



MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, September 12, 2022
1:00 P.M. Call in Meeting - (Zoom)

PRESENT: Doug Decker; Chair, Jim Rugh; Vice Chairperson, Lori Albright, Board Secretary, John Dalrymple, Charlie Datz, Rennie Detore, Dan Dunmeyer, Marge Duranko, Brian Edmiston, Laurie English, Julian Imbrescia, Robert Kahl, Jr., John Kline, Don Martin, Shujuane Martin, Muriel Nuttall, George Rattay, Randy Roadman, William Shaffer, Tuesday Stanley, Frank Staszko, Ed Yankovich, Mandy Zalich

ABSENT: Josh Krysak, Vicki Loucks, Jim Stark; Board Treasurer

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Thomas Whetsel, Melissa Keys, Shawna Little, Anna Filosemi, Courtney Venick, Madeline Butina, Caityln Slezak, Michele Aston

GUESTS: Doug Chew, Westmoreland County Commissioner; Scott Dunn, Fayette County Commissioner; Jennifer Nestor, Workforce Development Analyst 2; John Wian, Chief of Staff for Commissioner Sean Kertes;

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 June 13, 2022

Charlie Datz made the motion to approve the June 13, 2022, Board minutes. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

Ed Yankovich made the motion to approve the Statement of Financial Position. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Executive Committee Report – Doug Decker

a. Executive Committee Meeting – Ratification of Contracts Extensions and Modifications.

German American Chamber of Commerce – Requesting a contract extension to continue the work through BEP and TANF funding to allow pre-apprenticeship and apprenticeship models to serve and continue through July 1, 2022 through June 30, 2023 to support 15 local students. The original contract was in the amount of \$20,000.00 and we are requesting an additional \$20,000.00 to run the program. The contract modification would be in the amount of \$40,000.00.

Brian Edmiston made the motion to approve the German American Chamber of Commerce contract extension beginning July 1, 2022 and ending June 30, 2023. Marge Duranko seconded the motion. Call for abstentions, hearing none; motion carried.

Westmoreland County Community Action – Requesting a contract extension to continue the work for the ARC Inspire Opioid Grant to help individuals who have been impacted through substance use disorder as well as the initiative to help employers become a recovery friendly workplace. The extension would be July 1, 2022 through December 31, 2022. The original contract was for \$55,829.00 and we are requesting an additional \$25,077.00 for a contract modification in the amount of \$80,906.00

Shujuane Martin made the motion to approve the Westmoreland County Community Action contract extension beginning July 1, 2022 and ending December 31, 2022. Laurie English seconded the motion. Call abstentions, Mandy Zalich abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council (PIC) – The Private Industry Council (PIC) has a One Stop Operator – Modify Contract that ended on June 30, 2022, however, the contract needs modified to cover the additional unexpected costs of the workers compensation insurance in the amount of \$138.61. Their original contract amount was a total of \$38,000.00 with the additional dollars the revised contract modification amount would be in the amount of \$38,138.61

Laurie English made the motion to approve the Private Industry Council's (PIC) One Stop Operator revised contract modification in the amount of \$38,138.61. Dan Dunmeyer seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

Private Industry Council (PIC) – The Private Industry Council (PIC) had a Youth Re-Entry contract that ended as of June 30, 2022. PIC is requesting a contract modification in the amount of \$672.08 to be added to their contract. The additional costs were for stipend, incentives and supportive services for additional participants served. The original contract amount was in the amount of \$96,375.00. The revised contract modification would be in the amount of \$97,047.08.

George Rattay made the motion to approve the Private Industry Council's Youth Re-Entry revised contract modification in the amount of \$96,375.00. Mandy Zalich seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

V. Executive Director Report – Janet Ward

a. Bylaws – Motion to Approve Changes to the Member Terms in the Bylaw’s

The WFWIB’s current Bylaws has some inconsistencies with the language in section 3.4 Terms and section 3.11 Vacancies. The WFWIB is recommending the revised language to include no less than a two (2) year term and no more than a four (4) year term to provide flexibility and consistency.

George Rattay made the motion to approve the changes to the member terms in the Bylaw’s. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

b. Equal Opportunity Complaint Process Procedures – Motion to Approve

The Office of Equal Opportunity reviewed the WFWIB’s Equal Opportunity Complaint Processing Procedures and was shared with the solicitor. The WFWIB is required to post these procedures on their website for everyone to view.

Charlie Datz made the motion to approve the Equal Opportunity Complaint Processing Procedures. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

c. Contract Extension – Motion to Approve

Keystone Development Partnership (KDP) – The facilitators for the WFWIB’s Healthcare Ecosystem Industry Partnership, which is Keystone Development Partnership (KDP) their original contract was February through July 2022. The WFWIB is requesting an extension of KDP’s contract from August 1, 2022 to June 30, 2023 with an additional \$21,000.00. The original contract was in the amount of \$11,040.00. The revised contract modification would be in the amount of \$32,040.00.

Shujuane Martin made the motion to approve the revised contract modification amount of \$32,040.00 with an extension date of June 30, 2023. Rennie Detore seconded the motion. Call for abstentions, hearing none; motion carried.

d. Youth Programs Update – Presentation by Staff

The Workforce Innovation Opportunity Act (WIOA) Youth Employment and Training Programs provide in-school and out-of-school youth and young adults with credentials, advanced training, and/or employment opportunities. The WIOA Youth Programs PY21 had 6 providers and ended with 179 new youth served, 83 youth successfully exited. The program providers for the PY22 contract year are FCCAA’s Nurse Aide Training Program, Equus Workforce Solutions’ Employment & Training Program, RIHS’s CareerSTEPS Program, PIC’s CDL/Transportation Program, and PIC’s Drone Education Program. The Youth Re-Entry Program provides mentoring services to participants, ages 16-24, that were incarcerated or subjected to the juvenile

justice system. The program provider is the Private Industry Council of Westmoreland/Fayette, Inc. (PIC). There were two funding sources. The first source is Southwest Corner WDB, the funding goal was to enroll 25 participants. The program exited in June 2022, with 36 participants enrolled. Twenty-five were employed post-program, 2 GED completions, 3 enrolled in Career & Tech ED Programs, 1 enrolled in post-secondary education, and 16 were referred to 9 additional programs. We continued the program with funding received by the Westmoreland County Community Foundation's Healthy Communities Grant. The funding goal was to enroll 12 participants. Ten participants are currently enrolled, 7 employed, and 10 referred to 9 additional programs. The Experience Works! Program provides youth and young adults, ages 15-24, with work experience opportunities in Westmoreland and Fayette counties utilizing TANF and WIOA funding. There are three program providers which include, Fayette County Community Action Agency (FCCAA), Private Industry Council of Westmoreland/Fayette, Inc. (PIC), and EQUUS Workforce Solutions. There were 110 youth and young adult applicants as of August 19, 2022 with a total of 62 worksites. The Business Education Partnership (BEP) Activities and TANF Programs provided unique and valuable opportunities such as middle school career camps, internships, work experiences, leadership activities, career awareness activities, and more. The Summer 2022 activities there were 6 Middle School Career Camps, 2 High school leadership programs and 1 external internship program the total number of participants were 125. The High Priority career camp topics were Healthcare, Manufacturing Information Technology and STEAM Career Pathways.

The Teacher in the Workplace creates learning communities among public educators, career and technical centers, post-secondary organizations and local businesses. Teachers learn about career opportunities in Westmoreland County through engaging job shadows, tours, and trainings. Middle and High School students then learn what it takes to match their skills and knowledge to relevant employers' needs upon graduation – thus bridging the gap between classroom and workplace. The WIB is currently in the planning stages. A fall launch including 50 educators, 15 school districts and CTCs with a focus on economically disadvantaged districts, 20 companies in Manufacturing, Healthcare, Business/IT, Energy and Technological Sciences. Some of the activities will include job shadowing, companies visiting classrooms, business tours, trainings, and CTC tour and group activity collaboration.

Experience Works! Plus, program is a summer internship program for post-secondary education students supported through Richard King Mellon Foundation (RKMF) and Temporary Assistance for Needy Families (TANF) funds in both Westmorland and Fayette Counties. The total number of intern participants were 19, 11 in Westmoreland and 9 in Fayette Counties. We had a total of 18 worksites, 11 in Westmoreland County and 7 in Fayette County. This summer the WIB hosted a Professional Development Day with 10 different guest speakers plus 5 past participants from various WIB funded programs. The participating organizations included, Catalyst Connection, PA CareerLink®, Headspace Media, WVU Medicine Uniontown Hospital, DMI Companies, Darrell Andrew "Coach D" Enterprises, Inc., BotsIQ, and WCCC.

Caityln Slezak, one of the WIB's interns this summer spoke about her experience. She participated in the Professional Development Day, Monitoring, Job Shadowing at the PA CareerLink®, score proposals, and networking.

e. Recent Grant Submittals and Awards

Build Back Better Regional Challenge – Southwestern Pennsylvania focus on the behalf of the Allegheny Conference. The Build Back Better Grant will fund five regional projects, which together are designed to provide long-term opportunities for the individuals, businesses, and communities in Southwestern Pennsylvania to become involved in the burgeoning robotics and autonomy industry. An analysis conducted during the application process estimates the overall economic impact of this growing sector includes more than 14,500 workers, over 750 companies, and approximately \$575 million in regional Gross Domestic Product (GDP). The WFWDB was awarded \$1,000,000.00.

Youth Pre-Apprenticeship & Apprenticeship Program – The WFWDB partnered with Greensburg-Salem School District and German American Chamber of Commerce – Pittsburgh Chapter to provide a pre-apprenticeship and apprenticeship program for Greensburg-Salem Students. The WFWDB has previously provided funding to this program through BEP funding. This funding, however, will sustain current activities and expand participation to non-German organizations and increase student involvement. The source of this grant was the Community Foundation of Westmoreland County (Greensburg Foundation Fund) and awarded the WFWDB \$20,000.00.

WIOA Statewide Activities Grant – The WFWDB requested and was awarded \$95,684.82 in funding to sustain the Westmoreland-Fayette Youth Re-Entry program activities until June 2023 to support at least 20 more youth to successfully reenter society after incarceration or involvement in the juvenile justice system. The source of the funding is from the PA Department of Labor and Industry.

Workforce Opportunities for Rural Communities (WORC) – The WFWDB, acting as the lead applicant, partnered with Southwest Corner Workforce Development Board and Tri-County Workforce Investment Board to request \$1,978,562.00 and submit an application to act as the pipeline for Southwestern Pennsylvania residents to high-demand healthcare occupations. This program proposes not only workforce development for residents (youth, young adults, and adults) but also for healthcare organizations in the form of training, industry partnerships, workshops, etc. The source of the funding is the U.S. Department of Labor and we are awaiting confirmation of the funding.

Quality Jobs, Equity, Strategy, and Training (Quest) – The WFWDB, acting as the lead applicant partnered with Southwest Corner Workforce Development Board and Tri-County Workforce Investment Board to request \$2,815,634.75 and submit an application. The proposed program will focus on sustaining the area's Manufacturing Industry Partnerships and provide at least 57 apprenticeship opportunities to residents whose employment was impacted by the pandemic. The source of the funding is the U.S. Department of Labor and we are awaiting the confirmation of the funding.

Post-Secondary Educational Attainment – The WFWDB requested \$397,590.00 in funding from the Richard King Mellon Foundation to support its Experience Works! PLUS, internship program from July 2023 to June 2025 for 60 Westmoreland County youth and young adults. The WFWDB will utilize leverage TANF funds to support Fayette County youth and young adults participating in the program. We are awaiting confirmation of the funding.

WIOA Statewide Activities Grant – The WFWDB requested \$115,000.00 from the PA Department of Labor & Industry to Support the Westmoreland-Fayette PA CareerLink’s®. The funding will supplement current Title I allocations for a PA CareerLink® account representative and employment specialist. Additionally, funding will assist the WFWDB in providing PA CareerLink® staff with supportive training in DEI, De-escalation, active shooter response and more.

Goods Job Challenge – The WFWDB provided letters of support from Westmoreland-Fayette employers, partners, and workforce system entities committed to building the budget and working with the region’s LWDBs to provide local Workforce information and proposal feedback. This grant aimed to support several major industries within the region: Construction, Healthcare, Financial Services, Manufacturing, and Technology. The source of the funding was the U.S. Economic Development Administration and the WFWDB was not awarded.

VI. New Business – Janet Ward

a. PY22 & PY23 WIOA Performance Negotiations

The Workforce Innovative Opportunities Act (WIOA) is the WFWDB’s largest source of funding from the Federal government and we are required to negotiate with the State every two years on our performance requirements. We are currently negotiating for PY22-PY23.

b. Local/Regional Plan Modifications

The Local/Regional Plan is reviewed approved every 4 years and every 2 years they have to be modified. The State provides revisions that need to be reviewed. A meeting will be scheduled with the Planning Committee in the near future. The planning committee is looking for new members, if interested please contact Janet Ward or Michele Aston.

c. Board Member Engagement

A survey will be sent to the entire board regarding upcoming board meetings and if in-person or virtual meetings are preferred and topics for a board retreat in March.

d. Upcoming Events

September is National Workforce Development Month. The Manufacturing Industry Partnership Kick-Off meeting is scheduled for Wednesday, September 14, 2022 and will be held at the Westmoreland County Community College’s Advanced Technology Center from 2:30 p.m. – 4:00 p.m. Randy Roadman, General Carbide Corporation is the Champion for the event. A job

fair will be held at the PA CareerLink® Westmoreland on September 26, 2022 from 12:00 p.m. to 3:00 p.m., the Westmoreland School Counselors Association is holding a College and Career Fair at Westmoreland County Community College's Student Achievement Center on Wednesday, September 28, 2022 from 6:00 p.m. to 8:00 p.m., a virtual Healthcare Industry Partnership Kick-Off meeting will be held on Thursday, September 29, 2022 from 9:30 a.m. - 10:30 a.m., the PA House Representatives will be visiting the PA CareerLink® Westmoreland on October 4, 2022 at 1:00 p.m. to tour and meet with employers who use the PA CareerLink® system and a kick-off meeting for Teacher in the Workplace will be scheduled sometime in October or November.

VII. Good of the Order

VIII. Open Forum

IX. Adjournment

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

Minutes: Michele Aston