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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, December 12, 2022
1:00 P.M. Zoom/Westmoreland County Community College
Student Achievement Center, Event Center Room
145 Pavilion Lane, Youngwood, PA 15697

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

ABSENT: Dan Dunmeyer, William Shaffer, Tuesday Stanley, Ed Yankovich

SOLICITOR: Alex Brown

STAFF: Janet Ward, Thomas Whetsel, Melissa Keys, Shawna Little, Anna Filosemi, Courtney Venick, Madeline Butina, Kerry Fagan, Josie Kuhn, Christina Fortunato, Michele Aston

GUESTS: Sean Kertes, Westmoreland County Commissioner, Doug Chew, Westmoreland County Commissioner; Robert MacPherson, Chief of Staff for Commissioner Doug Chew, Vince Vicites, Fayette County Commissioner, Christine Grigsby, Equus Workforce Solutions, Sean Stanbro, Equus Workforce Solutions

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 September 13, 2022

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

- Request for Transfer of Funds

Bob Kahl made the motion to approve the Request for Transfer of Funds. John Kline seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Executive Committee Report – Doug Decker

- a. Appointment of Planning Committee Chair – Tuesday Stanley.

Doug Decker appointed Tuesday Stanley as the Planning Committee Chair and she agreed to step into the chair position for the planning committee. Muriel Nuttall, Josh Krysak, and Brian Lawrence volunteered and will be joining as committee members.

- b. Ratification of MOU Greensburg Salem School District – School Pre-Apprenticeship & Apprenticeship - \$17,000.00

Shujuane Martin made the motion to approve the Ratification of MOU Greensburg Salem School District Pre-Apprenticeship & Apprenticeship in the amount of \$17,000.00. Margie Duranko seconded the motion. Call abstentions, hearing none; motion carried.

- c. Recommendation to approve: Motion to approve a special bonus of 3 percent of the following employees' 2022 annual salary in recognition of exceeding performance standards and a determination that it is financial feasible for the Westmoreland-Fayette Workforce Development Board to do so pursuant to Section V of the Handbook: Janet Ward \$3,604.00, Thomas Whetsel \$3,308.00, Melissa Keys \$2,116.00, Shawna Little \$2,100.00, Josie Manns \$1,541.00, Madeline Butina \$1,275.00, Kerry Fagan \$1,275.00, Anna Filosemi \$1,405.00, Michele Aston \$1,350.00, Courtney Venick \$1,567.00, and Christine Fortunato \$1,097.00

Charlie Datz made the motion to approve the Special Bonus of 3 percent of the employee' 2022 annual salary in recognition of exceeding performance standards. Josh Krysak seconded the motion. Call abstentions, hearing non; motion carried.

V. Youth Committee Report – Doug Decker

- a. Youth Re-Entry Proposals – Program period 1/1/2023 to 12/31/2023

Private Industry Council of Westmoreland/Fayette Inc (PIC) – The PIC Youth Re-Entry Program is to mentor 20, 16- to 25-year-old Westmoreland and Fayette County residents that were recently incarcerated or subjected to the juvenile justice system, and are living at or below 200% of the federal poverty guideline. The PIC Youth Re-Entry Program will assist to remove barriers, achieve identified goals, and help to guide the participants in their pursuit of training and/or employment in the amount of \$75,700.00 for a period of January 1, 2023 to December 31, 2023.

Randy Roadman made the motion to approve the PIC Youth Re-Entry Program in the amount of \$75,700.00 for a period of January 1, 2023 to December 31, 2023. Juliane Imbrescia seconded the motion. Call for abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

Westmoreland Community Action (WCA) – The WCA Youth Re-Entry Program will work with community partners to identify 20 youth ages 16 to 24 who have been involved with the criminal justice system to assist them in securing employment or enrolling in training or post-secondary education. The

WCA Youth Re-Entry program will reduce barriers to employment, address social/emotional/life skills challenges and provide training to achieve meaningful, life-sustaining employment in the amount of \$71,000.00 for a period of January 1, 2023 to December 31, 2023.

Jim Stark made the motion to approve the WCA Youth Re-Entry Program in the amount of \$71,000.00 for a period of January 1, 2023 to December 31, 2023. Don Martin seconded the motion. Call for abstentions, Mandy Zalich abstained due to conflict of interest. Call for a motion; motion carried.

b. TANF Youth Career Readiness Proposals 2023 – Program Period 1/1/2023 to 12/31/2023

Westmoreland Chamber of Commerce – The Westmoreland Chamber of Commerce Leadership Westmoreland Youth Academy 2023 is a five-day, leadership development program offering 25 Westmoreland County high school students leadership skills, training, and career exploration opportunities in the amount of \$25,000.00 for a period of January 1, 2023 to December 31, 2023

John Kline made the motion to approve the Westmoreland Chamber of Commerce Leadership Academy Program in the amount of \$25,000.00 for a period of January 1, 2023 to December 31, 2023. Jim Rugh seconded the motion. Call for abstentions, hearing none; motion carried.

Fayette County Community Action Agency (FCCAA) – The Fayette County Community Action Agency Agricultural Career Exploration program is three-phased, two-week program offering Fayette County middle school students the opportunities to gain job readiness and career exploration within the local agricultural industry with elements of entrepreneurship, food processing, gardening, food preparation, and crop and livestock farming opportunities in the amount of \$53,460.00 for a period of January 1, 2023 to December 31, 2023

George Rattay made the motion to authorize the negotiation of the FCCAA Agency Agricultural Career Exploration program at the amount of \$53,460.00 for a period of January 1, 2023 to December 31, 2023. Josh Krysak seconded the motion. Call for abstentions, Jim Stark abstained due to conflict of interest. Call for a motion; motion carried.

Pittsburgh Chapter NTMF – The Pittsburgh Chapter NTMF BotsIQ Post-Secondary Summer Internship 2023 program will expand the duration of BotsIQ’s current internship program and further develop the student-driven internship project for 10 college and high school level students in the amount of \$97,424.00 for a period of January 1, 2023 to December 31, 2023

Don Martin made the motion to approve the Pittsburgh Chapter NTMF BotsIQ Post-Secondary Internship 2023 Program. Shujuane Martin seconded the motion. Call abstentions, John Dalrymple abstained due to conflict of interest. Call for a motion; motion carried

Private Industry Council of Westmoreland/Fayette Inc. (PIC) – The PIC Intro to Drone Career Readiness Camp 2023 is an introduction camp of 20 school-aged youth (ages 15-18) that provides them with 35 hours of drone career exploration and flight skills in the amount of \$27,321.00 for a period of January 1, 2023 to December 31, 2023.

Juliane Imbrescia made the motion to approve the PIC Intro tor Drone Career Readiness Camp 2023 in the amount of \$27,321.00 for a period of January 1, 2023 to December 31, 2023. Jim Rugh seconded the motion. Call for abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

Private Industry Council of Westmoreland/Fayette Inc. (PIC) – The PIC Bring Your “A” Game Career Readiness Camp 2023 is a program for 30 middle school students (at least 12 years of age) in preparing

for their future careers through the “Bring your ‘A’ Game” certification course in the amount of \$42,175.00 for a period of January 1, 2023 to December 31, 2023.

Don Martin made the motion to approve the PIC Bring Your ‘A’ Game Career Readiness Camp 2023 in the amount of \$42,175.00 for a period of January 1, 2023 to December 31, 2023. Robert Kahl seconded the motion. Call for abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

VI. Executive Director Report – 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. Negotiations with the State went well. We were able to compromise with the State on the few specific areas that we were concerned were set high.

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. The State provided some updates to the timeframe for the Local/Regional Plans that have to be modified and approved by June 30, 2023. We will be working with our Planning Committee and internal staff to meet prior to the February 10th date for drafts to be submitted to the State. We will wait for feedback from the State tentatively by March 31st and share out the plan for public comment on May 1st. We will need to have the plan modifications approved at the June 2023 board meeting.

c. State Representative Visit to PA CareerLink® on October 4, 2022

On October 4, 2022, State Representatives from the Labor & Industry Committee, Subcommittee on Employment & Unemployment visited the PA CareerLink® Center in Youngwood as part of a two-day tour in this part of the State. Representatives: Kate Klunk – Chair, Lori Mizgorski, Erik Nelson, and Eric Devanzio all attended. They spoke with our PA CareerLink® Administrators and also several employers whom were able to come and talk including: Dennis Alexander, from Dennis Alexander Construction, Amy Jordan from GBC Advanced Materials, Jim Rugh from Composidie (and WFWDB Board Member), and Sue Wagner from Fayette County Community Action Agency (FCCAA). WFWDB members who were able to attend included: Charlie Datz, Jim Rugh, Tuesday Stanley, and Shujuane Martin. It was a great opportunity to highlight our area and our partnerships with our community and employers.

d. Board Member Engagement

A board survey was emailed out to the board members to get some feedback regarding the format for the board meetings moving forward. The majority of the board members voted for hybrid meetings. There was also a question regarding a board retreat on Monday, March 13, 2023, out of 24 responses 91.7% voted for a retreat that day. The top 5 topics selected for the retreat are: About the WIB – mission, role, and staff, Strategic Planning, Economic Development & Workforce Development State Level vs. Local Level, Review Board Member Duties, and Board Member Networking & Team Building. Other questions involved Janet Ward visiting board member worksites, the board visiting the WIB office, and visiting the PA CareerLink®.

e. Contract Extensions/Modifications – Motion to Approve

German American Chamber of Commerce – The WFWIB is requesting a contract modification of an additional \$10,000.00 to be added to the German American Chamber of Commerce’s BEP Dual Apprenticeship & Pre-Apprenticeship Program contract. The additional costs will serve 5 additional students. The total contract amount would be \$30,000.00 to serve 15 students from July 1, 2022 to June 30, 2023.

George Rattay made the motion to approve the contract modification of an adding an additional \$10,000.00 to the German American Chamber of Commerce’s BEP Dual Apprenticeship & Pre-Apprenticeship Program Contract. John Kline seconded the motion. Call abstentions, hearing non; motion carried

Arbor E&T dba Equus Workforce Solutions – The WFWIB is requesting a 1-year contract extension of the Experience Works! Youth Work Experience contract for Arbor E&T Workforce Solutions in the amount of \$200,00.00 to serve 25 participants, ages 16 years old – 24 years old, which are in-school and out-of-school youth, from January 1, 2023 to December 31, 2023 using WIOA and TANF funds.

Jim Stark made the motion to approve the 1-year contract extension for Arbor E&T dba Equus Workforce Solutions Experience Works! Youth Work Experience Contract in the amount of \$200,000.00 to serve 25 individuals. Juliane Imbrescia seconded the motion. Call abstentions, hearing none; motion carried

Private Industry Council of Westmoreland/Fayette Inc. (PIC) – The WFWIB is requesting a 1-year contract extension of the Experience Works! Youth Work Experience contract for PIC in the amount of \$440,00.00 to serve 80 participants, ages 16 years old – 24 years old, which are in-school and out-of-school youth, from January 1, 2023 to December 31, 2023 using WIOA and TANF funds.

Charlie Datz made the motion to approve the 1-year contract extension for PIC Experience Works! Youth Work Experience Contract in the amount of \$440,000.00. Josh Krysak seconded the motion. Call for abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

Fayette County Community Action Agency (FCCAA) – The WFWIB is requesting a 1-year contract extension of the Experience Works! Youth Work Experience contract for FCCAA in the amount of \$210,000.00 to serve 42 participants, ages 16 years old – 24 years old, which are in-school and out-of-school youth, from January 1, 2023 to December 31, 2023 using WIOA and TANF funds.

Charlie Datz made the motion to approve the 1-year contract extension for FCCAA Experience Works! Youth Work Experience Contract in the amount of \$210,000.00 to serve 42 Individuals. Shujuane Martin seconded the motion. Call for abstentions, Jim Stark abstained due to conflict of interest. Call for a motion; motion carried.

Fayette County Community Action Agency (FCCAA) – The WFWIB is requesting a 1-year contract extension of the Experience Works! PLUS, Internship Program contract for FCCAA in the amount of \$122,364.00 to serve 20 interns, which focuses on post-secondary students, from January 1, 2023 to December 31, 2023 using TANF funds.

Josh Krysak made the motion to approve the 1-year contract extension for FCCAA Experience Works! PLUS, Internship Program Contract in the amount of \$122.364.00. John Kline seconded the motion. Call for abstentions, Jim Stark abstained due to conflict of interest. Call for a motion; motion carried.

Solicitor Re-Appointment – The WFWIB is requesting the re-appointment of Lee Demosky as the Solicitor for the WFWDB for 2023 with no rate increase from the current service fee of \$125.00/hour.

Charlie Datz made the motion to approve the 1-year contract extension for Lee Demosky, Solicitor. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

VII. New Business

- Recently Awarded Grants

Workforce Opportunities for Rural Communities (WORC) – In Partnership with Southwest Corner Workforce Development Board & Tri-County Workforce Investment Board the U.S. Department of Labor awarded \$938,962.00 to sustain the Healthcare Industry Partnership. This grant will help grow business-education partnership activities in healthcare, build healthcare apprenticeship opportunities, support and increase OJTs, IWT, and ITAs in healthcare, enhance LWDB partnerships, and support temporary staff positions.

WIOA Statewide Activities Grant – PA CareerLink® Support – The PA Department of Labor & Industry awarded the WFWDB \$115,000.00. This grant will sustain PA CareerLink® Account Representative and Employment Specialist, support staff training (DEI, de-escalation, active shooter response, etc.), enhance PA CareerLink® customer service and expand use of current funding.

- Grants Submitted and Waiting on Confirmation

Post-Secondary Education Attainment – The WFWDB requested \$397,590.00 from the Richard King Mellon Foundation (RKM) to sustain the Experience Works! PLUS, Internship Program. This grant will increase the number of post-secondary level internships, support HPOs and work-based learning, expand program design to include high school level interns and support temporary staff positions.

Industry Partnership Grant - Manufacturing – The WFWDB requested an amount of \$165,364.71 from the PA Department of Labor & Industry to sustain the Manufacturing Industry Partnership. This grant will increase training opportunities, support local manufacturers, expand manufacturing partnerships, build apprenticeship opportunities in the area, connect more employers with the WFWDB programming and support temporary staff positions.

Industry Partnership Grant – Healthcare – The WFWDB requested an amount of \$126,237.21 from the PA Department of Labor & Industry to sustain the Healthcare Industry Partnership. This grant will increase training opportunities, support local healthcare providers, expand healthcare partnerships, develop apprenticeship opportunities in healthcare, connect more employers to WFWDB programming, and support temporary staff positions.

- Programs Assistant Position

The WFWIB is adding a full-time temporary programs assistant position which is needed to assist with all of the additional program needs. The position will be advertised and we hope to hire someone in January 2023.

- WORC Grant Subcontracts

Southwest Corner Workforce Development Board (SWCWDB) – The WFWIB received funds through the WORC Grant and is required to subcontract some of those funds in partnership with Southwest Corner WDB in the amount of \$267,444.00 to serve 93 individuals from September 15, 2022 – September 30, 2025 using the USDOL WORC Grant Funds.

Shujuane Martin made the motion to approve the subcontract for SWCWDB in the amount of \$267,444.00. Jim Rugh seconded the motion. Call for abstentions, hearing none; motion carried.

Tri-County Workforce Development Board (TCWDB) – The WFWIB received funds through the WORC Grant and is required to subcontract some of those funds in partnership with TCWDB in the amount of \$290,944.00 to serve 93 individuals from September 15, 2022 – September 30, 2025 using the USDOL WORC Grant Funds.

Laurie English made the motion to approve the subcontract for TCWDB in the amount of \$290,944.00. Brian Edmiston seconded the motion. Call for abstentions, hearing none; motion carried.

- Teacher-in-the-Workplace (TIW) MOU's – Motion to Approve

The WFWIB received funds in January through the Richard King (RK) Mellon Foundation to restart the TIW program. This program began in November and included 37 educators across 14 school districts in Westmoreland County. The partners who are helping to facilitate the TIW program are Westmoreland County Forum for Workforce Development, BotsIQ, and Westmoreland County Intermediate Unit. These MOUs are for September 15, 2022 – June 30, 2023 using Foundation Funds.

Economic Growth Connection -- The Economic Growth Connection will serve as the co-Coordinator of communications with the School Districts, tours, etc. in the amount of \$4,306.00

Josh Krysak made the motion to approve the MOU for the Economic Growth Connection in the amount of \$4,306.00. Robert Kahl seconded the motion. Call for abstentions, John Kline abstained due to conflict of interest. Call for a motion; motion carried.

Pittsburgh Chapter National Tooling and Machining BotsIQ -- The Pittsburgh Chapter National Tooling and Machining BotsIQ will assist in curriculum development, recruiting businesses, and assisting with program activities in the amount of \$3,017.00

Julianne Imbrescia made the motion to approve the MOU for the Pittsburgh Chapter National Tooling and Machining BotsIQ in the amount of \$3,017.00. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried.

Westmoreland Intermediate Unit 7 -- The Westmoreland Intermediate Unit 7 will design and co-facilitate the teacher/administrator's professional development activities in the amount of \$4,900.00

Jim Stark made the motion to approve the MOU for the Westmoreland Intermediate Unit 7 in the amount of \$4,900.00. John Kline seconded the motion. Call for abstentions, hearing none; motion carried.

- Dates of Upcoming Board & Executive Committee Meeting Dates 2023

Board Meeting Dates – March 13, 2023 at 1:00 p.m., June 12, 2023 at 1:00 p.m., September 11, 2023 at 1:00 p.m. and December 11, 2023 at 1:00 p.m.

Executive Committee Meeting Dates – February 9, 2023 at 1:00 p.m., May 11, 2023 at 9:00 a.m., August 8, 2023 at 1:00 p.m., and November 14, 2023 at 9:00 a.m.

VIII. Good of the Order

IX. Open Forum

X. Adjournment

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

Minutes: Michele Aston