



Executive Committee Meeting

Friday, June 28, 2024, 10:00 AM

Microsoft Teams: Use calendar link or [Meeting ID: 258 000 687 832](#) [Passcode: Gxq7Ee](#)

Or call in (audio only): [+1 724-761-2341,,574323881#](#) United States, New Castle

Phone Conference ID: 574 323 881#

AGENDA

Chair: *Bobbie Jones*

Committee Liaison: *Lisa Miller*

1. Welcome, Chair
2. Meeting will be **RECORDED**, please exit if non-consenting, and **AGENDA POSTED IN CHAT**, *Nancy*
3. Roll Call / Visitor Recognition – *Nancy*
4. **Public Comments** – *Chair Jones*
5. **Approval of April 26, 2024 Minutes**
 - a) **PY 23 Q3 Performance Measures**, *Susan*
 - b) **Recommend PY 24-25 Monitoring and Oversight Schedule** *Carrie*
 - c) **Recommend Updated File Monitoring Tool for Adult/Dislocated Worker PY 24-25**
 - d) **Recommend Updated File Monitoring Tool for Youth PY 24-25**
 - e) **Recommend Updated File Monitoring Tool TANF Youth Program PY 24-25**
 - f) **Recommend Updated Risk Assessment Evaluation for PY 24-25**

PY23 Any items to sever for discussion -or- motion to accept as a whole
Vote on accepting the Consent Agenda
6. Previous Action Items, *Chair Jones*
None.
7. **Monitoring Items, Sever As Needed**, *Carrie, Susan*
 - a) **File Monitoring Report (recommend)**
 - b) **Desk Audit Report (Gains, Credentials, Post Exit Follow Up) (recommend)**
8. **Recommend Statement of Work Reports Q2 PY 23**, *Carrie*
 - a) **Title I**
 - b) **Operator**
9. **Recommend for SOW Committee to Do The Following (Sever as Needed)**, *Deb* **Vote**
 - a) **Determine Compliance With Title I Execution on the PY23 SOW**
 - b) **Determine Compliance With Operator Execution on the PY23 SOW**
 - c) **Finalize and Allow the PY23 Title I Contract Profit Payout**
10. **High Priority Occupation List**, *Emily*
11. ETPL Update, *Emily*
12. WDB Membership Update, *Deb*
 - a) Karen Thomas- resignation date June 13, 2024
 - b) Andrea MacArthur-resignation date June 3, 2024
 - c) TJ Sandell, last day of term, June 30, 2024
 - d) Jennifer Gesing-appointment begins July 1, 2024. Replaces Karen Thomas.
13. **2024 Northwest LWDB Membership Letter** *Susan*

14. Review [Board Meeting Agenda](#), *Lisa S*
15. Workforce Development Discussion Item
 - a) *Jessica Hansford or Kayla Lee, Clarion Psychiatric Hospital Mental Health*

16. EO Compliance Survey Update, *Carrie*
17. TANF YDP Program Update, *Juanet*
18. Equus Staffing Update, *Lisa S*
19. Other Business, *Lisa S*
20. Executive Session as Needed
21. Review of New Action Items
22. Adjourn

Next Meeting *Thursday, August 29 2024 10:00 AM* Moved due to Labor Day proximity

Items in bold should be considered for a vote

Resources: •Committee Reports •[Attendance Report](#) •**[Common Measures PY23 Q3](#)**

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.

Workforce Innovation and Opportunity Act (WIOA) programs are 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor as part of awards totaling \$5,818,022.00 with \$0, 0% financed from non-governmental sources.