

ATTENDANCE

Brad Tisdale
 Jim Decker
 Andrea MacArthur
 Travis Crytzer
 Bobbie Jones

ABSENT

Juanice Vega

GUESTS

Daniel Hornbake
 Diona Brick
 Eric Henry

STAFF

Susan Richmond
 Lisa Stalnaker
 Juanet Shefchunas
 Nancy Wisgirda
 Emily Cozzens
 Carrie Symes
 Deb O'Neil

WELCOME/ROLL CALL

Bobbie Jones called the meeting to order at 10:07 AM. Roll call was taken. It was noted there was a quorum. The meeting was recorded and the agenda was posted in the chat.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors were recognized. There was no public comment.

APPROVAL OF CONSENT AGENDA

- Meeting minutes of March 1, 2024
- Accept the PY23 Q2 Participant Survey Results
- Accept the PY23 Q2 Business Satisfaction Survey Summary
 - Carrie Symes noted that the participant and business satisfaction survey summaries were reviewed and recommended to the board by two committees.
- Accept the PY 22 Adjusted Performance Outcomes
 - Susan Richmond reported that the PY22 adjusted performance outcomes are provided by the state, based on actual participant characteristics and economic conditions in the local area. We have exceeded all goals for PY22.
- Recommendation of Revised Self-Sufficiency Policy
 - Susan Richmond noted that TEGL 10-23 was released by USDOL regarding reducing the administrative burdens in serving participants. Therefore, local board policies were revised to accommodate these efforts to reduce administrative burdens in serving participants locally. The Self-Sufficiency Policy was revised to provide more timely sources for acceptable documentation.
- Recommendation of Revised System of Record/File Management Policy
 - The System of Record/File Management Policy was revised regarding the timeframe for data entry for case notes, measurable skill gains, and credentials.
- Recommendation of Revised WIOA Title I Program Participant Services Policy
 - The WIOA Title I Program Participant Services Policy was revised to clarify the definition of exit and a section on post-exit follow-up was added.
- Recommendation of Revised WIOA Eligibility Policy
 - The WIOA Eligibility Policy was revised to include the state's definition of disability, as well as updating our random sampling methodology to better coordinate with TEGL 10-23.
- Recommendation of New One Stop Operator Firewall Policy
 - The One Stop Operator Firewall Policy is a new policy that the state has required when local areas have the same contractor for Title I and Operator services. It is due to the state by May 1.

It will be submitted by the deadline and then presented for ratification to the board at the May 10 meeting. This policy has been recommended by the Governance Committee.

- Recommend PY24 Continuous Improvement Plan
 - Carrie Symes noted that the Continuous Improvement Plan covers functional and programmatic integration, cross-partner coordination, customer satisfaction, and market focus, staff development, and cross-training of staff. The Operator has updated this plan for PY24.

The revised and new policies above were also reviewed and recommended by the Governance Committee and the Fiscal and Monitoring Committee.

Bobbie Jones asked if there were any requests to sever any of the items in the consent agenda. No items were requested to be severed.

MOTION

It was moved by Brad Tisdale and seconded by Jim Decker to accept the Consent Agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

PREVIOUS ACTION ITEMS

Bobbie Jones reported on the status of the following Action Items:

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. These surveys are being reviewed and discussed by both the Business Solutions and Workforce Solutions Committees.

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. The board staff continues to meet to review appointments and reappointments. As reappointments are completed or new members are appointed, board staff will work with the board and its committees to coordinate committee assignments.

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.

FISCAL ITEMS

Diona Brick stated that she is asking for the following recommendations to be presented to the board at the May 10, 2024 board meeting:

- The March Fiscal Report
- The PY 24/25 Budget
- Recommendation for Venango County to contract with Equus for Title I services for PY 24 as budgeted including a not to exceed 8% profit.
- Recommendation for Venango County to contract with Equus for Operator services for PY 24 as budgeted including a not to exceed 8% profit.
- Recommendation for Venango County to contract with St. Benedict's for EARN for PY 24

MOTION

It was **moved** by Travis Crytzer and **seconded** by Jim Decker to accept the Fiscal Items as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

MONITORING ITEMS

Recommend PY 2023-2024 Title I Risk Assessment Report

Carrie Symes reported that based on the risk assessment score of 21 out of 50 points, Title I is a medium risk contractor. We have regular meetings with them to assess their service provision.

Recommend PY 2023-2024 EARN Risk Assessment Report

Carrie Symes stated that based on the risk assessment score of 5 out of 50 points, EARN is a low-risk contractor.

Recommend PY 2023-2024 Fiscal Oversight and Reporting Monitoring Report

Carrie Symes reported there are no items of concern and no findings.

Recommend the Report on Title I Corrective Actions

Carrie Symes reported that we are working with Title I on corrective action items and deadlines have been established for completing them.

File Monitoring Report (recommend)

Carrie Symes reported that file monitoring was conducted in February, resulting in a number of findings. One issue, payment for compression socks, is still outstanding but Title I has indicated they will reimburse us for that disallowed cost.

Desk Audit Report (Gains, Credentials, Post Exit Follow Up) (recommend)

Susan Richmond reported that we continue to work with Title I regarding gains, credentials, and post-exit follow-up. Title I has implemented a new tracker spread sheet that should help toward resolving these issues.

Recommend Statement of Work Reports Q2 PY 23

Title I

Carrie Symes reported that 7 items are failing, 11 items are of concern, and 20 are passing. Issues were identified under Communication, Vested Partnership, and Outcomes, Goals, and Measurements in the Title I Statement of Work. Meetings are being held with Title I to ensure that the issues are being addressed, with corrective actions in place and timelines to correct the areas of concern.

Operator

Carrie Symes reported that of 55 items, none are failing and 2 are of concern to keep them on our radar due to their significance. Overall, the Operator is doing well.

The Q2 PY23 Statement of Work Reports were reviewed and discussed in detail at the Fiscal and Monitoring Committee meeting held April 17.

Bobbie Jones asked if there were any requests to sever any of these items for discussion. No requests to sever items were received.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Jim Decker to accept the Monitoring Items as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

STAFFING UPDATE, TITLE I

Lisa Stalnaker reported that we have been meeting regularly with Title I and as of this week they still have 5 positions open but they expect to be fully staffed by June 1, 2024.

REVIEW BOARD MEETING AGENDA

Lisa Stalnaker stated that the board agenda closely resembles the agenda for this meeting.

The presentation by Jessica Hansford was discussed and determined that it will be postponed until the July board meeting.

It was noted that there are no new board member introductions for the May meeting.

The board will elect an Erie replacement to fill a new vacancy representing Erie County on the slate of officers. Andrea MacArthur will not seek reappointment after June 30, 2024. The Nominating Committee met and is recommending Grainne Blanchette to fill that seat. This will be an agenda item for board approval of the Nominating Committee's recommendation for the slate of officers at the May meeting.

A replacement for Karen Thomas, whose term ends on June 30 and is not seeking reappointment, has been identified and is going through the CLEO's nomination and appointment process for a seat on the board as a Business representative from Warren County.

A new board appointment to fill Andrea MacArthur's seat, which will become vacant on July 1, 2024, is still on hold by the Erie County Executive.

The Erie County Executive has not yet decided if he will reappoint TJ Sandell when his current term ends on June 30, 2024.

RECOMMEND PY 24 MEETING SCHEDULE

Nancy Wisgirda reported that the Governance Committee had been taken off the meeting schedule but the Governance Committee has recommended keeping it on the regular meeting schedule. However, the Governance Committee will meet as needed and any meeting not needed will be canceled on a case-by-case basis.

The Business Solutions and Workforce Solutions committees have agreed to meet on an alternating schedule.

MOTION

It was moved by Jim Decker and seconded by Travis Crytzer to recommend the PY 24 meeting schedule to the board. All were in favor. There were no abstentions. Motion passed and carried.

PY24 HPO DRAFT LIST

Emily Cozzens reported that we have sent out an email to the community regarding the High Priority Occupation (HPO) list and the opportunity to petition any occupations to be potentially added to the list. We have not received much feedback yet. We have received some letters for tool and die and manufacturing.

OTHER BUSINESS

Lisa Stalnaker reported that we received notification of funding for a dislocated worker opioid crisis related grant. The grant application included a budget of \$350,000 but was approved by the state with a budget of \$120,000. We expect that we can still achieve the activities proposed in the grant application, including having a dedicated TDS staff to work specifically with recovery centers and those individuals exiting such services. We would also be able to serve other eligible individuals in the community with an opioid-related crisis. The

grant also includes some HR policies and training for employers in dealing with items such as a medical marijuana card, etc.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

None.

ADJOURNMENT

MOTION

It was **moved** by Jim Decker and **seconded** by Brad Tisdale to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The next meeting has been scheduled for Friday, June 28, 2024, at 10:00 am. Bobbie Jones also reminded members of the board meeting scheduled for May 10 at 8:30 AM and the importance of reaching quorum for that meeting.

The meeting adjourned at 10:34 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	4/26/24
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date