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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, March 21, 2022
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Vicki Loucks; Chair, Doug Decker; Vice Chairperson, Jim Rugh; Board Secretary, Jim Stark; Board Treasurer, Lori Albright, Charlie Datz, John Dalrymple, Rennie Detore, Dan Dunmeyer, 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, William Shaffer, Jr., Ed Yankovich, Mandy Zalich

ABSENT: John Kline, Tuesday Stanley, Frank Staszko

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Melissa Keys, Anna Filosemi, Thomas Whetsel, Michele Aston

GUESTS: Vincent Vicites, Fayette County Commissioner;

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. John Kline, is employed at Standard Bank, as Executive Vice President, Chief Lending Officer. Mr. William Shaffer, Jr. is employed at Shaffer's Fabricating, Inc. as the Chief Executive Officer. We welcome them to the WFWDB Board!

IV. Vote on Consent Agenda Items

- Approval of Minutes from December 13, 2021

Charlie Datz made the motion to approve the December 13, 2021, Board minutes. Rober Kahl, Jr. seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

Doug Decker made the motion to approve the Statement of Financial Position Statement. Brian Edmiston seconded the motion. Call for abstentions, hearing none; motion carried.

V. Finance Committee Report – Jim Stark

- a. Audit Report Year Ending June 30, 2021 – Kim Turnley, CPA

Jim Stark made the motion to approve the Audit Report Year Ending June 30, 2021. Ed Yankovich seconded the motion. Call for abstentions, hearing none; motion carried.

- b. PY2020 WIOA Funds Transfer

Charlie Datz made the motion to approve the PY2020 WIOA Fund Transfer. Laurie English seconded the motion. Call for abstentions, hearing none; motion carried.

VI. Executive Committee Report – Vickie Loucks

- Executive Committee – February 15th Ratification:

Keystone Development Partnership (KDP) – \$11,400.00 for Healthcare Employment Ecosystem Facilitator starting February 2022 through July 2022.

Charlie Datz made the motion to approve the Keystone Development Partnership for \$11,400.00 for Healthcare Employment Ecosystem Facilitator starting February 2022 through July 2022. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

WFWIB Update Lease – Cost of \$14.21/square foot at a monthly fee of \$3,292.00

Brian Edmiston made the motion to approve the WFWIB updated lease with a cost of \$14.21/square foot at a monthly fee of \$3,292.00. Jasone Rigone seconded the motion. Call for abstentions, hearing none; motion carried.

Transitional Worker Policy – Increase wage-paid maximum from \$11.99 to \$12.99 to fall in line with the current living wage.

Josh Krysak made the motion to approve the Transitional Worker Policy increase wage-paid maximum from \$11.99 to \$12.99 to fall in line with the current living wage. Rennie Detore seconded the motion. Call for abstentions, hearing none; motion carried.

- Employee Handbook Revision:

Complaint Procedure – Add Complaint Procedure to the Employee Handbook

Dan Dunmeyer made the motion to approve and add the Complaint Procedure to the Employee

Handbook. John Dalrymple seconded the motion. Call for abstentions, hearing none; motion carried.

- Board Member Attendance and Responsibilities:

Process for Managing Board Attendance – The State Monitor required an internal practice and procedure be established to ensure a notification process to monitor attendance concerns with board members.

Mandy Zalich made the motion to approve the process for managing board attendance. Robert Kahl seconded the motion. Call for abstentions, hearing none; motion carried.

Statement of Financial Interest Forms – A reminder to the board members to complete and return their yearly Statement of Financial Interest Forms by April 1, 2022 in order to remain compliant.

IV. Executive Director’s Report – Janet Ward

- PA State PY2020 Monitoring Report Update

We received a letter on March 17th from the State, saying they received our corrective action plan dated February 15, 2022. The State reviewed the response and all corrective action has been resolved for the two remaining findings identified in PY 2020.

- Grants Received Update

We received a Business Education Partnership (BEP) Grant through RK Mellon Foundation for an award of \$300,000 to support youth BEP activities in Westmoreland County. Additionally, we also received a \$200,000 Grant from RK Mellon Foundation for the Teacher in The Workplace (TIW). These Grants are for 18 months and will take us through June 2023 to carry out those activities. A Manufacturing Industry Partnership grant in the amount of \$142,444.50 and the Healthcare Industry Partnership Grant was in the amount of \$137,044.50. Two large industries that have been impacted in our area. We received \$150,000 to support Business Education Partnership activities in Westmoreland and Fayette and will go through June 2023. To support the activities and work required through the grant we restructured our organization to support and allow us to carry out the Grants received. We are looking to add the following new positions to our organization; a Workforce Development Director, Youth Programs Specialist, Industry Partnership Specialist, Controller/Equal Opportunity Officer, and a Contract Data Coordinator

Charlie Datz made the motion to approve the Organizational Chart. Jason Rigone seconded the motion. Call abstentions; hearing none, motion carried.

- Grant Submittal Update

Good Jobs Challenge – We applied for funding with three other Workforce Investment Board’s in the area. Southwest Corner, Tri-County, and Partners4Work through the U.S. Economic Development Administration (EDA) for this Grant. The proposal was submitted on February 8th and if approved the

WFWIB would receive \$250,000 over a 5-year period. It would focus on good paying jobs and high priority occupations such as, construction, healthcare, financial services, manufacturing, and technology. It would allow us to continue to support our employers in the work that we do through them. We are expecting to hear our approval status in the Summer.

Build Back Better Regional Challenge – Allegheny Conference received \$500,000 for Phase I to do a planning grant. As of March 15th, Phase II proposal had to be submitted. This is in coordination with multiple counties. We were asked to submit a budget to allow us to do more around our Industry Partnership grant over a 5-year period for \$1.7 million dollars.

- Update on PA CareerLink® Activities

There continues to be ongoing issues with individuals receiving their unemployment compensation and visiting the PA CareerLink's® for assistance. A letter was sent to the Secretary of the Department of Labor by several Local Workforce Development Boards explaining the frustration of the individuals visiting and seeking assistance at the PA CareerLink's® for Unemployment Compensation issues. Pennsylvania was awarded \$6.8 million in grant funding to help promote equitable access to our state unemployment compensation system. The state will be hiring and placing staff at the PA CareerLink's® to assist individuals and answer unemployment questions.

After several months of planning and discussion, a Title I Outreach Coordinator was added to the staff. This person will work to implement the outreach plan and activities for our local area.

We are seeing an increase in activities with the OJT's and ITA's. On the Adult and Dislocated Worker side we are continuing to see a large number of OJT's which will aid in expending the funds.

- PY2020 WIOA Performance Final Report

We are required to meet performance outcomes with the WIOA dollars that we receive. We met all of our goals so we have to negotiate with the state on a 2-year basis to what we believe we can meet. We overachieved our goals in both Westmoreland and Fayette.

V. New Business – Janet Ward

TANF Career Readiness RFP – Motion to approve all for April 1, 2022 – December 31, 2022

- Private Industry Council of Westmoreland/Fayette, Inc. (PIC) -- \$46,797.00 for TANF Career Summer Camp

Mandy Zalich made the motion to approve the Private Industry Council of Westmoreland/Fayette, Inc. For TANF Career Summer Camp. Ed Yankovich seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

- Pittsburgh Chapter National Tooling & Machining Foundation -- \$35,057.00 for BOTSIG Post-Secondary Summer Internship.

Josh Krysak made the motion to approve the Pittsburgh Chapter National Tooling & Machining Foundation for BOTSIG Post-Secondary Summer Internship. Shujuane Martin seconded the motion. Call abstentions, John Dalrymple abstained due to conflict of interest. Call for a motion, motion carried.

- Fayette County Community Action Agency - \$31,995.00 for Agricultural Career Exploration

Charlie Datz made the motion to approve the Fayette County Community Action Agency for the Agricultural Career Exploration. Shujuane Martin seconded the motion. Call abstentions, Jim Stark abstained due to conflict of interest. Call for a motion, motion carried.

BEP Grant Program – Motion to Approve

- Westmoreland Chamber of Commerce -- \$23,000.00 for continuation of Youth Leadership Program that will run through June 2022.

Robert Kahl made the motion to approve the Westmoreland Chamber of Commerce continuation of Youth Leadership Program. Randy Roadman seconded the motion. Call abstentions, Jim Stark abstained due to conflict of interest. Call for a motion; hearing none, motion carried.

Youth Re-Entry Request for Proposal – Motion to approve for April 1, 2022
December 31, 2022

- Private Industry Council of Westmoreland/Fayette, Inc. (PIC) -- \$25,000.00 for Westmoreland County 16–25-year old's

Margie Duranko made the motion to approve the Westmoreland Chamber of Commerce continuation of Youth Leadership Program. Dan Dunmeyer seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; hearing none, motion carried.

2021 WFWIB Highlights – The highlights are provided to the State on a yearly basis. We list our top three accomplishments, success stories, and basic improvements.

VI. Good of the Order

VII. Open Forum

VIII. Adjournment

Mandy Zalich made the motion to adjourn. William Shaffer seconded the motion. Call for abstentions, hearing none, motion carried.

Minutes: Michele Aston