



Executive Committee Meeting

Friday, April 26, 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) Consent Agenda, Recommend To Full Board:

Board Staff give a brief summary of each item prior to full vote

- a) [Approval of March 1, 2024 Minutes](#)
- b) Accept the PY23 [Q2 Participant Survey Results](#)
- c) Accept the PY23 [Q2 Business Satisfaction Survey Summary](#)
- d) Accept the [PY 22 Adjusted Performance Outcomes](#), Susan
- e) [Recommendation of Revised Self-Sufficiency Policy](#)
- f) [Recommendation of Revised System of Record/File Management Policy](#)
- g) [Recommendation of Revised WIOA Title I Program Participant Services Policy](#)
- h) [Recommendation of Revised WIOA Eligibility Policy](#)
- i) [Recommendation of New One Stop Operator Firewall Policy](#)
- j) [Recommend PY24 Continuous Improvement Plan](#), Carrie

- k) PY23 Any items to sever for discussion -or- motion to accept as a whole
- l) **Vote on accepting the Consent Agenda**

6) *Previous Action Items, Chair Jones*

In Process: Board staff will consider approaching the customer surveys differently in the new program year, since there is such a low number of responses, and the Legacy in Action survey does not specifically measure satisfaction.

In Process: Board staff to request input from committee members on shifting some members to new committee assignments based on how best to manage the needs of those committees, as well as any proposed new committees.

Done: An agenda item will be added to the full board meeting agenda to charge the Ad Hoc RFP Committee with annual review of the Title I and Operator RFP and scoring process.

7) Fiscal Items, *Diona Brick*

- a. [Fiscal Report](#) (Recommend to the Board)
- b. Budget Discussion
 - (1) [Budget Presentation](#) Recommendation of PY 2024-2025 Budget

- (2) Recommendation for Venango County to contract with Equus for Title I services for PY 24 as budgeted including a not to exceed 8% profit.
 - (3) Recommendation for Venango County to contract with Equus for Operator services for PY 24 as budgeted including a not to exceed 8% profit.
 - (4) Recommendation for Venango County to contract with St. Benedict's for EARN for PY 24
- c. Other

8) Monitoring Items, Sever As Needed, *Carrie, Susan*

- a. [Recommend PY 2023-2024 Title I Risk Assessment Report](#), *Carrie*
- b. [Recommend PY 2023-2024 EARN Risk Assessment Report](#), *Carrie*
- c. [Recommend PY 2023-2024 Fiscal Oversight and Reporting Monitoring Report](#) *Carrie*
- d. [Recommend the Report on Title I Corrective Actions](#) *Carrie*
- e. [File Monitoring Report \(recommend\)](#)
- f. [Desk Audit Report \(Gains, Credentials, Post Exit Follow Up\)](#) (recommend)
- g. Recommend Statement of Work Reports Q2 PY 23, *Carrie*
 - i) [Title I](#)
 - ii) [Operator](#)

9) Staffing Update Title I, *Lisa S*

10) Review [Board Meeting Agenda](#), *Lisa M*

- a) Workforce Development Discussion Item, *Lisa M*
Move To July? *Jessica Hansford or Kayla Lee, Clarion Psychiatric Hospital Mental Health*
- b) Board Member Introduction: *None this round*
- c) Board will elect an Erie Replacement to fill a new vacancy on the Slate of Officers
 - Andrea MacArthur will not seek Reappointment after June 30, 2024
 - Nominating Committee bringing forth Grainne Blanchette for the seat
 NWPAs Job Connect Slate of Officers for PY24-Elect

-Chair	Travis Crytzer	Business	Crawford
-Vice Chair	Brad Tisdale	Apprenticeship	Forest
-Treasurer	Jim Decker	Business	Warren
-Secretary	Juanice Vega	Higher Ed	Clarion
-County Rep	Andrea MacArthur	Business	Erie
-County Rep	Bobbie Jones	Business	Venango
- d) A replacement for Karen Thomas has been identified and is going through the Nomination and Appointment process for a seat on the Board as a Business representative from Warren County.
- e) Erie still has to fill Andrea MacArthur's seat which will become vacant on July 1
- f) Erie still has not decided if reappointing TJ Sandell after June 30

11) [Recommend to the Board: PY24 Meeting Schedule](#), *Nancy*

- Governance added back in, still as needed
- Business and Workforce Committees agree on alternating cycles

12) PY24 HPO Draft List is out, *Carrie and Emily*

13) Other Business, *Lisa S*

14) Executive Session as Needed

15) Review of New Action Items

16) Adjourn

Next Meeting Friday June 28, 2024 10:00 AM

Items in bold should be considered for a vote

Resources: • [Committee Reports](#) • [Attendance Report](#) • [Common Measures PY23 Q2](#)

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.