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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, December 14, 2020 - 1:00 P.M.
Call in Meeting - (Zoom)

PRESENT: Vicki Loucks, Vice Chairperson; Jim Stark, Treasurer; Doug Decker, Board Secretary; Steve Columbus, John Dalrymple, Charlie Datz, Marge Duranko, James Jones, Don Martin, Muriel Nuttall, George Rattay, Jason Rigone, Faye Rosatti, Jim Rugh, Tuesday Stanley, Ed Yankovich

ABSENT: Brian Edmiston, Lori Albright, Steve Columbus, Rennie Detore, Dan Dunmeyer, Laurie English, Julian Imbrescia, Bill Magda, Joe Segilia, Frank Staszko

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Tom Whetsel, Melissa Keys, Courtney Venick, Nick Falcone, Donna Casterwiler, Christina Fortunato, Josie Manns

GUESTS: Jennifer Nestor, Workforce Development Analyst; Michelle Bushmire, Regional Rapid Response Coordinator L&I

I. Roll Call (Zoom Conference Call) A quorum was present; official business could be conducted.

II. Public Comments: None

III. Vote on Consent Agenda Items

- Approval of Minutes from September 14, 2020
- Statement of Financial Position

Tuesday Stanley made the motion to approve the September 14, 2020, Board minutes. Jim Stark seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Finance Committee Report – Jim Stark • Fiscal Policies Update

Program Income: The Westmoreland-Fayette Workforce Board will follow program income guidelines as stated in Workforce System Policy (WSP) No. 03-2015, December 22, 2015, Chapter 3: Funding Distribution and Provisions. These policies will apply to all program income received by the local Westmoreland Fayette Workforce Areas.

Audit Requirements/Resolution/Debt Collection: The Westmoreland-Fayette Workforce Board will follow audit requirements guidelines as stated in Workforce System Policy (WSP) NO. 03-2015/ 03-

2015, December 22, 2015, Chapter 9: Audit and Debt Collection. This policy will apply to the Westmoreland Fayette Workforce Board, Sub Recipients, Vendors, and other local entities as applicable.

Allowable Cost: The Westmoreland Fayette Workforce Board will follow allowable cost provisions as stated in Workforce System Policy (WDP) 32-2015, Chapter 4: Accounting of Funds. The Westmoreland Fayette Workforce Board will also follow 2 CFR200 Uniform Administrative Requirements Sub Part E Cost Principal's in its administration of allowable costs.

Muriel Nuttall made the motion to adopt and approve the Fiscal Policies Update as written. Marge Duranko seconded the motion. Call for abstentions, hearing none; motion carried.

V. Executive Committee – Vicki Loucks

- Executive Committee Meeting ratification
- Corrected Audit approval – 3 year – 2020, 2021, 2022

Jim Stark made the motion to ratify the November 10, 2020, Executive Committee Meeting minutes and incorporate the audit change to a 3-year term for the years 2020, 2021 and 2022. Doug Decker seconded the motion. Call for abstentions, hearing none; motion carried.

- ITA Policies for CDL Training

The Customer Service Committee met and made the following recommendation that there will be a pause in any new ITA's for CDL training from now until January 2021 and then evaluate placements of individuals after program completion. It was noted that \$547,000 has been spent since July 1, 2020 for ITA's with 62 individuals' out of 118 ITA's entering CDL training.

A formal statement was sent to providers and WIB will continue reviewing information with the CareerLink's regarding this matter.

Ed Yankovich made the motion to ratify and pause the ITA Policy regarding the number of new ITA's being written for CDL training until January 2021. Tuesday Stanley seconded the motion. Call for abstentions hearing none; motion carried.

Note: The Customer Service Committee will be meeting in January 2021 to revisit the ITA CDL training situation.

- New Contracts and/or no contract extension approvals

National Dislocated Worker Grant (Covid-19) extended to June 30, 2021

Westmoreland Community Action - \$42,859

Jason Rigone made the motion to approve a no cost extension to Westmoreland County Action in the amount of \$42,859. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion passed.

Fayette Community Action - \$130,112

Doug Decker made the motion to approve a no cost extension of Fayette Community Action of \$130,112 to June 30 2021. Don Martin seconded the motion. Call for abstentions. Jim Stark abstained due to conflict of interest. Call for the motion; motion carried.

Teacher in the Workplace extended to December 31, 2020
Westmoreland IU - \$13,510

Jason Rigone made the motion for approval of an extension of \$13,510 to be given to Westmoreland IU. Faye Rosatti seconded the motion. Call for abstentions, hearing none; motion passed.

Business and Education Partnership Funding
Northern Westmoreland CTC -\$14,775

Tuesday Stanley made the motion for approval for of the Northern Westmoreland CTC extension in the amount of \$14,775. Jim Stark seconded the motion. Call for abstentions, hearing none; motion carried.

Bots IQ- \$7,980.59

Don Martin made the motion to approve the Bots IQ contract in the amount of \$7,980.59. James Jones seconded the motion. Call for abstentions, hearing none; motion carried.

WCCC lease renewal approval extension to December 31, 2024

Jason Rigone made the motion to approve the WCCC lease approval extension. Marge Duranko seconded the motion. Call for abstentions. Tuesday Stanley abstained due to conflict of interest. Call for the motion, motion; carried.

Changes to job description for Compliance Officer II position.

Changes have been made to the Compliance Officer II job description. The title of the position was changed to Compliance Officer II/Equal Opportunity Officer. Additional changes included adding specific EEOC responsibilities required by EEOC to the job responsibilities.

Jim Stark made the motion approving the added changes in the Compliance Officer II position. Marge Duranko seconded the motion. Call for abstentions, hearing none; motion passed.

Vacancy filled for Compliance Officer I (salary \$41,922.00)

In meeting with staff, and looking at a succession plan, work demands and ensuring those next in line can move up in the organization, we have identified the need to fill the Compliance Officer I position.

Muriel Nuttall made the motion to approve the hiring of a Compliance Officer I. Faye Rosatti seconded the motion. Call for abstentions, hearing none; motion passed.

VI. Customer Service Committee Report – Jim Rugh

- Individual Training Accounts (ITA) Policy 20-21 (No change \$6,000 for ITA Programs 1-year in length; \$4,500 for ITA programs less than one year and \$4,500 for small business programs less than 10-years)
- On-the-job Training (OJT) (No change)
- Support Services (No Change)
- Title One and One Stop Operator RFP - No Action

Proposals for the Title One and One Stop Operator RFP were due December 2, 2020 and are being evaluated and brought before the Customer Services Committee in January 2021) for selection in March 2021)

VII. Executive Director's Report – Janet Ward

- Organizational Chart Approval
 - Changes needed to add Compliance II job title
 - New position of Compliance Officer I

Ed Yankovich made the motion to approve the updated Organizational Chart changes for Compliance II Job title and the new position of Compliance Officer I. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion carried.

Policies Review

- Self-Sufficiency Wage Policy
- Customized Job Training Policy
- Apprenticeship Training Policy
- WIOA Adult/DW Follow-Up Services Policy
- Priority of Services Policy
- System of Record Policy
- Secondary Review Policy
- Complaint and Hearing Procedures Policy

No major changes. This is just a review of policies which will be reviewed on a year-to-year basis to insure all policies in compliance.

Jason Rigone made the motion to accept the Policies review as read. Jim Stark seconded the motion; call for abstentions; hearing none, motion carried.

CareerLink Certification approval

CareerLink Certifications as of 12/30/2020 for a 3-year period through December of 2023 need approved. All three CareerLink's require re-certification as Comprehensive Site - PA Alle-Kiski CareerLink[®], PA Fayette CareerLink[®] and PA Westmoreland/Youngwood CareerLink[®]

This certification ensures monitoring requirements for each Comprehensive CareerLink sites were finished by Dec. 31, 2020, and all have met the requirements by the state for a 3- year period through December of 2023.

Marge Duranko made the motion to accept re-certification for PA Alle-Kiski CareerLink®. Jim Stark seconded the motion; call for abstentions. Hearing none; motion passed.

Jim Stark made the motion to accept re-certification for PA Fayette CareerLink®. Ed Yankovich seconded the motion; call for abstentions. Hearing none; motion passed.

Faye Rosatti made the motion to accept re-certification for PA Alle-Kiski CareerLink®. Margie Duranko seconded the motion; call for abstentions. Hearing none; motion passed.

VIII. New Business – Janet Ward

RFP for provider to deliver Youth Reentry Grant

We are working on a Youth Reentry Grant with Southwest Corner to recruit 25 young adults along with Juvenile probation and other partners during a 3-year period. There is a need to have a group or organization to lead the case-management of the individuals, as well as getting them into the workplace. After review and approval, we hope to have the provider starting in January 2021.

TANF Career Readiness RFP

We recently released a legal notice for a TANF Career Readiness Programs RFP. Funding for these program's would be from PY19 & PY 20. Monies were not fully spent due to the Covid-19 pandemic in the Experience Works! program that primarily provides students work experience opportunities during the summer months. We are looking to expend old funds, as well as new funds. This RFP is due January 7, 2021. It has been placed on our website and proposals will be reviewed before any contracts are submitted.

WFWDB Received BEP Grant

The state recently made additional funds for Business Education Partnerships available to those WIBs not funded in the last round. We have been approved for \$100,000 to be spent through June 2022. This funding is done in partnership with the Fayette Business Education Partnership, Westmoreland County Forum, the K-12 system and employers. An RFP to be issued in January/February 2021 for potential programs.

Submittal of Regional & Local Plan

Our Local and Regional Plans are due to the state by April 2, 2021. Janet is working with other regional directors on the Regional Plan. For the Local Plan, the Planning Committee will be meeting to discuss and make recommendations to the plan. Both plans will need to be put out for public comment prior to being sent to the state.

Social Marketing/Media Update

Josie Manns presented a Social Marketing Media Report focusing on WIB awareness.

IX. Good of the Order – None

X. Adjournment

Margie Duranko made the motion for adjournment; Tuesday Stanley seconded the motion; call for abstentions; hearing none, motion carried.

Tribute to Bill Thompson 2:15