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**MINUTES**  
**WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD**  
**Monday, December 9, 2019 – 1:00 P.M.**  
**Room 2303/2304, Commissioner's Hall**  
**WCCC – 145 Pavilion Lane, Youngwood, PA**

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- Present: Vicki Loucks; Vice-Chair; Lori Albright, Steve Columbus, John Dalrymple, Charlie Datz, Dan Dunmeyer, Marge Duranko, Terri Grabiak, James Jones, Diane Liska, Bill Magda, Muriel Nuttall, George Rattay, Faye Rosatti, Jim Rugh, Joe Segilia, Tuesday Stanley, Frankie Staszko, Tim Yurcisin
- Absent: Brian Edmiston, Chair; Doug Decker, Board Secretary; Jim Stark, Treasurer; Laurie English, Julian Imbrescia, Ralph Resnick, Donald Martin, Jason Rigone, Ed Yankovich
- Solicitor: Attorney Lee Demosky
- Guests: Fayette County Commissioner Dave Lohr; Fayette County Commissioner Scott Dunn, Chief of Staff to Westmoreland County Commissioner Chuck Anderson, Sean Kertes; Jennifer Nestor, Workforce Development Analyst, Mindy Folio, HR Manager for Johnson Matthey
- Staff: Tom Whetsel, Janet Ward, Melissa Keys, Donna Casterwiler, Christina Fortunato, Nick Falcone

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- I. Roll Call – A quorum was present; official business could be conducted.
- II. Introductions – Vice-Chair Vicki Loucks greeted Fayette Commissioner's Dave Lohr and Scott Dunn, as well as Sean Kertes, Chief of Staff for Westmoreland Commissioner Chuck Anderson. Also new Board Member John Dalrymple, President of Hamill Manufacturing

III. Public Comments – None

IV. Vote on Consent Agenda Items

- Statement of Financial Position
- Full Board Meeting Minutes – September 9, 2019
- Executive Committee Minutes – November 12, 2019 – (Ratification)

Charlie Datz made the motion to approve the Consent Agenda items. George Rattay seconded the motion; motion carried.

V. Fiscal Policy Updates – Tom Whetsel

a. Statement of Financial Position

- Total fund balance year-to-date is \$535,906.11 in accounts receivable
- Received \$11,644,671 for funding source activities
- We are at 36% in expenses
- Expenses to year-to-date: \$2,378,144

b. Form 990 Year-end 6/30/18 Distribution

Tom reviewed Form 990 with the Board members indicating the importance of the Statement of Financial Interest Form and the Conflict of Interest Form in regards to information sent into the Department of the Treasury Internal Revenue Service

VI. Executive Committee – November 12, 2019 – (Ratification)

- Procurement System  
WIB updated its procurement system to comply with requirements and regulations
- Records Retention  
Changes were made to comply with federal and state mandates
- Cyber Insurance – Additional Corporate Insurance  
This insurance will insure we are protected from ransomware
- Approval of two Youth Contract Extensions for “Experience Works”

Fayette County Community Action and the Private Industry Council will provide a year-round program for youth aged 16-24. Fayette Community Action’s program cost: \$214,333 for 60 youth. And the Private Industry Council will serve 120 youth for a total of \$426,700.

- The Westmoreland-Fayette Workforce Investment Board approved the Westmoreland Chamber of Commerce’s, “Leadership Westmoreland Youth Academy” effective December 1, 2019, in the amount of \$22,826. The program will serve up to 25 high school students under our Business Education Grant. The Academy is a youth development activity designed

to impact knowledge, create community awareness, promote team building and develop leadership skills. All activities must be completed by June 30, 2020.

- **System of Record**  
For the last 15 years, WDB has officially used and enters all participant data and financial records in the Commonwealth Workforce Development System. This motion formalized the use of their system. The wording: “The system of record for the Westmoreland-Fayette Workforce Development is the Commonwealth’s Workforce Development System.”
- **Position Classification**  
Change in job title, position code and salary adjustment for Janet Ward. Janet’s new job title will be Youth Services Manager reflecting added supervisory duties, primary contact with vendors, and Teacher in Workplace responsibilities. This change became effective December 1, 2019. Salary adjustment \$45,974 to \$47,474.

Gorge Rattay made the motion to ratify Executive Committee recommendations. Charlie Datz seconded the motion carried.

## VII. Executive Director Search – Solicitor Lee Demosky

Solicitor Demosky led the discussion on the search for a new Executive Director. Bill Thompson announced his retirement as of May 2020. Lee recommended a search committee of at least 6 Board members be formed.

Vice Chair Vicki Loucks asked for a show of hands of those who are willing to participate in the hiring committee. Charlie Datz, Tuesday Stanley, Vicki Loucks, George Rattay, Diane Liska, Brian Edmiston, and Doug Decker will serve on the committee. Solicitor Demosky will set-up a date and time for a tele-conference.

Solicitor Demosky will suggest to the committee that a contingency contract be written where the company selected does all the paperwork from start to finish, i.e., search, collect resumes, vet them, do background checks, initial inquiries, bring the candidates in for the interviews and prepare the interview questions. The company will collect and organize the interview results and prepare performance summaries rating the candidates.

The Executive Director Search Committee will make the decision on what to offer as a compensation package. We are going to have to work quickly as a Committee to bring in a candidate before March. The bylaws do allow for special meetings.

Solicitor Demosky is recommending the chair authorize the Executive Director Search Committee to enter into a contract with a talent search firm.

Joe Segilia made the motion to have the chair authorize the Search Committee to enter into a contract with a talent search firm. Lori Albright seconded the motion; motion carried.

Solicitor Demosky is recommending the chair authorize the Executive Director Search Committee to extend an offer of employment after the candidates have been interviewed and vetted.

Charlie Datz made the motion recommending the chair authorize the Executive Director Search Committee to extend an offer of employment after the candidates have been interviewed and vetted. James Jones seconded the motion.

Discussion: Solicitor Demosky said the committee has to work aggressively to bring the candidate by May 2020. The thought is to have the committee given the authority to make an offer of employment to the candidate.

The Chair read the motion on the floor again, “The Committee would actually hire the person without coming before the board”.

All in favor of allowing the search committee to actually hire the person without coming before the board.

Roll Count vote:

Vicki Loucks	AYE
Lori Albright	AYE
Steve Columbus	No
John Dalrymple	No
Charlie Datz	No
Marge Duranko	No
Terri Grabiak	No
James Jones	AYE
Diane Liska	AYE
Bill Magda	AYE
Muriel Nuttall	No
George Rattay	AYE
Fay Rosatti	AYE
Jim Rugh	No
Joe Segilia	No
Tuesday Stanley	AYE
Frank Staszko	No
Tim Yurcisin	No

8 AYES

10 No

Motion failed.

Joe Segilia made the motion that the Search Committee will present the final 2 candidates at the next Board meeting, to meet the Board members. Thereafter, the Board will vote on which candidate to offer the position to and the level of compensation. Frank Staszko seconded the motion; motion carried.

#### VIII. Old Business – Bill Thompson

- WIOA PY 2019- 2020 Local Plan Modification

WDB submitted the draft in October of 2019 and now with updated changes we are asking for a motion to approve the WIOA PY 2019 Local Plan Modification. (A copy was emailed to all the Board members for review and comments) This will be effective January 1, 2020 and run through June 30, 2021.

- WIOA Regional Plan Modification

This is the planning document for the Southwest PA Plan, which includes: Allegheny County Workforce Development Area; City of Pittsburgh Workforce Development Area; Southwest Corner Workforce Development Area; and the Tri-County Workforce Development Area and the Westmoreland-Fayette Workforce Development area.

This Modification will tie the Boards into more coordinated business engagement region and into a larger economic partnership. Minor changes. This is effective January 1, 2020 thru June 20, 2021. This does require the Chief Elected Officials' signature for both a letter and other documents.

Frankie Staszko made the motion to approve the Local Plan Modification and Regional Plan Modification. Charlie Datz seconded the motion; motion carried.

#### Other information:

Nick Falcone was introduced to the Board as the newest staff person at the WIB. Nick's position is Program Developer/Strategic Initiatives Specialist. Nick will be working on the sector based NextGen Partnership.

WIB applied and was successful in obtaining a grant in collaboration with Southwest Corner for \$250,000. We will be working with the juvenile justice system on best practice activities to help connect at-risk youth out of the foster care system or juvenile justice system. We will provide employment and training services. This is a 2-year grant is in partnership with Southwest Corner.

Also, we have applied for the 4<sup>th</sup> year a "Business Education Partnership" Grant in the amount of \$127,000. The Westmoreland County Forum and The Fayette Business Education Partnership recipients will directly engage businesses in pre-apprenticeship work-based learning opportunities with select school district to add the flavor of direct business engagement with select school districts.

We will also be applying for the 3<sup>rd</sup> round of Teacher-in-Workplace in the amount of \$75,000-\$100,000. This one grant will be for both counties roughly 80 teachers middle and high school teachers participated. Employer and teacher feedback very good and then brought back into the classrooms.

Also, we are working on the 3<sup>rd</sup> year Internship Program Grant, “Experience Works Plus” an Internship Program Grant which has no Eligibility Requirements for those college students participating. Last year we had 35 participate.

Josey Manns, WIBs intern, spoke on her experience working at the WIB with Janet Ward and the youth programs.

WIB has also applied for a Technical Assistance Grant through the Department of Labor’s Jobs of the Future looking to be one of 10 Board’s picked from across the county to further connect with apprenticeship programs for young people 18-24.

No money associated with this grant, but could tap in the future to other funding opportunities.

WIB has reached out to the new Casino owners in Westmoreland County to make them aware of our recruitment and training resources.

Dr. Stanley said WCCC will have a training site within the casino.

#### IX. New Business

- Fayette Chamber of Commerce - Muriel Nuttall  
WIB Sponsorship of Workforce Development Event - Spring 2020

Muriel Nuttall presented a Power Point on “Ready or Not Here it Comes”, which examines each generation. A notice will be sent to the Board on the date of the formal presentation.

#### X. Good of the Order

- Board Website Launch – Social Media Presence (Discussion)

The Board was shown the new Westmoreland-Fayette Workforce Development Board’s website which will be fully operational January 2020.

The Board can follow WDB 4 ways:

Westmoreland-Fayette Workforce Investment Board  
<https://www.facebook.com/WestFayWIB>

WestFayWDB  
<https://www.instagram.com/westfaywdb/>

Westmoreland-Fayette Workforce Development Board  
<https://www.linkedin.com/company/westfaywdb>

@WestFayWDB  
<https://twitter.com/westfaywdb>

XI. Open Forum

XII. Adjournment

Charlie Datz made the motion to adjourn. George Rattay seconded the motion; motion carried.

Minutes: Donna Casterwiler