



425 Old Kersey Road
Kersey, PA 15846
Office: 814-245-1835
WorkforceSolutionsPA.com

**North Central Workforce Development Board
(Workforce Solutions for North Central Pennsylvania, Inc.)
Meeting Minutes
Community Education Center for Elk and Cameron Counties
October 4, 2017
4 Erie Avenue
St. Marys PA 15857
9:30 am**

Board Members Present – In Room

Bob Cardamone, Dave Cornelius, Bill Curley, Kelly Davis, Bruce Jones, Brad Lashinsky, Greg Lezanic, Jeff Miller, Keli Rounsville, George Salter, and Dave Steele

Board Members Present – On conference call

Bunny Comilla, Tonya Coursey, Cathy Grove, Sharon Engle (chair), Elizabeth Kweder, David Miller, JoAnne Ryan

Board Members Absent

Kelly Benson, Scott Graham, Joseph Harges, John Sutika , and Joe Williams

WDB Staff Present

Linda Franco, Joe Royer, Pam Streich, Susie Snelick, and Ashley Urbancic

Guests in room

Herb Bullers (CEO), Deborah Pontzer, Greg Sands, Nancy Smithbauer, Jenna Witherite, Tom Werstler

Guests on conference call

Terry Cole, Tom Bogacki, Susan Kefover (CEO), Larry Horning, and Todd Vanderburgh

Quorum

A quorum was established for today's meeting.

Call to Order and Welcome

Chair Sharon Engle called the meeting to order at 9:30 and welcomed everyone in attendance.

Pledge

The Pledge of Allegiance was given.

Consent Agenda

Cathy Grove made a motion to accept the consent agenda with the changes to the July 12, 2017 Meeting Minutes changed to reflect Dave Steele and Kelly Benson as absent, seconded by Bob Cardamone, motion passed.

North Central Subcontract Reports

Susie provided everyone with an overview of the reports' changes stating that the board established goals with North Central for this year. The reports contain both quarterly and cumulative numbers, activities, hard to serve categories and one success story per county of which Larry Horning will further discuss one of the six. The ITA report shows the number of ITAs issued since July 1, 2017 and you will find a narrative report that explains outreach efforts, staff development and strategic innovative practices.

Both Susie and Sharon thanked Larry for compiling this information.

Larry highlighted the Elk County success story informing the group that Kyle was working 2 jobs, has a physical disability and decided to enroll in the HVAC program at Jeff Tech. He hopes to own his own business someday. He continues to work part time in the evening while attending school full time in the day.

Bob Cardamone asked if we could follow up on the success stories to identify long term outcomes – Larry stated that they could do this and report at future board meetings.

Finance Committee Report

Bob Cardamone discussed the Audit Portion of this Finance Committee Report stating that an RFP was issued to obtain an auditing firm for the board. Two proposals were received and evaluated by the committee. SB and Company was unanimously chosen to receive the award and will provide auditing services for PY17 for \$12,500.

Kelly Davis made a motion to approve the award of \$12,500 to SB and Company for the auditing services for Workforce Solutions, seconded by JoAnne Ryan, all in favor, no opposed, motion carried.

Susie reviewed the Quarterly Budgets that were provided to members in the board mailing as 2 separate handouts. Susie explained that the budgets are submitted to Labor and Industry. We have two years to spend the funding in the contracts that we received from Labor and Industry for PY16. Some line items ended up going over the budget and we need to get them to a zero balance. Therefore, we increased the funding in Adult Program Staff Salaries and decreased the training budget. This was not a significant amount. We are still in line with our targets for training. We also have invoicing procedures in place with our subcontractor and will have a better sense of where our expenditures are each month. In the youth budget, staff salaries went over slightly in administration so operational expenses were decreased by that amount. In addition, we increased OSY staffing and decreased ISY staffing as well as increased ISY work experience funding.

The negatives are shown in red on the first handout and the second handout shows everything balanced out – there were no changes to the total budget.

Cathy Grove made a motion to approve the Workforce Solutions PY16 budget report, seconded by Dave Steele, all in favor, no opposed, motion carried.

Incumbent Worker Training Policy (Work-Based Training Policy)

Pam Streich reviewed the Incumbent Worker Training Policy which is part of the new Work Based Training Policy included in the mailing. The Workforce Innovation and Opportunity Act (WIOA) authorizes a number of work-based training options that may be utilized as appropriate to assist job seekers to re-enter or advance in the workforce. The policy outlines the eligibility requirements and procedures for the following: Registered Apprenticeships (RA), On-the-Job Training, Incumbent Worker Training (IWT) and Transitional Employment. Discussion ensued regarding the requirements of IWT with board members agreeing that the addition of IWT would be beneficial since IP funding for training is no longer available. An application would be developed for companies to apply for funding on a quarterly basis and all applications would be reviewed by a committee that will be formed. The applications would be evaluated based on the 12 items listed in the policy to ensure that the training aligns with the goals of the board and is necessary for the company to succeed and the participants to increase their skill levels. It was also agreed that the training funding should not be utilized as a replacement for WEDNet nor be proposed when a company is on their sit out year for WEDNet. Pam stated that the use of WIOA funds for IWT cannot negatively impact funding for job seekers.

Susie stated that since all of the PY17 funds are already allocated we would begin by utilizing carryover funding for this program year.

Greg Lezanic made a motion to approve the Work Based Training Policy which includes the IWT policy as presented, seconded by Bruce Jones, all in favor, no opposed, motion carried.

Referral Policy

Pam Streich reviewed the Referral Process Policy which was included in the mailing. Pam reviewed the vision of WIOA Partnerships in American Job Centers which include providing a seamless, customer-focused, integrated service delivery across all programs. Referral processes can take many forms which are outlined in the policy but strongly suggests utilizing warm and/or active referral processes especially for customers using other services without assistance. Referral follow up is also important to ensure that customers are accessing all of the programs and services available to them. The use of referrals will be monitored for effectiveness.

Dave Steele made a motion to approve the Referral Policy as presented, seconded by Bob Cardamone, all in favor, no opposed, motion carried.

PA CareerLink MOU and Operating Budgets

Linda Franco reviewed the PA CareerLink Memorandum of Understanding (MOU) referencing a variety of Federal and State policies that require the development and implementation of the MOU. The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area.

Linda stated that all partners must sign the MOU and to date there are some outstanding signatures. There is a Governor's option if all of the partners in a local area don't agree with the MOU or related budget. We don't anticipate this for our region. The Workforce Delivery System Committee has been working with Linda on the development of the MOU for several months.

Operating Budgets

Susie Snelick then discussed the operating budgets which are part of the MOU. The sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200. The spreadsheet, as developed by the state, includes a section for each PA CareerLink center identifying the partners present and/or contributing to each center. Each center is a bit different. Staffing overall has decreased however this is not necessarily a decrease in people but possibly a decrease or loss of a funding stream (i.e. Sector Partnership). The cost for all partners increases when this occurs.

This year the average FTE is \$9,500, last year it was \$8,000 and in 2015 it was \$8,000. The board contributes \$164,534 from our resources to support the system as well. In addition, this year UC is contributing an additional \$1,000 that is split between all centers and therefore must be split on each budget as each center gets a share of this.

Bob Cardamone made a motion to approve board support of the MOU and Operating Budgets, seconded by Dave Steele, all in favor, no opposed, motion carried.

Labor Market Information

Pam provided an overview of the handouts that were part of the mailing as well as handed out at the meeting. The Labor Market Information Packet includes 7 handouts – the first being a one-page overview of the region with a county profile of each of our counties to follow. Pam stated at the CEDS Meeting where she presented this information there were some specific questions asked about the information on the North Central WDA Profile. The questions were related to the number of unemployed individuals in the North Central region as listed on the Profile for the month of August 2017 – 5,500 and the number of Continued (CC) Unemployment Compensation (UC) claims in our region – 8,120. The Center for Workforce Information and Analysis informed us that these numbers have nothing to do with each other. More explanation of each as well as some additional Labor Market Information and definitions follow:

The number of unemployed – 5,500 is an estimate based on modeling called the Current Population Survey (CPS) to measure the extent of unemployment in the country as well as in each state, local area and county.

Regarding the number 8,120. This is the number of continued Unemployment Compensation (UC) claims in the North Central Workforce Development Area. Continued Claims(CC) is a count of claimant's weekly certification of eligibility for unemployment insurance during a claim series. Since this number was on a monthly report the number 8,120 is the number of weekly claims by all individuals. The number does not reflect the number of individuals but rather the number of weekly claims - therefore as an example during a typical month with 4 weeks if there were 2,030 people filing weekly claims every week during that month the result would be 8,120 CC Claims.

If you want more details, the following link is a great resource from the Bureau of Labor Statistics that explains the survey in great detail:

https://www.bls.gov/cps/cps_htgm.htm

Discussion ensued.

Next Generation Sector Partnerships

Susie Snelick discussed a new initiative of Labor and Industry referred to as Next Generation Sector Partnerships which replace Industry Partnerships. The main difference is that employers literally sit in the center of the meeting room while service provider (economic development, workforce development, education, community and faith based organizations, etc.) sit on the outside and listen only. Once employers prioritize their most pressing needs the providers are to collaborate on solutions. We applied for 2 Sector Partnership building grants in the amount of \$25,000 each for the Manufacturing and Healthcare sectors. Susie then asked board member JoAnne Ryan to talk about the Manufacturing for Employee Education and Advancement (MEEA). MEEA is a non-profit group that formed in response to a labor shortage however members quickly learned that the issues were actually barriers of the employees and they are now taking a more holistic approach. They have expanded to include an advisory council, local partners, healthcare, social services, faith based organizations, community leaders. There are also population issues with a 29% projected population decline for Elk county over the next 20 years. Along with a projected 56% increase in job growth the result will be a shortage of workers. They will be working on a strategic plan with a consultant.

Discussion ensued. Dave Steele asked if we could obtain more information on the numbers including statistics on the previous 20 years' population projections to determine if they did indeed occur? Another question was regarding the jobs that are included in the 56%. Staff will inquire about this data.

Committee Structure

Susie Snelick asked any subcontractors to either leave the room or hang up on the phone call to discuss the committee structure of the board. Susie then explained that a conflict of interest exists with the Title I contractor (North Central) serving on the committees of the board. Staff propose they be

removed as members of the committees and staff will engage them on an as needed basis as the Local Management Committee (LMC) has been doing.

Bob Cardamone made a motion to continue the LMC model for all committees, seconded by Jeff Miller, all in favor, no opposed, motion carried.

Other Business

Board Member Jeff Miller discussed a meeting that was held with the Building Trades representatives, board staff and workforce staff from the PA CareerLink centers. The purpose of the meeting was to assist all in understanding the Registered Apprenticeship opportunities available to job seekers.

Executive Session

Susie Snelick asked all guests and staff to leave the room as the board had personnel issues to discuss. JoAnne moved to move into Executive Session, Bruce seconded, motion passed.

Results of Executive Session

The meeting was called back to order after the Executive Session with Bob Cardamone making a motion to approve the hiring of a part-time employee to assist with the accounting function and other office duties and to waive any hiring restrictions the personnel manual would limit due to the immediate need, JoAnne seconded it, motion passed.

Meeting Adjourned

JoAnne Ryan made a motion to adjourn the meeting, seconded by Bruce Jones, all in favor, no opposed, motion carried.