



MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, December 11, 2023
Hybrid/Westmoreland County Community College, Commissioners Hall
Room 2303-2304, Youngwood, PA 15697
1:00 P.M. Call in Meeting

PRESENT: Doug Decker; Chair, Jim Rugh; Vice Chairperson, Lori Albright, Board Secretary, John Dalrymple, Charlie Datz, Rennie Detore, Jeffrey Dick, Marge Duranko, Laurie English, Julian Imbrescia, Josh Krysak, Robert Kahl, Jr., John Kline, Don Martin, Shujuane Martin, George Rattay, Tuesday Stanley, Kim Hawk, Don Travis, Kathie Brean, Randy Roadman, Ed Yankovich, Mandy Zalich

ABSENT: Brian Edmiston, Brian Lawrence, Murel Nuttall

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Thomas Whetsel, Melissa Keys, Melissa Dean, Anna Filosemi, Kerry Fagan, Caityln Slezak, Vicki Meier, Christina Fortunato, Josie Kuhn, Michele Aston

GUESTS: Kylie Stoner, Chief of Staff for Commissioner Ted Kopas, Melanie Erb, Workforce Development Analyst 2, Oversight Services Pennsylvania Department of Labor & Industry, Bureau of Workforce Development Administration; Michelle Steele, Regional Rapid Response Coordinator, Labor & Industry, Bureau of Workforce Partnership & Operations

- I. Roll Call (Zoom Conference) A quorum was present; official business could be conducted.
- II. Public Comments: None
- III. Welcome – Introductions of New Board Members
- IV. Vote on Consent Agenda Items
 - Approval of Minutes from September 11, 2023

George Rattay made the motion to approve the September 11, 2023, Board minutes. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

- Approval of Statement of Financial Position

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

V. Executive Committee Report – Doug Decker

- Ratification of Approvals

Transfer of funds – Motion to Approve

The PA CareerLink's have had an increase in the number of ITA's and the funding for these services decreasing. The WFWIB is requesting approval for the transfer of \$250,000.00 from Dislocated Worker Funds to Adult Funds to continue these services.

Ed Yankovich made the motion to approve the transfer of \$250,000.00 from Dislocated Worker funds to Adult Funds. Randy Roadman seconded the motion. Call for abstentions, hearing none; motion carried

Teacher-In-the-Workplace Keynote Speaker Mark Perna -\$14,000.00– Motion to Approve

The WFWIB is hosting an event “Celebrating Connections” on March 19, 2024 at the LIVE Casino Greensburg, PA and inviting current and previous educators, employers, and the CTC's to this event. Mark Perna will speak about “How do you work with the next generation and how do you engage them with career pathway work?” The cost for Mark Perna to speak at this event is \$14,000.00.

Don Martin made the motion to approve Teacher-in-the-Workplace Speaker Mark Perna in the amount of \$14,000.00. Bob Kahl seconded the motion. Call abstentions, hearing none, motion carried.

Teacher-in-the-Workplace Celebrating Connections Event at LIVE Casino Event Center \$6,596.80 –Motion to Approve

Shujuane Martin made the motion to approve the Teacher-in-the-Workplace LIVE Casino Event Center in the amount of \$6,596.80. Bob Kahl seconded the motion. Call abstentions, hearing none; motion carried.

Recommendation to Approve – Motion to Approve issuance of 4% special bonus pursuant to section V. B. of the WFWDB Employee Handbook to all full-time personnel employed between 7/1/2022 – 6/30/2023 and prorated for full-time employees hired between 7/1/2022 – 6/30/2023. Said special bonus should be calculated based on the fiscal year of 7/1/2022 to 6/30/2023. The full-time employees must still be employed by the WFWDB as of December 11, 2023 to be eligible to receive this bonus. (This bonus is in recognition of exemplary job performance based on a review of employee performance data by the WFWDB Executive Committee).

George Rattay made the motion to approve the 4% special bonus pursuant to section V.B of the WFWDB Employee Handbook for full-time employees employed between 7/1/2022 – 6/30/2023 and prorated for full-time employees hired between 7/1/2022-6/30/2023. Charlie Datz seconded the motion. Call abstentions, hearing none; motion carried.

VI. Youth Committee Report – Doug Decker

- a. Experience Works! Youth Work Experience Program Request for Proposal - Motion

Arbor dba Equus – Equus will serve 20 Westmoreland County youth and Westmoreland County worksites for the period of January 1, 2024 to December 31, 2024 in the amount of \$107,812.00.

Josh Krysak made a motion to approve the Arbor dba Equus Experience Works! Program Proposal in the amount of \$107,812.00 for the period of January 1, 2024 to December 31, 2024. Julian Imbrescia seconded the motion. Call abstentions, hearing none; motion carried.

Fayette County Community Action Agency – FCCAA will serve 30 youth in Fayette County and Fayette County Worksites for the period of January 1, 2024 to December 31, 2024 in the amount of \$164,046.00.

Shujuane Martin made a motion to approve the Fayette County Community Action Agency Experience Works! Program Proposal for the period of January 1, 2024 through December 31, 2024 in the amount of \$164,046.00. Margie Duranko seconded the motion. Call abstentions, Kim Hawk abstained due to conflict of interest. Call for a motion; motion carried.

Private Industry Council of Westmoreland/Fayette, Inc. (PIC) – PIC will serve 95 youth in Westmoreland and Fayette County and Westmoreland and Fayette County Worksites for the period of January 1, 2024 to December 31, 2024 in the amount of \$413,003.00.

Charlie Datz made a motion to approve the Private Industry Council's Experience Works! Program Proposal for the period of January 1, 2024 through December 31, 2024 in the amount of \$413,003.00. Josh Krysak seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

- b. Youth Re-entry Program Request for Proposal – Motion to Approve

Westmoreland County Community Action (WCA) – WCA will serve 25 youth in Westmoreland County for 18 months in the amount of \$107,143.00.

Tuesday Stanley made a motion to approve the Westmoreland County Community Action Youth Re-entry Program Proposal for the period of 18 months in the amount of \$107,143.00. Jeffrey Dick seconded the motion. Call abstentions, Mandy Zalich abstained due to conflict of interest. Call for a motion; motion carried.

Private Industry Council of Westmoreland/Fayette, Inc. (PIC) – PIC will serve 80 youth in Westmoreland and Fayette County for 18 months in the amount of \$342,857.00.

Kim Hawk made a motion to approve the Private Industry Council's Youth Re-entry Program Proposal for the period of 18 months in the amount of \$342,857.00. John Dalrymple seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion; motion carried.

VII. Customer Service Committee Report – Jim Rugh

- Policy Review Recommendations – Motion to Approve

On-The-Job-Training (OJT) Manual – (IWT) – Review/Approve

The only change to this policy was an added addendum which reads, other grants or funding received may have special supportive service policies.

Don Martin made the motion to approve the recommendation to add the addendum to the On-The-Job-Training Manual. Julian Imbrescia seconded the motion. Call for abstentions; hearing none, motion passed.

WIOA Customized Job Training (CJT) Policy – Review/Approve

The only change to this policy was an added addendum which reads, other grants or funding received may have special supportive service policies.

Josh Krysak made the motion to approve the recommendation to add the addendum to the WIOA Customized Job Training (CJT) Policy. Randy Roads seconded the motion. Call for abstentions; hearing none, motion passed.

Individual Training Account (ITA) Policy – Review/Approve

The only change to this policy was an added addendum which reads, other grants or funding received may have special supportive service policies.

Tuesday Stanley made the motion to approve the recommendation to add the addendum to the Individual Training Account (ITA) Policy. Jeffrey Dick seconded the motion. Call for abstentions; hearing none, motion passed.

Southwestern Pennsylvania Regional Training Policy – Motion to Approve

The Allegheny Conference received BBB funding about a year ago and has been working to align policies across the region with other Workforce Boards. Workforce Boards have customized policies to meet each of their regions needs and their reimbursement amounts are different in each of the areas. This policy will allow all the Workforce Boards working

with companies under the BBB initiative to use the same structures and funding processes for those companies. In doing this, it will make the process simple for the employers to understand. This policy is between Tri-County, Southwest Corner, Partner4Work, and the WFWIB Workforce Investment Boards.

John Dalrymple made the motion to approve the Southwestern Pennsylvania Regional Training Policy for Build Back Better (BBB). Ed Yankovich seconded the motion. Call for abstentions; hearing none, motion passed.

The PA CareerLink's® are recertified every three years and WFWIB's three PA CareerLink's® certification expire December 31, 2023. The process of the evaluation is to determine if the criteria was met in each of the categories for each of the PA CareerLink's®. The evaluations are submitted to the PA CareerLink® Administrators, the operator, the WFWIB Staff, and the partners to provide feedback. The scores from the surveys will be shared with each of the PA CareerLink's®. All the PA CareerLink's Alle-Kiski, Westmoreland, and Fayette would be recertified for a 3-year period beginning January 1, 2024 through December 31, 2026.

Tuesday Stanley made the motion to approve the PA CareerLink® recertification for Westmoreland for a 3-year period. Charlie Datz seconded the motion. Call for abstentions; hearing none, motion passed.

Don Travis made the motion to approve the PA CareerLink® recertification for Fayette for a 3-year period. George Rattay seconded the motion. Call for abstentions; hearing none, motion passed.

Julian Imbrescia made the motion to approve the PA CareerLink® recertification for Alle-Kiski for a 3-year period. Don Travis seconded the motion. Call for abstentions; hearing none, motion passed

VIII. Executive Director Report – Janet Ward

- Recently Submitted

Healthcare Industry Partnership Grant Westmoreland-Fayette Healthcare Industry Partnership requested: \$189,319.13 from the PA Dept. of Labor & Industry.

- The WFWDB has requested funds to support the Westmoreland-Fayette Healthcare Industry Partnership for another program year with a stronger emphasis on training. Specifically, training funds have been requested to support occupations such as Emergency Medical Services, Certified Nursing Aids, License Practical Nurses, and Respiratory Therapists.

Manufacturing Industry Partnership Grant Westmoreland-Fayette Healthcare Industry Partnership. The WFWIB Requested: \$210,574.66 from the PA Dept. of Labor & Industry,

- The WFWDB has requested funds to support the Westmoreland-Fayette Manufacturing Industry Partnership for another program year with a stronger emphasis on training.

Specifically, training funds have been requested to support occupations such as Industrial Engineers, Machinists, Technicians, and more.

- Recently Awarded

Southwest PA Regional Recovery Ecosystem, in partnership with Partner4Work
Nine-county focus: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland. The WFWIB Received: \$122,500.00 from the Appalachian Regional Commission (ARC) INSPIRE Grant for a period of September 2023 to September 2025.

- This initiative builds upon the existing work of expanding best practices and supporting individuals in recovery of substance use disorder to find and maintain employment. It will additionally place more emphasis on increasing the involvement of PA CareerLink® centers and incorporating more training, specifically apprenticeships and pre-apprenticeships.

Westmoreland County Internship Development Program is an initiative between the Economic Growth Connection of Westmoreland and the WFWIB. The WFWIB Received: \$300,000.00 from Westmoreland County.

- The intent behind this initiative is to assist local high school students in finding internship opportunities to help them define their futures and aid in some job assurance and to assist regional industries in implementing internship programs with high school students. Unlike the Experience Works! PLUS, internship program, funding for wages will not be available as businesses will be encourage to pay their interns directly.

- Solicitor Re-Appointment Approval – Motion to Approve

The WFWIB is requesting the re-appointment of Lee Demosky, Attorney at Law as the Solicitor for the WFWDB for 2024, with no rate increase from the current service fee of \$125.00/hour.

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

- Mental Health Training Request for Bids – Motion to Approve

The WFWDB requested bids for qualified and eligible organizations to facilitate and provide mental health training tow WFWDB staff and Westmoreland-Fayette PA CareerLink® staff. The WFWDB sought bidders with previous experience in providing mental health awareness training and mental health training. The WFWIB is recommending the Intermediate Unit I in the amount of \$4,634.00 for 6 months. Training will take place between January 2024 and June 2024.

Josh Krysak made the motion to approve the Intermediate Unit 1 for Mental Health Training with the WFWIB staff and WFWIB PA CareerLink Staff® in the amount of \$4,634.00. Kathie Brean seconded the motion. Call for abstentions; Don Martin abstained due to a conflict of interest; Call for a motion, motion passed.

- Experience Works! PLUS – Motion to Approve

An Experience Works! PLUS, contract approval for Fayette County Community Action Agency in the Amount of \$122,364.00 for 20 Interns. This is a Contract extension and approval starting January 1, 2024 through December 31, 2024.

Randy Roadman made the motion to approve the Fayette County Community Action Agency contract extension for Experience Works! PLUS, for 20 interns in the amount of \$122,364.00. John Dalrymple seconded the motion. Call for abstentions; Kim Hawk abstained due to a conflict of interest; Call for a motion, motion passed.

- Update On Staff

The WFWIB has 3 staff positions that we are looking to fill. The Workforce Development Director, Internship Specialist, and the Programs Assistant. If you know of anyone that might be interested in working at the WFWIB, please refer them to us.

IX. New Business – Janet Ward

- Dates of upcoming Board & Executive Committee Meetings for 2024
 - Board Meeting Dates – March 11, 2024 at 1:00 p.m., June 10, 2024 at 1:00 p.m., September 9, 2024 at 1:00 p.m. and December 9, 2024 at 1:00 p.m.
 - Executive Committee Meeting Dates – February 13, 2024 at 1:00 p.m., May 14, 2024 at 1:00 p.m., August 13, 2024 at 1:00 p.m., and November 14, 2024 at 1:00 p.m.

X. Good of the Order

XI. Open Forum

XII. Adjournment

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

Minutes: Michele Aston