



NORTHWEST PENNSYLVANIA WORKFORCE INVESTMENT BOARD MEETING

William J. Douglass Corporate Conference Center
764 Bessemer Street, Meadville, PA
FRIDAY, November 12, 2010
9:00 AM

WIB COUNCIL AGENDA

- 1) Welcome & Roll Call / Visitor Recognition / Public Comment – *Kerry Schwab, Chair*
- 2) **[Approval of Minutes – September 10, 2010 Board Meeting](#)**
- 3) [Review of Previous Action Items](#)
- 4) [Executive Committee/Chair Report](#) – *Kerry Schwab, Chair*
 - a) New Board Member Introductions
 - b) Business Service Representatives – Memorandums of Understanding
- 5) Fiscal Committee Report – *David Van Amburg, Treasurer*
 - a) **[Approval of RCWE Financial Revenue Report](#)** (handout)
 - b) [Contracts Report](#)
 - c) Grants Report
 - i) [Grants Report November 2010](#)
 - d) Audit Update
 - e) FMS/CWDS Financial System Status Update
- 6) WIB/RCWE CEO Report – *Michele Zieziula, CEO*
 - a) Sumner Nichols/RCWE Building Update
 - b) Sloan Project Update
 - c) PA WIB Association Update
 - d) PA CareerLink® Symposium
 - e) Jefferson Educational Society Global Summit 2010
- 7) NWPA CareerLink® System Report – *Jeannine Drositis, Director of Operations*
 - a) [CareerLink Quarterly Reports](#)
 - b) [CareerLink Three Year Trend Reports](#)
 - c) Staff Development
 - d) BST – Restarting Teams at the PA CareerLink®s
 - e) Erie – Next Phase, Current Status
 - f) PARES – ***Partnering Assets to Reach Employment Solutions-Phase I***
 - g) VSM – Value Stream Mapping for Rural Counties



- h) Career Fairs
- 8) STEM Update – *Dr. Ken Borland*
- 9) Business Retention & Expansion Program (BREP) Update – Business Services and Outreach for Workforce and Economic Development – *Jake Rouch*
- 10) [CareerLink Development Committee Report](#) – *Amos Goodwine, Committee Chair*
 - a) Organizational Profile Project Update
 - b) ABLE Grant Update
 - c) Malcolm Baldrige Quality Review Process Update
- 11) [Youth Council Committee Report](#) – *Nick Hoffman, Staff Liaison*
 - a) [Youth Program Reports](#)
 - b) Strategic Planning Update
 - c) [Approval of Youth Council Members](#)
- 12) Communications Committee Report – *Samuel Wagner, Committee Chair*
This Committee did not meet in October due to lack of staff liaison.
- 13) [Programmatic Policy & Analysis Committee Report](#) – *Richard Gacka, Committee Chair*
 - a) [Approval of Statewide Training Provider List](#)
 - b) [Approval of Regional High Priority Occupation List](#)
 - c) [Adult Way to Work Monitor Reports](#)
 - d) [Monthly Contractor Reports](#)
 - e) [Approval of Revised WIA OJT/Customized Training Policy](#)
- 14) [Employer Demand Services Committee Report](#) – *Committee Chair tbd*
 - a) Chairman
 - b) Action Items from Demand Services Committee
 - a. [Streamline the Action Guide begun at CL/IP Symposium](#) (Strategy for how CareerLink®s and employers can best work together)
 - b. Creation of Best Practices Tool Kit
 - c. Development of “curriculum” for BST staff
 - d. Development of Timelines
 - e. Develop Marketing Tool Kit
- 15) Board Development Committee Report – *Gary Horton, Committee Chair*
This Committee did not meet in October due to technical problems and lack of quorum.
 - a) [Attendance Reports](#)
- 16) Local Management Committee Report – *Paul Newlin, Staff Liaison*



- a) Program Update
- b) 2010-2011 EARN Contract Submission Packet

17) Other Work of the NWPA WIB – *Michele Zieziula, CEO*

- a) [Industry Partnership Updates](#)
 - i) Healthcare HERO Statewide Regional Award
- b) [ARRA Report](#)
- c) [Adult Education Coalition Workforce Plan](#)
- d) [PA Fast Facts October 2010 Edition](#)
- e) [PA Fast Facts October 2010 Edition Booklet](#)
- f) [PA Comparison of Local Area Unemployment Statistics](#)

18) New Business

19) Adjourn

❖ **ITEMS IN BOLD REQUIRE A VOTE**

Next WIB Committee Meetings:

Board Development Committee – Monday, December 6, 2010 at 8:30 a.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Communications Committee – Monday, December 6, 2010 at 2:00 p.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Youth Council – Tuesday, December 7, 2010 at 9:00 a.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Employer Demand Services Committee – Tuesday, December 7, 2010 at 1:30 p.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

CareerLink Development Committee - Wednesday, December 8, 2010 at 10:30 a.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Programmatic Policy & Analysis Committee – Wednesday, December 8, 2010 at 1:30 p.m.
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Next WIB Meeting:

Friday, January 14, 2010 at 9:00 a.m. in the William J. Douglass Conference Room, Meadville

NWPA WIB Retreat:

Wednesday, March 9-11, 2011 at Peek ‘n Peak Resort and Spa, 1405 Olde Road, Findley Lake, NY