no previous action items to discuss.

UPDATES FROM THE CHAIR

Board Member Introduction

Lisa Miller reported that Jessica Hansford, CEO of Clarion Psychiatric Hospital, has joined the board. Jessica Hansford introduced herself to the board, providing information on the Clarion Psychiatric Hospital and noting that she accepted the position of CEO there in May, having moved from Philadelphia.

Board Reappointment Plan

Lisa Miller reported that a significant number of board member appointments are going to expire on June 30, 2024. To expedite the re-appointment process, we will begin the process in November, 2023. The members to be reappointed in November 2023 include Bobbie Jones (Venango); Archie Graham (Venango); Jill Foys (Forest); Andrea MacArthur (Erie); Lynn Rupp (Erie); and TJ Sandell (Erie). We will be reaching out to those board members to move the board reappointment plan forward. The CLEOs had previously approved this plan at their July public meeting.

APPROVAL OF FISCAL REPORT

Fiscal Report:

Diona Brick referred to the June 2023 fiscal report that was included in the meeting packet. She noted that all of the required benchmarks were met. PY21 has been closed out and she is working on the closeout for PY22.

- 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 June, we expended \$2,884,652 of this amount or 141%. 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 29.5% 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 June, we have expended \$1,390,236 or 126% 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. She noted that we did meet the 75% Out of School Youth and 20% youth work experience expenditure rates for FY22-23 to maintain compliance.
- Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is at 91%, 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 100% of the budget through June.
- Infrastructure Funding Agreements (IFAs) – Each of our IFAs have finished at budget as follows:
 - Erie County comprehensive site = 97% of budget
 - Oil Region comprehensive site = 99% of budget
 - Mobile Delivery of Service = 69% of budget (The mobile delivery of service included funding budgeted for any additional rent that might be needed. Due to in-kind provided by our partner agencies, the additional rent funding was not needed and resulted in expenditures at 69% of the budget).
- TANF Youth – The total budget for 22-23 is \$769,847. To date, we have spent 131% of the allocation, due to the additional expenditure of carryover funding. 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 de-obligated \$5,450.23. This will not be extended.
 - BEP (Business Education Partnership) - \$150,000 - This is a new allocation with an end date of 12/31/2023. To date, \$31,723 has been spent. Diona noted that invoices have been coming in and we expect to expend all of these funds.
 - Statewide Activities - \$28,000 Website Updates – the website contract received an extension through next program year.
 - Apprenticeship Expansion-Total award is \$183,333. To date, no spending.

MOTION

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

ACCEPT THE UPDATED FISCAL AGREEMENT

Diona Brick asked for approval from the board to continue the relationship with Venango County to remain the Fiscal Agent at the previously approved and budgeted amount of \$165,000. She noted that the agreement can be terminated with a 30-day notice and she would train any replacement fiscal agent. The only change from the previous agreement is an increase in the amount for services from \$150,000 to \$165,000. There has been no cost increase for fiscal agent services since contracting with the County of Venango in 2014.

MOTION

It was moved by Jill Foys and seconded by Larry Fannie to accept the Fiscal Agent Agreement as presented. All were in favor. There were no abstentions. Motion passed and carried.

Jill Foys publicly acknowledged the great job that the fiscal agent has done for the board over the past several years. She noted that she has been on the board since the original agreement was signed and the fiscal agent goes above and beyond every day. Larry Fannie concurred.

APPROVE THE LATITUDE TO CONTRACT UP TO AN ADDITIONAL \$250,000 FOR TITLE I YOUTH AT THE DISCRETION OF FISCAL AGENT AND EXECUTIVE DIRECTOR

Lisa Miller stated that the Fiscal and Monitoring Committee and Executive Committee have recommended the approval of up to an additional \$250,000 for the Title I Youth Program at the discretion of the Fiscal Agent and the Executive Director. She noted that \$75,000 of this funding is allocated for a staff person and the remainder of the amount for work experiences and OJTs.

MOTION

It was moved by Will Price and seconded by Jill Foys to approve the latitude to contract up to an additional \$250,000 for Title I Youth at the discretion of Fiscal Agent and Executive Director as presented. All were in favor. There were no abstentions. Motion passed and carried.

APPROVE THE LATITUDE TO CONTRACT UP TO AN ADDITIONAL \$250,000 FOR TITLE I ADULT/DW AT THE DISCRETION OF FISCAL AGENT AND EXECUTIVE DIRECTOR

Lisa Miller stated that the Fiscal and Monitoring Committee and Executive Committee have also recommended the approval of up to an additional \$250,000 for Title I Adult/DW programs at the discretion of the Fiscal Agent and Executive Director.

MOTION

It was moved by Will Price and seconded by Juanice Vega to approve the latitude to contract up to an additional \$250,000 for Title I Adult/DW at the discretion of Fiscal Agent and Executive Director. All were in favor. There were no abstentions. Motion passed and carried.

ACCEPT THE PY22 Q4 STATEMENT OF WORK (SOW) SUMMARIES OF PERFORMANCE

Carrie Symes reported that at the end of the fourth quarter, Title I was passing in 12 of the items for Regular Communication. In Vested Partnership, there were 13 items that were passing, 5 of concern, none failing. In Outcomes Goals and Measurements, there were 5 passing, 2 of concern and none failing.

Carrie Symes reported that the Operator had the following performance measures: In Regular Communication they had 5 passing, 1 of concern. In Vested Partnership, they had 12 passing and 0 of concern or failing; in

Outcomes, Goals and Measurements, they had 3 passing and 0 of concern or failing. In Operator Expectations, they had 31 passing, 1 concern, and 0 failing. The 1 area of concern was regarding the state's monitoring of business services. It was left as a concern only to remind the operator that it is forthcoming.

The PY22 Q4 Statement of Work summaries of performance for Title I and the Operator were reviewed, discussed, and recommended to the board by the Ad Hoc Statement of Work committee.

MOTION

It was moved by Larry Fannie and seconded by Travis Crytzer to accept the PY22 Q4 Statement of Work (SOW) Summaries of Performance. All were in favor. There were no abstentions. Motion passed and carried.

The fiscal agent requested an amendment to the agenda to change agenda item number 14 to Approval of Title I PY22 Profit Payout of 8% per the Contract Based on Expenses to follow the contract language.

MOTION

It was moved by Jill Foys and seconded by Will Price to approve amending the agenda for item 14 to Approval of Title I PY22 Profit Payout of 8% per the Contract Based on Expenses. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL OF TITLE I PY22 PROFIT PAYOUT OF 8% PER THE CONTRACT BASED ON EXPENSES

After amending the agenda, the following motion was presented.

MOTION

It was moved by Will Price and seconded by Jill Foys to approve the Title I PY22 profit payout of 8% per the contract based on expenses. All were in favor. There were no abstentions. Motion passed and carried.

The following motion regarding the Operator PY22 profit payout was not included on the original agenda; a motion was requested by the fiscal agent to amend the agenda to include this item.

MOTION

It was moved by Jill Foys and seconded by Will Price to amend the agenda to include the approval of the Operator PY22 profit payout of 8% per the contract based on expenses item to the agenda. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL OF OPERATOR PY22 PROFIT PAYOUT OF 8% PER THE CONTRACT BASED ON EXPENSES

The Ad Hoc Statement of Work Committee reviewed, discussed, and recommended approval of the PY22 Operator profit payout of 8% per the contract based on expenses.

MOTION

It was moved by Archie Graham and seconded by Larry Fannie to approve the Operator PY22 profit payout of 8% per the contract based on expenses. All were in favor. There were no abstentions. Motion passed and carried.

PY 22 Q3 SATISFACTION SURVEYS

Participant

Carrie Symes reported that the operator emailed 1183 surveys; of that, 63 responded. The top three reasons for contacting the PA CareerLink® were job searches, education assistance and resume writing. There were no respondents who indicated that they contacted the operator for adult literacy, and less than 2% used GED services. 85% of the responders were unemployed and looking for work.

Business

Carrie Symes reported that 365 surveys were sent to employers, and only one response was received. The responder was satisfied with the services provided. Karen Thomas asked if there was any follow-up by phone to ascertain the reason for such a low survey response. Carrie indicated that we are looking into ways to increase the response rate.

HPO FINAL LIST FOR NW PY23

The final HPO list for our local area was included in the meeting packet. Lisa Miller stated that the state approved every petition that it received. In the future we will start requesting letters from employers earlier in order to obtain support for high demand occupations.

EO UPDATE

Carrie Symes reported that the Pennsylvania Office of Equal Opportunity has recently sent local workforce areas an annual EO Compliance Survey for completion. We are gathering the necessary information to complete the required submission by the October deadline. As part of this process, ADA walk-throughs have been scheduled to be completed in September for both the Erie and Oil Region comprehensive PA CareerLink® locations. She noted that we had not received any feedback from OEO on our submissions of the corrective actions for the previous EO Compliance Surveys. However, we received a letter with the EO Compliance Survey noting we are in provisional status due to the corrective actions on the previous survey. It further noted that we have been making good progress on those issues and that we should continue on that route. Again, no details were provided specific to the status of the previous corrective actions.

OFFICE OF DISABILITY EMPLOYMENT POLICY (ODEP) AND COMMUNITY REINVESTMENT ACT (CRA) PILOT

Lisa Miller stated that the Office of Disability Employment Policy has a program that gives banks an opportunity to reinvest in their communities through the Community Reinvestment Act. Banks get points for the services they provide to their communities. We have been offered to be in the second cohort. We would partner with an agency that serves people in underrepresented populations. The question for the Board is whether we have a MOU that would need to be signed that would enter us into an agreement with another agency. Lisa invited any board members who would like to participate in this to contact her at their convenience. Will Price agreed to participate.

MOTION

It was moved by Jill Foys and seconded by Will Price to approve the execution of the LEAD Center CRA Phase 2 Pilot Site Agreement. All were in favor. There were no abstentions. Motion passed and carried.

OTHER BUSINESS

Board Staff Report Highlights

Lisa Miller reported the following items:

- There are several grant opportunities that we are pursuing, notably the Quest Grant, Allegheny Community-based grants, and an opioid grant.
- Employee Mental Health Resource for employers. This is a checklist for employers to evaluate the mental health of their employees. If anyone would like more information on this, Lisa Miller can offer resources regarding this.

- Our local area is also participating in a state meeting to discuss the public comments the state received regarding their revised Local Governance Policy. The first meeting was held on August 23.

Lisa also welcomed Juanet Shefchunas as the new Youth Program Specialist.

No Executive Session was needed.

ADJOURNMENT

MOTION

It was moved by Jill Foys and seconded by Kirk Shimshock 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, September 8, 2023.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	09/8/2023
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	