

Workforce Development Board
West Central Workforce Investment Area
Zoom Meeting
February 25, 2021

Minutes

Members present were: Tammy Barbati, Lisa Campbell, Kristy DeJoy, Larry Fannie, Leslie Gilmore, Gary Grant, John Greenwood, Jim Hill, Erin Houston, Brian Kassalen, Susan Lautenbacher, Gillian Maule, Joe Miller, Tony Miller, Linda Nitch, Alta Roqueplot, Gail Steck, Frank Telesz, Howard Thompson, Hope Vaccaro, Dom Vadala, Debby Van Kirk

Members absent were: Angela Bolois, Joe Clavelli, Derek Fitzgerald, Harry Grafton, Tim Jablon, Holly Nogay, Rod Wilt

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

Others present were: Atty. Ray Bogaty, 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.

A motion to approve the minutes of the September 10, 2020 meeting was made by Gary Grant, seconded by Larry Fannie and passed unanimously.

Mr. Dogan recognized the new member, Rod Wilt, was unable to attend the meeting. He is the new Executive Director of Penn Northwest.

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 January 31, 2021.

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.

Industry IP for Healthcare grant was received since the packet was completed and sent out. This is a \$45,000 grant with an end date of June 30, 2021. It is anticipated that this end date may be extended. The SLIP program is not anticipated to be funded this year through the State.

Page two reflects WIOA Adult, youth, Dislocated Worker and Rapid Response funds. As of January 31, 2021, WIOA Adult training funds were budgeted at \$675,000 and \$458,190 had been obligated/expensed, WIOA Youth was budgeted at \$390,000 and \$115,406 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$405,000 and \$161,915 had been obligated/expensed, and Rapid Response funds were budgeted at \$94,370 and \$94,389 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 Dom Vadala, seconded by Frank Telez, and passed unanimously.

- **WIOA Performance Goals through December 31, 2020** - Ms. Barbati referred to the handout and advised the Board that this report is from the Department of Labor's Center for Workforce Information and Analysis and shows the results for the 2nd quarter of PY 2020. She added that West Central is currently meeting or exceeding all the goals.
- **WIOA Enrollments through December 31, 2020** – Ms. Barbati referred to the handout and advised the Board that this report covers July 1, 2020 – December 31, 2020.

COMMITTEE REPORTS

Youth Committee – Mr. Miller deferred the report to Dawn McFall as he was unable to attend the prior meeting. Ms. McFall advised the Board that the Youth Committee met on January 13, 2021 via Zoom. Sean Carroll from BC3 Lawrence Crossing replaced Lisa Campbell on this committee. Ms. Barbati had reported during this meeting that over 50 participants were able to take part in the TANF Paid Work Experience program, the Dual Enrollment program for high school students was very successful and that West Central is planning on providing Paid Work Experiences for participants throughout the summer months. WCJP worked with the NWIRC through the Business & Education Partnership (BEP) grant to conduct the Marvels of Manufacturing activity over a 14 county area. The Lawrence County Business & Industry Career Fair was conducted in October with close to 870 students attending through the Edge Factor platform. The Business & Industry Career Fair is planned in Mercer County for March 30, 2021. Looking to do a Health Career Fair in Mercer County on April 20, 2021 virtually as well as one in Lawrence County in March. Currently, through the Youth Re-entry grant there are 32 participants with a goal of 80 by November 2022.

Executive Committee – Mr. Dogan mentioned there was an Executive Committee meeting that occurred on December 29, 2020 that was omitted from the agenda. During that meeting, the Committee completed the re-certification of the PA CareerLink® centers within Lawrence and Mercer Counties. This recertification had to occur by December 30, 2020. The Executive Committee unanimously voted to re-certify both centers at that time. Also discussed was the closing of the PA CareerLink® centers on December 16, 2020. A motion was made that West Central open the PA CareerLink® centers based on local data by Tony Miller, seconded by Alta Roqueplot, and passed unanimously. Both centers opened on February 16, 2021 by appointment only.

OLD BUSINESS

Title I Service Procurement – Mr. Dogan informed the Board the Request for Proposal (RFP) was sent out in the fall, and one proposal was received.

One-Stop Operator Procurement – Mr. Dogan informed the Board the Request for Proposal was sent out and the proposals are due March 19, 2021.

Once these proposals are received a meeting will be called for either a procurement committee or the Executive Committee to review and rate the proposals. The contracts will be for July 1, 2021 – June 30, 2022 with options to renew based on performance and monitoring.

NEW BUSINESS

Keystone Edge Regional Plan for 7/1/21 – West Central along with the Northwest Workforce Development Area are working together to complete this Regional Plan.

WIOA Local Plan for 7/1/21 – Ms. Moder has been working on the local area plan.

Both plans are due into the state by April 2, 2021, a 30-day public comment period is required for both plans. Mr. Dogan thanked the three local members who served on a Regional Plan Committee. They were John Greenwood, Lisa Campbell, and Alta Roqueplot. The plans are located on the West Central Job Partnership website for the public comment period.

A motion to accept the plans was made by Howard Thompson, seconded by Gary Grant, and passed unanimously.

Mr. Dogan reminded the Board members that the SEC1 forms were sent out to all members and need to be sent back as soon as possible.

The next meeting will be held on Wednesday, May 27, 2021 via Zoom.