

**NORTHWEST PENNSYLVANIA WORKFORCE INVESTMENT BOARD
WIB COUNCIL MEETING
William J. Douglass Corporate Conference Center
Meadville, PA**

**Friday, July 9, 2010
9:00 a.m.**

ATTENDANCE:

Fetzner, Bev
Folletti, Chip
Gacka, Dr. Richard
Harvey, Larry
Hewitt, Jack
Horton, Gary
Kraft, Louis
Lewis, Don
Liddle, William
McBrier, Dale – Vice Chair
McCloskey, Denise
Miller, Dr. Joyce
Smith, Ken
Stratico, Joe
Van Amburg, David

RCWE STAFF:

Bush, Joelyn
Caldwell, Ashley
Drositis, Jeannine
Frantz, Connie
Hoffman, Nick
McEwan, Patty
Newlin, Paul
O’Neil, Debra
Skinner, Abby
Walker, Marsha
Zieziula, Michele

ABSENT:

Chiaravalotti, Terryjane
Couch, Hope
Deuterma, Joel
Franklin, Matt
Gaines, Pastor Robert
Jackson, Dr. Aldo
Schwab, Kerry – Chair
Sherry, Joy
Steele, Ron

GUESTS:

Dzuricky, Carol
Ehrhart, Brad
Johnson, Melanie
Massey, Doug
McGranaghan, Linda
Mosier, David
Partridge, Theresa
Powley, Heidi
Preston, Commissioner Jack
Ramalho, Erika
Rapp, Bev
Schell, Linda
Stuart, Colleen
Wagner, Sam

WELCOME & ROLL CALL/ VISITOR RECOGNITION / PUBLIC COMMENT

Mr. McBrier called the meeting to order at 9:06 a.m. and roll call was taken. Visitors introduced themselves. It was noted there was a quorum.

Ms. Rapp stated that enhancements to the Commonwealth Workforce Development System (CWDS) will be available for use on Monday to allow for more comprehensive reports.

APPROVAL OF MINUTES – MAY 14, 2010 WIB MEETING

The minutes of the May 14, 2010 Northwest Pennsylvania Workforce Investment Board Meeting were presented for approval.

MOTION

Mr. Van Amburg made a motion to approve the minutes as presented. Dr. Miller seconded the motion. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

Ms. Zieziula reviewed the previous action items and discussed the pending state budget.

EXECUTIVE COMMITTEE / CHAIR REPORT – Dale McBrier, Vice Chair

APPROVAL OF 2010-2013 STRATEGIC PLAN

A draft of the 2010-2013 WIB Strategic Plan was presented for approval. Mr. McBrier explained that the creation of this document is a work in process that has been developing over the last few months. Ms. Zieziula added the WIB Committees need approval in order to move forward.

MOTION

Mr. Lewis made a motion to approve the draft 2010-2013 WIB Strategic Plan as presented. Mr. Kraft seconded the motion. All were in favor. Motion passed and carried.

APPROVAL OF 2010-2011 WIB CALENDAR

The 2010-2011 WIB calendar was presented for approval. Ms. Zieziula noted minor changes in meeting dates affecting Youth Council, Board Development, and Executive Committees.

MOTION

Mr. Kraft moved to approve the 2010-2011 WIB Calendar as presented. Mr. Smith seconded. All were in favor. Motion passed and carried.

FISCAL COMMITTEE REPORT – David Van Amburg, Treasurer

Mr. Van Amburg commented that the fiscal monitoring went well.

APPROVAL OF RCWE FINANCIAL REVENUE REPORT

The RCWE Financial Revenue Report was presented for approval. Ms. Zieziula stated allocations listed are prior to any negotiations showing approximately \$9 million in revenue which is a significant decrease from last year. Discussion ensued.

MOTION

Mr. Lewis made a motion to approve the RCWE Financial Revenue Report as presented. Dr. Gacka seconded the motion. All were in favor. Motion passed and carried.

CONTRACTS REPORT

The Contracts Report through June 17, 2010 was presented for review. Discussion ensued regarding large remaining balances. Ms. Culver was brought into the meeting and stated that the amount open appears to be only one month of invoicing and will investigate the discrepancy.

GRANTS REPORT

Ms. Skinner stated that the Mercyhurst Health Career Camp grant was approved.

APPROVAL OF REVISED AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) DISTRIBUTION SCHEDULE

The revised ARRA Distribution Schedule was presented for approval. Ms. Zieziula explained that funds are being transferred into the contractor columns. Funds being held are for a recent Request for Proposal (RFP) and WorkKeys assessments. Contractors will receive budget modifications to their ARRA contracts in hopes that the contractors will be whole with the budget cuts this year. Discussion ensued.

MOTION

Mr. Hewitt made a motion to approve the revised ARRA Distribution Schedule as presented. Dr. Miller seconded the motion. All were in favor. Motion passed and carried.

FISCAL AGENT CONTRACTING ARRANGEMENT WITH TECHNOLOGY COUNCIL OF NORTHWEST PA

Mr. Van Amburg stated that the Technology Council of Northwest PA would like to hire RCWE as its fiscal agent. Ms. Zieziula explained that the Executive Committee determined that this arrangement supports our mission and would require the need to hire a part time fiscal staff. The Executive Committee approved a six month trial period at which time it will be revisited. The Technology Council will also provide in kind services as part of the arrangement. Discussion ensued.

WIB/RCWE CEO REPORT – Michele Zieziula

WAY TO WORK SUMMER ADULT AND YOUTH EMPLOYMENT PLAN UPDATE

Ms. Zieziula stated that she is in the process of submitting requests for additional funding for the Way to Work program.

SUMNER NICHOLS BUILDING UPDATE

Ms. Zieziula stated that the Sumner Nichols Building Project is moving forward. The PA CareerLink®-Erie County has successfully relocated to the new building. Renovations continue on the second floor and half of the first floor. Construction should be complete mid-August at which time the PA CareerLink®-Erie County personnel would move into their permanent spaces. A grand opening is anticipated in late September or early October. The RCWE Holding Company will meet on July 15 to discuss the financial aspect. Mr. Hewitt added that he will be working with the PA CareerLink®-Erie County on some minor issues found through an ADA review.

OTHER

Ms. Zieziula presented a letter from the U.S. Department of Labor which states that the Northwest Pennsylvania Workforce Investment Area will be undergoing a gold standard evaluation of Title 1 Adult and Dislocated Worker Programs slated to begin early spring 2011. The evaluation will cover the next five years of individuals moving through our system. The NWPA WIA will be part of a major report which will show the impact we have on people's lives and will be used to develop policy. Discussion ensued. Ms. Zieziula stated the evaluation team will have an initial visit in the first week of August at which time they will tour the PA CareerLink®-Crawford and Erie County sites.

NWPA CAREERLINK® SYSTEM REPORT – Jeannine Drositis, Director of Operations
CAREERLINK® QUARTERLY REPORTS

The CareerLink® Quarterly Reports were presented for review. Ms. Drositis stated that the employer service satisfaction area states that it is in process because there are better ways to determine that. Discussion was held regarding compiling a report that compares annual status'. Ms. Drositis stated there is a plan to revamp the reports soon. Discussion was held on walk in traffic statistics, newly registered job seeker statistics, and performance measures. There was a consensus that the WIB members would like to see a presentation on the new database system and how to use it in the near future.

****ACTION ITEM****

Ms. Rapp will conduct a presentation on the enhanced CWDS system at one of the upcoming WIB meetings.

PA CAREERLINK® ORIENTATION VIDEO

Ms. Zieziula stated the PA CareerLink® Orientation Video is now complete and will be shown to new job seekers upon their involvement at any of our one-stop centers. After viewing the final product, Mr. Hewitt commented that he would like to see the video revisited in the future to add more photographs of individuals with disabilities. Discussion was held regarding industry experts.

NATIONAL FUND GRANT PROJECT REVIEW

Ms. Drositis stated Ms. Fetzner brought concerns with the National Fund Grant to the Executive Committee. Following a review of the project, it was determined that the project was a success being above goal in several areas; however, there were a couple of areas that could be improved upon.

PA CAREERLINK®-ERIE COUNTY UPDATE

Ms. Drositis stated the PA CareerLink®-Erie County Site Administrator and her staff have done a great job handling all of the many details of the move. They are adapting to their new surroundings and continue to serve the public.

PA CAREERLINK®-CLARION COUNTY JOB FAIR

Ms. Drositis stated that the PA CareerLink®-Clarion County held a job fair on June 22 at the Clarion Mall. In attendance were 600 job seekers and 40 businesses and partnerships. Discussion ensued regarding presenting job fair statistics and improving the job fair image.

NWPA CAREERLINK® DIRECTOR OF OPERATIONS UPDATE

The Operators, Site Administrators and Ms. Drositis are in the process of developing reporting and communication methods to provide overall quality. It was noted that Mr. Liddle is now a private sector member of the Operator Consortium.

CAREERLINK COMMITTEE REPORT – Jack Hewitt, Committee Vice Chair

EMPLOY ON UPDATE

Mr. Hewitt reported that the Employ On software will allow the PA CareerLink® staff to tap into job postings that are not on our system. Ms. Zieziula added that Mr. Burgess from Employ On gave a fantastic presentation yesterday.

Mr. Hewitt noted that the Committee continues to add specific information to the PA CareerLink® Quarterly Reports that the WIB wants to see.

Mr. Hewitt also stated that the Customer Satisfaction processes were discussed and the Committee will be reviewing the Survey Monkey tool.

YOUTH COUNCIL COMMITTEE REPORT – Michele Zieziula

Ms. Zieziula stated that Kristine Whitaker has resigned from Youth Council as she has accepted a new position with Rouse Estate but expressed an interest in serving on the WIB.

YOUTH PROGRAM REPORTS

The Youth Program Reports were presented for review.

STATUS OF RESTRUCTURING

Ms. Zieziula stated the Annual Youth Council Awards Luncheon was held in June although the Youth Council has not met since February. Ms. Zieziula has been working with David Mosier on the Youth Council by-laws and has determined they may no longer be needed. Mr. Mosier commented that committee *guidelines* may be in order as it needs a specific composition. Ms. Zieziula stated that, historically, the Youth Council has focused on programs and would like to see more private sector involvement in the hope of better impacting the system. The first Youth Council meeting under the new structure will be on August 3.

COMMUNICATIONS COMMITTEE REPORT – Samuel Wagner, Committee Chair

Ms. Bush distributed a WIB padfolio and pen to all board members along with an order form for RCWE shirts. Mr. Wagner reviewed the Communications Committee goal and objectives.

SOCIAL MEDIA REPORT

The Linked In, Facebook, and You Tube statistics were presented for review.

WEB SITE REPORT

The web site statistics were presented for review.

Ms. Bush added that she has recently posted a Precision Manufacturing Institute (PMI) Camp video on You Tube.

RESEARCH & QUALITY ASSURANCE COMMITTEE REPORT – Dr. Richard Gacka, Committee Chair

APPROVAL OF STATEWIDE TRAINING PROVIDER LIST ADDITIONS

Dr. Gacka presented the Training Provider List for approval. Dr. Gacka discussed predatory schools and the research that the Committee will be exploring. Mr. Newlin stated that last year's Training Provider List has been wiped clean and we must begin again as the new program year begins. There will be a flood of applications between now and the next board meeting.

MOTION

Mr. Lewis made a motion to approve the Statewide Training Provider List as presented. Mr. Smith seconded the motion. All were in favor. Motion passed and carried.

APPROVAL OF REGIONAL HIGH PRIORITY OCCUPATION LIST

Dr. Gacka stated the High Priority Occupation (HPO) List is a tool used when training is approved and the Committee recommends the list be approved.

MOTION

Mr. Kraft made a motion to approve the Regional High Priority Occupation List as presented. Mr. Lewis seconded the motion. All were in favor. Motion passed and carried.

APPROVAL OF INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY REV. H

It is the recommendation of the Committee that a testing requirement be inserted into the ITA Policy for an individual's ITA eligibility and was so presented.

MOTION

Mr. Smith made a motion to approve the ITA Policy Revision H as presented. Mr. Horton seconded the motion. All were in favor. Motion passed and carried.

APPROVAL OF NEW REPORTING DOCUMENT

Ms. Caldwell stated that she met with Title 1 Contractors regarding the current ITA/OJT reports being very difficult to analyze. A revised reporting format was presented for approval and it was noted that the back of the report will include a summary and explanation of the origin of the data.

MOTION

Mr. Smith made a motion to approve the new reporting document as presented. Mr. Horton seconded the motion. All were in favor. Motion passed and carried.

MONTHLY CONTRACTOR REPORTS

The Contractor Reports were presented for review. Ms. Caldwell stated the current reports will be replaced by the new reporting format that was just approved.

REGIONAL COMPETITIVENESS & SUSTAINABILITY REPORT – Dale McBrier, Committee Chair

RESTRUCTURING OF THE REGIONAL COMPETITIVENESS & SUSTAINABILITY COMMITTEE

Mr. McBrier reviewed the committee's goal with a focus on employer demands. Ms. Walker stated the new objectives such as Employer Service Unit representatives and Business Service Unit (BSU) representatives to increase satisfaction of employers, increasing saturation rates, and mining the BREP database will support the goal of the Committee. Ms. Fetzner stated the Regional Competitiveness & Sustainability Committee June meeting minutes do not reflect in Objective 1 that the 75 companies will be revisited. Mr. McBrier stated his desire for the whole system to be educated on how the employers are serviced through the BSUs.

BOARD DEVELOPMENT COMMITTEE REPORT – Gary Horton, Committee Chair

Mr. Horton stated that the Committee objectives were discussed at the last meeting. Financial reportings need to be turned in to Ms. O'Neil by each WIB member. The Erie County Executive has submitted a list of recommended board members for Erie County. Ms. O'Neil will follow up

with potential board members in Crawford County. Mr. McBrier stressed the importance of filling the WIB's vacancies.

****ACTION ITEM****

WIB members must turn in Financial Reportings to Ms. O'Neil in order to remain in compliance.

WIB ATTENDANCE REPORTS

The WIB Attendance Reports were presented for review.

LOCAL MANAGEMENT COMMITTEE REPORT – Hope Couch, Committee Member
PROGRAM UPDATE

Ms. Couch was not available to give an update.

OTHER WORK OF THE NW WIB – Michele Zieziula, CEO

GREEN SYSTEMS UPDATE

WEATHERIZATION

The Weatherization Report was presented for review. Mr. Hoffman stated that training vouchers are being distributed and the first group is in training now. We now have points of contact in every one of our PA CareerLink® offices to point interested individuals in the right direction.

STATE ENERGY SECTOR PARTNERSHIP GRANT

Mr. Hoffman stated that the Northwest Pennsylvania Green Economy (NW PAGE) has agreed to become the green Industry Partnership for Northwest PA and they have selected Strategy Solutions, Inc. (SSI) as their facilitator. NW PAGE is meeting next week to discuss their preliminary focus and will attempt to increase their employer representation in the group.

RENEWABLE ENERGY AND ENERGY EFFICIENCY INDUSTRY PARTNERSHIP

Mr. Hoffman expressed his disappointment that we were not awarded the cold draft, green manufacturing focus, nor electrical workers grant. Preliminary discussions are occurring on refocusing and reapplying for the grants in-house. Discussion ensued regarding bringing new green projects to light.

INDUSTRY PARTNERSHIP (IP) UPDATES

Ms. Walker stated that all IP annual reports were turned in on time with requests for additional funds. All IPs have completed strategic planning and all have come to the conclusion that even though the state will go back to the grant application process, there is a big difference with moving their IPs forward. Great Lakes Building and Construction Trades (GLBCT) started a grass roots effort this year to be the industry experts on what they can bring to the table for developing green building projects. They also have come together as a cohesive unit, determined their focus, and are moving forward. The Healthcare Industry Partnership (HIP) has realized its own empowerment and is driving its own destiny. The Advanced Diversified Manufacturing Industry Partnership (ADM IP) represents four manufacturing IPs that were combined into one, bringing with it significant funding cuts, truly has come together as a cohesive unit.

Discussion ensued regarding the ReTool Erie grant to build capacity in the non profit sector and enhancing some of the work we do with the IPs.

BUSINESS SERVICE UNIT (BSU) REPORT

The BSU Report was presented for review. Ms. Walker stated the report will be revised as it does not reflect the BSU activity well.

STEM

Mr. Hoffman stated the annual STEM conference was on June 15 at Butler County Community College and was a great success with over 200 people in attendance.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) UPDATE

Ms. Caldwell presented the ARRA report for review, noting that over 250 people have been served through ARRA funds. The Summer Youth Programs have begun again and will affect this report.

NEW BUSINESS

Ms. McEwan announced that any travel expenses that WIB members would like reimbursement for must be turned into the Fiscal Department by Monday.

Ms. McGranaghan thanked Mr. Lewis for his participation as a judge at VTDC's summer camp.

Ms. Bush reminded the WIB members to complete the shirt order form if they are interested.

****ACTION ITEMS****

- 1. WIB members must turn in reimbursable travel expenses to the RCWE Fiscal Department by Monday.**
- 2. Interested WIB members must turn in the completed shirt order form to Ms. Bush.**

REVIEW OF ACTION ITEMS

- 1. Ms. Rapp will conduct a presentation on the enhanced CWDS system at one of the upcoming WIB meetings.**
- 2. WIB members must turn in Financial Reportings to Ms. O'Neil in order to remain in compliance.**
- 3. WIB members must turn in reimbursable travel expenses to the RCWE Fiscal Department by Monday.**
- 4. Interested WIB members must turn in the completed shirt order form to Ms. Bush.**

MOTION TO ADJOURN

As there was no further business, Mr. Smith made a motion to adjourn. Mr. Lewis seconded the motion. Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Patty McEwan
Administrative Services Coordinator
Regional Center for Workforce Excellence