

**Workforce Development Board
West Central Workforce Investment Area
Park Inn by Radisson
West Middlesex, PA
May 11, 2016**

Minutes

Members present were: Mark Buskirk, Joe Clavelli, Bruce Denniston, Sam Giannetti, Tim Jablon, Chuck Jackson, Jean Keene, Bill Klink, John Kuhn, Susan Lautenbacher, Nannette Livadas, Rachel Martin, Gillian Maule, Mark McNulty, William O'Brien, Sally Pinson, Linda Schell, Randy Seitz, Gail Steck, Howard Thompson, Dominic Vadala, Debby Van Kirk

Members absent were: Charlotte Chew-Sturm, Ron Errett, Harry Grafton, Gary Grant, Nate Hamilla, Ryan Harcar, Melanie Mariacher, Linda Nitch, Leonard Rich, Randy Silverman, Joe Smarelli, Frank Telesz

Staff present were: Tammy Barbati, Eileen Borrelli, Chris Burger, Gregg Dogan, Debbie Donahue, Cyndi Myers, Michelle Sallmen

Others present were: Attorney Ray Bogaty, Commissioner Scott Boyd, Commissioner Dan Vogler, Barb Gade, Diane Karlin, Georgiana Luce

The meeting was called to order by Vice-Chairman Bruce Denniston at 6:01 p.m. Roll was taken, a quorum was noted and the meeting commenced.

A motion to approve the minutes of the February 17, 2016 meeting was made by Randy Seitz, seconded by Chuck Jackson and passed unanimously.

PUBLIC COMMENT PERIOD

Diane Karlin from Thomas P. Miller and Associates gave a brief presentation on the American Apprenticeship Grant.

Gillian Maule, Georgiana Luce and Barb Gade gave a brief presentation on Adult Basic Education services available in Lawrence and Mercer counties.

Mr. Denniston thanked Commissioner Boyd and Commissioner Vogler for attending the meeting.

MANAGEMENT REPORT

- **Finance Report** – Mr. Dogan referred to the green section of the meeting packet. This report reflects expenses accrued from July 1, 2015 through April 30, 2016.

Page one lists the grants that West Central currently administers. The Workforce Innovation and Opportunity Act grants are listed first, followed by Rapid Response grants, Workforce Innovation Fund grant, Industry Partnership grants and Welfare Program funds.

Mr. Dogan reported to the Board that WCJP has received \$168,000 in TANF Youth Summer Funds for this year.

Page two reflects WIOA Adult, Youth, Dislocated Worker and Rapid Response funds. As of April 30, 2016, WIOA Adult training funds were budgeted at \$164,000 and \$145,645 had been obligated/expensed, WIOA Youth was budgeted at \$287,000 and \$192,553 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$115,000 and \$60,691 had been obligated/expensed and Rapid Response funds were budgeted at \$147,500 and \$136,337 had been obligated/expensed.

Page three reflects the expenditures for the Mercer and Lawrence County CareerLinks®.

A motion to approve the Finance Report as presented was made by Sally Pinson, seconded by Randy Seitz and passed unanimously.

- **Contract Report** – Mr. Dogan referred to the lilac colored handout included in the meeting packet. This report is a breakdown of all participants enrolled in Individual Training Accounts (ITA), On-the-Job Training (OJT), and Paid Work Experience (PWE). The report breaks down the number of participants in training by school, program and/or employer.
- **WIA Performance Standards for PY 2015** – Mr. Dogan referred to the single page handout included in the meeting packet. Mr. Dogan stated that of the nine performance goals, West Central is currently exceeding five of the goals and meeting four of the goals.

COMMITTEE REPORTS

- **Nominations Committee** – Mr. Clavelli reported that the Nominations Committee’s recommendation is to retain the existing officers.

The existing officers are:	Chairperson	~	Gary Grant
	Vice-Chairperson	~	Bruce Denniston
	Secretary	~	Debby Van Kirk
	Treasurer	~	Rachel Martin

A motion to retain the current officers for the upcoming 2016 Program Year was made by Joe Clavelli, seconded by Randy Seitz and passed unanimously.

- **Youth Committee** – Rachel Martin reported that the following issues were discussed at the Youth Committee meeting:
 - ~ Committee mission statement revision
 - ~ Committee roster and contact information

- ~ Review of prior WIA Youth Council members
- ~ Committee report card
- ***CareerLink® Operations*** – Randy Seitz provided a handout and reported on the goals, outcomes and action steps that the committee has developed in order to further the mission of the committee and increase involvement in the One-Stop centers.
- ***Executive Committee*** – Mr. Dogan reported that the following issues were discussed at the Executive Committee meeting:
 - ~ Developing a fiscal committee
 - ~ Orientation with the County Commissioners
 - ~ CCAP presentation
 - ~ State Workforce Development meeting
 - ~ WIOA update
- ***RFP Committee***
WIOA Out of School Youth Contract – Debbie Donahue provided a handout and reported that the Committee met on March 22, 2016 to review the single proposal received from Lawrence County Social Services in response to the WIOA Out of School Youth Program RFP. After reviewing and rating the proposal the committee's recommendation was to authorize WCJP staff to negotiate a contract with Lawrence County Social Services not to exceed \$342,000.

A motion to authorize WCJP to negotiate a contract for the WIOA Out of School Youth program with Lawrence County Social Services not to exceed \$342,000 was made by Joe Clavelli, seconded by Rachel Martin and passed unanimously.

Mr. Dogan advised the Board that MIU4, the current youth contractor for Mercer County has also been providing some literacy services under other titles of eligibility such as Rapid Response and Trade Act. Due to new directives under WIOA participants seeking Trade Act assistance must have assessment testing and the CareerLinks® have been seeing an increase in Trade Act clients. Mr. Dogan would like to recommend a motion to extend the MIU4 contract for 6 months (7/1/16 to 12/31/16) to continue these assessment activities in an amount not to exceed \$62,000.

A motion to extend the contract with Midwestern Intermediate Unit IV for 6 months, not to exceed \$62,000 was made by Sam Giannetti, seconded by Dom Vadala and passed unanimously.

NEW BUSINESS

- ***Approval of WIOA Local and Regional Plans*** – Mr. Giannetti reported to the Board that WCJP has been working on a local plan for Lawrence and Mercer counties and that members of the Workforce Development Board have been working with a committee from the Northwest Region on a Regional Plan. These plans have been posted for public comment and are required to be submitted to the Commonwealth by June 2, 2016.

A motion to approve submission of the WIOA Local and Regional Plans to the Commonwealth was made by Sam Giannetti, seconded by Gail Steck and passed unanimously.

OLD BUSINESS

- ***Approval of the Data Sharing Agreement for IMPAQ International*** – Mr. Giannetti reported to the Board that this agreement had been signed and submitted to the Commonwealth previously and was approved by the Department of Labor & Industry but not the Attorney General's office. After some negotiations the Attorney General's office made some changes and a new agreement has been signed and submitted to the Commonwealth.
- ***Regional Updates*** – Mr. Giannetti advised the Board that WCJP is currently working to get the American Apprenticeship Grant off the ground.

The next meeting will be held on Wednesday, September 21, 2016 at the New Englander Banquet Center in New Castle, PA.

Adjournment – A motion to adjourn at 7:14 p.m. was made by Bill Klink, seconded by Mark McNulty and passed unanimously.