

ATTENDANCE

Brad Tisdale
Jim Decker
Travis Crytzer
Juanice Vega

ABSENT

Bobbie Jones

GUESTS

STAFF

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

WELCOME/ROLL CALL

Brad Tisdale called the meeting to order at 10:03 AM in the absence of the chair. 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

1. Approval of April 26, 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. We are working with Title I to find a way to allow youth to earn a credential while earning work experience.

b) Recommend PY 24-25 Monitoring and Oversight Schedule

Carrie Symes noted that the monitoring schedule was included with the agenda, with one note that the PY year was listed as the prior year in error. 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.

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

PREVIOUS ACTION ITEMS

There were no previous action items.

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.

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.

MOTION

It was moved by Travis Crytzer and seconded by Juanice Vega to recommend the Monitoring Items as a whole. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND STATEMENT OF WORK REPORTS Q3 PY 23

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.

MOTION

It was moved by Jim Decker and seconded by Travis Crytzer to recommend the Statement of Work reports for Q3 PY23 as a whole. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND 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 Allow 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 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. We also need to find an additional member for this committee due to the resignation of Andrea MacArthur.

MOTION

It was moved by Jim Decker and seconded by Travis Crytzer to recommend the Ad Hoc Statement of Work Committee to convene to complete agenda items a-c as a whole as presented. Following discussion, Jim Decker amended his motion for the Ad Hoc Statement of Work Committee to convene to complete agenda items a-c resulting in a recommendation to the board on any Title I contract profit payout. The amended motion was seconded by Travis Crytzer. All were in favor. There were no abstentions. Motion passed and carried.

HIGH PRIORITY OCCUPATIONS LIST

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

ETPL UPDATE

Emily Cozzens reported that the ETPL is open for new program year training provider applications and we are reviewing the training list and have received nine applications so far.

WDB MEMBERSHIP UPDATE

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.

Karen Thomas' end of term is June 30, 2024. However, she ended her term concurrent with her resignation date of June 13, 2024 from her employer. Jennifer Gesing is her replacement, and her appointment begins July 1, 2024.

TJ Sandell's last day of term is June 30, 2024. We have been communicating with the Erie County Executive's office to determine whether he will be reappointed. We have 90 days to find a replacement once the June 30, 2024 date passes.

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.

REVIEW BOARD MEETING AGENDA

Lisa Stalnaker reported that the July board agenda is included with this agenda for the committee's review.

WORKFORCE DEVELOPMENT DISCUSSION ITEM

Deb O'Neil reported that we try to have a workforce development discussion during the board meeting, time permitting. Jessica Hansford from Clarion Psychiatric Hospital had been scheduled for previous meetings to give a presentation but experienced technical difficulties. We would like to invite her to present at the July board meeting, if she is still interested and time permits. The consensus was to provide this presentation at the July board meeting but to limit the presentation to no more than 15 minutes.

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 will share additional details at the next meeting.

TANF YDP PROGRAM UPDATE

Juanet Shefchunas reported that there are proposed changes to the TANF Youth Development Program coming from the federal level:

- The current income guideline is less than or equal to 235% of the Federal Poverty Level. If the proposed changes are implemented, eligibility would be based on a young person's aggregated family income that is less than or equal to 200% of the Federal Poverty Level and the prospective youth participant must be the child of a TANF-receiving adult. Currently, only the youth participant's income is considered for eligibility for the program.

These proposed changes have not yet been approved at the federal level. We are hoping to receive clarification of these changes in the fall.

EQUUS STAFFING UPDATE

Lisa Stalnaker reported that there are currently 6 open positions, and one staff person is on medical leave and another is on extended personal leave.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The next meeting has been scheduled for **Thursday** August 29, 2024, at 10:00 am.

The meeting adjourned at 10:52 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	6/28/24
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date