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

PRESENT: Doug Decker; Vice Chairperson, Jim Rugh; Board Secretary, Jim Stark; Board Treasurer, Charlie Datz, John Dalrymple, Marge Duranko, Brian Edmiston, Laurie English, Julian Imbrescia, Robert Kahl Jr., Josh Krysak, Don Martin, Shujuane Martin, Muriel Nuttall, George Rattay, Jason Rigone, Randy Roadman, Tuesday Stanley, Frank Staszko, Mandy Zalich

ABSENT: Vicki Loucks; Lori Albright, Rennie Detore, Dan Dunmeyer, Ed Yankovich

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Melissa Keys, Anna Filosemi, Josie Kuhns, Christina Fortunato, Michele Aston

GUESTS: Sean Kertes, Westmoreland County Commissioner, Scott Dunn, Fayette County Commissioner; Vincent Vicites, Fayette County Commissioner; Jennifer Nestor, Workforce Development Analyst 2; Michelle Bushmire; Rapid Response Coordinator at PA Dept. of Labor & Industry, Bridget Wolf, Regional Director, Equus Workforce Solutions; Donald O'Brien, Chief of Staff for Gina Cerilli Thrasher; Heather Cordial, Chief of Staff for Doug Chew, John Wian, Chief of Staff for Sean Kertes

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. Robert Kahl Jr., is employed at the International Union of Operating Engineers Local 66, as a Labor Management Representative. Ms. Mandy Zalich is employed at Westmoreland County Community Action Agency, as the Chief Executive Officer. Mr. Josh Krysak is employed at WVU Uniontown Hospital as the Director of Community Relations. We welcome them to the WFWDB Board!

IV. Vote on Consent Agenda Items

- Approval of Minutes from September 13, 2021

Charlie Datz made the motion to approve the September 13, 2021, Board minutes. Brian Edmiston seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

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

V. Customer Service Committee Report – Jim Rugh

- a. ITA Policy Recommendation – Increase the reimbursement rate to \$8,000 to support ETPL programs.

Brian Edmiston made the motion to approve the ITA Policy Recommendation to increase the reimbursement rate to \$8,000. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- b. Self Sufficiency Wage Policy – Increase the rate to \$13.00/hour to fall in line with the current living wage not to exceed \$27,040 annually.

Jason Rigone made the motion to approve the Self Sufficiency Wage Policy increase rate to \$13.00/hour not to exceed \$27,040 annually. Mandy Zalich seconded the motion. Call for abstentions, hearing none; motion carried.

VI. Youth Committee Report – Doug Decker

- Experience Works! Contract approvals:

Arbor E&T, LLC dba Equus Workforce Solutions (Equus) Contract – The target area to be served would be Westmoreland County Youth at Westmoreland County Worksites. The WFWDB is recommending an amount of \$200,000 for 1 year starting January 1, 2022 through December 31, 2022.

Randy Roadman made the motion to approve the contract for Arbor E&T, LLC dba Equus Workforce Solutions in the amount of \$200,000 for 1 year starting January 1, 2022 through December 31, 2022. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

Private Industry Council (PIC) Contract – The target area to be served is Westmoreland & Fayette Youth at both Westmoreland and Fayette worksites. The WFWDB is recommending an amount of \$440,000 for 1 year starting January 1, 2022 through December 31, 2022.

Jim Stark made the motion to approve the contract for the Private Industry Council in the amount of \$440,000 for 1 year starting January 1, 2022 through December 31, 2022. Mandy Zalich 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 (FCCAA) Contract – The target area to be served is Fayette Youth and Fayette worksites. The WFWDB is recommending an amount of \$210,000 for 1 year starting January 1, 2022 through December 31, 2022.

Shujuane Martin made the motion to approve the contract for the Fayette County Community Action Agency in the amount of \$210,000 for 1 year starting January 1, 2022 through December 31, 2022. Charlie Datz seconded the motion. Call for abstentions, Jim Stark abstained due to conflict of interest. Call for the motion, motion carried.

IV. Executive Director’s Report – Janet Ward

- PA State PY2020 Monitoring Report

PA Workforce System of Record Policy within Bylaws – Motion to amend the Bylaws approved June 14, 2021 to include under purpose: “This shall include Pennsylvania’s System of Record Policy which states that CWDS/CareerLink® is a system of record for participant tracking WIOA, Wagner-Peyser Act, and TAA programs.”

Charlie Datz made the motion to approve amend the Bylaws to include under purpose: “This shall include Pennsylvania’s System of Record Policy which states that CWDS/CareerLink® is a system of record for participant tracking WIOA, Wagner-Peyser Act, and TAA programs.” Robert Kahl seconded the motion. Roll call vote.

Voting aye:

Doug Decker, Jim Stark, Jim Rugh, John Dalrymple, Charlie Datz, Marge Duranko, Brian Edmiston, Laurie English, Robert Kahl Jr., Josh Krysak, Donald Martin, Shujuane Martin, Muriel Nuttall, George Rattay, Jason Rigone, Randy Roadman, Tuesday Stanley, Frank Staszko, Mandy Zalich

Call abstentions; hearing none, motion carried.

- PA OEO Monitoring Report

The Organizational Chart has been updated to indicate a reporting relationship between Melissa Keys, Equal Opportunity Officer and the WFWDB Board.

Jim Stark made the motion to approve the organizational chart to indicate an allowable EO reporting relationship between Melissa Keys and the WFWDB Board. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

- PA Statewide Activities Grant Received

\$70,000 for the Healthcare Employment Ecosystem in Partnership with Southwest Corner Workforce Development Board (SWCWDB) – Motion to approve awarding SWCWDB \$35,000 for their contractual obligations.

Jim Rugh made the motion to approve awarding SWCWDB \$35,000 for their contractual obligations in Partnership with Healthcare Employment Ecosystem. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

- Youth Re-Entry Contract

Youth Re-Entry PIC Contract set to end on December 30, 2021 – Motion to approve modification of current contract of \$86,375 to extend through June 30, 2022 with an additional \$10,000 for a total budget of \$96,375.

Jason Rigone made the motion to approve modification of the Youth Re-Entry PIC Contract of \$86,375 to extend through June 30, 2022 with an additional \$10,000 for a total budget of \$96,375. Charlie Datz seconded the motion. Shujuane Martin abstained due to conflict of interest. Call for the motion, motion carried.

- Additional Office Space

Janet Ward provided an update to the board on the additional office space that was approved at the last board meeting. 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. The contract was going before the Westmoreland County Community College Board to approve. Construction can begin once the contract is approved. Tuesday Stanley announced the contract was approved at the Board Meeting on Tuesday, December 7, 2021.

V. New Business

- The WFWDB Board Meetings are scheduled for 2022. Due to some scheduling conflicts, the March meeting is being moved to the 21st. The meeting dates are as follows: March 21, 2022, June 13, 2022, September 12, 2022, and December 12, 2022. Michele Aston will send out an updated meeting notice for the March 21, 2022 meeting.
- The WDWDB Executive Committee meetings are scheduled for 2022 to comply with the Sunshine Law. Those meetings are as follows: February 15, 2022. May 24, 2022, August 9, 2022 and November 15, 2022.
- Recent Grant Submittals – the WFWDB has submitted a total of 9 proposals so far during the 2021 program year. As of December 13, the WFWDB has been awarded funding for two, has been tentatively awarded two, is still waiting on notification from three, and has not been selected for two. The tentative total awarded in program funding received is \$597,694.00.
- Statewide updates – The State Workforce Development Board will be releasing their draft of the state plan as of December 20, 2021 and will be open for public comment through January 28, 2021. This link will be shared with the Board to allow time and comments.

- The Department of Health and Human Services is looking to procure the EARN funding as of late December or early January 2022. EARN funding dollars are used for individuals experiencing poverty and for single parents and individuals receiving public assistance who are trying to re-enter the workforce. The Department of Health and Human Services is looking to procure these funds out so there is no guarantee the local Workforce Development Boards will receive this funding. The WFWIB is asking for support from our local elected officials, state representatives, chamber of commerce, and local partners to write letters to Governor Wolf to stop the RFP process so, the Workforce Development Boards can come to the table to discuss the impact of this funding. Overall, it is a 60-million-dollar investment into the PA CareerLink® system across the state of Pennsylvania.
- TANF Career Readiness RFP – A new RFP to support our youth will be released on Friday, December 17th. Proposals are due January 28, 2022 and the programming will start in April and run through December 2022.

VI. Good of the Order

VII. Open Forum

VIII. Adjournment

Shujuane Martin made the motion to adjourn. Brian Edmiston seconded the motion. Call for abstentions, hearing none, motion carried.

Minutes: Michele Aston