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**North Central Workforce Development Board
Meeting Minutes
Community Education Council for Elk and Cameron Counties (CEC)
July 12, 2017; 9:30 AM**

WDB Members Present

Sharon Engel, Robert Cardamone, Chris Palmer, Bruce Jones, Greg Lezanic, George Salter

WDB Members via Conference Call

Jeff Miller, Bill Curley, JoAnn Ryan, Tonya Coursey, Brad Lashinsky, John Sutika, Dave Cornelius

WDB Members Absent

Cathy Grove, Joe Hardes, Lisa Kweder, Scott Graham, Kelly Davis, Joe Williams, Keli Rounsville, Alla Comilla, Dave Miller, Gina Jones

Guests Present

Larry Horning, Deborah Pontzer, Tom Bogacki

Guests (on Call)

Terry Cole, Todd Vanderburgh

WDB Staff Present

Susan Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Joe Royer, Ashley Urbancic, Aleisha Skok (intern)

Quorum

A quorum was established for today's WDB meeting.

Call to Order Chair

The meeting was called to order by chair, Sharon Engel, at 9:30 AM. Sharon welcomed everyone to the meeting.

Introductions

Introductions of new WDB Career Counselor, Ashley Urbancic, and summer intern, Aleisha Skok, were made.

Pledge

The Pledge of Allegiance was given.

Consent Agenda

Chris made a motion to approve the consent agenda, seconded by George; motion carried.

Committee Action Items

The following action items were presented

1. Executive Committee Report

- a. May 22 meeting: RFPs were finalized; all bids awarded to NC except EARN bid, which is still being negotiated. Planning grant was awarded to Community Workforce Advancements, LLC in the amount of \$18,000.

Motion to approve May 22nd meeting minutes was made by Bruce; Bob seconded; motion carried.

- b. June 23 meeting: 2 RFPs, 1) Operator; the WDS Committee recommended Mark Morelli. The contract will be for \$20,000. Mark will meet with WDSC to identify expectations. 2) Online curriculum – 2 responses were received. After thorough review staff recommended PCG.

Also, finalized the check signing process and received PY 2017 allocations. We had a 31% increase in funds in Adult, Dislocated Worker, and Youth combined.

In addition, a letter of commitment for North Central was discussed and approved since we did not have contracts in place by July 1 because allocations were so late. This allows North Central to continue to offer services without any disruption to the customer with the commitment that they will be reimbursed for their costs. Also discussed and approved, was an MOA with Central WDB for monitoring services. The amount awarded was \$2,000 plus travel. We will continue to share monitoring resources with other WDBs.

CareerLink leases were assumed by Workforce Solutions.

Motion to approve June 23rd meeting made by Chris and seconded by Bruce. Motion carried.

2. Finance Committee Report

Budgets were reviewed. It was noted that more money is available since the WDB budget has been reduced. The committee approved the definition of administration at the program level to use the same administrative cost language for the board and apply it to all contracts with a cap of 10%. The Board is also held to 10%.

Greg moved to approve the PY2017 allocation to NC totaling \$2,382,433; seconded by Chris; motion carried.

Greg moved to approve Workforce Solutions 2017 PY budget totaling \$747,477; Chris seconded; motion carried.

3. LMC Executive Committee Report

The LMC had questions regarding continuity of services; case managers and available staff dedicated to EARN, as well as formal DST reviews therefore a

meeting was held with North Central. The LMC after discussions with North Central is recommending awarding the EARN contract to North Central in the amount of \$430,000.

Bob moved to approve the minutes from the LMC Meeting; Bruce seconded; motion carried.

4. High Priority Occupations Petitions

Pam reviewed HPO petitions received from regional providers resulting from the revised list developed by CWIA.

Jeff Tech and the CCCTC submitted petitions for Automotive Service Technician and Mechanic; Automotive Body and Related Repairs; Computer Controlled Machine Tooled Operators and CNC Machine Tooled Programmer; and we are requesting Nursing Assistant through Healthcare. Staff recommend approval to add these occupations to our HPO list.

Bruce made a motion to approve the petitions; seconded by George; motion carried.

Customer Success Story

Larry shared a customer success story

Membership Update

Jennifer Macey and Bob Esch both resigned from the WDB; Eric Bridges is also no longer on the WDB. Susie expressed that we need to keep private sector majority. Carolyn Johnston from Niagra Cutter was added but she is no longer with them. Brad Lashinsky and Dave Miller, Miller Welding, will be added. Gina Jones, Domtar, will be added July 25th. Bob Esch recommended "Kelly" from ARG to replace him.

Bruce moved to recognize changes to membership; Chris seconded; motion carried.

Other Business

Bob Cardamone indicated they are working on our cost allocation plan that meets uniform guidance and Susie asked that the Finance Committee be permitted to make decisions regarding cost allocation.

Susie mentioned that we must RFP for an auditor and also collaborate with North Central to perform an audit for this program year that was "messy" as a result of the separation. Bob stated that it was a significant accomplishment by WDB staff to set up a non-prof and get things up and running.

Bruce discussed the phasing in of the RESEA program for UC claimants, which is far more intensive than the PREP program.

Chris announced that as of July 1st the Job Gateway is now OVRs official means of referrals. She also invited everyone to public meetings on August 16 and 29.

Deborah Pontzer announced that on June 22 the Congressman had a Bill for the Reauthorization of Perkins passed in the House and that the Senate is next. The hope is that

as a result of the unanimous support in the House the Senate will pass it swiftly. She also announced an expansion of funding for apprenticeship programs.

The next meeting is scheduled for October 4th at the CEC.

Pam reminded everyone that L&I staff are here to talk to employers for a focus group for paid leave at 11:00 AM. Pam discussed a summary of both our regional and local plans and explained that we are looking for input on both plans. Our plans must align with the state's plan and the state encourages LWDBs to invest in innovation, employer engagement, accountability structures and improved data. Collaboration is key. Pam reviewed the mission, vision and goals.

Sharon spoke about the new generation of workforce, which is concerned more with a work/life balance and employers need to get educated on this mind-set. AARP has a multi-generational document that may be helpful in addressing this issue.

Adjourn

With no further business Bob Cardamone moved to adjourn the meeting at approximately 11:00 AM; seconded by Bruce; motion passed.