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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, March 8, 2021
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Brian Edmiston; Chair; Vicki Loucks, Vice Chairperson; Jim Stark, Treasurer; Doug Decker, Board Secretary; Steve Columbus, John Dalrymple, Charlie Datz, Dan Dunmeyer, Marge Duranko, Laurie English, Julian Imbrescia, James Jones, Diane Liska, Bill Magda, Don Martin, George Rattay, Jason Rigone, Faye Rosatti, Joe Segilia, Tuesday Stanley, Frank Staszko, Ed Yankovich

ABSENT: Lori Albright, Rennie Detore, Muriel Nuttall, Jim Rugh

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Tom Whetsel, Melissa Keys, Anna Filosemi, Josie Manns, Donna Casterwiler

GUESTS: Mary Over, Representing Fayette County Commissioners; Kim Turnley, Turnley and Associates; Jennifer Nestor, Workforce Development Analyst; Michelle Bushmire, Regional Rapid Response Coordinator L&I; Kathy Hull, representing Muriel Nuttall, Fayette Chamber of Commerce

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 December 14, 2020
- Statement of Financial Position – February 2021

Charlie Datz made the motion to approve the December 14, 2020, Board minutes. Doug Decker seconded the motion. Call for abstentions, hearing none; motion carried.

Don Martin made the motion to approve the Statement of Financial Position. Faye Rosatti seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Finance Committee Report – Jim Stark/Tom Whetsel

▪ PY 2019 WIOA Funds Transfer and Deobligations

Recommendation: Prior to the end of the year June 30, 2021, Tom Whetsel stated that due to increased activity in Dislocated Worker there is a need to transfer an allowable portion of Adult Funds in the amount of \$238,000. At the present time there is \$88,000 left in Dislocated Worker until the end of the Fiscal Year, June 30, 2021.

Charlie Datz made the motion that \$238,000 be transferred from Adult to Dislocated Worker in the amount of \$238,000. Ed Yankovich seconded the motion. Call for abstentions; hearing none, motion carried.

Recommendation: Deobligate \$317,000 of unspent Youth 2019 funds to the Commonwealth of Pennsylvania. These recouped monies will be let out by the state in the form of complete bids. The State will be sending 2020-2021 funds soon. This is state-wide that youth funds have been underspent.

Charlie Datz made the motion to deobligate \$317,000 of unspent Youth 2019 funds back to the Commonwealth. Joe Segilia seconded the motion. Call for abstentions; hearing none, motion carried.

▪ Audit Report Year Ending June 30, 2020 – Kim Turnley CPA

Kim thanked the staff for their help with the audit ending June 30, 2020. Kim noted that for the first time this year a Reconciliation Report and a Net Position Statement were included. No other changes. There were no findings with TANF and TANF Earn programs. This report and Data Collection Form will be sent by the end March to the Bureau of Audits.

Margorie Duranko made the motion to approve the Audit Report Year Ending June 30, 2020. Faye Rosatti seconded the motion. Call for abstentions; hearing none, motion carried.

Charlie Datz gave recognition to the staff for the hard work they accomplished helping with the audit.

V. Executive Committee – Brian Edmiston

▪ Executive Committee - January 22nd ratification

ITA Policies for CDL Training (Review)

The Customer Service Committee recommended in October 2020 to pause funding/training for CDL training. The Committee wanted to insure that those getting training were getting placed. Seeing the placement had improved, the Committee recommended in January that CDL Training be reopened. In January 2021, the Committee received updated information and recommended to open up CDL to 100 participants through June 30, 2021.

New Contracts and/or Contract Extensions (Motion)

Youth Reentry Program - The Westmoreland-Fayette Workforce Development Board released an RFP for a Youth Re-Entry Program for Young Adults. After review of the RFP, it was recommendation the Private Industry Council (working with the Juvenile Justice System) be

awarded the contract at a cost of \$86,375,00 to provide mentoring services for 25 young adults in both Westmoreland/Fayette Counties, during the period of January 1, 2020 - December 31, 2021.

Charlie Datz made the motion to approve the Youth Re-Entry Program for Young Adults be awarded to the Private Industry Council in the amount of \$86,375,00. Dan Dunmeyer seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion; motion carried.

Business Education Partnership Grant

Due to funding received through the Department of Labor & Industry in the amount of \$100,000, the Youth Leadership program will continue with the Westmoreland Chamber of Commerce in the amount of \$22,500.00.

Tuesday Stanley made the motion for approval of funding the Westmoreland Chamber in the amount of \$22,500.00. Jim Stark seconded the motion. Call for abstentions; hearing none, motion carried.

The Redstone Foundation will continue through June 30, 2021. This is a no cost extension with the amount of \$35,850 to be fully expended.

Joe Segilia made the motion to approve extending the contract for Redstone Foundation in the amount of \$35,850.00. Shujuane Martin seconded the motion. Call for abstentions; hearing none, motion passed.

TANF Youth Career Readiness RFP – New Contracts

The Westmoreland-Fayette Workforce Development Board solicited proposals from qualified organizations for TANF Career Readiness Programs for Youth aged 12-22 in Westmoreland and Fayette Counties. The following proposals were recommended for approval:

Connellsville CTC to run an EMT Academy Training Camp at a cost of \$21,886.00.

Faye Rosatti made the motion to approve Connellsville CTC to run an EMT Academy Training Camp at a cost of \$21,886.00. Doug Decker seconded the motion. Call for abstentions; hearing none, motion carried.

Intermediate Unit 1 to run two Pre-Apprenticeship & Digital Fabrication Summer Camps at a cost of \$66,158.12.

Dan Dunmeyer made the motion to approve the Intermediate Unit 1 to run two Pre-Apprenticeship & Digital Fabrication summer Camps at a cost of \$66,158.12. Joe Segilia seconded the motion. Call for abstentions. Don Martin abstained due to conflict of interest. Call for the motion, motion carried.

National Tooling and Manufacturing Foundation (NTMF) & BotsIQ of SWPA to run 2 camps and a program at a cost of \$59,641.37.

Charlie Datz made the motion to approve the National Tooling and Manufacturing Foundation BotsIQ of SWPA at a cost of \$59,641.37. Shujuane Martin seconded the motion. Call for abstentions. John Dalrymple abstained due to conflict of interest. Call for the motion, motion passed.

Private Industry Council to run 3-summer camps for Health Care, Manufacturing and Technology in both Westmoreland and Fayette County at a cost of \$44,023.00.

Ed Yankovich made the motion to approve the Private Industry Council summer camps in the

amount of \$44,023.00. Don Martin seconded the motion; call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion, motion carried.

VI. Customer Service Committee Report – Janet Ward (in lieu of Jim Rugh)

- Individual Training Accounts (ITA) CDL Training Update

The Customer Service Committee recommended at its March 2, 2021, to keep CDL training at 100 participants. If there is a demand, the committee will reevaluate the numbers and placement information at its next meeting.

Vicki Loucks made the motion to approve the Customer Service Committee Report. Faye Rosatti second the motion. Call for abstentions; hearing none, motion carried.

The Customer Service Committee reviewed both the Title One and One Stop-Operator Proposals which expire June 30, 2021. Three proposals were received for the Title I and two for the One-Stop Operator. The One-Stop Operator had to be reposted since there were only 2 submitted.

After review of the scores, the Customer Service Committee recommended the Title I proposal be awarded to the Private Industry Council as of July 1, 2021, for a total of \$1,529,100.

The Customer Service Committee recommended the One-Stop Operator be awarded to the Private Industry Council in the amount of \$38,000, starting July 1, 2021.

Charlie Datz made the motion to award the Private Industry Council the Title I contract in the amount of \$1,529,100. Joe Segilia seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion; motion carried.

Ed Yankovich made the motion to approve the One Stop Operator contract in the amount of \$38,000. Jim Stark seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion, motion carried.

VII. Planning Committee Report – Vicki Loucks

Janet thanked Vicki Loucks, Tuesday Stanley, Jason Rigone and Josie Manns for the work on the Local Plan. This 4-year plan will be in place from July 1, 2021 thru June 30, 2024.

The Regional Plan is also out for public comment. We are working with Partner4Work, Southwest Corner, and Tri-County Workforce Investment Board with the submittal of this Plan.

The Local Plan was placed out for local comment and no comments were received as of this date.

The final versions of these Plans from the State will be submitted at the June Board Meeting with final approval from the state.

Tuesday Stanley made the motion to approve the draft of the Local Plan. Vicki Loucks seconded the motion. Call for abstentions. Hearing none, call for the motion; motion carried.

Charlie Datz made the motion to approve the draft of the Regional Plan. Tuesday Stanley seconded the motion. Call for abstentions. Hearing none, call for the motion; motion carried.

VIII. Executive Director's Report – Janet Ward

- The Private Industry Council was awarded \$40,500 to deliver and meet the requirements of a Next Gen Partnership initiative to be completed by June 30. This partnership will support the Westmoreland-Fayette Logistics and Transportation Industry Partnership. At the present time there are no cost extensions.
- In December 2020, WDB received a BEP Grant in the amount of \$100,000 to be used in the K-12 system. An RFP was released to solicit additional work. The deadline for submission is April 2. The contracts will be awarded at the June Board meeting.
- UC Exhaustee Outreach Plan – Update of progress and outcomes

An outreach campaign was started for UC exhaustees by Pennsylvania Labor and Industry. This plan involved a mass email, post cards and outbound telephone calls followed up with another email to those who exhausted their UC benefits. This was a collaborated effort between the CareerLink's, Title 1 providers and state staff. A total 598 people were called in the first round and 303 people in the second round. Thirty-one individuals were interested in services available to them by the CareerLink's. At this time, we will continue to move forward as the goal is to ultimately get them back into the workforce.

- Update on WIB Office and Construction

The construction in the WIB offices has been completed. This included new carpet, painting, and building a wall in Janet's office. The college maintenance crew is to be commended for a job well done.

- WFWIB Staffing Update

The position of Compliance Officer I approved at the December meeting has been filled by Anna Filosemi. Donna Casterwiler will be retiring in May, 2021. Donna will work with us as we look for a replacement.

We will be looking at restructuring staff positions within the organization. We are proposing to hire a Grant Writer/Marketing person to help increase awareness of the WIB. We are also updating job descriptions. We would like propose at the present time that the Executive Assistant position be part-time until we see the amount of support needed.

Tuesday Stanley made motion to advertise for a Grant Writer/Marketing position, as well as a part-time Executive Assistant position. Faye Rosatti seconded the motion. Call for abstentions. Hearing none; motion carried.

- WIOA Performance Outcomes

WIOA Performance Outcomes 2020-2021: Goals to be met are in Adult, Dislocated, and Youth. These performance outcomes are reviewed quarterly by the State. At the present time we are exceeding the goals except for Youth Measurable Skills Gains. This is the first year being measured on Measurable Skill Gains (MSG). Due to our percentages MSG being low, we have been meeting with Title I to discuss changes and have done training with youth providers to work

toward meeting goals. These efforts should help us meet the percentages next quarter.

IX. New Business – Janet Ward

- RFP for provider to deliver WIOA Youth Programs for PY 21 & 22

June 30, 2021, will end the second-year of WIOA youth programs. An RFP will be put out the end of March 2021. Recommendations for providers will be brought to the Youth Committee and advertising costs associated to the RFP release will be discussed and approved at the June Board meeting.

Margie Duranko made the motion to approve the advertising costs for legal notice in newspapers. Shujuane Martin seconded the motion. Call for abstentions. Hearing none; motion carried.

- Review of By-Laws

It is proposed that the By-Laws be reviewed and updated to insure compliance. The By-laws which fall under the Executive Committee were last revised 5-years ago. There is a need to address terms of Board members, and Board attendance. Janet has reached out to Corinna Wilson who has been working with the PA Workforce Development Association on revising their By-laws for assistance.

Faye Rosatti made the motion to have Corinna Wilson rewrite the WDB Bylaws. Ed Yankovich seconded the motion. Call for abstentions. Hearing none; motion carried.

- 2020 Highlights

Annual Report for the State Workforce Development Board. Each year all Boards are asked to submit success stories, talk about challenges and reflect on the past year. Josie Manns presented this to the Board and it can be shared (it is on our westfaywib.org website).

Doug Decker discussed the importance of highlighting efforts with employers more in the future.

- Central CTC Grant

Central Westmoreland Career and Technology Center approached the WFWIB to submit a grant to Scott Electric for the funding to do upgrades, and purchase supplies for the work the students would be doing. As a 501c3, we agreed to partner in the submission of that grant in the amount \$65,000 which would go directly to the CTC. This project would include wrap-around funding to pay for the youth through the Work Experience Program at the Private Industry Council. On-site mentors will be provided by PIC Case Managers at each worksite. The funding for this private grant is through Scott Electric in the amount of \$65,000. The Westmoreland-Fayette Workforce Development Board is the 501C3 initiating the grant.

Charlie Datz made the motion to approve the Westmoreland-Fayette Workforce Development Board to act as the 501c3 to partner with the Central Westmoreland CTC through submission of a private grant through Scott Electric in the amount of \$65,000. Dan Dunmeyer seconded the motion. Call for abstentions. Hearing none; motion carried.

X. Good of the Order - Welcomed new Board member, Shujuane Martin, President and CEO of the Private

Industry Council.

XI. Adjournment

Margie Duranko made the motion to adjourn. Doug Decker seconded the motion. Call for abstentions. Hearing none; motion carried.