

# PARTNER WORK

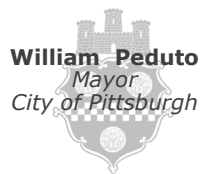
The Workforce Development Board for the Pittsburgh Area



*Building a thriving workforce for the Pittsburgh region.*

Board of Directors' Briefing Book

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David Malone  
Chair



**BOARD OF DIRECTORS**

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**Acklin, Kevin**

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Pittsburgh Penguins

**Allen, Will**

Managing Partner  
Nascent Group Holdings

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Executive Director  
Constructors Association of  
Western PA

**Belechak, Joseph**

Principal  
Accenture

**Bell, Natalie**

Director, Talent Acquisition-  
Recruitment Service Delivery  
UPMC

**Bullock, Dr. Quintin**

President  
Community College of Allegheny  
County

**Camino, Chris**

Americas Leader, Strategic  
Customer Engagements  
Amazon

**Caplan, Debra**

Executive in Residence  
The Forbes Funds

**Casoli, Rich**

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President of Business Operations  
and Development  
Beemac Trucking

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Allegheny County  
Department of Human Services

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**Coplan, David A.**

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Human Services Center Corp.

**Croft, Tom**

Executive Director  
Steel Valley Authority

**Ellsworth, Laura**

*Partner4Work Vice Chair*  
Partner-in-Charge of Global  
Community Service Initiatives  
Jones Day

**Gittlen, Ike**

Representative  
United Steelworkers

**Harris, Carey**

Chief Executive Officer  
Literacy Pittsburgh

**Katona, Marci**

District Administrator  
Office of Vocational Rehabilitation

**Kelly, Darrin**

*Partner4Work Secretary*  
President  
Allegheny/Fayette Central Labor  
Council, AFL-CIO

**Lane, Majestic**

Deputy Chief of Staff, Office of  
Mayor William Peduto  
City of Pittsburgh

**Massaro, Steve**

*Partner4Work Treasurer*  
President  
Massaro Construction Group

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Executive Vice President, Director  
of Talent Lifecycle  
PNC

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Business Manager  
Pittsburgh Regional Building Trades  
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Executive Director  
NAIOP Pittsburgh

**Nobers, Jeff**

Executive Director  
Builders Guild of Western PA

**Pipitone, Scott**

President and CEO  
Pipitone Group

**Pollard, Joshua**

President and CEO  
Omicelo

**Rendulic, Mark**

Market President  
Citizens Bank

**Rupert, Duke**

Chief Operating Officer  
Allegheny General Hospital

**Staszko, Frank**

Assistant Regional Director  
PA Department of Labor and  
Industry, Bureau of Workforce  
Partnerships and Operations

**Thomas, John**

Chief Financial Officer  
ECHO Realty

**Topoleski, Linda**

Vice President, Workforce  
Operations and Programs  
Allegheny Conference on  
Community Development

**Washington, Dr. Nancy**

Director, Allegheny Housing  
Rehabilitation Corporation

**Williamson, Sam**

Chair  
Urban Redevelopment Authority  
Western PA Area Leader, 32BJ  
Service Employees International  
Union

## PARTNER4WORK (P4W) Board of Directors' Meeting

8:30 to 9:30 a.m. May 15, 2020

<https://zoom.us/j/309648736>

*Please note: This meeting will be recorded.*

1. WELCOME AND CALL TO ORDER *Dave Malone, Chair*
  
2. CONSENT AGENDA ITEMS *Dave Malone*
  - APPROVE: Minutes from the May 1, 2020, Board of Directors meeting
  - ACCEPT: \$1,000 from Remake Learning
  - ACCEPT: \$450,000 in Allegheny County Community Development Block Grant funding to support Learn & Earn
  
3. READY TO WORK COVID-19 RECOVERY RESPONSE COALITION
  - Meeting #1 held on May 8, 2020
  - Key action items:
    - Coordination with Community College of Allegheny County to support the contact tracing training.
    - Identification of and discussion with employers and others with best practices regarding essential workers and/or job quality and diversity, equity, and inclusion with documentation by P4W.
    - Assembly by P4W of a team of employers and other stakeholders to design a model for addressing immediate hiring needs of essential workers.
    - Intelligence on efforts to reduce barriers such as child care.
      - Design and execution of a joint messaging and media communications strategy demonstrating the effectiveness of coalition efforts.
  - Meeting #2 to be held on May 22, 2020
  
4. GENERAL BUSINESS
  - A. STRATEGY *Scott Pipitone*
    - Industry Partnership outreach and communications
    - Fund development and Richard King Mellon Foundation
  
  - B. PROGRAMS *Debra Caplan*
    - Learn & Earn
  
  - C. OPERATIONS
    - Centre City Tower leasing and decision-making
  
- I. OTHER BOARD BUSINESS
  
- J. OPEN FORUM AND PUBLIC COMMENT PERIOD  
*Individual speakers limited to three (3) minutes*
  
- K. ADJOURNMENT

**Minutes of Partner4Work Board of Directors' Meeting**

Google Hangouts  
8:30 a.m. May 1, 2020

**Board Members Present**

Barcaskey, Rich  
Bullock, Dr. Quinton  
Camino, Chris  
Caplan, Debra  
Casoli, Ric  
Cherna, Marc  
Cooper, Mary Frances  
Coplan, David  
Croft, Tom  
Ellsworth, Laura  
Gittlen, Ike  
Harris, Carey  
Katona, Marci  
Kelly, Darrin  
Lane, Majestic  
Malone, David  
McLaughlin, Caitlin  
Mendoza, Brandon  
Pipitone, Scott  
Rendulic, Mark  
Topoleski, Linda  
Washington, Dr. Nancy  
Williamson, Sam

**Board Members Absent**

Acklin, Kevin  
Allen, Will  
Belechak, Joe  
Bell, Natalie  
Massaro, Steve  
Melcher, Tom  
Nobers, Jeff  
Pollard, Joshua  
Rupert, Duke  
Staszko, Frank  
Thomas, John

**Guests Present**

Burstein, Joel (Keep It Simple Workforce Development)  
Haggerty, Ryan (Work Hard Pittsburgh)  
Higgins, Kiara (Dynamic Workforce Solutions)  
Nestor, Jennifer (Labor and Industry, Oversight Services)  
Stanboro, Sean (PA CareerLink/ResCare)  
Wool, Liana (Grant Associates)

**Staff Present**

Buford, Earl  
Herrera, Jasmine  
Kramer, Kristin  
Mills, Jack  
Pajewski, Jennifer  
Puskar, Susie

## Board Meeting Minutes (continued)

The meeting opened at 8:31 a.m. with roll call. A quorum was present. Staff and guests were asked to acknowledge their participation in the chat feature.

## CONSENT AGENDA

- APPROVE: Minutes from April 17, 2020, Board of Directors meeting
- ACCEPT: \$100,000 from the City of Pittsburgh in Community Development Block Grant funds
- ACCEPT: \$466,123 in additional Rapid Response funding to support infrastructure and staff capacity improvements at PA CareerLink Allegheny County
- ACCEPT: \$30,000 from CareerWorks to support the BankWork\$ training program
- ACCEPT: About \$400 from Google received through online donations

There were no objections, abstentions, corrections, or additions to the Consent Agenda. The Consent Agenda was approved as presented.

## GENERAL BUSINESS

### Audit/Finance

Chief Financial Officer Kristin Kramer informed the board about:

- P4W receiving \$502,650 (or about 2.5 months of salary) in Paycheck Protection Program loan funding.
- P4W opened a \$500,000 line of credit to access if necessary.

The Audit/Finance Committee received and reviewed the Form 990 submissions for TRWIB, Inc., and RWC, the regional workforce collaborative. The Committee approved the submissions.

**On a vote by Dr. Quintin Bullock, seconded by Debra Caplan, the board unanimously approved the Form 990 submissions for TRWIB, Inc., and RWC.**

### Programs

Chief Program Officer Susie Puskar provided updates on updated the group on the request to providers for reopening plans. PA CareerLink Allegheny County also is continuing to build its online capacity, including a virtual learning platform. Planning and coordination with the state to open the local CareerLink offices continue with the expectation that sites will not reopen to the public until June and the designated UC phones in the center will not immediately be available. In the interim, P4W in collaboration with the state is working to increase capacity in the center, particularly around protective measures, triage, and employment specialists. The state also continues to deputize revenue staff and is hiring additional staff to handle the surge in UC claims and calls with the expectation that calls, challenges, and claims can be processed more quickly.

Thought and planning continue around the design and executive of the 2020 Learn & Earn summer youth employment program. As of May 1, 430 eligible applications had been received with the average age of the applicant at 16. Additional outreach efforts, through paid advertising and targeted outreach with community-based programs, religious institutions, and school groups would increase. Majestic Lane recommended connecting with the Mayor's communications team to broaden the net and increase applications.

The subsequent conversation focused on the intersections of the Learn & Earn program and the Allegheny Conference's Passport internship program – a program for rising college seniors. Both the Conference and P4W discussed challenges and the need to pivot the program model given the changed

landscape and the limited capacity of employers. The Conference and P4W would plan for a targeted conversation on a collective approach.

### **COMMUNITY INTELLIGENCE, IMPACT, ADVOCACY, AND DECISION-MAKING AMID COVID-19 CRISIS**

CEO Earl Buford reminded the group of the conversation started on April 17, 2020, around a collaborative approach to building a recovery response coalition. Coined the Ready to Work (RTW) collaborative, a leadership group of several agencies including the Conference, Labor Council, CCAC, philanthropy, and government would meet on May 8 to discuss a framework with some immediate opportunities to prioritize and advance essential workers, explore best practices in job quality, diversity, equity, and inclusion, and mobilize efforts to immediately respond to the crisis. The leadership group would identify the frontline efforts to address immediate needs – to support businesses and workers as the region emerges from the crisis – and longterm strategies to advance the region.

The subsequent conversation turned to do whether P4W should play a role in helping businesses prepare to reopen, such as planning for safety protocols and new business models. Laura Ellsworth cautioned against scope creep, given the sensitivities and potential liabilities of stepping into these spaces. The additional conversation focused on the supportive services that would be needed – such as childcare and the concept of using unemployed substitute teachers and unused schools and workspaces as potential areas to make direct matches. Mr. Buford discussed the work of Heinz Endowments, Trying Together, and Allegheny County DHS as an example of a subgroup that could be connected and leveraged to address specific barriers. Other subgroups – such as around supporting small businesses, transportation, and others – should also be mobilized specifically in the intermediate, as businesses are allowed to reopen.

The conversation concluded with the direction that as the RTW meets and progresses, the work would be a regular agenda item and the topic of discussion at the P4W Board level.

### **OTHER BOARD BUSINESS**

None.

### **PUBLIC COMMENT**

There was no public comment.

**On a motion by Dave Coplan, seconded by Deb Caplan, the meeting adjourned at 9:19 a.m.**

**Earl Buford**  
*Chief Executive Officer*

**Matt Aelmore**  
Program Evaluation Manager

**Jack Bailey**  
Database Specialist

**Crystaline Barger**  
Manager of Youth Work Experience

**Mayada Christiansen**  
Director of Youth Programs

**David Conway**  
Apprenticeship Manager

**Dillon Corbridge**  
Data Coordinator

**John Crowe**  
Program Coordinator, EARN Work Ready

**Kayleigh Del Cotto**  
Learn & Earn Manager

**Ryan Dodson**  
Junior Accountant

**Bonnie Evans**  
PULSE Fellow

**Carolyn Ford**  
Contract Administrator

**Nancy Frederick**  
Assistant Grants Manager

**Julia Gagosian**  
Youth Program Coordinator

**Markie Harrison**  
Youth Program Coordinator

**Jasmine Herrera**  
Executive Assistant

**Kristen Hochreiter**  
Compliance Specialist

**Raihan Izimbetova**  
TANF Program Manager

**Nic Jaramillo**  
Operations Manager

**Katrina Kadisevskis**  
Adult Workforce Programs Coordinator

**Dylan Knutson**  
Manager of Strategic Initiatives

**Kristin Kramer**  
Chief Financial Officer

**Erin Kucic**  
Program Manager, Adult Workforce Services

**Edgar Largaespada**  
Industry Partnership Manager

**Sophia Leissa**  
PULSE Fellow

**Markese Long**  
Community Relations Manager

**Kristine Masta**  
Director of Development

**Cory Matz**  
IT Specialist.

**Kelly McGuire**  
Communications Coordinator

**Jesse McLean**  
Youth Program Coordinator

**Jack Mills**  
Chief Strategy and Innovation Officer

**Dillon Moore**  
Director of Policy

**Franklin Mosley**  
Receptionist

**Sarah Owen**  
Grant Writer

**Jennifer Pajewski**  
Sr. Director of Special Relationships

**Susie Puskar**  
Chief Program Officer

**Katy Rittle**  
Director of Workforce Innovation

**Kris Roper**  
Accounting Supervisor

**Jonathan Ross**  
Compliance Specialist

**Andy Smith**  
Director of Adult Workforce Programs

**Sandy Stuhlfire**  
Financial Consultant

**Tony Townsend**  
Industry Partnership Developer

**Rebecca Varo**  
Compliance Specialist

**Sharon Watkins**  
MUS Compliance Manager

**Wendy Weiskircher**  
Director of Human Resources

**Spencer Witt**  
Accounting Clerk

**Eva Wright**  
Grants Management Specialist

## PA CAREERLINK® PITTSBURGH/ALLEGHENY COUNTY SYSTEM

### COMPREHENSIVE CENTERS

#### **Allegheny East**

2040 Ardmore  
Boulevard  
Pittsburgh, PA 15221  
412-436-2225  
TTY 412-271-4217

#### **Downtown Pittsburgh**

Wood Street  
Commons  
301 Wood Street  
Pittsburgh, PA 15222  
412-552-7100  
TTY 412-552-7044

### REGIONAL CENTERS

#### **Alle-Kiski**

1150 5th Avenue,  
Suite 200  
New Kensington, PA  
15068  
724-334-8600  
TTY 724-334-8713

#### **Mon Valley Regional**

570 Galiffa Drive  
Donora, PA 15033  
724-379-4750  
TTY 724-379-5981



Partner4Work, formerly 3 Rivers Workforce Investment Board, leads the development, integration and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

**Mission**

Lead the development, integration, and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

**Vision**

We will be a community leader, an innovator, a strong partner, inclusive, a bridge builder between human services and workforce development systems, a model workplace.

**Values**

We will lead with integrity; treat individuals respectfully and support all individuals in their quest for meaningful employment; be inclusive in recognizing diversity; be excellent stewards of public resources; respect employers' diverse talent needs.

**Partner4Work**

Centre City Tower, Suite 2600  
650 Smithfield Street  
Pittsburgh, PA 15222  
Phone: (412) 552-7090  
Fax: (412) 552-7091  
[www.partner4work.org](http://www.partner4work.org)

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*Auxiliary aids and services are available upon request. Reasonable accommodations can be made when requested in advance. Please call (412) 552-7090 or email [info@partner4work.org](mailto:info@partner4work.org) with your request.*

