



MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, June 10, 2024
Hybrid/Fayette PA CareerLink®
Conference Room, 112 Commonwealth Drive,
Lemont Furnace, PA 15456
1:00 P.M. Call in Meeting

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

ABSENT: Don Travis, Ed Yankovich, Don Martin

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Thomas Whetsel, Melissa Keys, Anna Filosemi, Kerry Fagan, Caitlyn Slezak, Michele Aston

GUESTS: Vince Vicites, Fayette County Commissioner, Melanie Erb, Workforce Development Analyst 2, Oversight Services Pennsylvania Department of Labor & Industry, Bureau of Workforce Development Administration; Terry Wiltrout, President Washington Health System Greene, Vice President of Operations, Washington Health Systems, Rachel Zilcosky, Supervisor of Career Readiness and Adult Education Intermediate Unit 1, Angela Kenes, Coordinator, Adult Basic Literacy Education, Intermediate Unit

- I. Roll Call (Zoom Conference) A quorum was present; official business could be conducted.
- II. Public Comments: None
- III. Guest Speakers – Terry Wiltrout, President Washington Health System Greene, Vice President of Operations, Washington Health System

Terry, the Chair of the State Workforce Board, aims to visit all 22 Workforce Boards across the state this year. A committee has been established to identify outstanding training programs in

Pennsylvania and ensure they are shared with businesses and PA CareerLink's®. We have confirmed our ability to train, educate, and place individuals in jobs through programs such as Medical Assistant, Pharmacy Technician, and Emergency Management Training (EMT). We plan to share these programs with all Workforce Boards, PA CareerLink's®, and businesses in Pennsylvania. To enhance our efforts, we need to improve marketing and outreach to businesses, offer more training, and secure additional funds for these activities. Please support and utilize PA CareerLink's®.

Guest Speakers – Rachel Zilcosky, Supervisor of Career Readiness and Adult Education, Intermediate Unit 1 and Angela Kenes, Coordinator, Adult Basic Literacy Education, Intermediate Unit 1

Title II comprises Adult Education Programs designed to provide essential educational services for individuals seeking to enter training programs, post-secondary education, or employment. We assist adults in developing reading, math, job skills, English as a second language, or obtaining a high school equivalency credential. Our services are available in Fayette and Westmoreland Counties, supporting individuals aiming for high school equivalency or the basic skills needed for further education or employment. Our classes are held at two of the three PA CareerLink's® locations, specifically in Alle-Kiski and Westmoreland (Youngwood), and we also serve Washington and Greene Counties. Additionally, we offer programs at the Connellsville CTC, Fayette CTI, and Laurel Business Institute in Fayette County. In the program year 2022-23, we served 355 individuals. In October of 2023, IUI celebrated with 25 high school equivalency graduates with a ceremony at California High School.

IV. Vote on Consent Agenda Items

- Approval of Minutes from March 11, 2024

Brian Lawrence made the motion to approve the March 11, 2024, Board minutes. Randy Roadman seconded the motion. Call for abstentions, hearing none; motion carried.

- Approval of Minutes from April 9, 2024

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

- Approval of Statement of Financial Positions

Mandy Zalich made the motion to approve the April 2024 & May 2024 Statement of Financial Positions. Margie Duranko seconded the motion. Call for abstentions, hearing none; motion carried.

V. Executive Committee Report – Doug Decker

- Ratification of Approvals

PA CareerLink® System Operator Procurement Policy – Ratify Motion to Approve

The Westmoreland-Fayette Workforce Board has updated the Operator Procurement policy by adding additional language, as requested by the State monitor, to include a firewall policy between the operator and Title I to ensure regulatory compliance.

Mandy Zalich made the motion to approve the update to the PA CareerLink System Operator Procurement Policy regarding the firewall. Randy Roadman seconded the motion. Call for abstentions, hearing none; motion carried

Purchase of CASAS Assessments \$9,999.00 – Motion to Approve

WIOA Youth and Adult participants are evaluated upon entering PA CareerLink® and provider sites. The local policy employs the CASAS assessment to measure their reading and math levels. This year, the CASAS assessment math levels were updated, which occurs every few years. Consequently, we need to purchase new materials to equip all of our PA CareerLink® locations and Youth providers. The cost for these materials is \$9,999.00.

John Kline made the motion to approve the purchase of CASAS Assessments. Shujuane Martin seconded the motion. Call for abstentions, hearing none; motion carried

WIOA ITA Pause as of June 1, 2024 through mid-August 2024 – Ratify Motion to Approve

The total budget for ITAs from July 1, 2023, to June 30, 2024, was \$1,123,508.00. As of April, \$912,175.00 has been contracted, leaving a remaining balance of \$211,333.00. We are assisting a total of 150 participants across 30 schools. The remaining balance allows for funding 18 more ITAs, with 16 currently in the pipeline. The WFWIB is requesting as of May 31, 2024 a temporary pause for ITAs. This pause will last from June 1, 2024 till mid-August 2024. A priority waiting list will be created for individuals requesting funds. There are also alternate avenues of funding available through the ARC Initiative, WORC Grant, and the Build Back Better (BBB) program.

Charlie Datz made the motion to approve the pause for ITAs from June 1, 2024 till mid-August 2024. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion carried

VI. Finance Committee – Janet Ward

PY2024 Budget – July 1, 2024 – June 30, 2025 – Motion to Approve

The WFWIB budget for the program year from July 1, 2024, to June 30, 2025, is \$11,299,785.00. The allocations are as follows: Training at 63.4% (\$7,239,578.00), WIB Salaries & Benefits at 10.2% (\$1,157,964.00), WIB Operating Costs at 1.6% (\$178,568.00), PA CareerLink® at 17.9% (\$2,028,588.00), and Uncommitted Funds at 6.9% (\$695,117.00). This year's budget increased by \$16,542.00 compared to last year, primarily due to higher audit costs. The WIB employs 13 full-time staff and is recommending a 3.5% budget for employee performance evaluations and an increase in the health insurance co-pay to 8%, up by 2% from last year.

George Rattay made the motion to approve the PY2024 Budget July 1, 2024 – June 30, 2025. Brian Edmiston seconded the motion. Call for abstentions, hearing none; motion carried

Fiscal Policy – Procurement Contract Extension -Motion to Approve

The WFWIB is requesting an amendment to the Procurement Policy to permit the Board to extend one-year contracts. This ensures continuity of service without interruptions.

Brian Lawrence made the motion to approve the Fiscal Policy -Procurement Contract Extension. Charlie

Datz seconded the motion. Call for abstentions, hearing none; motion carried

990 Tax Return

The 990 form confirms that the Workforce Boards are fulfilling their commitments to the IRS. Auditors prepared the 990 forms for the fiscal year ending June 30, 2023. This informational form has been filed with the Internal Revenue Service.

VII. Executive Director Report – Janet Ward

- Grants Update

Following the March 2023 Board Meeting, there have not been any major WFWDB updates. The following lists the details of recently awarded grants, projects ending June 2024, and anticipated grant opportunities to be made available soon.

Recently Awarded

Healthcare Industry Partnership Grant

Westmoreland-Fayette Healthcare Industry Partnership

- Awarded: \$189,319.13
- Source: PA Dept. of Labor & Industry
- End Date: June 30, 2025
- The WFWDB has received 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

- Awarded: \$210,574.66
- Source: PA Dept. of Labor & Industry
- End Date: June 30, 2025
- The WFWDB has received 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.

Ending June 2024

The following Grants are ending on June 30, 2024:

- Healthcare Industry Partnership Grant (2023 – 2024)
- Manufacturing Industry Partnership Grant (2023 – 2024)
- Near Completer Round 2 (2023 – 2024)

- Salary Scale - Yearly Update

According to our policy, we assess our salary scale every two years. Last year, we conducted a study and updated our scale to reflect regional salaries and maintain competitiveness with other organizations. After reviewing the scale, it was determined there was no need for an increase this year.

- Governor's Award Recognition

The Workforce Boards can submit nominations for the PWDA Governor's Award for Employers and Individuals. This year, an individual nominated by the Westmoreland PA CareerLink® staff was selected. The award was presented at the PWDA conference in Hershey, PA. Since the recipient could not attend, Janet accepted the award on his behalf. The award will be presented to him at a later date.

- WIOA Reauthorization & TANF Youth Development Funding Update

The Workforce Innovation and Opportunity Act (WIOA) is up for reauthorization at the federal level. On April 10, 2024, the House of Representatives passed the HR6655 WIOA Reauthorization bill. Unfortunately, this bill is unfavorable for Local Workforce Boards. It mandates that 50% of all WIOA Adult and Dislocated Worker funds be spent on training, defined very narrowly. This restrictive definition would significantly hinder our current use of these funds. Additionally, the bill cuts supportive services and increases the amount of funds a governor can retain at the state level to 25%, up from the current percentage.

- TANF Youth Development Funding Update

The eligibility requirements for TANF funds used for the Experience Works! Experience Works! PLUS, programs, and summer camps are changing and will no longer apply to young adults. Instead, eligibility will be based on whether families are receiving public assistance or on the family's income, rather than the individual's income. We serve over 250 young adults and collaborate with more than 75 employers. The local Workforce Boards have been advocating their concerns regarding these changes.

VIII. New Business – Janet Ward

- PY2024 Contracts – July 1, 2024 – June 30, 2025 – Motion to Approve

Equus – Youth Employment Program – in the amount of \$357,000.00

This program provides 55 OSY (16-24) with GED instruction and credential attainment, career readiness and pathway exploration, work experience placements, and enrollment to post-secondary education.

Mandy Zalich made the motion to approve Equus – Youth Employment Program – July 1, 2024 – June 30, 2025 in the amount of \$357,000.00. Randy Roadman seconded the motion. Call abstentions, hearing none, motion carried

FCCAA – Bridge to Success – in the amount of \$112,057.00

This program provides 30 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.

John Kline made the motion to approve FCCAA – Bridge to Success Program – July 1, 2024 – June 30, 2025 in the amount of \$112,057.00. Shujuane Martin seconded the motion. Call abstentions, Kim Hawk abstained due to conflict of interest. Call for a motion, motion carried.

FCCAA – Nurse Aid Training – in the amount of \$118,446.00

This program supports 20 OSY (18-24) with classroom, lab, and clinical work experience as they pursue their Certified Nursing Assistant certification.

Laurie English made the motion to approve FCCAA – Nurse Aid Training Program – July 1, 2024 – June 30, 2025 in the amount of \$118,446.00. Jeff Dick seconded the motion. Call abstentions, Kim Hawk abstained due to conflict of interest. Call for a motion, motion carried.

PIC – CDL Plus – in the amount of \$250,000.00

This program supports 25 OSY (18-24) residing in Westmoreland/Fayette County with training to obtain their CDL Class A Driver’s License or a CDL Class A Driver’s License with HAZMAT and Tanker Endorsements.

Jeff Dick made the motion to approve Private Industry Council – CDL Plus Program in the amount of \$250,000.00. Jim Rugh seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

PIC – Drone Education Program – in the amount of \$121,985.00

This program provides 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.

John Kline made the motion to approve Private Industry Council – Drone Education Program in the amount of \$121,985.00. Charlie Datz seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

PIC – PA CareerLink® Alle-Kiski Operating Budget – in the amount of \$292,601.00

Brian Lawrence made the motion to approve Private Industry Council – PA CareerLink® Alle-Kiski Operating Budget in the amount of \$292,601.00. Mandy Zalich seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried

PIC – PA CareerLink® Fayette Operating Budget – in the amount of \$218,783.00

Mandy Zalich made the motion to approve Private Industry Council – Fayette PA CareerLink®

Operating Budget in the amount of \$218,783.00. John Kline seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

PIC – PA CareerLink® Westmoreland Operating Budget – in the amount of \$295,517.00

Randy Roadman made the motion to approve Private Industry Council – Westmoreland PA CareerLink® Operating Budget in the amount of \$295,517.00. Jim Rugh seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

PIC – Title I Budget – in the amount of \$1,506,518.00

Charlie Datz made the motion to approve Private Industry Council – Title I Budget in the amount of \$1,506,518.00. Brian Lawrence seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

PIC – One-Stop Operator Budget – in the amount of \$39,690.00

Mandy Zalich made the motion to approve Private Industry Council – One-Stop Operator Budget in the amount of \$39,690.00. Bob Kahl seconded the motion. Call abstentions, Shujuane Martin abstained due to conflict of interest. Call for a motion, motion carried.

PIC – EARN Budget – in the amount of \$734,498.00

Mandy Zalich 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.

- PY2023 Contract Extensions – Motion to Approve

Keystone Development Partnership – in the amount of \$50,000.00

Continue facilitation of the Westmoreland-Fayette Healthcare and Manufacturing Industry Partnership through June 30, 2025.

Shujuane Martin made the motion to approve the Keystone Development Partnership continuation of the facilitation of the Westmoreland-Fayette Healthcare & Manufacturing Industry Partnership through June 30, 2025 in the amount of \$50,000.00. Brian Lawrence seconded the motion. Call abstentions, hearing none, motion carried

Redstone Presbyterian SeniorCare – in the amount of \$65,000.00

Continue BEP program that supports youth interested in exploring healthcare careers including work experience opportunities through August 31, 2024. No cost Extension.

John Kline made the motion to approve the continuation of the Redstone Presbyterian SeniorCare BEP Program through August 31, 2024 with no cost extension in the amount of \$65,000.00. Randy Roadman seconded the motion. Call abstentions, Kathie Brean abstained due to conflict of interest. Call for a motion, motion carried.

- Staff Updates

Josie Kuhn, our Grants/Marketing Manager resigned as of May 3, 2024. Ryan Butter, is our new Workforce Development Director and Colin Sherbondy, Programs Assistant are the two newest hires.

- Nominations – Charlie Datz

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

Charlie Datz made the motion to approve to nomination of Doug Decker for Board Chair. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried

The nomination recommended for the following position: Jim Rugh – Board Vice Chair

Charlie Datz made the motion to approve to nomination of Jim Rugh for Board Vice-Chair. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried

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

Charlie Datz made the motion to approve to nomination of Lori Albright for Board Secretary. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried

The nomination recommended for the following position: Mandy Zalich – Board Treasurer

Charlie Datz made the motion to approve to nomination of Mandy Zalich for Board Treasurer. George Rattay seconded the motion. Call for abstentions, hearing none; motion carried

- Dates of Upcoming Board & Executive Committee Meeting
 - Upcoming Board Meetings September 9, 2024 at 1:00 p.m. & December 9, 2024 at 1:00 p.m.
 - Upcoming Executive Committee Meetings: August 13, 2024 at 1:00 p.m. & November 14, 2024 at 1:00 p.m.

IX. Good of the order

Doug Decker recognized Dr. Stanley for her outstanding service to the board. She is retiring from the Westmoreland County Community College and moving to the next chapter of her life. We would like to thank her for her service. Doug Decker, Muriel Nuttall, and Shujuane Martin serve on the Imagination Library Board in Fayette County which puts a book of the month in the hands of children from birth to kindergarten. The goal is to open this up to the entire county. There is an annual golf outing on July 26, 2024 at Duck Hollow and the cost is \$300.00 for a foursome.

X. Open Forum

XI. Adjournment

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

Minutes: Michele Aston