

**Workforce Investment Board
West Central Workforce Investment Area
New Englander Banquet Center
New Castle, PA
February 13, 2013**

Minutes

Members present were: Marcia Anderson, Joseph Clavelli, Gordon Davis, Bruce Denniston, Ron Errett, Sam Giannetti, Gary Grant, Jack Janoso (by phone), Tracy Mitchell, Linda Nitch, Angela Palumbo, Sally Pinson, Randy Seitz, Roberta Taylor, Howard Thompson, Andy Tommelleo, Dominic Vadala

Members absent were: Marc Buskirk, Neil Chessin, Gayle Davis, Brian Durniok, David Greer, Ryan Harcar, Rex Knisley, Nannette Livadas, Spike Mancuso, Jay Martin, Rachel Martin, Mark McNulty, Therese McShea, Frank Telesz, Debby Van Kirk

Staff present were: Eileen Borrelli, Gregg Dogan, Debra Donahue, Debra Paladino, Michelle Sallmen

Others present were: Attorney Ray Bogaty

The meeting was called to order by Secretary Gary Grant at 6:02 p.m. Roll was taken, a quorum was noted and the meeting commenced.

A motion to approve the minutes of the November 14, 2012 meeting was made by Howard Thompson, seconded by Dominic Vadala and passed unanimously.

PUBLIC COMMENT PERIOD

No public in attendance.

MANAGEMENT REPORT

- Finance Report** – Mr. Dogan referred to the green section of the packet. This report reflects expenses accrued from July 1, 2012 through January 31, 2013.

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

Page two reflects WIA Adult, Youth, Dislocated Worker and Rapid Response funds. As of January 31, 2013, WIA Adult training funds were budgeted at \$282,000 and \$195,263 had been obligated/expensed, WIA Youth was budgeted at \$393,000 and \$354,870 had been obligated/expensed, WIA Dislocated Worker was budgeted at \$202,000 and \$37,287 had been obligated/expensed and Rapid Response funds were budgeted at \$218,000 and \$148,010 had been obligated/expensed.

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

Mr. Dogan advised the board that funds have been budgeted for sequestration if this becomes a reality.

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

- PY 2012 Training Report*** – Mr. Dogan referred to the salmon colored handout. This report is a breakdown of all participants enrolled in Individual Training Accounts (ITA), On-the-Job Training (OJT), and subsidized employment. The report breaks down the number of participants in training by school, program and/or employer.
- WIA Performance Standards*** – Mr. Dogan stated that of the nine goals, West Central is currently exceeding six of the performance goals and meeting three of them.

Mr. Dogan referred to the white single page handout showing the PY 2012 Common Measures Performance Negotiation figures. This worksheet shows the performance goals WCJP requested from the state for PY 12, the performance goals that the state proposed and the performance goals that WCJP re-offered to the state.

Mr. Dogan would like to recommend to the WIB a motion to approve the requested performance levels and the option to re-negotiate these levels in the event the state does not accept the requested levels.

Sally Pinson made the motion, it was seconded by Randy Seitz and passed unanimously.

- Oh-Penn Interstate Region Update*** – Mr. Giannetti advised the board that a number of contracts have been issued under the Workforce Innovation Grant.
 - ✓ A contract with EDSI for a Skills Gap Analysis
 - ✓ A contract with Thomas P. Miller & Associates for Coordination and Facilitation of Manufacturing Sector Partnerships
 - ✓ A contract with IMPAQ International for a Third Party Evaluation, which due to Federal requirements for a quasi-experimental model, will need to be modified.

Mr. Giannetti would like to recommend to the WIB a motion for approval to move ahead with the contract re-negotiations with IMPAQ International to conduct the quasi-experimental model required by the Federal government at a cost of \$750,000.

Angela Palumbo made the motion, it was seconded by Sally Pinson and passed unanimously.

COMMITTEE REPORTS

- ***Training & Services Review Committee*** – The Training & Services Review Committee met on February 12, 2013 to review proposals submitted in response to the RFP for short-term welding training. Joe Clavelli advised the board that there were three proposals received, they were from: Lawrence County CTC, Clean Edison, and Laurel Technical Institute.

Ron Errett questioned the difference in training hours between the two proposals that were chosen. Mr. Clavelli answered that this issue will be addressed and that the two programs will be closely matched.

Marcia Anderson questioned why there were two proposals chosen. Bobbie Taylor answered that the committee felt it was in the best interest of the students to have a training center in each county due to the size of the counties and the distance students may have to travel.

The Training & Services Review Committee would like to recommend to the WIB a motion to authorize WCJP staff to discuss the areas of concern with Lawrence County CTC and Laurel Technical Institute in their respective proposals and to enter into contracts with each not to exceed \$150,000 total for both programs upon satisfactory resolution of the concerns.

Joe Clavelli made the motion, it was seconded by Linda Nitch and passed unanimously with Andy Tommelleo abstaining.

OLD BUSINESS

- ***CareerLink Updates*** – Both Eileen Borrelli and Angela Palumbo passed out information reflecting activity at the Mercer and Lawrence County CareerLinks®.

Ms. Borrelli spoke about the Rapid Response orientation taking place at the YDC facility in New Castle. The state required that a “mini CareerLink®” be set up at that site for three weeks which consisted of various workshops, a transition room, training orientation, TABE testing and a job fair.

Ms. Palumbo passed out information regarding the Keystone Works for Business initiative which is designed to help people who are on unemployment get back to work through an on-the-job training program. Ms. Palumbo also referred to the handout regarding the Governor’s initiative to integrate job training and employment programs. This announcement outlines the integration of the EARN program into the CareerLink® sites, which has already been in place for a number of years in Lawrence and Mercer counties and has been hindered by drastic funding cuts in recent years.

- ***WIA Local 5 Year Plan*** – Mr. Dogan advised the board that since the time that the meeting information was prepared he received an e-mail from BWDP identifying 32 issues with the Local 5 Year Plan that WCJP submitted. WCJP has been working on addressing these issues and a conference call is scheduled for this Friday, February 15th for questions and discussion on the matter.

- ***WIB Compliance Monitoring*** – Mr. Dogan advised the board that WCJP has received from the state their report of our compliance monitoring submission identifying 16 areas of concern that will need to be addressed with a required response within 30 days.

Mr. Dogan announced that the new Financial Interest forms for PY 12 will be mailed out to the WIB members in the near future and asked that they be filled out as completely as possible and returned promptly.

Mr. Dogan also advised the board that the last time the WIB by-laws were updated was in 2000. The state is requesting that two items in the by-laws be amended; (1) the process of removing a WIB member, and (2) to define the term numbers of the WIB members. A meeting of the Executive Committee will be arranged to review the proposed changes to the by-laws and any other recommendations and present those changes at the next meeting.

NEW BUSINESS

- ***Summer Welding Camp 2013*** – Mr. Dogan spoke to the board about the Summer Welding Camp held last summer in Mercer County. Alan Baldarelli of the West Middlesex School District has contacted WCJP requesting funding to facilitate this program again this coming summer. Mr. Dogan said that funds are available through the AMDM IP.

Linda Nitch asked if there was a way to replicate this program in Lawrence County. Mr. Seitz answered that the Mercer County program was a success due to the fact that all eight school districts participated combined with 30 private industry employers that contributed funding and supplies.

The next meeting will be held on Wednesday, May 15, 2013 at the Park Inn by Radisson, West Middlesex, PA.

Adjournment – A motion to adjourn at 7:10 p.m. was made by Andy Tommelleo, seconded by Marcia Anderson and passed unanimously.