

**Workforce Investment Board
West Central Workforce Investment Area
The New Englander Banquet Center
New Castle, PA
January 13, 2010**

Minutes

Members present were: Marcia Anderson, Jay Bruce, Mark Buskirk, Neil Chessin, Joseph Clavelli, Gordon Davis, Bruce Denniston, Brian Durniok, Sam Giannetti, Gary Grant, David Greer, Ken Jasper, Rachel Martin, Mark McNulty, Therese McShea, Kim Miller, Linda Nitch, Angela Palumbo, Sally Pinson, Roberta Taylor, Andy Tommelleo and Dominic Vadala

Members absent were: L. DeWitt Boosel, Gayle Davis, Celeste Dute, Jack Janoso, Rex Knisley, Spike Mancuso, Jay Martin, Robert Powell, Larry Reichard, Tom Scott, Frank Telesz, Jr., Mark Wasser, and Anthony Zucco

Staff present were: Eileen Borrelli, Gregg Dogan, Debra Donahue, Eric Karmecy, Rebecca Moder, Deb Paladino and Stephanie Wagner

Others present were: Commissioner Brian Bader and Commissioner Dan Vogler

The meeting was called to order by Chairman Mark McNulty at 6:00 p.m. Roll was taken and the meeting commenced.

Sally Pinson made a motion to correct the November 12, 2009 minutes stating Linda Nitch was absent from that meeting and did not second the September 9, 2009 minutes. The motion was seconded by David Greer and passed unanimously.

PUBLIC COMMENT PERIOD

MANAGEMENT REPORT

Finance Report – Mr. Dogan referred to the green section of the handout. This handout reflects the expenditures of West Central Job Partnership through December 31, 2009.

Page one of the report lists grants that West Central currently administers. Since last meeting West Central has added several grants which include Worker Training and Industry Partnership grants. The following grants were received: TEEN Industry Partnership for \$40,000, TEEN Worker Training for \$170,000, MEEN Industry Partnership for \$50,000, MEEN Worker Training for \$170,000, Building Trades Industry Partnership for \$50,000, Building Trades Worker Training for \$170,000. Also as expected, the RCEP '09 grant was recently received. The RCEP grant gives opportunities to work with the schools in both counties and provide services that cannot normally be performed due to the strict WIA eligibility requirements. The last grants listed on the page are the Welfare grants. The grant amount total is listed in column one, accrued expenditures are listed in column two, balance in column three and percent expended in the final column.

Page two of the report takes a more in-depth look at the budget summary of WIA Adult, WIA Youth and WIA Dislocated Worker. At the top the grants are listed with their appropriate funding amounts. In the box in the center of the page reflects the budgeted and expensed/contracted amount within each.

Page three of the report is an in-depth look at the budget summary of ARRA Adult, ARRA Youth and ARRA Dislocated Worker. Mr. Dogan stated that ARRA Dislocated Worker funds were budgeted for the amount of \$500,000 and at the time of this report all \$500,000 were obligated. Currently West Central is in the process of preparing a proposal to send to Harrisburg for rapid response funds to assist Dislocated Workers for the next five months. Youth funds have been budgeted at \$588,000 and \$584,000 have been expended. It is expected that those Youth funds will be fully expended by the end of January.

Page four of the report is an itemized breakdown of the expenditures of the PA CareerLink® of Lawrence County and the PA CareerLink® of Mercer County. The expenses currently exceed income because the CareerLink® partners have not yet been invoiced for the second quarter.

A motion to approve the Finance Report as presented was made by Neil Chessin, seconded by David Greer and passed unanimously.

COMMITTEE REPORTS

☐ ***Training Services and Review Committee*** – Mr. Dogan reported to the board that a request for proposal (RFP) was advertised a few months ago for a pre-apprenticeship training program. Two proposals were received. Of the two, one missed the deadline given; however, it was reviewed regardless. The financial request to operate the pre-apprenticeship program was far greater than anticipated for both proposals. The Training and Services Review committee recommended that the request for proposal for pre-apprenticeship be suspended at this time.

☐ ***Welfare Coordinating Committee*** – Mr. Giannetti stated that a contract was executed with Lark Enterprise to provide enhanced services to welfare-to-work clients in the EARN program. He also informed the board of possible funding that could be used with the Community Counseling Center of Mercer County and Lark Enterprise in Lawrence County for enhanced centralized work experience projects that would allow 15-20 individuals in each county to work on a project. However final authorization has not yet been received.

Mr. Dogan added that an additional \$150,000 was awarded to West Central for the EARN program for Skills Credentialing which was not anticipated.

OLD BUSINESS

☐ ***Recovery Act*** – As reflected in the finance report ARRA funding is substantially obligated. ARRA Youth funds were mostly expended for the Summer Youth Program and the First Step Manufacturing program. The First Step Manufacturing Program started with 15 youth at Precision Manufacturing Institute. The youth that achieved the best in literacy assessment and displayed the best work habits during the Summer Youth Program were chosen to enter this program. Ten youth are remaining and will be completing the first step manufacturing project in two weeks.

There are still some individual training accounts being contracted through ARRA Adult as well and as Mr. Dogan explained earlier, the ARRA Youth funds are completely expended.

□ ***Interstate Region Update*** – Mr. Giannetti stated that the planning section was completed and sent to the Federal Department of Labor and WCJP is currently in the process of doing a final closeout of the RIG grant. The case study of the auto industry is the final portion that needs to be submitted to the Federal Department of Labor. Included in your packet was a one page summary of the action plan. A complete copy of the entire action plan will be posted on our website www.wcjp.org.

In February, the leadership of the Oh-Penn Interstate Region will transition from a Steering Committee to a 15 member Competitiveness Council. The Council is comprised of five members from each of the three Workforce Investment Boards. This council will meet to review the action plan that was submitted and then decide the next steps as to how to implement that plan.

Oh-Penn Interstate Region has received tentative confirmation from the Wal-Mart foundation as being chosen as a finalist for the America Works initiative. This grant would be used to expand the WorkKeys credentialing program, increase the employer contacts in Pennsylvania through the BRN (Business Retention Network) developed recently as a pilot project in Eastern Ohio.

□ ***CareerLink® Updates*** – Eileen Borrelli talked about the different levels of CareerLink memberships outlined on page one of her handout. Each membership has different levels of benefits to the employer or agency.

Page two of her report was prepared by CWDS and reflects total job orders, total job seekers, total employers and the unemployment rate. The preliminary unemployment rate as of the end of November is at 9.6% which is down from the end of October's rate of 10.0%.

Page three is the in-house data tracking report of individuals who came into the CareerLink® for services. These individuals receive different types of services. The first column is for the period of 7/1/09-12/31/09 and reflects more than 14,000 services were conducted and more than 8,000 non-duplicated services were provided.

Eileen then stated that the Business Service Team meeting was cancelled due to weather and rescheduled for Friday, January 15, 2009 at Lawrence County Economic Development. Anyone interested in attending please contact Eileen Borrelli or Linda Nitch.

Linda Nitch informed that board that if they know of any businesses that are working on projects or will be working on projects that may have anything to do with alternative energy or energy savings, the state may have some funds available.

Angela Palumbo passed around folders with similar information. She stated that 18 individuals were enrolled in TAA as of the end of December. From January 4, 2010 through Today, January 14, 2010 there were an additional 25 individuals approved for TAA and most likely another five will be approved by the end of this month. That will bring the total TAA commitment from July 1, 1009 through January 2010 to a little over 1 million dollars. Also, as reflected at the bottom of the page you will find Mercer County's preliminary unemployment rate which is 11.9%.

Page two reflects statistics from CWDS such as referrals, entered employment, entered training, orientations, etc. Staff contacts from July 1, 2009 through December 31, 2009 were over 18,000 and non-duplicated staff contacts were over 12,000.

Also in the folder you will find information regarding Workforce 2012 Demographics, the Mercer County Profile December 2009 and UC and Emergency Unemployment Compensation (EUC) Extension Information.

NEW BUSINESS

- RCEP Grant Award*** – Mr. Dogan stated that included in your packet is a letter stating that West Central received the RCEP grant in the amount of \$65,000.

- One Stop Service Plan*** –West Central was informed by the Bureau of Workforce Development Partnership that One Stop Service Plan will be extended through June 30, 2010. Several different agreements are included in the plan. One is the resource sharing agreement which allows the discussion of how common costs are going to be distributed among the partners. It identifies who the partners in the CareerLinks® are and what each will do and how they plan to perform the services that Angela Palumbo and Eileen Borrelli explained earlier. We expect to have instructions to renew the One Stop Service Plan in a few months.

- Approval of the new Youth Council Member*** – Mr. Dogan asked that a new member for the Youth Council be approved. The Workforce Investment Act states that Chief Elected Officials and the Workforce Investment Board have concurrence on Youth Council members. The recommended member is Alan Balderelli, Superintendent of the West Middlesex School District.

A motion to approve Alan Balderelli as the new Youth Council member was made by Andy Tommelleo, seconded by Dominic Vadala and passed unanimously.

- New Contract*** – Mr. Giannetti informed the board that as previously discussed with Chairman Mark McNulty, West Central is executing a one year joint contract in conjunction with the Northwest Commission and Northwest WIB. We will be invoiced approximately \$13,000 of the \$36,000 contract for a service to allow CareerLink® and Economic Development staff to access job opening information of higher positions. This EmployOn System will allow contact with various websites for professional jobs and bring those opportunities to the awareness of staff in the CareerLinks® as well as allow WIB members and Economic staff to receive labor market and economic information. There was discussion on this matter.

Adjournment – A motion to adjourn at 7:10 p.m. was made by David Greer, seconded by Ken Jasper and passed unanimously.