

Workforce Development Board
West Central Workforce Investment Area
New Englander Banquet Center
New Castle, PA
September 20, 2018

Minutes

Members present were: Tammy Barbati, Marc Buskirk, Joe Clavelli, Bruce Denniston, Denise Grady, Harry Grafton, Gary Grant, John Greenwood, Jim Hill, Tim Jablon, Susan Lautenbacher, Gillian Maule, Pamela Muras, Linda Nitch, Randy Silverman, Frank Staszko, Frank Telesz, Howard Thompson, Hope Vaccaro, Debby VanKirk

Members absent were: Lisa Campbell, Holly Campbell, John Davidson, Nate Hamilla, Tony Miller, Sally Pinson, Randy Seitz, Gail Steck, Dom Vadala

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

Others present were: Barb Gade – BC3, Larry Fannie – Dept. of Labor & Industry, Sandy Marwick – Grove City Education Center for Adults

The meeting was called to order by Chairman Bruce Denniston at 6:02 p.m. Roll was taken, a quorum was noted, and the meeting commenced.

Mr. Denniston welcomed new members Hope Vaccaro from Ellwood Group, Pam Muras from Huntington Bank, and John Greenwood from Penn Power.

A motion to approve the minutes of the May 10, 2018 meeting was made by Gary Grant, seconded by Frank Staszko and passed unanimously.

PUBLIC COMMENT PERIOD

Barb Gade from Butler County Community College provided a handout and gave a presentation on the Butler County Community College Adult Education Consortium.

MANAGEMENT REPORT

- **Finance Report** – Mr. Dogan referred to the green section of the meeting packet. This report reflects expenses accrued from July 1, 2018 through August 31, 2018.

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, American Apprenticeship Initiative grant, Industry Partnership grants and Welfare Program funds.

Page two reflects WIOA Adult, Youth, Dislocated Worker and Rapid Response funds. As of August 31, 2018, WIOA Adult training funds were budgeted at \$323,000 and \$226,563 had been obligated/expensed, WIOA Youth was budgeted at \$323,000 and \$88,004 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$327,000 and \$67,766 had been obligated/expensed and Rapid Response funds were budgeted at \$0 and \$0 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 Frank Staszko, seconded by Howard Thompson and passed unanimously.

- ***Transfer Request from PY 18 WIOA Dislocated Worker to PY 18 WIOA Adult*** – Mr. Dogan advised the Board that WCJP is seeing a greater demand for Adult funds and would like approval to transfer \$300,000 from WIOA Dislocated Worker to WIOA Adult

A motion to transfer \$300,000 from WIOA Dislocated Worker to WIOA Adult was made by Frank Staszko, seconded by Linda Nitch and passed unanimously.

- ***WIOA Local Plan Modification*** – Mr. Dogan referred to the handout included in the meeting packet. This handout outlines the requested changes to the WIOA Local Plan that went into effect July 1, 2017.

A motion to approve the Plan Modification was made by Frank Telesz, seconded by Howard Thompson and passed unanimously.

- ***Policy for Dislocated Worker unlikely to return to work*** – Debbie Donahue referred to the handout included in the meeting packet and advised the Board that this policy was previously approved and WCJP would like to add the additional category (D) “Profiled for Re-Employment services (RES) / Re-Employment Services Eligibility Assessment (RESEA)” to the procedure.

A motion to add the additional category (D) to the Policy for Dislocated Worker unlikely to return to work was made by Jim Hill, seconded by Harry Grafton and passed unanimously.

- ***Redesign of the Policies and Procedures of WCJP*** – Debbie Donahue advised the Board that WCJP is currently reviewing all policies and procedures and putting them into a single system and added that the State and USDOL would like to see all local areas include this information on their websites.
- ***WIOA Performance through 4th quarter of PY 2017*** – Ms. Barbati referred to the handouts included in the meeting packet and reported to the Board that this is the final report for Program Year 2017. Sha added that this is the first full report under WIOA and that there are now 15 performance goals that are measured. WCJP is currently meeting or exceeding all of the performance goals.

COMMITTEE REPORTS

No committee meetings

OLD BUSINESS

- ***Summer Work Experience Programs*** – Ms. Barbati advised the Board that the summer youth paid work program will end on September 30th. A total of 152 youths participated and 60 of those youths were employed in their home school districts.
- ***One-Stop Operations Update*** – Mr. Karmecy advised the Board the One-Stop Operations Committee will meet in November and will continue to discuss reporting metrics for all partners.
- ***American Apprenticeship Initiative Update*** – Mr. Karmecy referred to the handout and reported to the Board that under the American Apprenticeship Initiative 123 apprentices and 79 pre-apprenticeships have been registered with employers within the 14 county region. He added that a modification to the original grant proposal has been submitted to expand the footprint to include additional occupations. He reported that a project monitor from the Employment and Training Administration visited WCJP in March and as a result of that monitoring there were five findings that have been addressed by WCJP and four of those findings have been satisfied.
- ***Next Generation Industry Partnership Grant*** – Mr. Karmecy reported to the Board that WCJP is continuing to work with the Tourism Promotion agencies in both counties.
- ***SLIP Internship Grant*** – Rebecca Moder referred to the handout and reported to the Board that WCJP had been awarded \$140,000 to support internship experiences for students aged 18 to 24 at a wage of \$10.15 per hour with a focus on college students. There were twenty-seven students that participated with 13 employers.
- ***Strategic Innovation Grant*** – Rebecca Moder referred to the handouts and reported to the Board that the 2018 Lawrence County Business and Industry Career Fair will be held on October 18th at the Scottish Rite Cathedral in New Castle. She added that Manufacturing Pre-Apprenticeship program will be starting on October 15th in Lawrence County.
- ***Teacher in the Workplace Grant*** – Rebecca Moder referred to the handout and reported to the Board that this program will place 25 local educators in job shadowing experiences with local employers.

NEW BUSINESS

- ***Visit from the Director of the PA Workforce Board*** – Mr. Dogan reported to the Board that Allison Jones, the new Executive Director of the State Workforce Development Board visited WCJP on September 7th.

The next meeting will be held on Thursday, November 29 2018 at the Park Inn by Radisson in West Middlesex, PA.

Adjournment - A motion to adjourn at 7:28 p.m. was made by Gary Grant, seconded by Mark Buskirk and passed unanimously.