



## NORTHWEST PENNSYLVANIA WORKFORCE INVESTMENT BOARD MEETING

William J. Douglass Corporate Conference Center  
764 Bessemer Street, Meadville, PA  
FRIDAY, September 10, 2010  
9:00 AM

### WIB COUNCIL AGENDA

- 1) Welcome & Roll Call / Visitor Recognition / Public Comment – *Kerry Schwab, Chair*
- 2) **Approval of Minutes – July 9, 2010 Board Meeting**
- 3) **Review of Previous Action Items**
  - a) CWDS Presentation – *Kurt Jaeger*
- 4) **Executive Committee/Chair Report** – *Kerry Schwab, Chair*
  - a) **Approval of Revised 2010-2011 WIB Calendar**
  - b) NWPA WIB/RCWE Annual Dinner – September 24, 2010
    - i) Cocktails 6:00 p.m.; Dinner 7:00 p.m.
    - ii) RSVPs due in one week
    - iii) Sponsorships Finalized Today
- 5) **Fiscal Committee Report** – *David Van Amburg, Treasurer*
  - a) **Approval of RCWE Financial Revenue Report**
  - b) **Contracts Report**
  - c) Grants Report
    - i) **Grants Report August 2010**
  - d) Fiscal Agent Contracting Arrangement with Technology Council of Northwest PA
  - e) New Relationship with Northwest Savings Bank
  - f) Audit Plan
- 6) WIB/RCWE CEO Report – *Michele Zieziula, CEO*
  - a) Way to Work Summer Adult and Youth Employment Plan Update
  - b) Sumner Nichols/RCWE Building Update
  - c) **DOL Gold Standard Evaluation**
  - d) Other
- 7) NWPA CareerLink® System Report – *Jeannine Drositis, Director of Operations*
  - a) **CareerLink Quarterly Reports**
  - b) PA CareerLink® Steering Committees
  - c) Employer Services Coordination



- d) PA CareerLink®-Erie County Update
  - e) WorkKeys Process
  - f) Budgeting
  - g) Policy Development
- 8) CareerLink Committee Report – *Michele Zieziula, Committee Liaison*  
*This Committee did not meet in August due to a visit from Secretary Vito.*
- 9) Youth Council Committee Report – *Nick Hoffman*
- a) [Youth Program Reports](#)
  - b) Strategic Planning Exercise
- 10) [Communications Committee Report](#) – *Samuel Wagner, Committee Chair*
- a) [Social Media Report and Website Stats Report](#)
  - b) WIB Orientation Video
  - c) Review Websites
    - i) [www.nwpawib.org](http://www.nwpawib.org)
    - ii) [www.nwpacareerlink.org](http://www.nwpacareerlink.org)
- 11) [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/Dislocated Worker and Youth Program Monitor Reports](#)
  - d) [PA CareerLink® Monitoring Reports](#)
  - e) [Monthly Contractor Reports](#)
- 12) [Employer Demand Services Committee Report](#) – *Committee Chair tbd*
- a) [Review of 10 August 2010 Business Services Team Discussion](#)
  - b) Business Service Representative MOU development schedule
    - i. Finalization of Business Services Team Discussion – 31 August 2010
      - 1. Establish Communication Structure
      - 2. Establish Leadership (authority)
      - 3. Determine responsibility and authority for development of Agendas and Assignment of Task
    - ii. Development of Memorandum of Understanding between RCWE and Counties
      - 1. Approval by Executive Committee
      - 2. Presentation to Full Board
- 13) [Board Development Committee Report](#) – *Gary Horton, Committee Chair*
- a) [Attendance Reports](#)
  - b) WIB Member Recruitment Update



14) Local Management Committee Report – *Paul Newlin, Staff Liaison*

- a) Program Update
- b) Awards Luncheon

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

- a) Green Systems Update
  - i) Weatherization (handout)
  - ii) State Energy Sector Partnership Grant
  - iii) NWPAGE Industry Partnership
- b) Industry Partnership Updates
- c) STEM
- d) ARRA Update

16) New Business

17) Adjourn

❖ **ITEMS IN BOLD REQUIRE A VOTE**

**Next WIB Committee Meetings:**

Board Development Committee – Monday, October 4, 2010 at 8:30 a.m.  
VIA WEBINAR

Communications Committee – Monday, October 4, 2010 at 2:00 p.m.  
VIA WEBINAR

Youth Council – Tuesday, October 5, 2010 at 9:00 a.m.  
William J. Douglass Corporate Conference Center, 764 Bessemer St., Meadville

Employer Demand Services Committee – Tuesday, October 5, 2010 at 1:30 p.m.  
VIA WEBINAR

CareerLink Development Committee - Wednesday, October 6, 2010 at 10:30 a.m.  
VIA WEBINAR

Programmatic Policy & Analysis Committee – Wednesday, October 6, 2010 at 1:30 p.m.  
VIA WEBINAR

**Next WIB Meeting:**

Friday, November 12, 2010 at 9:00 a.m. in the William J. Douglass Conference Room, Meadville

**NWPA WIB/RCWE Annual Dinner**

Friday, September 24, 2010 at 6:00 p.m. at the Ambassador Banquet & Conference Center, Erie