



425 Old Kersey Road
Kersey, PA 15846
Office: 814-245-1835
WorkforceSolutionsPA.com

**North Central Workforce Development Board
Executive Committee Meeting Summary
December 20, 2017, 10:00 AM
Meeting/Conference Call**

Members via Conference Call:	Robert Cardamone, JoAnne Ryan, Kelly Davis, Cathy Grove and Sharon Engle (Present)
Staff Present:	Susie Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham
Agenda Items Included:	PA CareerLink Certification Recommendations, Monitoring Agreement w/ Central WDB, Workforce Solutions Personnel Manual, AccuFund License, WS Pilot

Meeting Summary: The meeting was called to order at 10:00 AM.

The first item on the agenda was the PA CareerLink® Certification. Site Administrators worked with their staff to complete Workforce Solutions tool. Our staff went out to interview site administrators and staff and inspected the PA CareerLink® centers. After going over everything, we have decided to certify all PA CareerLink® centers, but felt each center would need a continuous improvement plan. We will be following up and assisting with this process. The results of the certification will be submitted to the state by December 31st. There was discussion with the committee on whether there was guidance from the state in this process, which there was guidance provided. There were also additional questions on the continuous improvement plan and the referral process. At the end of these discussions JoAnne made a motion to concur with the certification of the CareerLinks, seconded by Bob, motion passed.

The next item on the agenda was the monitoring agreement with Central WDB. In order to not increase our staff capacity to fill this requirement, Central WDB has offered their monitor to assist us in our programmatic reviews. Susie stated she felt very good about the reviewer as she has 20+ years of experience. We have also shared our policies with her so she will be familiar with them. There will be three program reviews, each review being one week. The total cost of the review is \$5500 plus mileage, hotel and meals. The total estimated cost is

\$9500.00, which is less than was originally budgeted. Susie will be submitting a budget modification to the Finance Committee sometime after the beginning of the new year to adjust our budget in various categories. Sharon asked for a motion to approve, Bob moved to approve, Kelly seconded, motion approved.

The Workforce Solutions personnel manual was the next item on the agenda. The Executive Committee had all reviewed the manual prior to this meeting. Sharon and Bob both recommended that an attorney look over the manual. JoAnne recommended the Knox firm in Erie. Overall, everyone felt the personnel manual was good but thought a lawyer should review and if he recommended changes, we would amend the manual and then present to the full board during the April board meeting. There were a few additional questions about vacation, per diem and employees signing off on the handbook and any revisions to it. At the end of the discussion Sharon asked for a motion to have a lawyer review, then full board approve the personnel manual in April, Kathy made the motion, Bob seconded it, motion passed.

The next item discussed was the AccuFund Licensing. Vanessa, Sherri and Susie all need access to the accounting software. We only have one license now, and it has been cumbersome as only one of us can be working in the system at a time. We are requesting one additional license at a cost of \$2400.00. Susie will check to see if there will be additional maintenance fees. JoAnne made a motion to approve the purchase of another AccuFund license, Bob seconded, motion approved.

At this point Workforce Solution's staff were excused from the meeting so that Susie could discuss a WS Pilot Project with the board.

The pilot project presented was a Telecommuting Policy. Workforce Solutions staff that are able to perform their work from home would be able to work remotely two days per month on an alternating schedule. There was some discussion regarding FLSA and PII. The committee requested that a lawyer review this policy as well and upon successful review the committee will vote through email.

Susie brought up a concern regarding our subcontract with North Central. Training expenditures are very low half way for this point in the program year at 5% as of the end of October. A request was made of North Central to submit a corrective action plan. The plan identified additional obligations of \$149,640 moving their percent to plan to 21%. The committee is requesting a more detailed plan for their projected expenditures with a committee meeting planned for late January to review their response and decide on a plan of action.

The final item on the agenda was health insurance coverage. Susie explained that we are in the process of receiving quotes and it looks like the cost is going up around 10%. Bob moved to approve that the Executive Director may approve a change in health care coverage as long as it doesn't exceed 10%, JoAnne seconded it, motion passed.

Cathy moved to adjourn the meeting at approximately 11:15, Kelly seconded it, motion passed.