



NWPA JOB CONNECT BOARD MEETING
Via Microsoft Teams
Friday, July 12, 2024
8:30 AM – 11:00 AM

ATTENDANCE: Travis Crytzer, Grainne Blanchette, Larry Fannie, Brad Tisdale, Jack Hewitt, Brandon Schmitt, Jill Foys, Jim Decker, Jen Gesing, Kirk Shimshock, Will Price

ABSENT: Heather Frazier, Bobbie Jones, Juanice Vega, Kathryn Schaaf. Jessica Hansford, Shane Kline

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

Christine Grigsby
Beverly Rapp
Kerrie DeChurch
Stephanie Krauza
Elizabeth Wilson
Deb Lutz
Commissioner Eric Henry
Attorney Joseph Keebler

Bob Cardamone, Community Action
Commissioner Wayne Brosius
Letty Acosta
Nolan Smith
Brenda Connelly
Ben Wilson
Nancy Sabol
Melissa Reyes
Joe Miceli
Sara Dodeci
TJ Sandell (Awaiting reappointment process)
Attorney Stephanie Fera

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Travis Crytzer called the meeting to order at 8:31 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 the May 10, 2024 Minutes

a) PY 23 Q3 Performance Measures

Susan Richmond reported that our credential attainment rate is below the negotiated goal. This is because our average indicator rate across all three programs is under 90%. Looking at specific cases, Trade participants often left their training programs because they were called back to work. In the youth column, education is offered concurrently with work experience, which is a requirement under WIOA. Title I has been using a WYS13 service code which does not provide for a credential. We are working with Title I to improve the process so that youth can earn a credential while participating in a work experience.

b) Recommend PY 24-25 Monitoring and Oversight Schedule

Carrie Symes noted that the local monitoring and oversight schedule was modified to better coordinate with the board committee meeting schedules where the results are reported out and then recommended to the board. Monitoring activities include programmatic oversight, fiscal, and file review.

c) Recommend Updated File Monitoring Tool for Adult/Dislocated Worker PY 24-25

Carrie Symes reported that we have created Excel spreadsheets for Adult/Dislocated Worker, Youth, and TANF Youth to calculate the monitoring responses in each category, including OJT, IEP, training services, supportive services, etc. These updated tools will allow us to provide data to the committees and the board going forward. A master sheet will calculate each individual sheet, including results on registered apprenticeship.

d) Recommend Updated File Monitoring Tool for Youth PY 24-25

Carrie Symes reviewed the updated Youth file monitoring tool by section, identifying any changes.

e) Recommend Updated File Monitoring Tool TANF Youth Program PY 24-25

Carrie Symes noted that the updated TANF Youth file monitoring tool is similar to the previous tool but we are ensuring that the tool covers all the necessary monitoring items. Proposed TANF Youth Development Program changes may require additional changes to the tool to remain compliant, if those changes are approved and implemented at the federal level.

f) Recommend Updated Risk Assessment Evaluation for PY 24-25

Carrie Symes reported that the risk assessment was revamped based on the information received at the US Department of Labor summit as well. The USDOL model uses percentages, which we have adopted in the proposed updates to the risk assessment evaluation tool.

Travis Crytzer 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 Jack Hewitt 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

Chair Crytzer welcomed new board member Jen Gesing. Ms. Gesing is the Executive Director of Beacon Light Behavioral Health System and replaces Karen Thomas on this board. Ms. Gesing stated that she has been in Warren County for 20 years and is originally from Pittsburgh. She has been with Beacon Light for about 28 years and looks forward to representing the rural community.

Deb O'Neil reported that Andrea MacArthur's end of term was June 30, 2024; however, she decided to end her term on June 3, 2024. A replacement for her has been identified and we are working with the Erie County Executive's office to appoint this candidate. Erie County Executive Alternate Charlie Bayle stated that this individual is scheduled for appointment at the next Erie County Council Executive meeting.

TJ Sandell's last day of his term was June 30, 2024. We have received confirmation from the Erie County Executive's office that he will be reappointed. We are working on getting the appropriate documentation for that appointment.

Travis Crytzer stated that Jessica Hansford of Clarion Psychiatric Hospital has been invited to give a presentation to this board, and she has agreed to a presentation at the next meeting.

ACTION ITEM

Jessica Hansford or her colleague will plan to provide a presentation on mental health at the next board meeting.

APPROVAL OF FISCAL REPORT

Fiscal Report: Diona Brick referred to the May 2024 fiscal report that was included in the meeting packet. She noted that she just received the June invoices and financial status reports will be done by the end of the day on Monday, July 15.

- 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 May, we expended \$2,038,479 of this amount or 99%. It is important to remember our 30% training requirement for the current year. We are at 25% excluding additional sources and 28% including additional sources. (A.I) Diona Brick noted that the increased expenditures for Adult funds are a factor of the economy but we can transfer funds between Adult and Dislocated Worker as needed.
 - 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 May, we have expended \$1,324,602 or 98% 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 20% respectively. (A.2)
- Detailed Administrative Budget: (B)
 - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is 80%, 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 92% of the budget through May.
- Infrastructure Funding Agreements (IFAs)-Each of our IFAs have finished at budget as follows:
 - Erie Comprehensive Site = 90% of budget
 - Oil Region Comprehensive Site= 93% of budget
 - Mobile Delivery of Service= 80% of budget

Diona noted that we expect to finish on budget for the Erie location due to recent costs related to pest control.

Also, in the last 24 hours, we have been notified that we will need to move temporarily out of the space at the Oil Region location for potentially a four week or longer period due to PennDOT evaluating and repairing some structural issues with the building. More details will be shared later in the meeting. We will finish under budget for the mobile IFA since many partner locations do not require a cost.

- TANF Youth-The total budget for 23-24 is \$702,671. To date, we have spent 92% of the allocation. Contracts have been awarded and subcontractors are spending, but there is slow invoicing with some of the contracts.

- 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 \$50,000. It is currently encumbered and has been extended to June 30, 2025.
 - Statewide Activities - \$28,000 Website Updates We received 32,619.76 for PA Careerlink® updates and security. Both allocations will be fully expended and closed out for 6/30/2024.

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- Apprenticeship Expansion-Total award is \$183,333. To date, \$15,267 has been spent. The grant deadline has been extended through June 30, 2025.

Jack Hewitt asked if there will be any rent rebate from the PA CareerLink® Oil Region being closed for a potentially extended period of time. Diona Brick stated that the PA CareerLink® Oil Region lease is between state departments and handled by the GSA at the state level. Mike White of BWDA is aware and the Venango County Commissioners have had discussions with PennDOT regarding the building issues. The cost for the space is only \$5 per square foot. Larry Fannie added that leadership in Harrisburg is aware of the situation. He suggested that this may not be a quick fix and that the facility being closed for only one month would be best case scenario. Venango County has offered space for PA CareerLink® participants to meet so there is no interruption in services. Jill Foy stated that the Northwest Commission can offer space as well.

MOTION

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

ACCEPT THE PY 23 Q4 MONITORING ITEMS

File Monitoring Report

Carrie Symes reported that she, along with Susan Richmond and Juanet Shefchunas conducted the file monitoring between 5/13/24 and 5/28/24. The final report was given to Title I on June 5, 2024 and they were given until June 28, 2024 to make any corrections. Items of concern included inadequate credentials, no proof

of worksite compliance standards, 4 alterations to W-4 forms which will result in a corrective action if found in future monitoring.

Jack Hewitt asked if any follow up had been done regarding the acceptance of transcripts as a credential. Susan Richmond stated that transcripts will count for data validation, but they do not count as a credential for common measures performance because they must be a “recognized” credential per the state. She further noted that Title I has one year to enter the credential, but they could upload the transcript for data validation purposes and then work to gather the credential.

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

Susan Richmond reported on the desk audit, which reports on the post-exit follow up and gains and credentials for participants. She noted that there are various reasons for Title I missing the gains and credentials including that participants may have left their training due to being called back to work; the staff may have missed entering the credential; the service may have been entered late, etc. Title I has implemented a new tracking system. We will continue to monitor these items to see if the new tracking system increases the post-exit follow up as well as the gains and credentials going forward.

Cancelled Cases Report

Carrie Symes stated that we have begun to review cases canceled by Title I. We started reviewing these in the third quarter and found there were a significant number of cancelled cases. Some reasons for cancellation include youth not being aged out of foster care, and work schedule conflicts. We have asked for action steps to be completed by June 28, 2024, and we have received those.

MOTION

It was moved by Brad Tisdale and seconded by Jill Foys to accept the monitoring reports as presented. All were in favor. There were no abstentions. Motion passed and carried.

APPROVE Q3 PY23 STATEMENT OF WORK REPORTS

a) Title I

Carrie Symes reported that there were 3 items that were failing and 14 items that remain of concern. Examples of the failed items include consumer choice not being fully documented in case notes, ensuring that data used by funders is collected and entered timely, measurable skill gains and credentials entered too late despite implementation of the Title I tracker system, and failing to meet the performance goal of at least 90% for credential attainment in the common measures state performance report. NWPA Job Connect staff continue to meet with Title I to discuss ways to correct these areas of concern. The report included with the agenda lists these areas of concern in detail.

b) Operator

Carrie Symes reported that of 55 items, none were failing and 3 remain of concern due to their importance, but they are not due until the end of the program year. Overall, the performance of the Operator has been great.

APPROVAL FOR SOW COMMITTEE TO DO THE FOLLOWING (SEVER AS NEEDED)

Determine Compliance With Title I Execution on the PY23 SOW

Determine Compliance With Operator Execution on the PY23 SOW

Finalize and Recommend the PY23 Title I Contract Profit Payout

Deb O’Neil reported that we are now getting near the time of year that we review the Statements of Work for Title I and the Operator. As part of their contract, we are reviewing their compliance with the statement of work

to determine the percentage of profit payout. We are asking for a recommendation to convene the Ad Hoc SOW Committee to begin reviewing the statements of work for any profit payout for the Title I contractor.

MOTION

It was moved by Jim Decker and seconded by Jill Foys to recommend the Ad Hoc Statement of Work Committee to convene to complete agenda items a-c as a whole as presented. All were in favor. There were no abstentions. Motion passed and carried.

HIGH PRIORITY OCCUPATION LIST UPDATE

Emily Cozzens reported that petitions were submitted for ten occupations to be added to the high priority occupation list. These occupations included:

<u>Occupation Title</u>	<u>SOC</u>
Grind/Lap/Polish/Buff Machine Setters	51-4033
Machinist	51-4041
Tool and Die Makers	51-4111
Welders/Cutters/Solderers and Brazers	51-4121
Career/Technical Education Teachers, Secondary School	25-2032
Special Education Kindergarten	25-2055
Special Education Teachers, Secondary School	25-2058
Special Education Teachers, Other	25-2059
Teachers & Instructors, Other	25-3099

EO COMPLIANCE SURVEY UPDATE

Carrie Symes reported that on May 23, 2024 we received an email from the Office of Equal Opportunity in Harrisburg stating that they reviewed our 2023 EO Compliance Survey responses that were sent in last year. There is a tight timeline for submitting our corrective action response. We have met with the Office of Equal Opportunity for further clarification. We will share additional details at the next meeting.

STATE PERFORMANCE NEGOTIATION PROCESS

Deb O'Neil reported that every two years the board has to negotiate the common measures performance with the state. The deadline to submit our proposal is July 26, 2024. We are in the process of gathering information and preparing our proposal that must be submitted prior to the next meeting. We expect to receive a response back from the state by the end of August and will present it to the board for approval.

EQUUS STAFFING UPDATE

Lisa Stalnaker reported that Title I currently has 5 openings with two positions potentially filled soon, 3 staff on leave, one of which is expected to return soon. Travis Crytzer asked if these vacancies are having an impact on service provision. Sara Dodeci, a Regional Director with Equus, stated that the vacancies have impacted service provision, as evidenced by some of the issues found in the monitoring. She does not expect any impacts moving forward due to the corporate support being brought into the local area to train staff and assist with staff retention. Travis Crytzer thanked Sara Dodeci for attending the meeting and noted that he looks forward to working with her.

2024 NORTHWEST LWDB MEMBERSHIP LETTER

Susan Richmond stated that this letter from the Bureau of Workforce Development confirms that we are in compliance with our board membership as of February 7, 2024.

OTHER BUSINESS

Board Staff Report Highlights

Lisa Stalnaker reported that the ETPL opens on August 1, 2024. The report lists the many trainings PFP staff have attended, as well as the outreach activities conducted by the PFP staff. Ms. Stalnaker encouraged board members to review the report to get a greater understanding of what exactly PFP staff do, particularly members new to the board.

OTHER ITEMS AS NEEDED

Elizabeth Wilson reported on the status of the PA CareerLink® Oil Region location. The building, which is owned by PennDOT, is experiencing some structural deficiencies. PennDOT engineers have visited the site repeatedly to assess the situation, resulting in PA CareerLink® staff having to vacate areas of the office. PA CareerLink® staff will work remotely for the next 30 to 60 days. Larry Fannie commended the PA CareerLink® staff for working so well together to ensure a smooth transition.

Larry Fannie noted that this will be his last board meeting as an NWPA Job Connect member. He stated that he will be retiring in September and PA Labor and Industry will be recommending his replacement to the CLEOs for appointment to the board. Travis Crytzer thanked Larry for his time and dedication to the board and wished him well in his retirement.

REVIEW OF NEW ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:43 am. The next meeting is Friday, September 13, 2024.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	7/12/24
Minutes Approved	NWPA Job Connect Board	9/13/24
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	9/17/24