



145 Pavilion Lane
Youngwood, PA 15697
(724) 755-2145
(724) 755-0914 Fax
www.westfaywib.org

MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, June 12, 2023
1:00 P.M. Call in Meeting - Zoom

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- PRESENT:** John Dalrymple, Charlie Datz, Rennie Detore, Dan Dunmeyer, Marge Duranko, Brian Edmiston, Laurie English, Julian Imbrescia, Robert Kahl Jr., John Kline, Josh Krysak, Shujuane Martin, Muriel Nuttall, Randy Roadman, Jim Rugh, Vice Chairperson, Tuesday Stanley, Jim Stark; Board Treasurer, Ed Yankovich, Mandy Zalich
- ABSENT:** Lori Albright, Board Secretary, Kathie Brean, Doug Decker; Chair, Brian Lawrence, Don Martin, George Rattay, Frank Staszko
- SOLICITOR:** Lee Demosky
- STAFF:** Janet Ward, Thomas Whetsel, Melissa Keys, Michele Aston
- GUESTS:** Angela Kenes, Intermediate Unit 1, Head Coordinator for Adult Education Chelsea Snyder, Intermediate Unit 1, Head Coordinator for Adult Education, Doug Chew, Westmoreland County Commissioner, Sean Stanbro, Equus Workforce Solutions, Jennifer Nestor, Workforce Development Analyst 2 Oversight Services
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- I. Roll Call (Zoom Conference) A quorum was present; official business could be conducted.
- II. Public Comments: None
- III. Title II Presentation – Angela Kenes & Chelsa Snyder

The WIOA Title II Adult Education Offers skill development programs that provide and on-ramp to college, job training and high demand careers. Programs in math, reading, high school equivalency preparation (HSE), and English language learning accelerate the achievement of credentials and enrollment in postsecondary programs. In PY22-23, the number of enrollments has increased in both Fayette and Westmoreland Counties. Exceeded the number of program outcomes for obtaining secondary credentials, entered postsecondary and employment outcomes. In October 2022, 20 students have successfully completed testing (GED/HiSET) and received a Secondary School Credential. Our program ends on June 30, and we have over 400 students enrolled in the program this year. In addition, a pre-LPN class for 14 students for the Indiana County Technology Center's LPN program held at the Connellsville CTC center. Partnered with the PA CareerLink® Fayette County to help with eligibility for ITA funding. The Literacy Council of Southwestern PA provided scholarships for the cost of the TEAS test for students who completed the class. We also participated in the Westmoreland-Fayette Healthcare Industry Partnership Networking

event. Awarded three \$500 postsecondary scholarships to students who successfully completed the program and transitioned to a postsecondary program. Scholarships are provided through an EQT grant to the Literacy Council of Southwestern, PA.

IV. Vote on Consent Agenda Items

- Approval of Minutes from March 13, 2023

Margie Duranko made the motion to approve the March 13, 2023, Board minutes. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- Approval of Statement of Financial Position

Ed Yankovich 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 – Jim Rugh

- WFWDB Board Retreat Survey/Next Steps

The board retreat and regular board meeting was held on March 13, 2023. There were 18 board members in attendance and the retreat topics were WIOA 101, Board Compliance, Insights from the National Conversation, Local Issues, WFWIB/PA CareerLink® Office Tours, and Next Steps: Reflecting on Local Issues. A survey was distributed to provide some feedback regarding the retreat. A total of 8 survey responses were received and 100% of responders shared the 2023 board retreat topics were applicable to them, the information shared during the retreat was valuable, engaging and encouraged conversations. There was 100% satisfaction with these topics, WIOA 101 Discussion, Board Compliance, Insights from the National Conversation, Local Issues, and the Facilitator Tom Kavanaugh. About 75% were very satisfied with the WFWIB Office Tours, PA CareerLink® Tours, Reflecting on local issues and the Board Retreat webpage. For the next retreat, a few different opinions on the length of the day some felt it should remain one day and others felt it should be shorter, provide more time for interactive workshops with more topics of discussion and breakout sessions with other members. Some of the biggest trends from the notes collected from the retreat were declining & aging population, funding challenges, recruitment and retention, child care, mental health, and healthcare. The trends lead into the emerging issues with additional regulations, workforce, healthcare, transportation, and addiction. Diversifying our industry focus by talking with local employers in the community, connecting to workforce and resources, diversity, equity, and inclusion and our role as the WFWDB.

VI. Finance Committee Report – Jim Stark

- PY2023 Budget – July 1, 2023 – June 30, 2024
 - Budget July 1, 2023 – June 30, 2024 – Motion to approve

Both the Finance Committee and the Executive Committee reviewed and approved the Westmoreland-Fayette WIB Budget for PY July 1, 2023 – June 30, 2024, bringing the recommendation to the Board.

Total Budget: \$11,682,776
Training – 57.1%, \$6,670,154
WIB Salaries & Benefits – 9.8%, \$1,146,792

WIB Operating Costs – 1.3%, \$14,468
PA CareerLink® - 18%, \$2,098,815
Uncommitted Funds – 13.8%, \$6,670,154

Jim Stark made the motion to approve the Budget for July 1, 2023 – June 30, 2024. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- 2023-2024 Salary Schedule
 - 2023-2024 Salary Schedule – Motion to Approve

Both the Finance Committee and the Executive Committee reviewed and recommended the adoption and approval of the updated 2023-2024 Salary Schedule based on the “Bureau of Labor Statistics” website with a 2 ½% increase. 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.

Jim Stark made the motion to adopt and approve the 2023-2024 Salary Schedule. Dan Dunmeyer seconded the motion. Call for abstentions, hearing none; motion carried.

- Fiscal Policy Updates
 - Policy Updates – Motion to Approve

Both the Finance Committee and the Executive Committee reviewed and recommended the adoption and approval of Fiscal Policy Updates. The following sentence was added to the “Depository of Funds policy “Remote Deposit(s) may be made with agreement through designated Financial Institution.” Limits were added to insurance coverages so the board members would be made aware of exact coverages. A simple change was made to the Procurement System Policy, “shall be based on at least (3) competitive bids or a cost price analysis” which allows the flexibility to perform an analysis without having to bid. The purchasing authority limit for the CFO was raised to \$3,500 and \$5,000 for the Executive Director. The corporate debit card daily limit was raised to \$3,000. Lee Demosky, Solicitor reviewed and approved the change to the policies.

Jim Stark made the motion to adopt and approve the changes to the Fiscal Policies. Charlie Datz seconded the motion. Call for abstentions, hearing none; motion carried.

- Audit Bid
 - New Auditor for 3-year Contract – Motion to Approve

The WFWIB released a Request for Bid (RFB) for a single audit provider for a 3-year contract for years 2023, 2024, & 2025. Tom also send the RFB to 10 firms in the local area to try and get some interest in bidding. The WFWIB received a total of three bids. The audit firms that sent in the bids were Sisterson & Company, LLP, with a total bid of \$150,000.00, Harbein CPAs & Advisors, with a total bid of \$119,000.00, and DeBlasio 7 DeBlasio Associates, with a total bid of \$66,000.00 The committee members received the RFB’s to review, evaluate, score and submit their scoring sheets to the WFWIB.

Jim Stark made the motion to approve the new auditor DeBlasio & DeBlasio Associates for a 3-year contract. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion carried.

V. Youth Committee Report – Jim Rugh

- Program Updates

A Request for Proposal was released and received several proposals to help serve In-School Youth (ISY) and Out-of-School Youth (OSY) ages 16-24 for both Westmoreland and Fayette Counties. The following are new WIOA Youth Employment and Training Program proposals needing approval for the period of July 1, 2023 – June 30, 2024.

PIC – CDL Plus – Support 25 OSY (18-24) residing in Westmoreland/Fayette County to obtain their CDL Class A Driver’s License or a CDL Class A Driver’s License with HAZMAT and Tanker Endorsements. Recommending approval for \$250,000.00

Charlie Datz made the motion to approve PIC CDL Plus Program proposal. Dan Dunmeyer seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

PIC – Drone Education Program – Provide 25 ISY (16-18) with their own drone, drone education, work experiences, field trips, and the opportunity to earn their Federal Aviation Association Part 107 Drone Certification license. Recommending approval for \$121,985.00

Josh Krysak made the motion to approve PIC Drone Education Program proposal. Jim Stark seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

Fayette County Community Action Agency – Bridge to Success Program – Provide 50 OSY (18-24) with case management support to assist them in obtaining a GED, earning a certification of completion in skills training and obtaining employment. Recommending approval for \$112,057.00 and to negotiate improving program design before finalizing the contract.

Shujuane Martin made the motion to approve Fayette County Community Action Agency -Bridge to Success Program proposal. John Kline seconded the motion. Call abstentions, Jim Stark abstained due to conflict of interest. Call for a motion, motion carried

Equus – Youth Employment Program – Provide 55 OSY (16-24) with GED instruction and credential attainment, career readiness and pathway exploration, work experience placements, and enrollment to post-secondary education. Recommending approval for \$357,000.00.

Charlie Datz made the motion to approve Equus – Youth Employment Program proposal. Laurie English seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

Fayette County Community Action Agency – Nurse Aid Training Program – Support 24 OSY (18-24) with classroom, lab, and clinical work experience as they pursue their Certified Nursing Assistant Certification. Recommending approval for \$118,446.00.

Ed Yankovich made the motion to approve Fayette County Community Action Agency – Nurse Aid Training Program Proposal. Josh Krysak seconded the motion. Call abstentions, Jim Stark abstained due to conflict of interest. Call for a motion, motion carried

VI. Executive Director Report – Janet Ward

- Regional/Local Plan – Motion to Approve

Tuesday Stanley made the motion to approve the Regional/Local Plan. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried.

- PY23 Contracts – July 1, 2023 – June 30, 2024 – Motion to Approve

Private Industry Council – PA CareerLink® Alle-Kiski Operating Budget – in the amount of \$294,487.00

Brian Edmiston made the motion to approve Private Industry Council – PA CareerLink® Alle-Kiski Operating Budget in the amount of \$294,487.00. Jim Stark 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 \$222,787.00

Julian Imbrescia made the motion to approve Private Industry Council – PA CareerLink® Fayette Operating Budget in the amount of \$222,787.00. Laurie English 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 \$295,500.00

Margie Duranko made the motion to approve Private Industry Council – PA CareerLink® Westmoreland Operating Budget in the amount of \$295,500.00. Julian Imbrescia 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

Jim Stark made the motion to approve Private Industry Council – EARN Budget in the amount of \$734,498.00. John Kline seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

Private Industry Council – Title I Budget – in the amount of \$1,419,518.00

Brian Edmiston made the motion to approve Private Industry Council – Title I Budget in the amount of \$1,419,518.00. 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 \$36,800.00

Tuesday Stanley made the motion to approve Private Industry Council – One-Stop Operator Budget in the amount of \$36,800.00. 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 Budget – in the amount of \$50,000.00

Ed Yankovich made the motion to approve Private Industry Council – Transitional Worker Budget in the amount of \$50,000.00. Laurie English seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

- New Grant Projects
 - Near Completer Grant Contract – Motion to Approve

Seton Hill University – Near Completer Grant --The Near Completer Grant will support students who have left higher education in the past 2 years and want to complete their degree. It will support 18 to 20 students through an online degree program. The funding is from June 1, 2023 to June 30, 2024. The amount recommended for approval is \$438,108.00

Shujuane Martin made the motion to approve to contract with Seton Hill University with the New Completer Grant in the amount of \$438,108.00. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion carried.

- Experience Works! PLUS, Speaker Approval – Motion to approve

Workforce 180 – Speaker Approval – Mike Fazio will present on July 12, 2023 at our Experience Works! PLUS, summit on creating a career pathway in the Workforce and overcoming obstacles of entering the multigenerational workforce. The amount recommended for approval is \$5,000.00

Charlie Datz made the motion to approve to contract with Mike Fazio/Workforce 180 to present at the Experience Works! PLUS, event in the amount of \$5,000.00. Jim Stark seconded the motion. Call for abstentions, hearing none; motion carried.

- Grant Updates

New Completer Grant – WFWDB & Seton Hill University – This grant was awarded in the amount of \$475,182.00 by the PA Department of Labor & Industry for a period of June 1, 2023 – June 30, 2024. This grant was designed to enroll 18 to 20 dislocated, incumbent and/or unemployed Westmoreland-Fayette County residents who have left a higher education institution in the last two years in Seton Hill University’s Online Degree and Certificate program to support them in finding better employment. The WFWDB will serve as 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.

Business Education Partnership – Westmoreland-Fayette Business Education Partnership – This grant was awarded in the amount of \$150,000.00 by the PA Department of Labor & Industry for a period of June 1, 2023 – August 31, 2024. This funding will support the Westmoreland-Fayette Business Education Partnership (WF-BEP) in maintaining programs, activities, and initiatives to connect business and education and inform local students of the employment opportunities available in the local area.

- Grant Extensions

Business Education Partnership – Richard King Mellon Foundation (RKMF) – extended the grant through June 30, 2024. This grant provides career awareness and readiness activities that

engage students, educators, businesses, and parents/guardians in Westmoreland County. This project additionally supports the WFWDB's Experience Works! PLUS, program. This extension will allow the WFWDB to utilize all funds to offer more opportunities.

Business Education Partnership – Richard King Mellon Foundation (RKMF) – extended the Teacher-in-the-Workplace (TIW) grant through June 30, 2024. This grant provides Westmoreland County K-12 educators and local HPO businesses with the opportunity to discuss relevant industry and education needs. Additionally, it will immerse educators in the current ongoing and operations of local businesses to support them in curriculum development and making connections between classroom learning and the workplace. The extension will allow the WFWDB to hold another cohort in the Fall of 2023-2024 school year.

- Waiting on Confirmation

Youth Re-Entry – PA Department of Labor & Industry – This grant will support at least 105 18–24-year-old in Westmoreland/Fayette Counties that have been recently incarcerated/involved with judicial system with navigating the complexities surrounding their reentry into society, specifically by supporting participants in working towards unsubsidized, high-quality employment or enrolling/re-enrolling in a relevant education/training program. The total amount of the grant is \$651,277.10

- PY22 Contract Extensions through September 30, 2023 – Motion to Approve

Keystone Development Partnership – This contract is a no cost extension to continue Facilitation of the Westmoreland-Fayette Healthcare Industry Partnership through July 1, 2023 - September 30, 2023.

John Kline made the motion to approve to contract extension with Keystone Development Partnership at no cost for July 1, 2023 – September 30, 2023. Rennie Detore seconded the motion. Call for abstentions, hearing none; motion carried

Redstone Presbyterian SeniorCare – This contract is a no cost extension to continue to support BEP Program funding that support youth interested in exploring healthcare careers including work experience opportunities from July 1, 2023 - September 30, 2023.

Shujuane Martin made the motion to approve to contract extension with Redstone Presbyterian SeniorCare at no cost for July 1, 2023 – September 30, 2023. Julianne Imbrescia seconded the motion. Call for abstentions, hearing none; motion carried

- Awards/Recognitions

The PA Workforce Development Association presented Filterbuy of New Kensington, PA the 2023 Governor's Award at the annual conference in Hershey, PA. Also, the Westmoreland County Commissioners presented Filterbuy with a proclamation.

VII. New Business – Janet Ward

- Nomination of Officers – Charlie Datz

The nomination recommended for the following position: Douglas Decker – Board Chair

John Kline made the motion to approve to nomination of Doug Decker for Board Chair. Ed Yankovich seconded the motion. Call for abstentions, hearing none; motion carried

The nomination recommended for the following position: James Rush – Board Vice Chair

Brian Edmiston made the motion to approve to nomination of Jim Rugh for Board Vice-Chair. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried

The nomination recommended for the following position: Lori Albright – Board Secretary

Jim Rugh made the motion to approve to nomination of Lori Albright for Board Secretary. Margie Duranko seconded the motion. Call for abstentions, hearing none; motion carried

The nomination recommended for the following position: James Stark – Board Treasurer

John Kline made the motion to approve to nomination of James Stark for Board Treasurer. Ed Yankovich seconded the motion. Call for abstentions, hearing none; motion carried

- Staffing Update – Janet Ward

We currently have two positions open the Youth Specialist Position and the Youth Services Manager. Vicki Meier filled the Industry Partnership Specialist position. Sarah Hartner is our programs assistant intern and Noah Johnson is starting next week as our Fiscal Operations Intern.

- Dates for upcoming Board Meetings

The dates for the upcoming board meetings – September 11, 2023, December 11, 2023, March 11, 2024, and June 10, 2024. We will send out the calendar invitations for these meetings.

VIII. Good to Order

IX. Open Forum

X. Adjournment

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

Minutes: Michele Aston