



145 Pavilion Lane
Youngwood, PA 15697
(724) 755-2145
(724) 755-0914 Fax
www.westfaywib.org

MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, June 14, 2021
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Vicki Loucks, Vice Chairperson; Jim Stark, Treasurer; Doug Decker, Board Secretary; Lori Albright, Rennie Detore, John Dalrymple, Charlie Datz, Dan Dunmeyer, Marge Duranko, Laurie English, Julian Imbrescia, Diane Liska, Bill Magda, Shujuane Martin, Muriel Nuttall, George Rattay, Jason Rigone, Faye Rosatti, Jim Rugh, Joe Segilia, Tuesday Stanley, Frank Staszko,

ABSENT: Brian Edmiston; Chair, Steve Columbus, James Jones, Don Martin, Ed Yankovich

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Tom Whetsel, Melissa Keys, Anna Filosemi, Josie Kuhns, Christina Fortunato, Donna Casterwiler

GUESTS: Vincent Vicites, Fayette County Commissioners; Jennifer Nestor, Workforce Development Analyst; Michelle Bushmire, Regional Rapid Response Coordinator L&I

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

II. Public Comments: None

III. Vote on Consent Agenda Items

- Approval of Minutes from March 8, 2021

Correction on the minutes. Shujuane Martin was in attendance at the March 8, 2021 meeting.

Charlie Datz made the motion to approve the March 8, 2021, Board minutes with the correction of the addition of Shujuane Martin to the attendance roster. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

Joe Segilia made the motion to approve the Statement of Financial Position Statement. Jim Stark seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Finance Committee Report – Jim Stark

a. PY 2021 Budget

Both the Finance Committee and the Executive Committee reviewed and approved the Westmoreland-Fayette WIB Budget for Program Year July 1, 2021 – June 30, 2022, bringing the recommendation to the Board.

Total budget: \$9,138,494
Training - 62.4% or \$5,704,331
WIB - 8.2% or \$751,694 (WIB salaries & benefits)
WIB operating costs 1.4% or \$126,354
CareerLink - 20% or \$1,829,554
Uncommitted – 8% or \$726,561

Faye Rosatti made the motion to approve the Budget for Program Year July 1, 2021 – June 30, 2022. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

b. 2021-2022 Updated Salary Scale

Both the Finance and Executive Committee recommended approval for the revised salary scale. This new salary scale keeps the Westmoreland-Fayette Workforce Investment Board competitive. This does not affect current staff, but gives the Executive Director an opportunity when hiring in the future, to set salary based on background, experience.

Charlie Datz made the motion to approve the updated salary scale. Doug Decker seconded the motion; Call for abstentions, hearing none; motion carried.

V. Executive Committee – Vicki Loucks

a. Executive Committee – May 18th ratification of contracts – Janet Ward

The following are the new BEP proposals needing ratification. We are seeking to fund for a 1-year period, July 1, 2021 – June 30, 2022.

Hempfield Area School District – Summer Career Camp - This is a week-long camp to expose 50-60 middle and high school students to high priority occupations to prepare student to fulfill careers in the local area. They requested \$7,960.00 for this program. Seeking ratification for these funds in the amount of \$7,960.00, using BEP III funds.

Charlie Datz made the motion to approve the Hempfield Area School District proposal in the amount of \$7,960.00 using BEP III funds. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

Pittsburgh Chapter NTMA Foundation (BotsIQ) - Developing Manufacturing's Future Workforce. This is a hands-on programming, technical training and high engagement learning opportunities for 350 youth and four high schools in the Westmoreland-Fayette area. We are recommending that this be fully funded in the amount of \$10,744.00, using BEP III funds.

Doug Decker made the motion to ratify the Pittsburgh Chapter NTMA Foundation proposal in the amount of \$10,744.00. Jim Stark seconded the motion. Call for abstentions. John Dalrymple abstained due to conflict of interest. Call for the motion; motion carried.

Connellsville Area Career and Technical Center - Summer Career Exploration Camp
This program is for 2 middle school camps for students entering grades 6-8 (30 students total) exposing them to high priority occupations, local businesses, the CTC, and hands-on career awareness. They requested \$6,702.00 for this program. We are recommending that this be fully funded in the amount of \$6,702.00, using BEP III funds.

Shujuane Martin a made the motion to ratify the Connellsville Area Career and Technical Center in the amount of \$6,702. Joe Segilia seconded the motion. Call for abstentions, hearing none; motion carried.

Westmoreland County Forum for Workforce Development - This program is to expand the Virtual Reality Career Snap Shots and Virtual Career Mentorships for 50 new business partners and 500 students through funding the Forum's Business Development Office and new VR software. They requested \$29,730.00 for this program. We are recommending this to be funded in the amount of \$15,000.00, using BEP III funds.

Jim Rugh made the motion to ratify the Westmoreland County Forum for Workforce Development proposal in the amount of \$15,000.00. Rennie Detore seconded the motion. Call for abstentions, hearing none; motion carried.

Greater Latrobe School District NEXT Career Pathways Program - This is for Career Awareness activities for students in grades 8-12 to experience local high priority occupations through facility tour field trips. They requested \$8,588.00 for this program. We are recommending it be funded in the amount of \$1,200.00 for 1-year, using BEP III funds.

Charlie Datz made the motion to ratify Greater Latrobe School District's proposal in the amount of \$1,200.00. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

German American Chamber of Commerce - Pittsburgh Chapter - This is a dual Apprenticeship and Pre-Apprenticeship Program for 10 high school seniors to complete a paid internship and 5 students to then transition to a full-time apprenticeship program. This supports students in our workforce area: Hempfield, Greensburg Salem, and Penn Trafford. They requested \$20,000.00 for this program. We are recommending that this be funded in the amount of \$20,000.00 using \$5,894 BEP III funds and \$14,106.00 in TANF funds.

Joe Segilia made the motion to ratify the German American Chamber of Commerce proposal in the amount of \$20,000.00, using \$5,894.00 in Business Education Funds III funds and \$14,106.00 in TANF funds. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

Northern Westmoreland Career and Technical Center - Business Education Leadership
This program will expose NWCTC students to career pathways post-secondary education essential skills, job shadowing. local business, and Penn State New Kensington's The Corner Launchbox. They requested \$10,700.00 for this program. We are recommending this be funded in the amount \$10,700.00; \$3,000.00 in Business Education Partnership III funds and \$7,700.00 in TANF funds.

Faye Rosatti made the motion to ratify Northern Westmoreland Career and Technical Center's proposal in the amount of \$10,700.00, using \$3,000.00 in BEP III funds and \$7,700.00 in TANF funds. Jim Stark seconded the motion. Call for abstentions, hearing none; motion carried.

Westmoreland County Community College – Healthcare Career Camp - This program will expose high school students in grades 9-10 from Jeannette City, Penn Trafford Mt. Pleasant, and Laurel Highlands School District to healthcare careers through hands-on-activities and facility tours. They requested \$16,800.00 for this program. We are recommending that this be funded in the amount of \$10,000.00; \$2,000.00 in BEP III funds and \$8,000.00 in TANF funds.

Charlie Datz made the motion to ratify the Westmoreland County Community College's proposal in the amount of \$10,000.00, using \$2,000.00 in Business Education Funds and \$8,000.00 in TANF funds. Joe Segilia seconded the motion. Call for abstentions, Tuesday Stanley and Bill Magda abstained due to conflict of interest. Call for the motion, motion carried.

Redstone Foundation (Fayette Business Partnership through the Fayette Chamber) - This program will expand and help maintain the Fayette County Virtual CareerFair, Fayette YouthLeads!; Spark! Fayette; and Plant, Pack, and Grow. They requested \$45,520.00 for these programs. We are recommending \$29,500.00; \$12,500.00 in BEP III funds and \$17,000.00 in TANF funds.

Joe Segilia made the motion to ratify Redstone Foundation in the amount of \$29,500.00, \$12,500.00 in BEP III funds and \$17,000.00 in TANF funds. Dan Dunmeyer seconded the motion. Call for abstentions, Muriel Nuttal abstained due to conflict of Interest. Call for the motion, motion carried.

- EXPERIENCE WORKS! Contract modifications

This program offers additional funding for the current Experience Works! Contracts to serve more youth.

- Private Industry Council - \$140,000.00 to serve an additional 75 participants

Charlie Datz made the motion to provide additional funding to the Private Industry Council's contract in the amount of \$140,000.00 to serve an additional 75 participants. Joe Segilia seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of Interest. Call for the motion; motion carried.

- Fayette County Community Action Agency - \$100,000.00 to serve an additional 45 participants.

Joe Segilia made the motion to provide additional funding to Fayette County Community Action Agency's contract in the amount of \$100,000.00 to serve an additional 45 participants. Charlie Datz seconded the motion. Call for abstentions. Jim Stark abstained due to conflict of interest. Call for the motion; motion carried.

- Transitional Worker Funding - July 1, 2021 – July 30, 2022 – Private Industry Council to provide services Adult and Dislocated Workers in the amount of \$100,000.00.

Joe Segilia made the motion to approve the Transitional Worker Funding in the amount of \$100,000.00 to the Private Industry Council. Jim Stark seconded the motion. Call for abstentions, Shujuane Martin abstained due to conflict of interest. Call for the motion, motion carried.

b. Bylaw Review and Approval – Janet Ward

The Bylaws were updated by Corinna Wilson of Wilson 500 to help make them more readable and to bring them up to best practices. Janet went through the previous Bylaws noting the changes.

Solicitor Demosky provided the legal provisions and statutory authority and agrees that our goal is to be transparent with public funds and this document adheres to that.

George Rattay made the motion to approve the changes to the Bylaws. Charlie Datz seconded the motion. Roll call vote.

Voting aye:

Vicki Loucks, Jim Stark, Doug Decker, Lori Albright, John Dalrymple, Charlie Datz, Rennie Detore, Dan Dunmeyer, Marge Duranko, Laurie English, Julian Imbrescia, Diane Liska, Bill Magda, Shujuane Martin, Muriel Nuttall, George Rattay, Jason Rigone, Faye Rosatti, Jim Rugh, Joe Segilia, Tuesday Stanley, Frank Staszko

Call abstentions; hearing none, motion carried.

VI. Youth Committee – Joe Segilia/Janet Ward

- a. WIOA Young Adult Employment and Training Program Proposal Recommendation.

Arbor E&T, LLC dba Equus Workforce Solutions. - \$347,602.00

Assist 45 out-of-school youth earn their GEDs, pursue career training, gain work experience, and be placed in employment Opportunities. This program takes place at the Alle-Kiski CareerLink®.

Joe Segilia made the motion to approve Arbor E&T dba Equus Workforce Solutions out-of-school program in the amount of \$347,602.00 for 1 year. Rennie Detore seconded the motion; motion carried.

Regional Integrated Human Services (RIHS) - \$200,000.00

CareerSTEPS Out-of-School Young Adult Work Experience Program will provide career readiness services to 30 out-of-school young adults through workshops, online learning/training, and work experience. Career Step program operates out of the Youngwood and Fayette County CareerLink's.

Charlie Datz made the motion to approve CareerSTEPS out-of-school program in the amount of \$200,000.00 for 1 year. Laurie English seconded the motion. Call for abstentions; hearing none, motion carried.

Private Industry Council of Westmoreland/Fayette Inc. (PIC) - \$190,000.00

WIOA Youth Transportation Program will provide 3 transportation career tracks (CDL Class A or CDL – Class B to 50 out-of-school youth to earn credentials in the HPO of transportation.

Laurie English made the motion to approve WIOA Youth Transportation Program in the amount of \$190,000.00 for 1 year. Jim Stark seconded the motion. Call for abstentions. Shujuane Martin abstained. Call for the motion, motion carried.

Fayette County Community Action Agency (FCCAA) - \$101,378.00

The Nurse Aide Training Program is a seven-week program for 24 out-of-school youth to gain instructional hours, pre-employment workshops, and certification assessments to become Certified Nurse Aides.

Joe Segilia made the motion to approve the WIOA Nurse Aide Training Program in the amount of \$101,378.00 for 1 year. Dan Dunmeyer seconded the motion. Call for abstentions. Jim Stark abstained due to conflict of interest. Call for the motion, motion carried.

Private Industry Council of Westmoreland/ Fayette Inc. (PIC) - \$90,000.00

The WIOA Youth Drone Program will provide 28 in-school-youth from Westmoreland and Fayette County school districts with drone programming, paid work experience, and FAA Part 107 Drone Certification License.

Joe Segilia made the motion to approve the WIOA Youth Drone Program in the amount of \$90,000.00 for 1 year. Marge Duranko seconded the motion. Call for abstentions. Shujuane Martin abstained. Call for the motion, motion carried.

Private Industry Council of Westmoreland/Fayette Inc. (PIC) - \$90,000.00

The WIOA Youth Pre-Apprenticeship Program will provide training in Carpentry/Construction, Electrical trades, and Landscaping to 30 out-of-school youth in addition to receiving ergonomics training, career pathway knowledge, OSHA 10, and NCCER certification.

Joe Segilia made the motion to approve the WIOA Youth Pre-Apprenticeship program in the amount of \$90,000.00 for 1 year. Frank Staszko seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion, motion carried.

VII. Executive Director's Report – Janet Ward

- State Local and Regional Plan – Final Draft Approval

The Local and Regional Plans were approved at the March Board of Director's meeting and then submitted to the State for approval. In May, we received feedback from the State noting minor changes.

Once approved, these Plans will be made public, and will be on our website: Westfaywib.org.

Charlie Datz made the motion to approve the Local Plan as revised. Tuesday Stanley seconded the motion. Call for abstentions; hearing none, motion carried.

Joe Segilia made the motion to approve the Regional Plan as revised. Doug Decker seconded the motion. Call for abstentions; hearing none, motion carried.

- PA CareerLink Update

Transitioning staff and partners to return to working everyday in CareerLink Centers as of the week of July 5th. Traffic is picking up but mostly UC needs

- WFWDB Update

The Westmoreland-Fayette Workforce Investment Board is in need for more office space and will be talking with WCCC

Josie Kuhn was hired as Grants/Marketing Manager

Still in the process of hiring an Executive Assistant. Our first round was unsuccessful due to lack of applicants and interest.

- TANF Contract Approval – IU1 - \$10,000.00

Charlie Datz made the motion to approve the TANF Contract with IU1 in the amount of \$10,000.00. George Rattay seconded the motion. Call for abstentions. Joe Segilia abstained due to conflict. Call for the motion, motion carried.

- New Grants Received:

Appalachian Regional Commission (ARC) Grant – April 2021
Scott Electric Foundation Grant in partnership with CWCTC – June 2021

- Marketing & Operational Milestones

Janet and Josie reviewed the milestones from the last year from the last year of activities and accomplishments. Highlights include:

5 grants received since last June. 5 RFPs published between October 2020 and March 2021

Social Media Development: From June 2020 to May 2021, we have seen an increase in Facebook, Instagram, LinkedIn and Twitter followers.

VIII. New Business

- Election of Officers

George Rattay presented the Slate of Officers. Brian Edmiston indicated that he will no longer be Chair due to a change in jobs. Vicki Loucks accepted the Chair position, Doug Decker accepted the Vice Chair position, Jim Stark accepted the Treasurer position and Jim Rugh, accepted the Board Secretary position.

Slate of Officers as presented:

Vicki Loucks, Chair
Jim Stark, Treasurer

Doug Decker, Vice Chair
Jim Rugh, Board Secretary

Charlie Datz made the motion to close the nominations. George Rattay seconded the motion. Call for abstentions, hearing none, motion carried.

Joe Segilia made the motion to accept the Slate of Officers. Charlie Datz seconded the motion. Call for abstentions, hearing none, motion carried.

- Dates for the next Board meetings: September 13, 2021, December 13, 2021, March 14, 2022 and June 13, 2022

The Board will be sent a calendar invite and the dates will be published as well. Following the Sunshine Law, all meetings are published in the local newspapers and the website.

IX. Good of the Order

X. Open Forum

XI. Adjournment

George Rattay made the motion to adjourn. Joe Segilia seconded the motion. Call for abstentions, hearing none, motion carried.

Minutes: Donna Casterwiler