



NWPA JOB CONNECT BOARD MEETING
Via Microsoft Teams
Friday, May 10, 2024
8:30 AM – 11:00 AM

ATTENDANCE: Grainne Blanchette, Larry Fannie, Brad Tisdale, Jack Hewitt, Jessica Hansford, Will Price, Shane Kline, Jill Foys, Kathryn Schaaf, Karen Thomas, TJ Sandell, Heather Frazier, Jim Decker

ABSENT: Andrea MacArthur, Travis Crytzer, Bobbie Jones, Kirk Shimshock, Brandon Schmitt, Juanice Vega,

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

VISITORS

Erie County Alternate Charlie Bayle
Anita McCoy, GECAC
Diona Brick, Fiscal Agent
John Spence
Christine Grigsby
Beverly Rapp
Kerrie DeChurch
Stephanie Krauza
Elizabeth Wilson
Shawn Waskiewicz
Daniel Hornbake, State Monitor
Commissioner Eric Henry
Attorney Joseph Keebler
Mike Costa
Commissioner Bob Snyder
Commissioner Tricia Durbin

Bob Cardamone, Community Action
Commissioner Wayne Brosius
Letty Acosta
Nolan Smith
Brenda Connelly
Jennifer Gesing, Pending New WDB Member
Nancy Sabol
Marybelle Martin, GECAC
Commissioner Chip Abramovic

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Brad Tisdale called the meeting to order at 8:34 a.m. Roll call was taken. It was noted there was a 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.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

Approval of March 8 2024 Meeting Minutes

Accept the PY23 Q2 Participant Survey Results

Carrie Symes reported that aggregate totals were about 88%. She noted that the survey results were reviewed and recommended by two board committees. The complete results are linked to the agenda for review.

Accept the PY23 Q2 Business Satisfaction Survey Summary

Carrie Symes reported that there were a low number of returns. The complete results are linked to the agenda for review.

Accept the PY 22 Adjusted Performance Outcomes

Susan Richmond reported that the PY22 performance outcomes are adjusted by the state with actual participant characteristics and local economic conditions. We have met or exceeded all of our performance outcome goals.

Accept the Revised Self-Sufficiency Policy

Susan Richmond reported that these revised and/or new policies were reviewed and recommended by the Governance Committee, Fiscal and Monitoring Committee, and the Executive Committee prior to being provided for board approval. She stated that the Self-Sufficiency Policy was updated to verify low income status based on data validation.

Accept the Revised System of Record/File Management Policy

Susan Richmond reported that wording in this policy was changed regarding measurable skills gains. We updated the section on what documents can be added to CWDS to reduce paper filing.

Accept the Revised WIOA Title I Program Participant Services Policy

Susan Richmond reported that we clarified time frames for data entry of case notes, measurable skill gains and credentials.

Accept the Revised WIOA Eligibility Policy

Susan Richmond reported that the state clarified the definition of disability, which we reflected in our policy. We also updated the section on random sampling methodology.

Accept the New One Stop Operator Firewall Policy

Susan Richmond reported that this is a new policy and is required at the state level. This is needed if the board functions as the operator, which we do not do locally, but because we have the same contractor for both Title I programs and the operator we need to have this policy.

Accept the PY24 Continuous Improvement Plan

Carrie Symes reported that this plan covers both functional and programmatic integration and cross partner coordination as well as staff development, cross-training of staff, customer satisfaction and market focus as well as performance accountability.

MOTION

It was moved by Jill Foys and seconded by TJ Sandell to approve the consent agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

There were no previous action items.

UPDATES FROM THE CHAIR

Membership

Susan Richmond reported that required information regarding board membership must now be entered into CWDS. This will be a more accurate representation of when resignations, appointments, etc., actually happen.

Reappointments

Susan Richmond reported that we have completed reappointing Bobbie Jones, Jill Foys, Juanice Vega, and Heather Frazier. Karen Thomas will be retiring in June, and we have a replacement in process. Andrea MacArthur is also leaving the board at the end of her term on June 30; Erie County Executive Davis is seeking her replacement. TJ Sandell's term also expires at the end of June, and Erie County Executive Davis will determine his reappointment.

APPROVAL OF FISCAL REPORT

Fiscal Report: Diona Brick referred to the March 2024 fiscal report that was included in the meeting packet. She noted that she is expecting to receive April billings today.

WIOA Formula Dollars (A):

- Highlights are as follows:
 - Please find attached the Adult and Dislocated Worker Expenses as depicted. The total Title I Adult and DW allocation for 23-24 is \$2,053,046. Through March, we expended \$1,745,841 of this amount or 85%. It is important to remember our 30% training requirement for the current year. We are at 23% excluding additional sources and 28% including additional sources. (A.1)
 - It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 23-24 is \$1,357,517. Through March, we have expended \$1,125,423 or 83% of the allocation. Two key benchmarks include a requirement to spend at least 75% of the allocation in Out of School Youth and at least 20% must be spent on work experience for youth. We are currently at 100% and 18% respectively. (A.2)
- Detailed Administrative Budget: (B)
 - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is 66%, which is slightly under budget. This is namely due to staffing. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.
- EARN Program: Attachment C
 - Cumulative- We are at 75% of the budget through March.
- Infrastructure Funding Agreements (IFAs)-Each of our IFAs have finished at budget as follows:
 - Erie Comprehensive Site= 67% of budget
 - Oil Region Comprehensive Site= 80% of budget
 - Mobile Delivery of Service= 74% of budget
- TANF Youth - The total budget for 23-24 is \$702,671. To date, we have spent 67% of the allocation. Contracts have been awarded and subcontractors are spending.
- Additional Assistance Monies
 - 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:
 - BEP (Business Education Partnership) - \$150,000-This is an allocation with an original end date of 06/30/2024. To date we have spent approximately \$20,000. It is currently encumbered and the end date has been extended to 06/30/2025.
 - Statewide Activities - \$28,000 Website Updates -This will carry into 23-24 and funding is secured. All other funding has been closed out to stay in compliance with state regulations. In addition, we received 32,619.76 for PA CareerLink® updates and security. To date, through March there is approximately \$1,000 remaining; however, all is encumbered.
 - Apprenticeship Expansion -Total award is \$183,333. To date, \$15,267 has been spent.

Diona Brick noted that the state updated the financial module on CWDS, resulting in one closeout not getting properly converted by the state’s new system. All documents related to that one closeout have been resubmitted to the state.

MOTION

It was moved by Larry Fannie and seconded by TJ Sandell to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.

Budget Presentation

- ◆ There are two major components for the Workforce Development Board's 2024-2025 Budget: Program and Administration.
 - ◆ Preliminary allocations are attached as presented from the State.
 - ◆ In addition, the Infrastructure Funding Agreements are presented for our review as they play into all the calculations as presented.
- PROGRAM
 - Based on the allocations provided by the State to our Workforce Area, may we recommend to the CLEOs that our Fiscal Agent contract with the Title I provider in the amount of \$4,918,366.
 - Based on the renewal of our EARN (Employment Retention and Advancement Network) agreement with the Department of Human Services in the amount of \$2,220,483, may we recommend to the CLEOs that our Fiscal Agent contract with the EARN provider.
- ADMINISTRATION
 - Salary and benefits reflected for 6 program oversight staff as well as the fiscal agent costs.

- o Operating expense lines have been adjust based on actual trends currently. All costs are relatively consistent.

- IFA - INFRASTRUCTURE FUNDING AGREEMENTS

- o The Operator and all partners will be provided (April 25, 2024) a tentative Operating Budget for review and recommendation. These numbers have been used for planning purposes of our program budget.
- o IFA Details -
 - Overall - These IFA costs are largely consistent; however, the allocations have changed due to allocation changes of staffing.
 - ERIE
 - Overall cost increase is \$6,381.52 or 1%. Largest contributor relates to occupancy costs, maintenance costs, and pest control.
 - OILREGION
 - Overall cost increase is \$5,960 or 3%. Largest contributor relates to occupancy costs. Our lease is scheduled to be renewed for this comprehensive site during the fiscal year.
 - MCL
 - Overall cost increase is \$1,000 or 1%. For 24-25, this is largely different as there are allocations for Community Services Block Grant (CSBG) and Re-Employment (REO).

Diona Brick noted that she received the final allocation verification from the state early this morning.

MOTION

It was moved by Jill Foys and seconded by Jack Hewitt to approve the Budget for 24-25 as presented. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH EQUUS FOR TITLE I SERVICES FOR PY 24 AS BUDGETED INCLUDING A NOT TO EXCEED 8% PROFIT.

Diona Brick asked for approval for the County of Venango to contract with Equus for Title I services for program year 2024 per the budget not to exceed 8% profit.

APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH EQUUS FOR OPERATOR SERVICES FOR PY 24 AS BUDGETED INCLUDING A NOT TO EXCEED 8% PROFIT.

Diona Brick asked for approval for the County of Venango to contract with Equus for One Stop Operator services for program year 2024 per the budget not to exceed 8% profit.

APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH ST. BENEDICT'S FOR EARN FOR PY 24

Diona Brick asked for approval for the County of Venango to contract with St. Benedict Education Center for the EARN Program for program year 2024 as budgeted.

MOTION

It was moved by Heather Frazier and seconded by Shane Kline to approve the three fiscal contract items as a whole. All were in favor. There were no abstentions. Motion passed and carried.

VOTE TO ACCEPT ONE CHANGE TO NWPA JOB CONNECT SLATE OF OFFICERS

Jill Foys stated that the Nominating Committee met and discussed the need to replace Andrea MacArthur as our Erie County representative on the Executive Committee due to her pending end of term on the board. Grainne Blanchette has been recommended by the Nominating Committee to replace Andrea MacArthur on the Executive Committee.

MOTION

It was moved by Kathryn Schaaf and seconded by TJ Sandell to accept the change to the NWPA Slate of Officers. All were in favor. There were no abstentions. Motion passed and carried.

ACCEPT THE MONITORING ITEMS

PY 2023-2024 Title I Risk Assessment Report

Carrie Symes stated that Title I is a medium risk contractor.

PY 2023-2024 EARN Risk Assessment Report

Carrie Symes stated that EARN is a low risk contractor.

PY 2023-2024 Fiscal Oversight and Reporting Monitoring Report

Carrie Symes stated that there were no findings.

Report on Title I Corrective Actions

Carrie Symes stated that we are working closely with Title I to ensure that they are working diligently to respond to the corrective actions imposed in our assessment.

File Monitoring Report

Carrie Symes stated that everything has been resolved except for one issue involving compression socks that were not on the list of required items. We are working with Title I to ensure that this funding is returned.

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

Susan Richmond reported that Title I has started using a new tracking sheet and Title I has noted that they are seeing some positive results in accuracy.

Statement of Work Reports Q2 PY 23

Title I

Carrie Symes reported that Title I had some failing items and they are working to correct those issues.

Operator

Carrie Symes reported that there were very few items of concern.

MOTION

It was moved by Shane Kline and seconded by Jack Hewitt to accept the monitoring reports as presented. All were in favor. There were no abstentions. Motion passed and carried.

APPROVE PY24 STATEMENT OF WORK

Deb O'Neil stated that the SOW Committee met three times to review the Title I and Operator Statements of Work. Lisa Miller incorporated several changes into the SOWs, and these changes are included in the board packet for your review. The revised SOWs were submitted to the Operator and Title I for their review, which they returned with some minor suggestions, which were incorporated into the final documents. Lisa Miller also developed a SOW Scoring System which is based on the SOW Tracker that we've used in the past. The SOW

Committee reviewed the Title I and Operator SOWs as well as the new SOW scoring system and the final documents are now recommended to the board for approval.

MOTION

It was moved by TJ Sandell and seconded by Kathryn Schaaf to approve the PY24 Statement of Work for Title I, the Operator and the SOW scoring system. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL FOR THE OPERATOR TO ENTER INTO MUTUAL AGREEMENTS WITH ENTITIES AS NEEDED FOR MOBILE PA CAREERLINK® SERVICES WITH PRIOR APPROVAL FROM PARTNERS FOR PERFORMANCE

Lisa Stalnaker stated that we have mutual agreements that NWPA Job Connect has been signing with mobile service providers of PA CareerLink® services. It would be more appropriate for the Operator to sign these agreements as they outline the Title I services being provided.

MOTION

It was moved by Jill Foys and seconded by Jim Decker to approve the ability of the Operator to enter into mutual agreements with entities as needed for mobile PA CareerLink® services with prior approval from Partners for Performance. All were in favor. There were no abstentions. Motion passed and carried.

HIGH PRIORITY OCCUPATION LIST

Emily Cozzens reported that we sent out the High Priority Occupation draft list for occupations that had dropped off the list in April to garner support for getting these occupations back on the list. There has been little response to date. We are still looking for support, and the deadline is June 1, 2024.

APPROVE PY24 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.

Nancy Wisgirda stated that she will be sending out the new committee and board meeting schedules in the coming weeks and reminded everyone to accept the meeting invitations and any follow-up invites for meetings that do not fall within the regularly scheduled meetings due to holidays, etc.

MOTION

It was moved by Shane Kline and seconded by Kathryn Schaaf to approve the PY 24 meeting schedule to the board. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL TO ALLOW FOR PDDG TO HAVE ACCESS TO OUR DOMAIN NAME AND TO PERFORM HOSTING SERVICES ON OUR BEHALF AND FOR VENANGO COUNTY TO CONTRACT WITH PDDG AS NEEDED

Emily Cozzens stated that since we are moving our website from Epic to PDDG, we need to get approval to move the domain name over to PDDG.

MOTION

It was **moved** by Jack Hewitt and **seconded** by Karen Thomas to allow for PDDG to have access to our domain name and to perform hosting services on our behalf and for Venango County to contract with PDDG as needed. All were in favor. There were no abstentions. **Motion passed and carried.**

STAFFING UPDATE TITLE I

Lisa Stalnaker reported that Title I currently has 4 positions open, and they hope to be fully staffed by June 1, 2024.

OTHER BUSINESS

Board Staff Report Highlights

Lisa Stalnaker reported that the ID.me kiosks have been received by the Operator and they are awaiting training on them.

We have received the Opioid Disaster Recovery grant, and we had an implementation meeting on May 9, 2024.

We have been providing letters of support for organizations applying for grants.

There is a training available for anyone interested in an overview of the PA CareerLink® system in the latter half of June 2024.

Lisa Stalnaker introduced the new Title I Project Director, Shawn Waskiewicz. Brad Tisdale welcomed Shawn. Shawn stated that he has been in this position for 5 weeks and is looking forward to working with everyone.

OTHER ITEMS AS NEEDED

Lisa Stalnaker reminded the board that Lisa Miller is on leave and to contact her or Nancy Wisgirda with any questions or concerns.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

None.

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 9:46 am. The next meeting is Friday, July 12, 2024.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	5/10/24
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	