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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, March 13, 2023
1:00 P.M. Zoom/Westmoreland County Community College
Commissioners Hall, Rooms 2303/2304
145 Pavilion Lane, Youngwood, PA 15697

PRESENT: Doug Decker; Chair, Jim Stark; Board Treasurer, Lori Albright, Board Secretary, John Dalrymple, Charlie Datz, Dan Dunmeyer, Laurie English, Julian Imbrescia, Robert Kahl, Jr., John Kline, Josh Krysak, Brian Lawrence, Don Martin, Shujuane Martin, Muriel Nuttall, George Rattay, Randy Roadman, Ed Yankovich, Mandy Zalich

ABSENT: Rennie Detore, Marge Duranko, Brian Edmiston, Jim Rugh, Vice Chairperson, William Shaffer, Tuesday Stanley, Frank Staszko,

SOLICITOR: Jason Kelly

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

GUESTS: Kim Turnley, Mark C Turnley, CPA, State Representative Eric Nelson, Sean Kertes, Westmoreland County Commissioner, Robert MacPherson, Chief of Staff for Commissioner Doug Chew, Vince Vicites, Fayette County Commissioner, Dave Lohr, Fayette County Commissioner, Sean Stanbro, Equus Workforce Solutions, Jennifer Nestor, Workforce Development Analyst 2 Oversight Services

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 December 12, 2022

George Rattay made the motion to approve the December 12, 2022, Board minutes. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- Statement of Financial Position

Dan Dunmeyer made the motion to approve the Statement of Financial Position. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

IV. Finance March 9, 2023 Committee Meeting Report – Jim Stark

Kim Turnley reported on the Audit Report Year Ending June 30, 2022. The two main highlights on the Audit were an unmodified opinion on the Financial Statements and no findings in the Audit Report. EARN and TANF were audited for PY 2021-2022 and there were no findings.

- Audit Report Year Ending June 30, 2022 – Kim Turnley, CPA – Motion to Approve

Jim Stark made the motion to approve the Audit Report Year Ending June 30, 2022. John Kline seconded the motion. Call for abstentions, hearing none; motion carried.

- Transfer of Funds – Motion to Approve

John Kline made the motion to approve the Transfer of \$350,000.00 from Dislocated PY22 Funds to Adult PY22 Funds. Brian Lawrence seconded the motion. Call for abstentions, hearing none; motion carried.

- Audit Request for Proposals – July 1, 2022 – June 30, 2025 – Update

Last year was the third year from the Auditing firm. We are beginning the process for requesting proposals from auditors for the period of July 1, 2022 – June 30, 2025.

V. Customer Service January 27, 2023 Committee Meeting Report – Janet Ward

- Revised Policies/Recommendations – Motion to Approve

Apprenticeship Training Policy and Procedures

An addendum was added to this policy which reads, other grants or funding received may have special apprenticeship training policies and procedures. This provides flexibility for other funding received outside of WIOA that allows us to make special additions or changes to those policies.

Dan Dunmeyer made the motion to approve adding the addendum to the Apprenticeship Training Policy and Procedures. Ed Yankovich seconded the motion. Call abstentions, hearing none; motion carried.

Priority of Services Policy

An addendum was added to this policy which reads, other grants or funding received may have special apprenticeship training policies and procedures. This provides flexibility for other funding received outside of WIOA that allows us to make special additions or changes to those policies.

Charlie Datz made the motion to approve adding the addendum to the Priority of Services Policy. George Rattay seconded the motion. Call abstentions, hearing non; motion carried.

Supportive Services Policy

An addendum was added to this policy which reads, other grants or funding received may have special apprenticeship training policies and procedures. This provides flexibility for other funding received outside of WIOA that allows us to make special additions or changes to those policies.

Shujuane Martin made the motion to approve adding the addendum to the Supportive Services Policy. Charlie Datz seconded the motion. Call abstentions, hearing non; motion carried.

Secondary Review Policy

This policy was re-written to provide clearer guidelines for secondary reviewers.

Juliane Imbrescia made the motion to approve the Secondary Review Policy. Dan Dunmeyer seconded the motion. Call abstentions, hearing non; motion carried.

- Policy Reviews – Motion to Approve

Program Income Policy

The customer service committee reviewed this policy and there were no changes made to it.

Brian Lawrence made the motion to approve the review of the Program Income Policy. Josh Krysak seconded the motion. Call abstentions, hearing none; motion carried

WIOA Adult/DW Follow-Up Services Policy – Adult Dislocated Worker – Title I

The customer service committee reviewed this policy and there were not changes made to it.

Laurie English made the motion to approve the review of the WIOA Adult/DW Follow-Up Services Policy – Adult Dislocated Worker – Title I. Brian Lawrence seconded the motion. Call abstentions, hearing non; motion carried

VI. Executive Director Report – Janet Ward

- PA CareerLink® Operator Update

In late October, Ted Martin became the Interim PA CareerLink® Operator. Ted is also the Site Administrator for the Fayette PA CareerLink®. Since Ted stepped into his dual role, communication has improved with the partners, site administrators and WFWIB.

- PA CareerLink® OJT Update

As employers are hiring new employees, the WFWIB is able to supplement the cost of the first three months of training. As of January 24, 2023, there were 74 OJTS with 39 companies all together. The WFWIB is at the halfway mark for the year. The average hourly wage is \$17.84/hour and over all the WFWIB has spent \$413,048.70.

- PA CareerLink® ITA Update

Individual Training Accounts (ITAs) are for individuals looking to upgrade their skills. Educational providers have to be on our approved provider list and we will fund up to \$8,000. These trainings are for High Priority Occupations (HPO's). Some programs are 6 months and some are 2-year programs. The Program Year (21) ended as of June 30, 2022 and the total number of ITAs that were funded were broken down into three categories, transportation, medical, and other. There were 114 for a total cost of \$579,462.86, and 63% of individuals were placed. For PY22, the WFWIB is on course with the ITAs. The ITAs are continuing into PY22 so, we are looking to move our funds around to cover the costs.

- PA CareerLink® Training Facilitator RFB Contract Recommendations – Motion to approve

Darrell Andrews LLC Associates – The WFWDB requested bids from qualified organizations to coordinate and facilitate supportive training for the PA CareerLink’s® staff and partners. Training must provide staff and partners with relevant information on how to assist the public and react appropriately in various situations. Darrell Andrews will be responsible for coordinating and facilitating Diversity, Equity, and Inclusion training at all three PA CareerLink’s® for an amount of \$12,000 to conclude no later than June 30, 2023.

Charlie Datz made the motion to approve Darrell Andrews LLC Associates Diversity Training (DEI) & Coaching in the amount of \$12,000.00. Brian Lawrence seconded the motion. Call for abstentions, hearing none; motion carried.

Westmoreland County Community College – The WFWDB requested bids from qualified organizations to coordinate and facilitate supportive training for the PA CareerLink’s® staff and partners. Training must provide staff and partners with relevant information on how to assist the public and react appropriately in various situations. Westmoreland County Community College will be responsible for coordinating and facilitating Conflict Resolution and De-escalation training at all three PA CareerLink’s® for an amount of \$15,205.00 to conclude no later than June 30, 2023.

Dan Dunmeyer made the motion to approve the Westmoreland County Community College conflict resolution and de-escalation training in the amount of \$15,205.00. Randy Roadman seconded the motion. Call for abstentions, hearing none; motion carried.

- Industry Partnership Update – Motion to Approve

Catalyst Connection – People Empowerment Workshop Series for training on how to become better manager and on recruitment and retention. These workshops are being offered to our Health Care and Manufacturing Industry Partnerships which is a 1-day four-hour session for a total of 4 workshops. The contract total for this contract is \$15,000.00, which would be paid through our industry partnership funds.

George Rattay made the motion to approve the Catalyst Connection, People Empowerment Workshop Series for training in the amount of \$15,000.00. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

Teacher-in-the-Workplace (TIW) – The TIW Event will be held at the LIVE Casino located in Westmoreland Mall Greensburg, on March 30, 2023. The contract total for this contract is \$6,770.40.

George Rattay made the motion to approve the TIW Event on March 30, 2023 at the LIVE Casino Contract in the amount of \$6,770.40. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- Local/Regional Plan Update

The WFWIB has submitted the local plan update to the State and is waiting for feedback. The next step is to receive feedback from the state, if needed make additional changes and then submit for public comment for 30 days. After public comments, we will submit the final changes to the state and it will then be presented to the board members for approval at the June 2023 board meeting.

VII. New Business – Janet Ward

- Recently Awarded Grants

Post-Secondary Education Attainment – The WFWDB received \$400,000.00 from the Richard King Mellon Foundation (RKM) to sustain the Experience Works! PLUS, Internship Program. The grant will allow the program to continue through July 2023 to June 2025 for 60 Westmoreland County youth and young adults. Similar to its current program year, the WFWDB will utilize leverage TANF funds to support Fayette County youth and young adults in participating in the program.

Industry Partnership Grant - Manufacturing – The WFWDB was awarded \$165,364.71 from the PA Department of Labor & Industry to support the Westmoreland-Fayette Manufacturing Industry Partnership in increasing training opportunities, supporting local manufacturers, expanding manufacturing partnerships, enhancing apprenticeship opportunities within the manufacturing industry, connecting more manufacturers to WFWDB programming, and supporting staff positions.

Industry Partnership Grant – Healthcare – The WFWDB was awarded \$126,237.21 from the PA Department of Labor & Industry to support the Westmoreland-Fayette Healthcare Industry Partnership in increasing healthcare training opportunities, supporting local healthcare providers, expanding healthcare partnerships, developing apprenticeship opportunities within the healthcare industry, connecting more healthcare employers to WFWDB programming, and supporting staff positions.

- Grants Submitted and Waiting on Confirmation

Near Completer Grant – WFWDB and Seton Hill University requested an amount of \$472,182.00 from the PA Department of Labor & Industry for the Near Completer Grant. This grant would allow 18 to 20 dislocated, incumbent and/or unemployed Westmoreland-Fayette County Residents who have left a higher education institution in the last two years to enroll in Seton Hill University’s Online Degree and Certificate program to support them in finding better employment. The WFWDB will serve as the lead entity for the proposed Near Completer Project overseeing fiscal grant management and grant administration and will work directly with SHU to oversee project development.

- Grants Not Yet Submitted

Business Education Partnership (BEP) – The WFWDB has not yet submitted a request for this grant which is issued by the PA Department of Labor & Industry. Submission is due next week. The funding will support the Westmoreland-Fayette Business Education Partnership (WFBEP) in maintaining programs, activities, and initiatives to connect business and education and inform local students of the employment opportunities available in the local area.

- Staffing Update

The WFWIB has posted two positions the first one is the Industry Partnership Specialist. This position will assist with the WORC Grant in partnership with Southwest Corner Workforce Investment Board and Tri-County Workforce Investment Board to focus on our Healthcare Ecosystem. The other position is the Youth Programs Specialist, Madelyn Butina recently resigned from this position. The Youth Manager has recently resigned and that position will be posted in the near future.

- Additional Office Space – Motion to Approve

The WFWIB is growing and needs space for the additional staff. The WFWIB has been negotiating with Westmoreland County Community College to lease additional office space next to Tom and Melissa's office. The additional space is 675 square feet and includes some furniture. The college is going to present the amendment to the lease agreement at the board meeting on March 22, 2023 for their approval.

Charlie Datz made the motion to approve the WFWIB to negotiate additional 675 square feet of office space. Josh Krysak seconded the motion. Call for abstentions, hearing none; motion carried.

- 2022 Highlights

Some of the WFWIB's major highlights for 2022 were, 4 new board members joined the Board, 39 educators & 20 Organizations are actively involved in the WFWIB's Teacher-in-the-Workplace (TIW) program, 2 new industry partnerships kicked off for the WFWIB Manufacturing and Healthcare Industries, 3 new hires to the WFWIB Team, over 1.8 million in funding received outside of standard TANF & WIOA, and an 81% increase in funding received outside of standard TANF & WIOA funding compared to 2021.

VIII. Good of the Order

IX. Open Forum

X. Adjournment

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

Minutes: Michele Aston