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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, September 13, 2021
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Vicki Loucks; Chair, Doug Decker; Vice Chairperson, Jim Rugh; Board Secretary; Charlie Datz, John Dalrymple, Dan Dunmeyer, Marge Duranko, Brian Edmiston, Julian Imbrescia, Don Martin, Shujuane Martin, Eric Miller, Muriel Nuttall, Jason Rigone, Randy Roadman, Faye Rosatti, Jim Rugh, Frank Staszko,

ABSENT: Lori Albright, Rennie Detore, Laurie English, Josh Krysak, George Rattay, Jim Stark; Board Treasurer, Tuesday Stanley, Ed Yankovich

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Tom Whetsel, Melissa Keys, Anna Filosemi, Josie Kuhns, Courtney Venick, Michele Aston

GUESTS: Doug Chew, Westmoreland County Commissioner, Scott Dunn, Fayette County Commissioner; Vincent Vicites, Fayette County Commissioner; Jennifer Nestor, Workforce Development Analyst 2; Donald O'Brien, Chief of Staff for Gina Cerilli Thrasher

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

II. Public Comments: None

III. Introduction of New Board Members.

Mr. Josh Krysak is employed at WVU Uniontown Hospital as the Director of Community Relations. Mr. Eric Miller is employed at Hranec Corporation as the Regional Service Manager. Mr. Randy Roadman is employed at General Carbide Corporation as the Government Relations Director. We welcome them to the WDB Board!

IV. Vote on Consent Agenda Items
• Approval of Minutes from June 14, 2021

Charlie Datz made the motion to approve the June 14, 2021, Board minutes. Doug Decker seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

Tom Whetsel stated last year the total of \$5,994,000 was spent. Funds were deobligated for the adult fund in the amount of \$140,000 and the dislocated worker fund in the amount of \$481,000 for a total of \$621,000 due to the pandemic.

Dan Dunmeyer made the motion to approve the Statement of Financial Position Statement. Jim Rugh seconded the motion. Call for abstentions, hearing none; motion carried.

V. Executive Committee Report – Vicki Loucks

a. Board Member Committee Chairs

Doug Decker is the new Chair for the Youth Committee. Jim Stark is the Chair of the Finance Committee, Jim Rugh is the Chair of the Customer Service Committee and Charlie Datz is the Chair of the Marketing-Government Relations Committee.

b. Executive Committee - Ratification of Contracts – Janet Ward

ARC Inspire Grant – This contract is to work with Westmoreland Community Action to continue the efforts from the Opioid grant to execute the Recovery Friendly Workplace. The contract would provide support to employers to help them adjust to working with individuals who have been impacted through substance abuse disorders. The contract would be in the amount of \$55,829.00 for a period of July 1, 2021 through June 30, 2022.

Charlie Datz made the motion to approve the ratification of the Westmoreland Community Action in the amount of \$55,829.00. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

Title I Service Provider Contract – This is a modification contract to the Title I with Private Industry Council for the program year 2020. At the end of the program year, there were adjustments in the amount of \$13,483.20 that needed to be made. This modification would bring the modified 2020 contract amount to \$1,113,483.20.

Jim Rugh made the motion to approve the modification of the Title I Service Provider Contract in the amount of \$1,113,483.20. Frank Staszko seconded the motion. Call for abstentions. Shujuane Martin abstained due to conflict of interest. Call for the motion; motion carried.

WIOA Youth Provider Contract – Originally the RIHS contract was approved for \$200,000.00. Based on negotiations and some additional costs that were taken into consideration an additional amount of \$12,588.00 is needed to serve the 30 individuals throughout the year for that program for both Fayette and Westmoreland County. The total amount of the new contract would be \$212,588.00.

Dan Dunmeyer a made the motion to approve the modification the WIOA Youth Provider Contract in the amount of \$12,588.00 for a total contract of \$212,588.00. Jason Rigone seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Executive Director's Report – Janet Ward

- PA CareerLink® Update

On July 6, the CareerLink's® returned to full staff following CDC guidelines and COVID-19 procedures. There was an increase in individuals using the CareerLink® centers and was based on unemployment compensation (UC) issues such as signing into their account or ID.me. The job search requirements went back into effect late July for individuals who are receiving unemployment compensation (UC). There was an increase in activity for individuals looking for employment. On August 12, there was a state-wide activity to get individuals to re-engage with the workforce and all the local workforce development boards planned activities at the PA CareerLink® centers. Representatives from the state attended four different areas and one of them was the Westmoreland PA CareerLink®. William Trustee Jr., Executive Deputy Secretary and Penny Ickes, Communications Director attended in Westmoreland County to observe the activity. At the Alle-Kiski center ten employers and partners were invited and a total of ninety-six job seekers attended. In Fayette, 5 employers, 4 schools, 12 service providers and fifty job seekers attended. In Westmoreland over forty employers and five partners and one hundred sixty-three job seekers attended. Several of the CareerLink's® are continuing events this month. We hope to continue to have small events to keep individuals engaged.

- Youth Programs Update – Courtney Venick

Experience Works! - provides youth and young adults, ages 16-24 with work experience opportunities utilizing TANF and WIOA funding. The program providers are Fayette County Community Action Agency and the Private Industry Council of Westmoreland/Fayette Inc. (PIC). The total number of youth and young adults that participated as of August 31, 2021 was 48 and that was at 34 different worksites that have been currently impacted by this program. The program runs January through December and will wrap up with the finals at the end December and continue on with our experience works.

Experience Works! Plus – This program is for students in college or post-secondary education who are looking for an internship in the summer. This program is funded by the State/Local Internship Program (SLIP) and this year a limited amount of funds was received in comparison to previous years funding. Due to the limited funding the program was a little smaller but it was very powerful this summer. A total of 12 intern participants at twelve worksites. This year we had all first-year interns participate and only one participant per worksite. The employer funding match we received was \$47,381.51 or nearly 158% of our total award so what this means is whenever the applications are posted for the worksites, we ask the employer match whether that be a credential or a training.

BEP Activities & TANF Programs – Funding providing unique and valuable opportunities such as middle school career camps, internships, work experiences, leadership activities, career awareness activities, and more. This expanded from

June, July, August and is still ongoing for the rest of the year. There was a total of ten summer camps and one internship program in addition to our experience works plus program. The total number of middle school and high school participants served was 125. Career Camp topics were healthcare, manufacturing, information technology, and STEAM Career Pathways.

WIOA Youth Employment & Training Programs – Providing in-school and out-of-school youth and young adults with credentials, advanced training, and/or employment opportunities. For program year 2020, 153 youth were served out of 7 providers.

Youth Re-Entry Program – The Youth Re-Entry Program provides mentoring services to participants, ages 18-24, that were incarcerated or subjected to the juvenile justice system. The program provider is the Private Industry Council of Westmoreland/Fayette, Inc. (PIC). The funding goal is to enroll 25 participants and currently 20 participants are being served. The total number of working are six, one is seeking post-secondary and sixteen were referred to nine additional programs.

- Recent Grant Submittals

Workforce Opportunity for Rural Communities (WORC) Grant – This is a US Department of Labor (DOL) grant that was submitted in July. The idea behind this initiative is to create a regional driven comprehensive approach to address the economic and workforce challenges currently being faced by local workers and with the areas healthcare industry. We look to serve at least 250 participants over a three-year period and requested a grant in the full amount of \$1,299,960.00 for funding. According to the RFP the period of performance starts on September 30, 2021. This is a very competitive grant We partnered with WVU, Uniontown Hospital, Redstone Highlands, and various others from Westmoreland/Fayette and the Southwest corner.

WIOA and State Wide Activities Grants – These are funds that the state has available because of the de-obligated funds. This is a smaller grant around \$70,000. We focused on building Healthcare employees.

RK Mellon Foundation – We submitted two proposals that will help support the Business Education Partnership (BEP) activities and our Teacher In the Workplace (TIW) and was submitted in August.

Scott Electric – This grant was in partnership with the Central Westmoreland CWCTC. Originally granted \$15,000.00 to help them with their project of building out some areas of the CTC and using students to do co-ops and internship work experience with them and we are supporting some of that with our other funds. An additional \$50,000 for a total of \$65,000.00 and that is through June 2022. CWCTC has a year to work on that project and complete those activities.

Build Back Better Regional Challenge EDA – The Build Back Better Regional Challenge (Phase I) is due in October and the Good Jobs Challenge is due in January. To serve different industries in our areas such as, energy, transportation, and healthcare. We are in discussions about taking a regional approach with these grants with other Workforce Development Board's.

V. New Business

- Additional Office Space

Janet Ward discussed the need for additional office space. The room next to Janet's office is vacant and would allow for an additional 562 square feet of office space. The rental of this space would be at a rate of \$14.21 per square foot. A total of \$7,986.02 per year and \$665.50 additional per month.

VI. Good of the Order

Charlie Datz thanked the County Commissioners for being very helpful and cooperative with reappointments and new appointments for board member terms.

Dan Dunmeyer stated that the boards initiative should be supporting the community in increasing workforce participation whether through education or direct employment.

VII. Open Forum

Executive Session – Personnel Matter

Resume Public Session

Charlie Datz made the motion to approve the increase of Janet Ward's salary by 4% for a total in the amount of \$4,400.00 per year retroactive until July 1, 2021. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried unanimously.

VIII. Adjournment

Charlie Datz made the motion to adjourn. Faye Rosatti seconded the motion. Call for abstentions, hearing none, motion carried.

Minutes: Michele Aston