

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

Present: Brian Edmiston, Chair; Vicki Loucks; Vice-Chair; Jim Stark; Treasurer, Doug Decker, Board Secretary; Lori Albright, Steve Columbus, John Dalrymple, Charlie Datz, Rennie Detore, Marge Duranko, Laurie English, Julian Imbrescia, James Jones, Diane Liska, Bill Magda, Don Martin, Muriel Nuttall, George Rattay, Jim Rugh, Joe Segilia, Tuesday Stanley, Frankie Staszko, Tim Yurcisin

Absent: Dan Dunmeyer, Jason Rigone, Faye Rosatti, Ed Yankovich

Solicitor: Attorney Lee Demosky

Guests: ; Fayette County Commissioner Scott Dunn, Vince Vicites Fayette County Commissioner Vince Vicites Westmoreland County Commissioner Sean Kertes' Chief of Staff, John Wian; Jennifer Nestor, Workforce Development Analyst

Staff: Janet Ward, Tom Whetsel, Melissa Keys, Courtney Venick, Donna Casterwiler

- I. Roll Call (Zoom Conference Call)– A quorum was present; official business could be conducted.
- II. Public Comments - None
- III. Introduction of new Board Member Rennie Detore

Mr. Detore is employed at West Penn Power-First Energy in Connellsville as Distribution Tech Supervisor for Planning and Scheduling. We welcome him to the WDB Board!
- IV. Vote on Consent Agenda Items
 - Approval of Minutes from June 8, 2020

Charlie Datz made the motion to approve the June 8, 2020, Board Minutes. Joe Segilia seconded the motion. Call for abstentions, hearing none, motion carried.

- Statement of Financial Position

Tom Whetsel stated we are still closing out the year end and waiting on funding from the Commonwealth on the National Emergency Grant.

V. Executive Director Report - Janet Ward

Transition Activities - Janet

Met with County Commissioners

Held meetings with internal WIB staff

Sent out letters and press release regarding the transition to newspapers, stakeholders, social media

Made contact with EARN providers and youth vendors

Hired Youth Services Manager – Courtney Venick

Performance Report -PY 2019

The WIB has exceeded all performance goals for WIOA Title 1, which included Adult, Dislocated Worker and Youth. The state goals are a collaborative effort with Providers and Title 1. We are now up for negotiation for PY 2020 & PY 2021. We are waiting for the State to review our recommendations and final negotiations. Final performance goals will be shared with the Board in December to set the goals for the new year in December.

Social Marketing Media Report

The WIB was fortunate to have Josie Manns as a temporary staff and with her knowledge and expertise she set-up the social media platforms increasing readership through all areas of media.

We will continue to build media platforms as we move into the future,

WFWIB Operations during Covid-19

Since May, the WIB staff is working in split shifts from home remotely and coming into the office. Solicitor Demosky also spoke to all staff giving additional training regarding Covid-19 rules and regulations. Staff schedules are being done on a two-week period.

VI. Customer Service Committee Report - Jim Rugh, Chair

The Customer Service Committee has recommended the following be approved.

Individual Training Accounts (ITA) Policy 20-21

The committee recommendation maintaining the current policy of \$6,000 for ITA programs, 1-year in length and \$4,500 for ITA programs less than 1-year. For the year ending 6/30/2020, 101 ITA's were written, at an average cost of \$4,031 and restricted to Westmoreland-Fayette residents, unless specified per funding source. To date we have written 55 Individual Training Account contracts at a cost of \$250,000.

On-the-Job Training (OJT)

On-the-Job Training is reimbursement to employers. This is 50% of employee wage rate up to 40-hours per week, not to exceed 3-months or 520 hours of total training hours. There has been no change to the Incumbent Worker Policy. For the year ending 6/30/2020, 50 OJT's written, at an average cost of \$2,451. For those who qualify as a small business there is a 75% reimbursement.

Support Service

Support Services is an allowance to participants employed in On-The-Job Training programs. Funding covers: \$620/max for tools, clothing, bus passes, day care, physical, licenses fees and milage for 1st 4-

weeks on the OJT. Also, anyone participating in an Opioid Program will receive \$20 per day while in training-based programs (ITA).

Title One and One Stop Operator

WDB will be seeking proposals to provide services under WIOA for the One-Stop Operator and/or Title 1 Career Services. The current agreement ends 6/30/2021. The RFP will be posted October 1st with all proposals back by the beginning of December of 2020. Proposals will be reviewed in early 2021.

Tuesday Stanley made the motion to approve the Individual Training Accounts (ITA'S). Frank Staszko seconded the motion. Call for abstentions, hearing none, call for the motion; motion carried.

Diane Liska made the motion to approve the On-the-Job Training (OJT). Diane Liska seconded the motion. Call for abstentions, hearing none, call for the motion; motion carried.

Joe Segilia made the motion to approve Support Services. Bill Magda seconded the motion. Call for abstentions, hearing none, call for the motion; motion carried.

Charlie Datz made the motion to approve the Title One and One-Stop Operator proposal. Bill Magda seconded the motion. Call for abstentions, hearing none, call for the motion; motion carried.

VII. New Business – Janet Ward

Covid-19 Update: The CareerLink's were closed physically in March, but were still able to provide services to individuals remotely, by zoom phone calls, emails, etc. insuring no one was dropped from receiving services. A soft start began in June with staff split up to insure social distancing. A triage area was also set up outside each CareerLink. Janet thanked Sean Sypolt and Frank Staszko for the cooperation from the One Stop Operator and the Commonwealth.

VIII. Contract Renewals

WIOA Funding for the Private Industry Council's Transition Work Experience Program in the amount of \$100,000. This contract is specifically for individuals who are in between jobs or lost a job and/or need a new career pathway. Salaries are paid up to a certain time period.

Jim Stark made the motion to approve the Transition Work Experience program in the amount of \$100,000 with the Private Industry Council through June 30, 2021. Jim Stark seconded the motion. Call for abstentions. Tim Yurcisin abstained due to conflict of interest. Call for the motion; motion carried.

Consulting Agreements

Agreement for William Thompson to extend current agreement through December 30, 2020, to work no more than 10 hrs. per week at a rate of \$65/hr., and; Josie Manns to assist with SLIP, Social Media, Website Development up to 30 hrs. per week at a rate of \$20/hr. Starting 9/16/2020 and end upon either parties 60 days' notice.

Bill Magda made the motion to approve the consulting agreement with Bill Thompson to work through the end of December 2020, and Josie Manns to work ending contract upon notice. Diane Liska seconded the motion. Call for abstentions. Hearing none, call for the motion; motion carried.

Approval is needed for the Teacher in the Workplace (TIW) Contract *No Cost Extensions* through December 30, 2020. These contracts were delayed or postponed due to Covid and the state has

extended the contracts.

Teacher in the Workplace Contracts

Name	Program Title Project Synopsis	Amt. Contract
Catalyst Connection	Fayette Future Workforce TIW II – Fayette County Activities – Provide manufacturing curriculum materials, co-facilitate, and participate on planning team	\$9,569
IU1	Fayette Future Workforce TIW II – Fayette County Activities – Professional Development Activities	\$6,375
The Redstone Foundation	Fayette Future Workforce TIW II – Fayette County Activities – Program Coordinator, co-facilitate, interface with school districts	\$10,931
Westmoreland IU	Workforce Forum Pathway Learning Community TIW II – Westmoreland County Activities – Professional Development Activities and Co- facilitator	\$5,560
Economic Growth Connection	Workforce Forum Pathway Learning Community TIW II – Westmoreland County Activities – Recruitment of business membership and coordinator	\$6,033

Doug Decker made the motion to approve the Teacher in the Workplace contract, no cost extensions, requesting the dollars be spent down through December 30, 2020. Tim Yurcisin seconded the motion. Call for abstentions. Muriel Nuttall abstained from Redstone; Don Martin abstained from IU1. All due to conflict of Interest. Call for the motion; motion carried.

Business Education Partnership Grant through December 30, 2020

Name	Program Title	Amt. Contracted
Belle Vernon School District	Block Chain Initiative	\$15,660
Redstone Foundation	Fayette Business Education Partnership Program of Action	\$32,552
Westmoreland County Community College	High School STEM Immersion Program (SIP)	\$18,000

Jim Stark made the motion to approve the no cost extension of Belle Vernon School District’s contract through December 30, 2020. Lori Albright seconded the motion; Call for abstentions. Hearing none, call for the motion. Motion carried.

Tim Yurcisin made the motion to approve Redstone Foundation. Charlie Datz seconded the motion. Call for abstentions. Muriel Nuttall abstained due to conflict of interest. Call for the motion; motion carried.

Charlie Datz made the motion to approve Westmoreland County Community College High School STEM

Immersion Program. Call for abstentions. Tuesday Stanley and Bill Magda abstained. Call for the motion; motion carried.

Business Education and TANF Funding through June 30, 2020

Name	Program Description	Amt. Recommended
The Redstone Foundation	Data Mapping Portal Workforce and Education Initiative. STEAM Based Curriculum with Brownsville School District for teachers and students.	\$35,850

Tim Yurcisin made motion to approve the contract for Redstone Foundation in the amount of \$35,850. Jim Stark seconded the motion. Call for abstentions. Muriel Nuttall abstained. Call for the motion; motion carried.

Experience Works! Work Experience Program through December 30, 2021

Name	Program Description	Amt. Recommended
Fayette County Community Action Agency	Experience Works! Program for 60 TANF and WIOA Youth in Fayette County.	\$214,339
Private Industry Council	Experience Works! Program for 120 TANF and WIOA Youth in Westmoreland and Fayette	\$426,700

Charlie Datz made the motion to approve the no cost extension for Fayette County Community Action’s Experience Works! Program for 60 TANF and WIOA Youth in Fayette County in the amount of \$214,339 and Private Industry Council’s Experience Works! Program for 120 TANF and WIOA Youth in Westmoreland and Fayette County in the amount of \$426,700. Marge Duranko seconded the motion; Call for abstentions. Tim Yurcisin, and Jim Stark abstained due to conflict of interest. Call for the motion; motion carried.

WFWIB Office Lease

Name	Details
Westmoreland County Community College	Current Lease End: 9/30/2020 (10-year lease) rate of \$11.40/ sq. ft. Proposed Lease End: 12/31/2024 Rate of \$14.12/sq. ft. Includes improvements requested by WIB of new carpeting (\$13,400), paint (\$6,000), and remodeling (no charge). Lease includes: Custodial Services, Security (County Parks Police), Parking, Mail Services, Copying Services (at cost).

Doug Decker made the motion for the renewal of the lease with Westmoreland County Community College retroactive from October 1, 2020 to December 31, 2024. Charlie Datz seconded the motion. Call for abstentions. Tuesday Stanley and Bill Magda abstained due to conflict of interest. Call for the motion; motion carried.

IX. Good of the Order

Tim Yurcisin is retiring October 1st. Shujuane Martin will be the new President/CEO. Janet thanked Tim for all of his support and partnership with WIB and his many years of service.

X. Open Forum – None

XI. Adjournment

Bill Magda made the motion to adjourn; Don Martin seconded the motion. Hearing no abstentions, call for the motion. Hearing none, motion carried.