

Workforce Development Board
West Central Workforce Investment Area
Zoom Meeting
May 27, 2021

Minutes

Members present were: Tammy Barbati, Angela Bolois, Lisa Campbell, Larry Fannie, Derek Fitzgerald, Leslie Gilmore, Gary Grant, Erin Houston, Susan Lautenbacher, Gillian Maule, Joe Miller, Linda Nitch, Alta Roqueplot, Gail Steck, Frank Telesz, Howard Thompson, Hope Vaccaro, Debby Van Kirk, Rod Wilt

Members absent were: Kristy DeJoy, Harry Grafton, John Greenwood, Jim Hill, Tim Jablon, Brian Kassalen, Tony Miller, Holly Nogay, Dom Vadala

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

Others present were: Atty. Ray Bogaty, Sandy Marwick, Robert Pisko

The meeting was called to order at 3:04 p.m. Roll was taken, and a quorum was noted.

Mr. Dogan recognized the new member, Rod Wilt, who was unable to attend the prior meeting and invited him to introduce himself to the Board. He is the new Director of Penn Northwest Development Corporation.

A motion to approve the minutes of the February 25, 2021, meeting was made by Linda Nitch, seconded by Gary Grant 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 April 30, 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 April 30, 2021, WIOA Adult training funds were budgeted at \$715,000 and \$552,281 had been obligated/expensed, WIOA Youth was budgeted at \$390,000 and \$167,077 had been obligated/expensed, WIOA Dislocated Worker was budgeted at \$455,000 and \$194,434 had been obligated/expensed, and Rapid Response funds were budgeted at \$119,000 and \$107,262 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 Frank Telesz, seconded by Alta Roqueplot, and passed unanimously.

- **WIOA Performance Goals through March 31, 2021** - 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 3rd quarter of PY 2020. She added that West Central is currently meeting or exceeding all the goals.
- **WIOA Enrollments through April 30, 2021** – Ms. Barbati referred to the handout and advised the Board that this report covers July 1, 2020 – April 30, 2021. The pandemic permitted for virtual services to be provided.

COMMITTEE REPORTS

Executive Committee – Mr. Dogan reported on the Executive Committee meeting that occurred on May 18, 2021. During that meeting, the Committee discussed the selection of the Title I Service Provider and One-Stop Operator Request for Proposals that were received earlier this year. Only one proposal was received for each of the Request for Proposals that were issued. The Title I Service Provider proposal was received from West Central Job Partnership Program Division and the One-Stop Operator proposal was received from West Central Job Partnership Operations & Special Projects Division. Both divisions have excellent track records, history with providing these services, and training. The Committee felt that it was not necessary to rate the individual proposals but rather have Mr. Dogan provide a listing of items that were looked at and reviewed.

The recommendation for the Board is to approve West Central Job Partnership (WCJP) Administrative Division to contract with the WCJP Program Division for WIOA Title I Services to begin on 7/1/2021 through 6/30/2025, and WCJP Operation's & Special Projects Division for One-Stop Operations to begin on 7/1/2021 through 6/30/2025.

A motion to approve West Central Job Partnership Administrative Division to contract with West Central Job Partnership Operations & Special Projects Division for One-Stop Operations to begin on 7/1/2021 and conclude 6/30/2025 was made by Linda Nitch, seconded by Larry Fannie & Lisa Campbell, and passed unanimously.

A motion to approve West Central Job Partnership Administrative Division to contract with West Central Job Partnership Program Division for WIOA Title I to begin on 7/1/2021 and conclude 6/30/2025 was made by Susan Lautenbacher, seconded by Leslie Gilmore, and passed unanimously.

Also reviewed at the Executive Committee Meeting was the budgets for PY 2019, PY 2020, and PY 2021. Mr. Dogan is confident that all of the PY 2019 will be spent by the end date of 6/30/2021.

The PY 2020 funds will be obligated to the WCJP Program Division under the contract that was just approved. The PY 2021 funds will be available on 7/1/2021.

A motion to approve the PY 2019, 2020, and 2021 Budget as presented was made by Gary Grant, seconded by Howard Thompson, and passed unanimously.

Additionally, during the Executive Committee Meeting, it was explained that WCJP will need to provide funds for marketing outreach. Both PA CareerLink® Centers have had job fairs recently with dismal job seeker attendance. A Committee will be brought together to work on the Community Outreach Campaign to attract employers and job seekers back to the PA CareerLink® Centers.

Mr. Dogan explained about a report he received called “The Demographic Drought” by Dr. Chris Laney, which talks about the decline in population, and labor market participation rate. Mr. Dogan shared this with the Executive Committee, and they approached him about having Dr. Laney create a presentation for our local area. Dr. Laney has agreed to do a presentation through a Zoom meeting of localized demographics. Another part of the outreach campaign will be a redesign of the WCJP website.

Youth Committee – Ms. McFall reported that the Youth Committee met on May 12, 2021. At this meeting, TANF and Summer Internships were discussed. There are 12 internship slots under SLIP and 40 internship slots under TANF. There are also Paid Work Experiences being conducted under the TANF grant.

The Business & Industry Career Fair was done virtually on March 30, 2021 with 17 exhibitors participating live. Through April 30th, there were over 1,100 students that logged into the Edge Factor platform for this virtual event. A survey was able to be completed by the students for a chance to win one of eight \$25 Amazon gift cards – there were over 100 surveys turned in for this.

A virtual Health Careers Fair was conducted on April 20th in Mercer County. This was completed in conjunction with the United Way of Mercer County. Activities were conducted by local teachers, physicians, physical trainers and other local individuals. Schools that could not participate that day were sent the link to the videos and supplies for students to complete activities.

An additional \$75,000 in BEP money was received. WCJP will be working with United Way and a couple of school districts to complete weeklong STEAM camps prior to June 30, 2021. Students will receive a stipend for attending.

Lawrence County School-to-Work had a virtual Health Career Fair with over 500 students participating. She also completes workshops both in-person and virtually with the Lawrence County school districts throughout the school year. StW is working on putting together a virtual tour of the Lawrence County Career & Technical Center for 5th grade students.

The Youth Re-entry Grant currently has 43 of the 80 participants enrolled. This grant goes until March 31, 2022. COVID impeded the ability to get participants from the jails in each county into the GED courses.

OLD BUSINESS

WIOA Local & Regional Plans for 7/1/21 – The Keystone Plan (includes Clarion, Crawford, Erie, Forest, Lawrence, Mercer, Venango, and Warren Counties) and the Local Plan (Lawrence and Mercer Counties only). A meeting with PA Department of Labor & Industry will occur on June 2nd to go over comments received from reviewers on the Keystone Plan and the Local Plan. Revisions from these comments will need to be made to the plans and re-submitted to the State.

Special Projects and Operator Update – Mr. Karmecy referenced the PA CareerLink® Center Foot Traffic Report. The number of individuals coming into the centers is down considerably from the prior year. Although individuals have not been physically in the centers, they have been served through virtual means throughout the year. Regular operations resumed April 5th in both centers.

The American Apprenticeship Initiative (AAI) is in its 6th and final year. The grant has funded 283 registered apprentices through this grant over its entirety. There are consulting and technical assistance services available for employers to register an additional 17 apprentices before September 30, 2021.

The WORC grant expires in September 2022. WCJP is looking to potentially receive a one-year no cost extension. This program supports manufacturing and healthcare through high school pre-apprenticeships, and Work Advance. Four cohorts have been completed so far with 25 individuals. The goal is 200 participants.

A Healthcare Industry Partnership Grant was released through the Next Gen Sector Academy. Penn Northwest will assist WCJP with facilitating conversations with local healthcare providers.

PA CareerLink® Lawrence County will be hosting a job fair at the Scottish Rite Cathedral on June 16th. The new UC system will require job searches to resume on July 18th. There are 34 (max. of 50) exhibitors already signed up for this job fair. Foot traffic has been increasing since February.

PA CareerLink® Mercer County had a job fair on May 10th for Mercer County restaurants/food service industry. Over 28 employers were represented at the event but only 19 attendees between the two locations even with the high marketing campaign that accompanied it. Through the Grove City Adult Education Center, the PA CareerLink® Mercer County is providing Adult Computer Classes as well as becoming an Online GED testing site.

NEW BUSINESS

Election of Officers for 7/1/21 – Joe Clavelli, the chair of the Election Committee, submitted the current officers for nominations for the 2021 Program Year. Nominations were opened to the floor with none received.

- Debby Van Kirk – Chair
- John Greenwood – Vice Chair
- Lisa Campbell – Secretary
- Tony Miller – Treasurer

A motion to approve the current officers to be the PY 2021 officers for the Workforce Development Board was made by Frank Telesz, seconded by Gary Grant, and passed unanimously.

Governor's Achievement Award Winners – The Pennsylvania Workforce Development Association puts on a conference every year for workforce development associations. The local areas are able to submit individuals for Governor's Achievement Awards. This year the West Central Area has two award winners. If they are available, the winners will be asked to join the next in-person Board Meeting.

- Ivy Blanchard won in the WIOA Youth category
- Angela Sonoga won in the EARN category

The PA Department of Labor & Industry has asked the local areas to provide quarterly success stories. These stories were included with the packets.

The next meeting will be held on Wednesday, September 23, 2021.

Adjournment - A motion to adjourn at 4:18 p.m. was made by Linda Nitch, seconded by Tammy Barbati and passed unanimously.