

**SOUTHWEST CORNER WORKFORCE INVESTMENT BOARD**

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**ADMINISTRATIVE AND FISCAL REPORT**

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MINUTES  
OCTOBER 28, 2008

The October 28, 2008 meeting of the Southwest Corner Workforce Investment Board was held at the Hilton Garden Inn in Canonsburg, PA.

Board members in attendance:

Linda Andrews	Judy Garbinski	John McNay
Neil Bassi	Robert George	James Palmer
Linda Bell	Tom Graney	William Sember
Darlene Bigler	Linda Hall	John Swiatek
Joyce Blackburn	Greg Hojdila	Tim Veith
Loretta Castana	Joe Iannetti	George Warzynski
Sue Conrady	Robert Laick	

Board members who were absent but submitted proxy votes in advance:

Robert Bazant	Deborah Michetti	William Polachek
Carl DeChellis	John Milinovich	A J Rick Vaccarelli
Nelson Martin	Terry Moyer	Frank Wilson

Staff members in attendance (Wash. Greene County Job Training Agency, Inc):

Linda Bell	Sandy Guido	Jeffrey Nobili
Terri Cooley-Taylor	Dacia Mace	David P. Suski
Ami Gatts		

Title I providers and PA CareerLink staff members in attendance:

Patricia Brickner, PA CareerLink Mon Valley  
Barbara Cole, PA CareerLink Greene County  
Cindy Derrico, Southwest Training Services, Inc.  
Lisa Neil, Southwest Training Services, Inc.  
Deborah Newton, Job Training for Beaver County, Inc.  
Nan Sninsky, PA CareerLink Washington County  
Dianne Stoner, PA CareerLink Beaver County

Guests in attendance:

Dr. Nancy Davis, Westmoreland County Community College  
Richard Heckert, Pittsburgh Job Corps  
Barbara Barnes, Coalition of Labor Union Women  
Robbie Matesic, Greene County Department of Economic Development  
Jim Watts, United Steel Workers, District 10

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MINUTES (CONT.)

**Chairman Bassi** called the meeting to order at 8:35 AM and welcomed board members, staff and guests. The minutes of the July 22, 2008 meeting were read and **Chairman Bassi** asked for a motion to approve the minutes. **Mr. Joe Iannetti** made the motion and **Ms. Linda Andrews** seconded; the motion carried.

**Ms. Loretta Castana** reported that her son was back home after serving three terms overseas. **Ms. Dianna Stoner** said that her son had been accepted to the Marines and would be leaving soon.

**Chairman Bassi** noted that the 2009 board meeting dates listed on page 3 of the briefing book were wrong; the correct dates are January 27, April 28, July 28, and October 27. He recognized that, economically speaking, "the bottom fell out" over the previous couple of months and said that the SCWIB is doing what it can with the government funding it has.

**Chairman Bassi** asked **Ms. Linda Bell** to lead the staff comments, starting with the administrative report. **Ms. Bell** reviewed the most recent WIA common measures performance report through June 30, 2008 for the Southwest Corner, which appeared on page 11 of the briefing book. She noted that the retention rate was 97% and the youth performance figures were exceptional. **Chairman Bassi** asked for a motion to accept the WIA common measures performance report. **Mr. Joe Iannetti** made the motion and **Mr. Tom Graney** seconded; the motion carried.

**Ms. Bell** asked the board to amend the policy concerning the matching dollars for the industry partnership and to accept additional funds from the state. She reported that this was on page 12 in the briefing book. **Chairman Bassi** asked for a motion to accept the policy concerning industry partnership funds. **Mr. George Hojdila** made a motion to accept the policy. **Mr. John McNay** seconded. Motion carried.

**Chairman Bassi** asked **Ms. Sandy Guido** to give the monitoring report which appeared on page 14 of the briefing book. **Ms. Guido** reviewed the report and noted that the PA CareerLink centers need to be monitored every year while every other year is adequate for the other contracts. **Chairman Bassi** asked for a motion to accept the monitoring report. **Ms. Paulette Miller** made the motion and **Ms. Linda Andrews** seconded; the motion carried.

**Chairman Bassi** asked **Ms. Ami Gatts** to give the fiscal report. **Ms. Gatts** noted that there were two reports: one for the first quarter and one for the last quarter. She said that the Rapid Response funds do not fall under the state guidelines concerning expenditure requirements for adult and dislocated workers. **Ms. Linda Andrews** asked what would happen if spending were over 100%. **Ms. Gatts** replied that it is not allowed in any of the funding sources.

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MINUTES (CONT.)

**Chairman Bassi** asked for a motion to accept the fiscal report. **Mr. Bob George** made the motion and **Mr. George Warzynski** seconded; the motion carried.

**Ms. Linda Bell** discussed the PA CareerLink business satisfaction report and the combined WIA data report which appeared on page 21 and page 37, respectively, of the briefing book.

**Ms. Linda Andrews** noted that transportation seems to be a problem for program participants and asked if the SCWIB is encouraging Washington and Greene counties to expand their transportation systems. **Ms. Dianne Stoner** responded, explaining that the staff does not provide transportation but that participants sometimes commute together. **Ms. Andrews** asked if there was a grant that they could apply for that would allow them to provide better transportation for participants. **Ms. Stoner** said that in Beaver County, there used to be bus transportation between the Housing Authority (do you mean public housing units?) and the Job Training for Beaver County, but this grant funded program was discontinued due to low participation. **Ms. Paulette Miller** said that the county recognizes the need to improve transportation and **Ms. Nan Sninsky** agreed, saying they do as much as they can with the resources they have. **Ms. Trish Bricker** noted that jobseekers in the Mon Valley will have more bus routes, beginning in November.

**Chairman Bassi** asked for a motion to accept the customer satisfaction survey results for business customers and jobseekers. **Mr. Tom Graney** made a motion and **Mr. George Hojdila** seconded; the motion carried.

**Chairman Bassi** asked for a motion to accept the PA CareerLink site activity report. **Mr. Robert George** made the motion and **Ms. Paulette Miller** seconded; the motion carried.

**Chairman Bassi** introduced **Ms. Lisa Neil** to give an update on what the Title I providers have been working since the last SCWIB meeting. **Ms. Neil** said they have been working with **Ms. Barbara Cole** on a coal mining pipeline project to help fill mining vacancies. She also reported on an e-mentoring project with the Intermediate Unit, a commercial driver's license grant to help the truck driving industry, and a small grant to help with some of the costs of the construction camp. **Ms. Neil** thanked **Mr. Joe Iannetti** for all of his help with the camp.

**Ms. Neil** said that they are working closely with Washington Greene Job Training Agency and their Work Certified Academy. She said the Work Certified Academy has helped make better employees in Washington County and that she is very

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MINUTES (CONT.)

impressed with the trainers. She said they are working very closely with the post secondary schools to help the students find employment.

**Ms. Neil** reported on the how they have made things work with less funding. She mentioned the Dollar Energy Program with Community Action Southwest and said they have received 75 calls and processed 38 applications, earning \$9 for each correctly completed application. She explained that SWTS has decided not to refill three vacant positions, to reduce costs, and are cross training the rest of the staff. She said there is some Rapid Response money from Wheeling-Pitt and Mayview.

**Ms. Linda Andrews** asked if Mayview was relocated to a temporary facility. **Ms. Cindy Derrico** responded that she hadn't heard anything about a temporary facility but confirmed that they are moving some staff and noted the number of workers laid off has been smaller than anticipated.

Next, **Ms. Deb Newton** gave her Title I report, indicating that Job Training for Beaver County (JTBC) has implemented the Work Certified program for its adult and dislocated workers. She said that JTBC is working with Goodwill Industries to teach the clients to take apart computers. She also publicly thanked **Mr. Tim Veith**, and his staff, for helping JTBC move its office to the Beaver Valley Mall. **Chairman Bassi** asked for a motion to accept the Title I updates for the most recent quarter. **Mr. John McNay** made a motion and **Mr. Tom Graney** seconded; the motion carried.

**Ms. Linda Bell** spoke of the success of the Work Certified program over the past two years and how it has been a great addition to the menu of services offered in the Southwest Corner. She said that praise has come from not only from the program participants, but also from the employers that have hired them.

Opening the meeting up to other business, **Chairman Bassi** announced that **Ms. Darlene Bigler** had received the 2008 Washington County Chamber of Commerce Athena Award. **Dr. Joe Iannetti** thanked all the emergency staff of Washington County for help with the accident involving the students from Western Area Vocational Technical School.

**Chairman Bassi** thanked everyone for their participation and reminded members that the next meeting would be held on January 27, 2009. He adjourned the meeting at 9:48 AM.

*These minutes were prepared by Dacia Mace.*