

**Lackawanna County
Workforce Development Board
Quarterly Meeting June 8, 2023 8:30 A.M.
Conducted at the
Greater Scranton Chamber of Commerce, 222 Mulberry Street, Scranton, PA 18503
And Via Phone Link**

Meeting Minutes

Members Attending (verified by voice roll call)

Melinda Arcuri	Pat Fricchione
Keith Baker	Amy Luyster
Billy Bott	R. Brian Maloney
William Boyle	Kelly Ojo
Maureen Brennan	John Pesavento
Karla Carlucci	Anna Rinaldi
Bill Cockerill	Brenda Sacco
Thomas Donohue	George Sweda
Eric Esoda	Jim Wansacz

Members Not Attending

Louis Costanzo	Michael McDermott
Gary Drapek	Russell Rinaldi
Sandy Fasula	Jaime Ryan
Katie Leonard	Drew Simpson

Staff

**Virginia Turano
Cathy Gerard
Sharon Catanzaro
Janell Johnson
Roger Sillner
Gina Parise Schilling**

Staff to the WDB

Others

**Terilynn Brechtel – UNC of NEPA
Diana Campbell- Commissioner Candidate
Emily Pettinato – Chamber of Commerce
Melanie Erb – PA DOLI**

**Larry Melf
Faith Lex
John Loughney
Neola Lynott
Karen Masters
David Genaro**

Services Contractor – EDSI (Adult, DW, EARN)

Services Contractor – EQUUS Workforce Solutions (Youth)

Item #1 – In the absence of WDB Chair, Tom Donohue, WDB Vice-Chair, George Sweda, convened the meeting at approximately 8:35 A.M. A roll call was then taken and a quorum was achieved. Due to a number of visitors, Mr. Sweda called for round-table introductions.

Item #2 – To ensure compliance with the Sunshine Law, Mr. Sweda opened the floor for public comments. There were none forthcoming.

Item #3 – Mr. Sweda referenced minutes from the following previous meetings that had been distributed prior to the meeting and called for questions:

- I. WDB Quarterly Meeting – March 9, 2023
- II. Youth Advocacy Sub-Committee Meeting – April 14, 2023
- III. WDB Executive Committee Meeting – June 6, 2023

With no questions or comments on the minutes, a motion to approve the meeting minutes as presented was made by Karla Carlucci and seconded by Amy Luyster. On the motion, there were no questions or abstentions. All members concurred.

Item #4 - The following Action/Motion Items, as taken by the Executive Committee since the last full-Board Quarterly meeting on December 1, 2022, were presented for ratification:

Via Email Correspondence on 5-18- 2023:

- Approval of quarterly budget reconciliation for PY 2021 Quarter 7 (10-1-2022 – 3-31-2023) and PY 2022 Quarter 3 (10-1-2022 – 3-31-2023).

Via Zoom Session on June 6, 2023

- Approval of WDB PY 2023 operational Policies and Procedures.
- Approval of a 1-year extension (as allowable under current Agreement) to the PA CareerLink® Lackawanna County Security Guard Contract with Krayter Detective Agency.
- Following a formal RFP Process, approved the following WIOA/EARN service providers for the period of July 1, 2023 through June 30, 2025:
 - Adult/Dislocated Worker (DW) Services – Educational Data Systems Inc. (EDSI)
 - Youth Services – Equus Workforce Solutions
 - Employment, Advancement, & Retention Network (EARN) Services – EDSI
- Approval of a 4-year (7-1-2023 – 6-30-2027) PA CareerLink® Lackawanna County Memorandum of Understanding (MOU)

Mr. Sweda called for questions and, with none received, a motion to approve the Ratification Items was made by Eric Esoda and seconded by Tom Donohue. On the call, Bill Cockerill abstained. The motion then carried.

Item #5 – Ms. Melinda Arcuri, WDB member and Director of Adult Basic Education (ABE) services at Marywood University, the awarded WIOA Title II ABE contractor, provided a comprehensive overview of the University’s Adult Basic Literacy Education Program. Following a handout as provided in the meeting packet, Ms. Arcuri explained that the project offers workforce skills development as part of programs that provide an on-ramp to college, job training, and high priority occupations. She provided statistical information on enrollments and discussed the services offered to students: testing, student support, connections to WIOA core partners, workforce goal setting, digital literacy support, and supplemental instruction. She further discussed a new initiative that has taken immigrant workers from a newly-established employer, Can Pack, and provided on-campus, after-work workplace literacy as well as localized life life-adjustment instruction. Mr. Jim Wansacz, Executive Director of ACE of NEPA, commented that his Agency also works with these newly-arrived populations to ensure the availability of these much-needed integration skills.

Item #6 – Ms. Emily Pettinato, representing the Greater Scranton Chamber of Commerce educational arm, Skills in Scranton, presented a series of videos accentuating the manufacturing sector in NE PA, primarily through the eyes of workers at Tobyhanna Army Depot. She also provided statistics on high-priority occupational areas and stated that the Chamber anticipates broadening the video development to other high-priority occupational fields including health care, logistics/transportation, business/finance and IT.

Item #7 – On Mr. Sweda’s call, Ms. Virginia Turano, WDB Executive Director, informed the Board that, as required by the federal WIOA legislation, she and the staff had been charged by the Commonwealth of PA with compiling Modifications to both a Regional as well as Local 4-year Multi-Year Plan that were originally developed in 2021. She stated that the Plans were reviewed, revised information compiled, updated, and submitted to the Commonwealth for a preliminary review during the Spring months. Subsequently, both Plans were approved by the Commonwealth and released for a 30-day public comment period that commenced on May 23, 2023, and will conclude on June 21, 2023. She further stated that the public comment period was advertised in the Scranton Times and that both Plans were posted on the WDB, PA CareerLink® Lackawanna County, and Lackawanna County websites. She noted that a Public Hearing Zoom session was advertised for June 7, 2023, with no attendees. She also made available copies of the Plans at the meeting for interested reviewers. Ms. Turano requested approval of the Plans following the conclusion of the public comment period, noting that comments received, if any, would be addressed within the document prior to final submission back to the Commonwealth for final approval. Mr. Sweda called for a motion to approve the Plans and, on a motion from Brenda Sacco and a second from Bill Cockerill, the motion carried. On the question, there were no abstentions.

Item #8 - Ms. Brenda Sacco initiated a discussion regarding the formation of a sub-group of the Board to facilitate a discussion on the needs of business and industry and the development of workforce solutions to accommodate current as well as projected situations. Receiving a positive response from the group, she called for volunteers. Ms. Turano will coordinate the responses and schedule an initial meeting during the upcoming months.

Item #9 - Mr. Sweda called on Ms. Turano to provide the Executive Director’s report.

i. PY 2022 Year-to-Date Funding/Operational Update

Ms. Turano presented the following chart, providing a picture of the current Program Year (PY) funding cycle (7/1/2022 – 6/30/2023) levels, including all carry-over funds from the previous cycle:

*Includes a transfer of \$388,350 from Dislocated Worker to Adult

Funding Stream	Carry-Over from PY 2021 (on 7-1-2022)	PY 2022 Funding Awards	Total Available Funding	Expenditures Through 4-30-2023	% Expended
Adult	\$187,112	\$921,065*	\$1,108,177	\$723,381	65%
Dislocated Worker (DW)	\$315,148	\$613,877*	\$929,025	\$508,786	55%
Youth	\$125,990	\$554,169	\$680,159	\$380,597	56%
Statewide Activities Funds		\$70,000	\$70,000	\$70,000	100%
PY 2020 TANF*	\$46,880	\$0	\$46,880	\$46,880	100%
PY 2021 TANF*	\$324,720	\$4,755	\$329,475	\$312,073	95%
PY 2022 TANF		\$237,650 + \$4,365	\$242,015	\$0	0%
Rapid Response	\$38,587		\$38,587	\$0	100%
Business Education Partnership (BEP) Grant (competitive)**	\$150,000	\$0	\$150,000	\$74,049	49%
Veterans Employment (competitive) ***	\$192,332	\$0	\$192,332	\$176,326	92%
Digital Literacy (competitive) ****	\$45,000	\$0	\$45,000	\$40,588	90%
Clean Energy (competitive)*****		\$500,000	\$500,000	\$62,373	12%
EARN	\$0	\$827,028	\$827,028	\$418,747	51%

\$5,158,678

*Extended through 6-30-2023
 **Grant Award from 2-1-2022 through 12-31-2023
 ***Grant award from 4-1-2022 through 3-31-2023\$201,848
 ****Grant award from 5-1-2022 through 7-31-2023
 *****Grant award from 7-1-2022 through 6-30-2025

Ms. Turano discussed each of the funding streams and percentage attainments, to-date. She also provided the following information regarding PY 2023 funding levels:

WIOA Formula Funds Funding Stream	PY 2022 (Original Awards – Prior to Transfer of Funds)	PY 2023	Change
Adult	\$532,715	\$642,535	+ \$109,820
Dislocated Worker	\$1,002,227	\$1,664,470	+ \$662,243
Youth	\$554,169	\$709,758	+ \$155,589
Total	\$2,089,111	\$3,016,763	+ \$927,652

Other Awards Received To-Date			
PY 2023 TANF	\$324,720	\$206,917	–\$117,803
BEP 2000		\$150,000	New (Period of 6-1-2022 – 8-31-2025)
EARN 2023		\$790,028	New (Period of 7-1-2023 – 6-30-2024)

She also provided a programmatic report on each of the following special competitive grant projects: Temporary Assistance for Needy Families (TANF), Business Education Partnership (BEP) 4.0, Veterans Employment Grant, Clean Energy Grant, and Digital Literacy Grant.

On the call for questions, there were none.

Ms. Turano called on Ms. Cathy Gerard, WDB Contracts Administrator/PA CareerLink® Lackawanna County Site Administrator, who presented a number of success stories of program participants/enrollees. She also distributed a TANF Summer 2023 Recruitment Poster.

ii. PY 2022 Quarter 3 Performance Report

Ms. Turano provided a chart of PY 2022 Quarter 3 (January 1, 2023 – March 31, 2023) Performance Indicators, stating that all performance requirements had been met.

iii. PA CareerLink® Report

Ms. Turano called on Ms. Gerard, serving in the capacity of PA CareerLink® Lackawanna County Site Administrator, who discussed the following:

- A Business Services Team (BST) update that included a charting of yearly comparisons of Total Job Orders and New Employer usage of CWDS.
- Announcement of a webinar that will be conducted on Tuesday, June 13, 2023, at 9:00 A. M. that will address Separation Issues within the PA Unemployment Compensation division. The webinar will explain the process Unemployment Compensation uses to determine an employee's eligibility for benefits after voluntarily leaving or being discharged from a job.
- Updated information on the Statewide Activities Grant (\$70,200 award for PA CareerLink upgrades) that included: the purchase of an outdoor, digital sign for the front of the physical site to promote on-site activities, job fairs, employer recruitment events, etc.; the purchase of 12 new workstations in the Career Resource Center to replace worn and jagged units; the purchase of 4 new lobby chairs to replace fraying and discolored items; a keyless, electronic entry-way system for the staff-used doorways to increase security; an upgraded internal phone system; and the following items to increase on-site accessibility to individuals with disabilities: an updated TTY phone device; an amplified Braille-capable and analog phone line; a portable communication device for deaf or hard-of-hearing individuals; and a computer webcam for the ADA-accessible work station. All items are being procured with installation to be completed by June 30, 2023.

iv. County Profile

Ms. Turano referenced the Commonwealth-produced Lackawanna County May, 2023, *County Profile* which was included in the meeting packet for informational purposes.

Item #10 – Mr. Sweda called for other business. There was none.

Item #11 – Mr. Sweda noted that the next meeting is scheduled for September 14, 2023, at 8:30 A.M. at the Greater Scranton Chamber of Commerce, 222 Mulberry Street, Scranton, PA or via ZOOM.

Item # 12 –. With no further business to discuss, the meeting adjourned at 9:50 A.M.