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MINUTES
WESTMORELAND-FAYETTE WORKFORCE DEVELOPMENT BOARD
Monday, March 11, 2024
Zoom Meeting
1:00 P.M. Call in Meeting

PRESENT: Doug Decker; Chair, Jim Rugh; Vice Chairperson, Mandy Zalich; Treasurer, Lori Albright, Board Secretary, Kathie Brean, John Dalrymple, Jeffery Dick, Marge Duranko, Kim Hawk, Julian Imbrescia, Robert Kahl, John Kline, Brian Lawrence, Shujuane Martin, Muriel Nuttall, George Rattay, Randy Roadman, Tuesday Stanley, Ed Yankovich

ABSENT: Charlie Datz, Rennie Detore, Brian Edmiston, Laurie English, Josh Krysak, Brianne Summy, Don Travis

SOLICITOR: Lee Demosky

STAFF: Janet Ward, Thomas Whetsel, Melissa Keys, Melissa Dean, Ryan Butter, Colin Sherbondy, Anna Filosemi, Kerry Fagan, Caityln Slezak, Vicki Meier, Josie Kuhn, Michele Aston

GUESTS: Mary Over, Chief of Staff for Commissioner Vince Vicites; 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; Terry Wiltrout, State Workforce Board, Jim Koshinsky, DeBlasio & DeBlasio Associates

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- 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 December 11, 2023

Ed Yankovich made the motion to approve the December 11, 2023, Board minutes. Tuesday Stanley seconded the motion. Call for abstentions, hearing none; motion carried.

- Approval of Statement of Financial Position

Jim Rugh made the motion to approve the Statement of Financial Position. Brian Lawrence seconded the motion. Call for abstentions, hearing none; motion carried.

V. Auditors Report (June 30, 2023) – DeBlasio & DeBlasio Associates

DeBlasio & DeBlasio began collecting documents for the single audit after being awarded the contract at the June Board meeting. They reviewed grants, payroll, personnel files, verified revenue received from the commonwealth of PA, reviewed 200 participant files, 200 invoices, and spoke to a few board members. After the audit, an unmodified opinion was received.

VI. Executive Committee Report – Doug Decker

- Audit Report Year Ending June 30, 2023 – Motion to Approve

Tuesday Stanley made the motion to approve the Auditors Report (June 30, 2023). Mandy Zalich seconded the motion. Call for abstentions, hearing none; motion carried

- Ratification of Approvals

Headspace Media Work for Teacher-in-the-Workplace (TIW) Employee Toolkit \$7,000– Motion to Approve

Shujuane Martin made the motion to approve the Headspace Media employee toolkit in the amount of \$7,000. Marge Duranko seconded the motion. Call for abstentions, hearing none; motion carried

VII. Executive Director Report – Janet Ward

- Grants Update

Teacher In the Workplace

Westmoreland County focus

- Original End Date: June 30, 2023
- Extended End Date: March 30, 2025
- Source: Richard King Mellon Foundation

Provide Westmoreland County K-12 educators and local HPO businesses with the opportunity to discuss relevant industry and education needs. TIW will immerse educators in the current ongoings and operations of local businesses to support

them in curriculum development and making connections between classroom learning and the workforce.

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.

- WIOA Re-Authorization

The Workforce Innovation and Opportunity Act (WIOA) is up for reauthorization. The National Association Workforce Boards (NAWB) has shared some recent information. The newest bill mandates 50% training requirement for Adult and Dislocated Worker Formula Funds, an increase State-level Set-Aside to 25% of total WIOA Allocations and LWDA redesignation requirements.

- Update on Staff

The WFWDB has hired a new Workforce Development Director, Ryan Butter and a new Programs Assistant, Colin Sherbondy. We currently have two summer intern positions posted, our Fiscal Operations Intern and our Programs Assistant Intern. If you know of anyone that might be interested, please tell them to send us their resume.

- 2023 Annual Report/Highlights

Every year we are required to submit a report to the State Workforce Development Board, which highlights what we have done in the past year. Josie Kuhn created 2023 Highlights, which will be shared on our social media sites and a printed booklet version be mailed to the board members.

VIII. New Business – Janet Ward

- WIOA Performance Update – PY22 Final Adjusted & PY23 2nd Quarter Performance

The WIOA Title I performance outcomes for WFWIB exceeded all their goals compared to the Statewide goals for program year 2022. WFWIB performed higher than the State in the Adult & Youth categories. In the current year, we are monitoring closely the areas that are lower than expected to make sure we meet or exceed all of our goals. This year is a negotiating year therefore, we will be negotiating this summer for the next two program years.

- PA CareerLink® OJT & ITA Update

The two main ways we are able to serve our employers and individuals living in our counties is through our On-the-Job-Training (OJT's) and Individual Training Accounts (ITA's). As of the end of January, we have contracted \$480,300.15 in OJTs. There are 28 companies, 41 job titles, and 72 participants and the average hourly wage is \$19.12/hour. The Individual Training Account (ITA) dollars go to individuals that are looking to upskill, go to school, or attend short-term training so, they are eligible for high priority occupation (HPO) jobs. The requirements for ITAs are the jobs have to be HPO occupations, the providers have to be approved, and a maximum of \$8,000 to each individual. The current total expenses on ITA's is \$685,653.38.

- Summer Youth Career Readiness Programs RFP – Motion to Approve

The WFWDB released request for proposals on Thursday, January 25, 2024 to provide opportunities to connect our middle/high school youth and young adults to Summer Youth Career Readiness programs for the period of April 1, 2024 to September 30, 2024. The proposals were due Thursday, February 22, 2024 at 4:00 p.m.

Westmoreland Chamber of Commerce –The Westmoreland Chamber of Commerce submitted a proposal for a Leadership Westmoreland Youth Academy 2024, it is a 5-day leadership development program offering Westmoreland County high school students leadership skills training and career exploration opportunities. The program will serve 25 youth in the amount \$22,000.00.

Ed Yankovich made the motion to approve the Westmoreland Chamber of Commerce Leadership Westmoreland Youth Academy 2024 in the amount of \$22,000. Brian Lawrence seconded the motion. Call for abstentions, hearing none; motion carried

Private Industry Council of Westmoreland/Fayette, Inc. (PIC) –PIC submitted a proposal for an Intro to Drone Career Readiness Camp, it is a week-long, in-person career readiness

camp focusing on drone exploration and occupations in Westmoreland and Fayette Counties for 20 high school youth in the amount of \$13,000.00.

John Kline made the motion to approve the PIC Drone Career Readiness Summer Camp for 20 high school youth in the amount of \$13,000.00. Jim Rugh seconded the motion. Call for abstentions; Shujuane Martin abstained due to a conflict of interest; Call for a motion, motion passed.

Private Industry Council of Westmoreland/Fayette, Inc. (PIC) –PIC submitted a proposal for a Career Readiness Summer Camp “Bring Your “A” Game” for 20 middle school youth in Westmoreland and Fayette Counties to participate in 48 hours of career readiness development and earn a certificate of completion in the amount of \$15,000.00.

Jeff Dick made the motion to approve the PIC “Bring Your “A” Game Summer Career Readiness Camp for 20 middle school youth in the amount of \$15,000.00. Bob Kahl seconded the motion. Call for abstentions; Shujuane Martin abstained due to a conflict of interest; Call for a motion, motion passed.

Fayette County Community Action Agency (FCCAA) – FCCAA submitted a proposal for a Career Readiness Summer Camp “Agricultural Career Exploration” for 10 middle school youth in Fayette County to participate in a three phase, 2-week initiative that incorporates job readiness and career exploration with a specific focus on the agriculture industry for middle school students to learn about entrepreneurship, food preparation, and crop/livestock farming in the amount of \$25,000.00.

Shujuane Martin made the motion to approve the FCCAA “Agricultural Career Exploration Camp” for 10 middle school youth in the amount of \$25,000.00. Tuesday Stanley seconded the motion. Call for abstentions; Kim Hawk abstained due to a conflict of interest; Call for a motion, motion passed.

EGC Internship Development Program Subcontract – Motion to Approve

Brian Lawrence made the motion to approve continuing negotiations with the EGC and CTCs to finalize the contract. Kathie Brean seconded the motion. Call for abstentions, hearing none; motion carried

BotsIQ Summer Internship Program Proposal – Motion to Approve

This proposal is to continue support of the BotsIQ Internship program through Summer of 2024. This program is focused on the robotics industry and will serve youth in Westmoreland and Fayette Counties using Build Back Better (BBB) & Richard King Mellon (RKM) funds in the amount of \$50,000.00.

Marge Duranko made the motion to approve the BotsIQ Summer Internship Program in the amount of \$50,000.00. Kim Hawk seconded the motion. Call for abstentions; John Dalrymple abstained due to a conflict of interest; Call for a motion, motion passed.

IX. Upcoming Program/Events

On March 19, 2024, the WFWIB is hosting the Teacher-In-The-Workplace (TIW) “Celebrating Connections” event at the Live Casino. Mark Perna will be the keynote speaker. On April 3rd

and 4th, the Center for Workforce Information & Analysis (CWIA) will be hosting a two-day forum at Westmoreland County Community College Event center. The Manufacturing Industry partnership meeting will be held on April 10th, at the Advanced Technology Center, Westmoreland County Community College Campus and the Healthcare Industry Partnership meeting will be held on April 23rd, at the Laurel Business Institute in Uniontown, PA. On May 1st through May 3rd is the PWDA Annual Conference in Hershey, PA. The WFWIB was selected to present a workshop on “How to maximize employer engagement.” An Individual from our area was selected to receive the PWDA Governor’s Individual award.

X. Good of the Order

XI. Open Forum

XII. Adjournment

Brian Lawrence made the motion to adjourn. Shujuane Martins seconded the motion. Call for abstentions, hearing none, motion carried.

Minutes: Michele Aston