

**Workforce Investment Board
West Central Workforce Investment Area
New Englander Banquet Center
West Middlesex, PA
February 11, 2015**

Minutes

Members present were: Colleen Chamberlain, Charlotte Chew-Sturm, Joe Clavelli, Bruce Denniston, Ron Errett, Gary Grant, David Greer, Tim Jablon, John Kuhn, Susan Lautenbacher, Nannette Livadas, Melanie Mariacher, Rachel Martin, Gillian Maule, Mark McNulty, William O'Brien, Angela Palumbo, Sally Pinson, Leonard Rich, Randy Seitz, Gail Steck, Dominic Vadala,

Members absent were: Mark Buskirk, Neil Chessin, Gayle Davis, Gordon Davis, Brian Durniok, Sam Giannetti, Ryan Harcar, Chuck Jackson, Linda Nitch, Frank Telesz, Howard Thompson, Debby VanKirk

Staff present were: Eileen Borrelli, Gregg Dogan, Debra Donahue, Eric Karmecy, Cyndi Myers, Michelle Sallmen

Others present were: Commissioner Dan Vogler, Attorney Ray Bogaty, Boy Scout Troop #743 – Neshannock Township

The meeting was called to order by Chairman Gary Grant at 6:06 p.m. Roll was taken, a quorum was noted and the meeting commenced.

A motion to approve the minutes of the November 12, 2014 meeting was made by Sally Pinson, seconded by Angela Palumbo and passed unanimously.

PUBLIC COMMENT PERIOD

Mr. Grant welcomed Charlotte Chew-Sturm, the newest member of the West Central Workforce Investment Board and had her briefly address the Board.

Mr. Grant welcomed Commissioner Dan Vogler and thanked him for attending the meeting.

Colleen Chamberlain introduced Boy Scout Troop #743 from Neshannock Township and Troop Leaders Gary Woford and Rich Voitko. The scouts are working on their communications merit badge and must witness a public meeting as part of their requirement.

MANAGEMENT REPORT

- **Finance Report** – Mr. Dogan referred to the green section of the meeting packet. This report reflects expenses accrued from July 1, 2014 through January 31, 2015.

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

Page two reflects WIA Adult, Youth, Dislocated Worker, Rapid Response and NEG funds. As of January 31, 2015, WIA Adult training funds were budgeted at \$207,000 and \$181,460 had been obligated/expensed, WIA Youth was budgeted at \$350,200 and \$326,269 had been obligated/expensed, WIA Dislocated Worker was budgeted at \$147,000 and \$62,820 had been obligated/expensed, Rapid Response funds were budgeted at \$62,956 and \$38,321 had been obligated/expensed and NEG funds were budgeted at \$112,900 and \$52,641 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 Gail Steck, seconded by David Greer and passed unanimously.

- ***Transfer of funds from WIA Dislocated Worker to WIA Adult*** – Mr. Dogan advised the Board that WCJP received an NEG grant in the amount of \$100,000. He explained that NEG funds can only be used for WIA Dislocated Workers and a transfer in that amount will be able to assist more WIA Adult clients.

Mr. Dogan would like to recommend to the WIB a motion to transfer \$130,000 from WIA Dislocated Worker funds to WIA Adult funds.

Sally Pinson made the motion, it was seconded by Mark McNulty and passed unanimously.

- ***Negotiations of the WIA Performance Standards for PY 2014*** – Mr. Dogan referred to the single page handout included in the meeting packet. This worksheet shows the performance goals WCJP requested from the state for PY 14, the performance goals the state proposed and the performance goals that were agreed upon by both WCJP and the state.

Mr. Dogan stated that of the nine performance goals, West Central is currently exceeding four of the goals, meeting four of the goals, and not meeting one of the goals. He added that these figures are only the first quarter figures and he anticipates to be meeting or exceeding all of the goals by the end of PY 14.

Mr. Dogan would like to recommend to the WIB a motion to approve the agreed upon performance levels.

Sally Pinson made the motion, it was seconded by Gail Steck and passed unanimously.

COMMITTEE REPORTS

- ***Adhoc RFP Committee for WIF Video Project*** – Eric Karmecy reported to the Board that an RFP was issued on January 15, 2015 to design and develop eight videos for four different audiences (manufacturers, parents, youth and school counselors / teachers). Only one proposal was received, and that was from Keynote Media Group. The proposal was reviewed by a five member rating committee who gave it a score of 97% (487 out of 500 points).

Mr. Karmecy would like to recommend to the WIB a motion to negotiate a contract with Keynote Media Group, based on the sub-committee recommendation.

Dominic Vadala made the motion, it was seconded by Tim Jablon and passed unanimously.

OLD BUSINESS

- ***Oh-Penn Interstate Region Update*** – Eric Karmecy reported to the Board on activities under the WIF grant. Activities currently underway are:
 - ✓ The Mercer County Business & Industry Career Fair will be held on March 4, 2015 at the Park Inn by Radisson in West Middlesex, PA.
 - ✓ Internship Clearinghouse – To date 63 student internships have been funded and 19 students are registered for the spring semester. The goal of the program is 150 students.
 - ✓ Manufacturing Readiness Program – Five of nine students completed the program. Three additional cohorts are scheduled in the future.
 - ✓ Employer Engagement – A breakfast meeting is scheduled for February 27, 2015 to discuss the direction of the consortium going forward after the end of the grant.
- ***CareerLink® Updates*** – Angela Palumbo passed out information reflecting activity at both the Mercer and Lawrence County CareerLinks®. This is the new report that covers the local area data for both counties.

Eileen Borrelli passed out information on the EAC meetings held at the Lawrence County CareerLink®, as well as information on the Job Fair to be held on February 25, 2015.

NEW BUSINESS

- ***Structure Exception required by the Commonwealth*** – Mr. Dogan referred to the letter included in the meeting packet signed by Michelle Staton. This letter states that in order to be in compliance with the state guidelines, the elected officials must submit a written request for a Structure Exception outlining that the two divisions of WCJP must each report to a separate supervisor. This letter was also presented to the Governing Board at their meeting in January and the Structure Exception was approved with the agreement that it would be presented to and accepted by the WIB.

Mr. Dogan would like to recommend to the WIB a motion to approve the Structure Exception and develop a joint letter to be signed by Governing Board Chairman Commissioner Dan Vogler and WIB Chairman Gary Grant.

Ron Errett made the motion, it was seconded by Tim Jablon and passed unanimously.

- *Economic & Workforce Development Collaboration of NW Pennsylvania (Part 2) at Grove City College on February 24, 2015* – Mr. Dogan referred to the handout included in the meeting packet.

The next meeting will be held on Wednesday, May 13, 2015 at the Park Inn by Radisson Center in West Middlesex, PA.

Adjournment – A motion to adjourn at 7:00 p.m. was made by Sally Pinson, seconded by Colleen Chamberlain and passed unanimously.