



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Held Via Zoom Meeting/Call
Wednesday, December 22, 2021 at 9:30 a.m.**

Board Members Present – on Zoom Video/Call: Chris Adamson, Kate Brock, Corine Christoff, Tonya Coursey, Kelly Davis, Buddy Franklin, Sarah Hayden, Bruce Jones, Dave Miller, Jeffrey Miller, Leslie Neal, Christina Palmer, John Sutika, and Kimberlea Whiting

Board Members Absent: Catherine Bartruff, Bunny Comilla, Michael Hoskavich, Lisa Kweder, Brad Lashinsky, George Salter, David Steele, and Ping Werner

WDB Staff Present on Zoom Video/Call:

Pam Streich, Vanessa Hasselman, Sherri Cunningham, Colleen Prechtl, Jocelyn Bash, Ron Hammersley, and Terry Hinton

CEO Members Present on Zoom Video/Call: Barry Hayman and James Moate

Guests – Present on Zoom Video/Call: Blythe Brunner, Jill Martin-Rend, Sharon Engle, Tom Bogacki, Melanie Erb, Jenna Witherite, Brad Moore, Michaelene Shirey, Bridget Wolf, and Chris Shirok

Call to Order and Welcome:

Chair Corine Christoff called the meeting to order at 9:35 a.m. and welcomed everyone in attendance.

Pledge: The Pledge of Allegiance was recited

Quorum: A quorum was established

Consent Agenda:

Corine asked the board if there were comments or questions on the consent agenda. The following items are included on the consent agenda.

1. Meeting Minutes – October 6, 2021 Full Board Meeting
2. Youth Committee Report
3. Labor Management Committee (LMC) Update

4. Operator report
5. Equus Subcontractor Report
7. PA CareerLink® Report

There were no questions or comments on the consent agenda. Chris Palmer made a motion to accept the consent agenda; John Sutika seconded; there were no abstentions; all were in favor; none opposed; the motion carried.

Audit Presentation:

Chris Shirok with Young Oakes Brown & Company PC thanked Vanessa, Pam and the staff of Workforce Solutions for their assistance and stated he was happy to report a clean and unmodified audit. All board members were provided a copy of the audit report prior to the meeting for review. Chris briefly touched on a few areas of the audit. He noted page 3, the balance sheet, stating that Workforce Solutions has 133,090 in total net assets with \$120,797 being assets with donor restrictions. Chris also noted Workforce Solutions expenses were \$5,500,000 with 95% of this being program costs. Also noted was the audit of WIOA funding. The total WIOA expenditures were \$4,371,729, the minimum audit amount is 20% of the WIOA expenses which was audited. Chris noted this was also a clean audit. At this time Corine asked if there were any other questions or comments on the audit presentation. With no further questions a motion was made by Bruce Jones to approve the audit results as presented; Kate Brock seconded the motion; no abstentions; all were in favor; none opposed, and the motion carried.

Monitoring Findings Concerns and Corrective Action Plan:

Pam noted that all members had been provided a packet prior to the meeting that included the report on monitoring findings and corrective action plans. Pam said we have a good relationship with our State Monitor, Melanie Erb and were currently in the process of ramping up all our monitoring. Pam gave a quick overview of the monitoring which included:

- 1) Procurement and Subcontracts – No Findings
- 2) LWDB Policies and Agreements – No Findings
- 3) Service Delivery – No Findings. A promising practice was noted for Youth Outreach in the “Carl the Career Bear” website.
- 4) Sunshine Act – Finding #1 – Abstentions were not being recorded in the minutes. Pam noted this had already been discussed and corrected as of January 2021 and a copy of minutes were provided in the packet.
- 5) LWDB Administrative Functions – Finding #2 – The Adult and Dislocated Worker Monitoring Tool was missing a line item to ensure the programs have an electronic IEP/ISS entered in to CWDS. A revised monitoring tool has been submitted and it was noted that we will continue to work on improving our monitoring tools.
Concern #1 – Case Progress Notes – In reviewing case files for PY20, it was not indicated in any of the case notes at the time of the WIOA application if the civil rights form, grievance process acknowledgement or the consent to release forms were reviewed and signed by the participant.
- 6) Performance – No Findings
- 7) Fiscal Integrity – No Findings
- 8) Audit Requirements – No Findings

- 9) One Stop Operator – Finding #3 – The One Stop Operator does not provide strategic oversight between economic and workforce development. Pam noted this has been addressed and will be further discussed later in the meeting.

Pam stated that a corrective action plan has been sent to the BWDA to address the findings and concerns and that we will continue to work with our monitor to address any concerns. With no questions or comments, Corine asked for a motion to approve the correction action plan. Kate Brock made the motion; Kelly Davis seconded; no abstentions; all in favor; none opposed, and motion carried.

Action Items:

- 1) **Workforce Solutions Expenditures** – Vanessa had provided members with the Statement of Expenses Report dated 11/30/2021 and noted everything was in line with the budget with nothing going over budget. Jeff Miller made a motion to accept the current Workforce Solution Expenditures; Chris Palmer seconded; no abstentions; all in favor; none opposed, and the motion carried.
- 2) **WIOA PY20 Revised Budgets** – Vanessa discussed the following:
 - The Adult and Dislocated Worker budgets were revised to reflect the following:
 - Increases to Program Salaries and Fringe Benefits
 - Decreases in Resource Sharing Agreement Expenses
 - Decreases in Supportive Services and ITAs
 - Dislocated Worker Budget was also revised to reflect the increase in the total allocation award amount, including reallocation to the administrative categories due to the increase in funds.
 - The Youth budget was revised to increase OSY Work Experience – Participant Costs and Other Training, offset by a decrease in Staff and Operational Expenses.

John Sutika made a motion to approve the WIOA PY20 Revised Budgets; Jeff Miller seconded; no abstentions; all in favor; none opposed, and motion carried.

- 3) **Approval to Post two Workforce Solutions Positions** – Pam explained Workforce Solutions is looking to add two staff members and explained the positions.
 - **Position 1 – Project Manager Position** to manage the PROSPER project, a federal grant program designed to extend services and programs for job seekers who are in recovery from substance and alcohol use disorders. This position will be responsible for coordinating all grant activities and programs between multiple agencies in the north central workforce development region. This is a temporary three-year, 30 hours/week position. Pam stated we are asking for approval to post this position at \$20/hour with the offer of healthcare benefits and paid time off based on the PTO schedule for part time employees as identified in the Personnel Manual. This will also require the approval of changes to the Personnel Manual to revise the language for temporary employees, adding the healthcare benefits and PTO.
 - **Position 2 – Strategic Planning and Project Manager**- this is the position that was formerly held by Pam, Executive Director. Pam explained we are currently working

though an organization redesign process with J.L. Nick and Associates, Inc. so this position profile is currently being analyzed to produce a salary scale. This will be a full-time exempt position. We are looking for approval to post this position at the salary scale provided by J.L. Nick and Associates, Inc. to begin recruitment for candidates to fill the position.

Pam asked if there were any questions about the positions. James Moate asked where the jobs would be posted. Pam stated they would be posted on CWDS at the PA CareerLink® and in the Bradford Era, Daily Press and Courier Express to cover our six counties. With no further questions, Corine asked for a motion to approve both job postings with the recommended wages and benefits. Bruce Jones made the motion; Kelly Davis seconded; no abstentions; all approved; none opposed, and the motion carried.

- 4) New Committee to the Board** – Pam stated that at the October 6, 2021 Workforce Development Board meeting, the Future’s Committee was dissolved. After research and discussions, we are recommending the development of a Policy and Performance Committee. Pam explained the purpose of this committee would be setting workforce delivery system policy, developing performance criteria and implementing evaluation methods for the workforce delivery system in the North Central Workforce Development Area. The committee will meet quarterly and be chaired by a board member. We will be looking for volunteers to join this committee. Pam noted we would also need to make changes to the bi-laws if the committee is approved. With no other comments or questions, Corine asked for a motion to approve the creation of a new Policy and Performance Committee. Chris Adamson made a motion; Kate Brock seconded; no abstentions; all in favor; none opposed, and the motion carried.

One-Stop Operator Award – Pam explained we received a proposal on behalf of a One-Stop Operator Consortium. The proposal submitted by Equus Workforce Solutions was signed by Title 1- Workforce, Blyth Brunner, Title II – Adult Education, Kelly Davis and Jenna Witherite, Title III – Wagner Peyser, Bruce Jones, and Title IV – Office of Vocational Rehabilitation, Chris Palmer. These representatives who serve as their respective one stop partner directors propose to work together to ensure the successful operation of the PA CareerLink® centers in our region.

Workforce Solutions is still in negotiation with the partners on working out a few details but are very close to the final budget which will not exceed \$25,000. Workforce Solutions is recommending the award of the One-Stop Operator upon successful negotiation of terms to the Consortium of entities identified. The contract would begin on January 1, 2022 through June 30, 2022 followed by second contract beginning July 1, 2022 through June 30, 2023. Periodic monitoring and evaluations of the One-Stop Operator will be performed by board staff and reported to the CEO’s and NCWDB Board members. A representative from the Operator Consortium will also attend the Policy and Performance Committee quarterly meetings as well as report at the board meetings. Pam asked if there were any questions on the one stop operator. There were no questions. At this time Kate Brock made a motion to award the Consortium the One-Stop Operator upon the successful negotiation of terms; John Sutika seconded; Kelly Davis, Chris Palmer and Bruce Jones abstained; all approved; none opposed, and the motion carried.

PA Department of Human Services – EARN Redesign:

Pam stated that a letter from the PWDA had been included in the board mailing explained the plans to redesign the EARN Program, but she would summarize the letter for everyone. The Pennsylvania Department of Human Services recently announced they were planning to issue an RFP for statewide procurement of EARN funding with a projected start date of January 1, 2023. Pam stated for our region this would impact 55% of our PA CareerLink® costs and could lead to the closing of some centers. The PWDA has actively been reaching out to legislatures and county commissioners asking them to write letters to the Department of Human Services in support of the current EARN System. Pam stated she heard just prior to the board meeting that there may be a possible halt in the procurement process, but nothing official has been released. We will keep everyone updated and let you know if we need you to advocate in the future. We must work to increase collaboration with the Department of Human Services and be sure the EARN system is performing as it should be.

Workforce Solutions Staff Activities for October through December 2021:

Pam stated an activity list was provided so she just wanted to touch on a few highlights.

- She said we are excited that What's so Cool About Manufacturing is being implemented in the entire region. We have seven schools and manufacturing companies participating and it is off to a great start. The Awards Ceremony will be held on March 22, 2022 at the St. Marys Area High School.
- As we already discussed, we were awarded the ARC Grant in the amount of \$500,000. Terry provided a brief update on the upcoming meetings, stating there will be a staff meeting on January 17th and an advisory meeting on January 31st. Terry stated we are hopeful to have a Project Coordinator hired by then.

Kate Brock asked what will the grant money be spent on other than wages? Terry said it would be spent on training for employers, recovery specialist training programs, and supportive services to get people to their jobs. Pam added our goal is to serve 70 job seekers who are in recovery with this grant.

Kate also asked where will the referrals come from? Pam answered from our partners. We will work closely with Alcohol and Drug Abuse Services, OVR and the PA CareerLink®. Terry added this grant will allow us to expand on the eco system that currently exists. Kate said she thinks this a great and well needed program.

- The last activity Pam touched on was Metrix Learning. Pam said the information sessions went very well. They were well attended, and many employers and schools expressed interest in becoming a partner. We learned this morning that Labor and Industry may be adding an additional step to the process that we need to learn more about. We will keep everyone updated as we learn more.

Labor Market Information:

Pam showed labor market data on unemployment rates, PA being slightly higher than the United States average. She also showed data that our annual average wages were +4.1%. The good news for our area was that employment opportunities increased by 10.5% in our region, which is high than Pennsylvania and United States as a whole.

Meetings for 2022:

Please note the meeting dates were noted incorrectly on the agenda. The proposed meeting dates for 2022 are April 6th, June 22nd, October 5th and December 21st. An email and calendar invites will be sent out at the beginning of the new year.

Public Comment Period:

Corine asked if there were any public comments at this time.

Melanie Erb thanked Pam and her staff for reviewing the monitoring and corrective action plan and said we would continue the close working relationship in the future.

Kate Brock asked for an update on the PA Six website. Did we have any statistics on the number of people visiting the site. Pam stated we did not have statistics but would see about getting them. Pam also stated we continue to get our rack cards out and share the site with employers.

Pam thanked everyone for attending and wished everyone a Merry Christmas and Happy New Year. She stated she is looking forward to the coming year's changes to the workforce system and expanding on employer services. Committees will play an important part in this. Please let us know if you are interested in volunteering for our new Policy and Oversight Committee.

Corine wished everyone a Happy Holiday and adjourned the meeting at 10:39.