

**Workforce Development Board  
West Central Workforce Investment Area  
New Englander Banquet Center  
New Castle, PA  
September 19, 2019**

**Minutes**

**Members present were:** Tammy Barbati, Lisa Campbell, Larry Fannie, Denise Grady, John Greenwood, Jim Hill, Erin Houston, Tony Miller, Linda Nitch, Alta Roqueplot, Gail Steck, Frank Telesz, Howard Thompson, Hope Vaccaro, Debby Van Kirk

**Members absent were:** Marc Buskirk, Joe Clavelli, John Davidson, Harry Grafton, Gary Grant, Nate Hamilla, Tim Jablon, Brian Kassalen, Susan Lautenbacher, Gillian Maule, Pam Muras, Holly Nogay, Randy Seitz, Dom Vadala,

**Staff present were:** Chris Burger, Gregg Dogan, Debbie Donahue, Eric Karmecy, Dan Kossack, Cyndi Myers, Michelle Sallmen

**Others present were:** Gary Dovey, Lynne Watson

The meeting was called to order by Chairman Debby Van Kirk at 6:03 p.m. Roll was taken, a quorum was noted, and the meeting commenced.

Ms. Van Kirk welcomed new member Alta Roqueplot from Dairy Farmers of America.

**A motion to approve the minutes of the May 16, 2019 meeting was made by Frank Telesz, seconded by Larry Fannie and passed unanimously.**

**PUBLIC COMMENT PERIOD**

No public in attendance.

**MANAGEMENT REPORT**

- **Finance Report** – Mr. Dogan referred to the green section of the meeting packet. This report reflects expenses accrued from July 1, 2019 through August 31, 2019.

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, 2019, WIOA Adult training funds were budgeted at \$373,000 and \$193,499 had been

obligated/expensed, WIOA Youth was budgeted at \$337,000 and \$101,243 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$373,000 and \$33,849 had been obligated/expensed and Rapid Response funds were budgeted at \$124,905 and \$68,766 had been obligated/expensed.

Page three reflects the expenditures for the Mercer and Lawrence County PA CareerLink® centers.

**A motion to approve the Finance Report as presented was made by Lisa Campbell, seconded by Gail Steck and passed unanimously.**

Mr. Dogan advised the Board that WCJP is seeing a greater demand for Adult funds and would like approval to transfer \$400,000 from WIOA Dislocated Worker to WIOA Adult.

**A motion to transfer \$400,000 from WIOA Dislocated Worker to WIOA Adult was made by Howard Thompson, seconded by Linda Nitch and passed unanimously.**

- ***WIOA Final Performance for PY 2018*** – Ms. Barbati referred to the handout and advised the Board that this report is from the Department of Labor and shows the results for the final quarter of PY 2018. She added that West Central is currently meeting or exceeding all the goals.
- ***WIOA Enrollments*** – Ms. Barbati referred to the handout and advised the Board that this report covers PY 2015 thru 2018.

## **COMMITTEE REPORTS**

- ***Executive Committee – Lawrence County CareerLink® Lease*** – Mr. Dogan advised the Board that the site selection committee has chosen a site that they would like to recommend to the Board for approval.

John Greenwood, a member of the site selection committee, advised the Board that six sites were chosen, and each committee member visited the sites and completed a survey. Based on evaluation the committee has determined that the most suitable location to be the Central Building.

Mr. Dogan added that this information was presented to the Governing Board at their last meeting and that they authorized Mr. Dogan to begin negotiations on the Central Building property. A similar motion is needed from this Board as well.

**A motion to authorize WCJP to initiate negotiations on the Central Building property was made by Gail Steck, seconded by Lisa Campbell and passed unanimously.**

- ***Executive Committee – WIOA Local and Regional Plan Modification*** – Mr. Dogan advised the Board that a mid-point modification is required for this four-year plan. The modification is due on October 1, 2019 and there are only minor changes.

**A motion to approve the Keystone Edge Regional Plan and West Central Local Plan for a one-year period ending June 30, 2021 was made by Tony Miller, seconded by Linda Nitch and passed unanimously.**

- ***Executive Committee – Board recertification by Labor & Industry*** – Mr. Dogan referred to the letter included in the meeting packet and advised the Board that WCJP has been monitored by the Commonwealth and is in compliance until 2021.
- ***Executive Committee – WDB Meeting Time & Schedule for 2020*** – Mr. Dogan advised the Board that the committee discussed the possibility of changing the day and time of the Board meeting to better accommodate members schedules. John Greenwood will develop a survey and distribute to all members to gather input and will bring that information to the next meeting.
- ***Youth Committee Report*** – Tony Miller advised the Board that the Youth Committee has met twice since the last meeting. Items that were discussed include:
  - ✓ Continued dialogue to coordinate youth programs & activities to prepare youth for the world of work and assist school districts in meeting Chapter 339 requirements
  - ✓ United Way PA Smart Grant
  - ✓ Industry Recognized Credentials
  - ✓ Upcoming Events – Skilled Trades Expo and Business and Industry Career Fair
- ***Youth Committee – Application for Youth Re-Entry Grant*** – Debbie Donahue reported to the Board that this is a \$800,000 grant for youth aged 18-24 that have been involved in the justice system. WCJP is applying jointly with the Northwest WDB. WCJP has had meetings with the local justice agencies and they have offered their support.
- ***Youth Committee – PA Parent Pathways Initiative*** – Debbie Donahue reported to the Board that DHS put out a notice that this grant will be to help single parents obtain training to achieve family sustaining wages.

## OLD BUSINESS

- ***One-Stop Operator Update*** – Mr. Karmecy advised the Board that the One-Stop Operations Committee met today and discussed reporting metrics and ways to increase our presence in the community. He presented a handout in the new format that demonstrates foot traffic, center activities and placement information for both counties. He added that Eileen Borrelli retired on August 9, 2019 and that Dan Kossack is acting as interim Site Administrator until a replacement is found.
- ***American Apprenticeship Initiative Update*** – Mr. Karmecy referred to the handout and reported to the Board that the American Apprenticeship Initiative is in the fourth year and 208 apprentices and 91 pre-apprenticeships have been registered with 63 employers within the 14-county region.
- ***Special Grants Update*** – Mr. Karmecy reported on:
  - ✓ WORC Grant – WCJP has partnered in applying for four Appalachian Region Workforce Opportunity for Rural Communities (WORC) grants. WCJP is the lead applicant on this \$2.5 million grant and it would cover eleven counties in the Oh-Penn region.
  - ✓ SLIP Internship Grant – WCJP was awarded \$141,000 to support summer youth experiences for 35 youths aged 16-24 at a wage of \$10.35 per hour, WCJP placed 37 students with 21 employers. The program was very well received.

## **NEW BUSINESS**

None

**The next meeting will be held on Thursday, November 21, 2019 at the Park Inn by Radisson in West Middlesex, PA.**

**Adjournment - A motion to adjourn at 7:25 p.m. was made by Linda Nitch, seconded by Larry Fannie and passed unanimously.**