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MINUTES  
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD  
Monday, June 13, 2022  
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Vicki Loucks; Chair, Doug Decker; Vice Chairperson, Lori Albright, John Dalrymple, Charlie Datz, Dan Dunmeyer, Marge Duranko, Laurie English, Julian Imbrescia, Robert Kahl, Jr., John Kline, Josh Krysak, Shujuane Martin, Muriel Nuttall, George Rattay, William Shaffer, Tuesday Stanley, Jr., Frank Staszko

ABSENT: Rennie Detore, Brian Edmiston, Don Martin, Jason Rigone, Randy Roadman, Jim Rugh; Board Secretary, Jim Stark; Board Treasurer, Ed Yankovich, Mandy Zalich

SOLICITOR: Lee Demosky

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

GUESTS: Doug Chew, Westmoreland County Commissioner; Mary Over, Chief of Staff to Commissioner Vicites; Jennifer Nestor, Workforce Development Analyst 2; Sean Stanbro, Project Director – Equus Workforce Solutions; Michelle Steele, Regional Rapid Response Coordinator

- 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 21, 2022

Charlie Datz made the motion to approve the March 21, 2022, Board minutes. Dan Dunmeyer 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. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Finance Committee Report – Julian Imbrescia  
a. Budget July 1, 2022 – June 30, 2023

Both the Finance Committee and the Executive Committee reviewed and approved the Westmoreland-Fayette WIB Budget for Program Year July 1, 2022 – June 30, 2023, bringing the recommendation to the Board.

Total Budget: \$9,796,071

Training – 62.8% or \$6,147,109

WIB – 10.2% or \$997,849 (WIB Salaries & Benefits)

WIB – 1.5% or \$146,454

PA CareerLink® -- 19.7% or \$1,933,888

Uncommitted Funds – 5.8% or \$570,771

Tuesday Stanley made the motion to approve the Budget July 1, 2022 – June 30, 2023. Marjorie Duranko seconded the motion. Call for abstentions, hearing none; motion carried.

b. 2022-2023 Salary Schedule

Both the Finance Committee and the Executive Committee reviewed and recommended approval of the updated 2022-2023 Salary Schedule, which was last updated July 1, 2021 Bureau of Labor Statistics 7.48% inflation factor. The new salary schedule keeps 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 and experience.

Charlie Datz made the motion to approve the 2022-2023 Salary Schedule. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

c. IRS 990

Laurie English made the motion to approve the IRS 990. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

d. One Stop Operator Procurement Policy

Robert Kahl made the motion to approve the updated One Stop Operator Procurement Policy. Doug Decker seconded the motion. Call for abstentions, hearing none; motion carried.

V. Executive Committee Report – Janet Ward

a. Continuity of Operations/Disaster Plan

The Executive Committee reviewed and recommended approval of the Continuity of Operations/Disaster Plan. Our State Monitor recommended in our yearly review, we put in place a Continuity of Operations/Disaster Plan in the event of an emergency. The plan states the procedure for remote work in event of an emergency.

Laurie English made the motion to approve the Continuity of Operations/Disaster Plan. Julian Imbrescia seconded the motion. Call for abstentions, hearing none; motion carried.

b. Juneteenth Holiday

The Executive Committee reviewed and recommended tabling the Juneteenth Holiday and reconsider reviewing next year.

c. Bylaws

The proposed changes to member terms in the Bylaw's will be added to the agenda for the September Board Meeting.

VI. Youth Committee Report – Doug Decker

a. Business Education Partnership (BEP) IV Proposal – Motion to approve new and ongoing programs.

The following are the new BEP proposals needing approved. We are seeking to fund for a 1-year period, July 1, 2022 – June 30, 2023.

NTMF & BotsIQ – Developing Manufacturing's Future Workforce – 200 students in Westmoreland & Fayette include hands-on lessons, career exploration activities, and technical writing in manufacturing and robotics careers. Recommending approval for \$54,489.00 using BEP IV funds.

Shujuane Martin made the motion to approve the NTMF & BotsIQ Developing Manufacturing's Future Workforce proposal. William Shaffer seconded the motion. Call abstentions, John Dalrymple abstained due to conflict of interest. Call for a motion, motion carried.

Redstone Presbyterian Senior Care – Engaging Youth in Senior Care Professions: The Youth Healthcare Institute at Redstone – A one year program beginning with a week-long summer immersion experience followed by an employment opportunity through the school year for 12 high school students. Recommending approval for \$45,043.00 using BEP IV funds.

Julian Imbrescia made the motion to approve the Redstone Presbyterian Senior Care proposal. Dan Dunmeyer seconded the motion. Call abstentions, Vicki Loucks abstained due to conflict of interest. Call for a motion, motion carried.

VII. Executive Director Report – Janet Ward

a. Update on Grant Projects

The Healthcare Employer Ecosystem (HEE) – A statewide activities grant was received for \$70,000 which expires June 30, 2022. This grant allowed us to kick-off activities focused on our healthcare employers. John Tkach from Keystone Development

Partnership (KDP) was hired as a facilitator for the Healthcare Industry Partnership. A Healthcare Employer Ecosystem (HEE) event has been planned for June 21, 2022 at the Commonwealth Charter Academy in Homestead which, includes guest speakers Dr. Chris Laney, Senior Workforce Strategist at Emsi Burning Glass and Teresa Collins, Executive Director, District 1199C Training & Upgrading Fund, and three panelists to discuss topics regarding Healthcare's Vanishing Workforce and how to address recruitment and retention for healthcare. Additional funding was received through the state for Industry Partnership funds, which run through June 2023.

Manufacturing Industry Partnership – a grant was received in the amount of \$142,444.50, and a Request for Bid (RFB) was advertised for a facilitator, who can hold and convene the meetings and manage that process.

Business Education Partnership funds (BEP) – funds were received through the state that will allow us to run various programs through Fayette Business Education Partnership and Westmoreland Forum for Workforce Development. These funds allow us to do camps, accreditation, allowing students to get connected with employers.

Richard King Mellon – RK Mellon granted WFWIB funds in the amount of \$300,000.00 to support BEP Partnership activities and \$200,000.00 to support Teacher in the workplace activities in Westmoreland County. In the next several months, another RFP will be advertised to solicit stronger proposals.

Build Back Better Regional Challenge – The Allegheny Conference received \$500,000.00 to submit for Phase II and is focused around AI and Robotics in the region. This is a 10-county regional project 1,750,000.00 over a 5-year period and expect to hear back in June or July this year.

Good Jobs Challenge – funded through the EDA and submitted on February 8<sup>th</sup> in partnership with 3 local Workforce Investment Boards, which includes, Southwest Corner, Partners4Work, and Tri-county. The expected funding if awarded is \$1.25 million dollars over a 5-year period. This grant is aimed at getting Americans back to work in High-Quality well-paying jobs and will focus on several major industries which include, Construction, HealthCare, financial Services, manufacturing and Technology.

b. Update on Office Space and Renovations

Tom and Melissa Moved into their new office space. A new office space was created for Madeline Butina, who was hired as the Youth Programs Specialist, in April and is currently working part-time with us until she can begin working full-time on July 5<sup>th</sup>. We have also hired a Workforce Development Director, who will be starting July 5<sup>th</sup>. We are still recruiting for the Industry Partnership Specialist position.

c. Update on Board Membership

We have several board members whose terms are ending in June and July. We will reach out to each of them to confirm they are still interested in serving as a member of the board. We will collaborate with the commissioners on the reappointments. The Executive Committee discussed a board retreat for next year, this will provide the new board members with an opportunity to network with the board.

d. Update on PA CareerLink® Assistive Technology Purchases

This fiscal year the state awarded every local area specific funding to upgrade software on their accessible computers. The WIB purchased fusion software, which includes JAWS and ZoomText. The software has screen readers and zoom capabilities and will be uploaded on our assistive computers in each of our PA CareerLink's®. The total cost was \$5,430.00. In addition to that we were awarded money to purchase an ADA Toolkit, which allows us to do self-assessments of our PA CareerLink's®.

d. PY2021-2022 Contract Modifications – Motion to Approve

Private Industry Council (PIC) – For the Title I Service Provider Contract the WFWIB is requesting a contract modification of an additional \$100,000 to be added to PIC's contract for PY 2021 (end June 30, 2022). The additional costs will cover additional staff and an increase in wages. The original contract was for \$1,087,900.00 and the new amount would be \$1,187,900.00.

George Rattay made the motion to approve the PY2021 – PY2022 Contract Modification for the Private Industry Council for an additional \$100,000.00 for a total contract amount of \$1,187,900.00. Doug Decker seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Fayette County Community Action Agency (FCCAA) – For the TANF Career Readiness Contract the WFWIB is requesting additional funds in the amount of \$112,364.00 to be added to FCCAA's contract for PY 2021. The additional costs will modify the scope of work to include funding for 20 Fayette County interns for employers through December of 2022. The original contract was for \$31,995.00 and the new amount would be \$144,359.00

Shujuane Martin made the motion to approve the PY2021 – PY2022 Contract Modification for the Fayette County Community Action Agency – TANF Career Readiness for an additional \$112,364.00 for a total contract amount of \$144,359.00. Dan Dunmeyer seconded the motion. Call abstentions, hearing none; motion carried.

Westmoreland County Forum for Workforce Development – BEP Virtual Reality Career Snapshots and Mentorships – Extend the current contract through June 30, 2023 and include additional funding to continue building and delivering these opportunities for

local high school students and families. Original contract was for \$15,000 and additional funding \$15,000.00. The new modification amount would be \$30,000.00.

Juliane Imbrescia made the motion to approve the PY2021 – PY2022 Contract Modification for the Westmoreland County Forum for Workforce Development – BEP Virtual Reality Career Snapshots and Mentorships for an additional \$15,000.00 for a total contract amount of \$30,000.00. Laurie English seconded the motion. Tuesday Stanley abstained due to a conflict of interest. Call for a motion, motion carried.

e. PY 2022 Contracts – July 1, 2022 – June 30, 2023 – Motion to Approve

Private Industry Council – PA CareerLink® Alle-Kiski Operating Budget for the amount of \$292,362.00.

Laurie English made the motion to approve the PY2022 PA CareerLink® Alle-Kiski Operating Budget in the amount of \$292,362.00. Charlie Datz seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – PA CareerLink® Fayette Operating Budget in the amount of \$249,776.00.

George Rattay made the motion to approve the PY2022 PA CareerLink® Fayette Operating Budget in the amount of \$249,776.00. Dan Dunmeyer seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – PA CareerLink® Westmoreland Operating Budget in the amount of \$292,588.00.

Marjorie Duranko made the motion to approve the PY2022 PA CareerLink® Westmoreland Operating Budget in the amount of \$292,288.00. Tuesday Stanley seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – EARN Budget in the amount of \$734,498.00.

Laurie English made the motion to approve the PY2022 EARN Budget in the amount of \$734,498.00. Josh Krysak seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – Title I Career Services in the amount of \$1,332,150.00.

Dan Dunmeyer made the motion to approve the PY2022 Title I Career Services in the amount of \$1,332,150.00. Charlie Datz seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – One Stop Operator Budget in the amount of \$39,690.00.

Julian Imbrescia made the motion to approve the One Stop Operator Budget in the amount of

\$39,690.00. Josh Krysak seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council – Transitional Worker Funding in the amount of \$50,000.00.

George Rattay made the motion to approve the Transitional Worker Funding in the amount of \$50,000.00. Lori Albright seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

f. Manufacturing Industry Partnership Facilitator RFB – Motion to Approve

Westmoreland County Forum for Workforce Development – Facilitate the Manufacturing Industry Partnership activities with local employers and program planning committee. Partnering with Fay Penn to serve both Westmoreland and Fayette employers. Request to negotiate contract amount not to exceed amount recommended of \$32,812.00.

Laurie English made the motion to approve the Westmoreland County Forum for Workforce Development request to negotiate the contract amount not to exceed the amount recommended of \$32,812.00. Julian Imbrescia seconded the motion. Call abstentions, Tuesday Stanley abstained due to conflict of interest. Call for a motion, motion carried

Arbor E&T, LLC dba Equus Workforce Solutions – PY 2022 WIOA Youth Provider Contract Extension – July 1, 2022 – June 30, 2023 in the amount of \$347,602.00. This program would assist 45 Out-of-School Youth earn their GEDs, pursue career training, gain work experience, and be placed in employment opportunities and would take place at the PA CareerLink® Alle-Kiski.

Dan Dunmeyer made the motion to approve the Arbor E&T, LLC dba Equus Workforce Solutions contract extension in the amount of \$347,602.00. Lori Albright seconded the motion. Call abstentions, hearing none; motion carried

Fayette County Community Action – PY 2022 WIOA Nurse Aide Training Program Contract Extension – July 1, 2022 – June 30, 2023 in the amount of \$101,378.00. This program is for 24 Out-of-School Youth for seven weeks to gain instructional hours, pre-employment workshops, and certification assessments to become Certified Nurse Aides.

Dan Dunmeyer made the motion to approve the Arbor E&T, LLC dba Equus Workforce Solutions contract extension in the amount of \$347,602.00. Lori Albright seconded the motion. Call abstentions, hearing none; motion carried

Private Industry Council – PY 2022 WIOA Youth Transportation Program Contract Extension – July 1, 2022 – June 30, 2023 in the amount of \$190,000.00. With this program 25 Out-of-School Youth can earn credentials in the high priority occupation (HPO)a CDL class A for seven weeks to gain instructional hours, pre-employment workshops, and certification assessments to become Certified Nurse Aides.

Josh Krysak made the motion to approve the Private Industry Council WIOA Youth Transportation contract extension in the amount of \$190,000.00. George Rattay seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

Private Industry Council -- PY 2022 WIOA Youth Drone Program Contract Extension – July 1, 2023 – June 30, 2023 in the amount of \$90,000.00. This program will provide 25 in-school-youth from Westmoreland and Fayette County school districts with drone programming, paid work experience, and FAA Part 107 Drone Certification License.

George Rattay made the motion to approve the Private Industry Council WIOA Youth Drone contract extension in the amount of \$90,000.00. Josh Krysak seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

Regional Integrated Human Services (RIHS) – PY 2022 WIOA Careersteps Out-of-School Young Adult Work Experience Contract Extension – July 1, 2023 – June 30, 2023 in the amount of \$212,588.00. This program will provide career readiness services to 30 out-of-school young adults through workshops, online learning/training, and work experience. Career Stop Program operates out of the Youngwood and Fayette County CareerLink’s.

Josh Krysak made the motion to approve the Private Industry Council WIOA Youth Drone contract extension in the amount of \$90,000.00. Dan Dunmeyer seconded the motion. Call abstentions, hearing none; motion carried

#### VIII. New Business – Janet Ward

##### a. Nomination of Officers

The nominations recommended for the following positions: Douglas Decker – Chair, James Rugh – Vice Chair, James Stark – Treasurer, Lori Albright – Secretary

Charlie Datz made the motion to slate the officers as presented. George Rattay seconded the motion. Call abstentions, hearing none; motion carried

##### b. Dates for upcoming Board Meetings

The dates for the upcoming board meetings – September 12, 2022, December 12, 2022, March 13, 2023, and June 12, 2023. We will send out the calendar invitations for these meetings.

#### IX. Open Forum

#### X. Adjournment

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

Minutes: Michele Aston