

Workforce Development Board
West Central Workforce Investment Area
Zoom Meeting
September 10, 2020

Minutes

Members present were: Tammy Barbati, Angela Bolois, Lisa Campbell, Kristy DeJoy, Larry Fannie, Derek Fitzgerald, Leslie Gilmore, John Greenwood, Erin Houston, Brian Kassalen, Susan Lautenbacher, Gillian Maule, Joe Miller, Tony Miller, Linda Nitch, Randy Seitz, Gail Steck, Frank Telesz, Hope Vaccaro

Members absent were: Joe Clavelli, Harry Grafton, Gary Grant, Jim Hill, Tim Jablon, Holly Nogay, Alta Roqueplot, Howard Thompson, Dom Vadala, Debby Van Kirk

Staff present were: Chris Burger, Colleen Chamberlain, Gregg Dogan, Eric Karmecy, Dawn McFall, Rebecca Moder, Cyndi Myers

Others present were: Commissioner Scott Boyd, Melanie DeVincentis, Barb Gade, Sandy Marwick, Robert Pisko

The meeting was called to order at 3:01 p.m. Roll was taken, and a quorum was noted. The Chairperson was unavailable for this meeting and the Vice Chairperson is no longer on the Board.

Mr. Dogan recognizing the Executive Committee's Nomination of Officers for the 2020 Program year.

Chairperson	~	Debby Van Kirk
Vice Chairperson	~	John Greenwood
Secretary	~	Lisa Campbell
Treasurer	~	Tony Miller

A motion to approve the nomination of officers for the 2020 Program Year was made by Randy Seitz, seconded by Linda Nitch, no other nominations were made. The motion passed unanimously.

Vice Chairperson, John Greenwood continued the meeting at 3:05 p.m.

Mr. Greenwood welcomed new members Angela Bolois from Northeast Industrial Manufacturing, Derek Fitzgerald from Zero Error Racing, Leslie Gilmore from Joy Cone Company and Joe Miller from Berner International.

A motion to approve the minutes of the September 19, 2019 meeting and the informational record of the February 20, 2020 meeting were made by Tony Miller, seconded by Susan Lautenbacher 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, 2020 through August 31, 2020.

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.

New funding under National Dislocated Worker Grant was received to assist with the expenses incurred due to having to hire additional staff for triage, security and cleaning of the centers because of COVID-19.

Page two reflects WIOA Adult, Youth, Dislocated Worker and Rapid Response funds. As of August 31, 2019, WIOA Adult training funds were budgeted at \$575,000 and \$159,440 had been obligated/expensed, WIOA Youth was budgeted at \$375,000 and \$45,605 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$405,000 and \$49,437 had been obligated/expensed and Rapid Response funds were budgeted at \$94,370 and \$78,596 had been obligated/expensed.

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

Page four reflects a comparison of funding received for Program Years 2019 and 2020.

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

- **WIOA Performance through June 30, 2020 (PY 2019)** – 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 2019. She added that West Central is currently meeting or exceeding all the goals.
- **WIOA Enrollments through June 30, 2020 (PY 2019)** – Ms. Barbati referred to the handout and advised the Board that this report covers July 1, 2019 – June 30, 2020.

COMMITTEE REPORTS

- **Executive Committee** - Mr. Dogan provided the following updates for the Board
 - **Approved WIOA Budgets for PY 2020** – Labor & Industry requires quarterly budgets to be approved by local boards. Because of time requirements this was completed by the Executive Committee
 - **Unemployment Compensation Update** – Major concerns with re-opening the PA CareerLink® centers revolved around individuals with UC issues. State staff were utilized to assist with additional requirements from the public.
 - **Extend the Title I Agreement** – Approval of Title I Agreement to be extended to June 30, 2021. A new Request For Proposal (RFP) will be required to be completed in the fall.

- ***Extend the Operator Agreement*** – Approval of One-Stop Operator Agreement to be extended to June 30, 2021. A new RFP will be required to be completed in the fall.
- ***Approved MOU with the Operating Partners for PY 2020*** – Agreement of all partners relating to services available through the PA CareerLink® centers and the Operating Costs of all partners.
- ***CareerLink® - Lawrence County Update*** – Eric Karmecy provided an update on the completion of the move of the PA CareerLink® Lawrence County. The center opened to the public on August 18th. Intern, Tess Weaver, compiled a video which was shown to the Board.
- ***WDB Nomination of Officers*** – Nomination and motion were completed at the beginning of this meeting.

A motion to approve the Executive Committee Report was made by Randy Seitz, seconded by Linda Nitch and passed unanimously.

- ***Youth Committee Report*** – Tony Miller advised the Board that the Youth Committee met on August 19th. COVID-19 caused many activities to have to be cancelled or changed to virtual.
 - PA Smart Grant was able to hold virtual summer camp programs.
 - Dawn McFall updated the Board on the following grants:
 - ***TANF***: provides Paid Work Experiences and covers Dual Enrollment costs for college classes.
 - ***BEP***: Business & Industry Career Fair for Mercer County was cancelled due to COVID – working with Intern, Tess Weaver, to compile videos that can be uploaded for a virtual fair. Arel Moodie provided a Keynote video and hosted a HR panel.
 - Lawrence County fair in the fall will be a virtual fair using Edge Factor. The fair will take place at the end of October.
 - Mercer County fair will take place in the spring. At this time, it is unknown if it will be in-person or virtual.
 - ***Youth Re-entry***: Working with GED providers in both counties to provide services in the jails.
 - Rebecca Moder updated the Board on the SLIP and SIG grants:
 - SIG – extended to June 30, 2020 – 32 individuals were placed in internships.
 - SLIP – extended to October 30, 2020 – 36 individuals were placed in internships and working with 4 additional individuals.

OLD BUSINESS

- ***EARN Redesign for PY 2020*** – Tammy Barbati reported that this design began on July 1, 2020. New requirements include hiring a licensed professional counselor. One has been hired and is currently working with both counties doing initial assessments. Ms. Barbati stated that she had voiced concerns to the state about the small number of referrals received from the County Assistance Offices to this program. A second counselor position would be filled once referrals increase. Job developers were brought on to work with employers on 4-week Paid Work Experiences for this program. A job posting has been completed for an Administrative Technician which will monitor the re-design. Discussions are ongoing with Literacy providers on providing credential courses to this population.
- ***One-Stop Operator Update*** – Mr. Karmecy referred to the handout and reported to the Board that shows center activities from July 2019 – June 2020. The pandemic greatly reduced the number of individuals utilizing the centers. Centers are currently working on creating virtual workshops for individuals to participate in remotely.

- Ms. Burger reported that Domestic Relations has returned to the center since the Pandemic closure. They have a Work Readiness Program for non-custodial parents to assist with childcare payments/arrearages. Literacy provider will be returning on September 14th.
 - Ms. Burger stated that Mercer Forge received a WARN notice on August 10th due to the sale and closure of the plant. The Rapid Response Coordinator is setting up sessions to provide the affected workers with information on center partner programs, unemployment, healthcare choices, and possible Trade courses.
- **Regional Projects** – Mr. Karmecy reported on:
 - ✓ American Apprenticeship Initiative – WCJP received approval from DOL to extend this grant out through a no-cost 1-year extension. Funding can be used through September 2021 with the goal of reaching 300 apprentices throughout the Greater Oh-Penn Region. Some apprentices had to wait to complete the educational portion of their apprenticeships until schools were able to re-open or convert to virtual learning. Most of the employers were able to continue training throughout the Pandemic.

NEW BUSINESS

None

The next meeting will be held on Thursday, December 3, 2020 at the Park Inn by Radisson in West Middlesex, PA.

Adjournment - A motion to adjourn at 4:21 p.m. was made by Tammy Barbati, seconded by Randy Seitz and passed unanimously.