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**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Community Education Center for Elk and Cameron Counties
4 Erie Ave
St. Marys, PA 15857
January 4, 2018, 9:30 am**

Board Members Present – In Room

JoAnne Ryan, Gina Jones, George Salter, Scott Graham, Kelly Davis, Greg Lezanic, David Cornelius, Robert Cardamone, Christina Palmer and David Steele

Board Members Present – On Conference Call

Sharon Engle, Catherine Grove, John Sutika, Lisa Kweder, David Miller, Tonya Coursey and William Curley

Board Members Absent

Keli Rounsville, Bunny Comilla, Joseph Hardes, Kelly Benson, Michael Hoskavich, Joseph Williams, Brad Lashinsky, Jeffrey Miller and Bruce Jones

WDB Staff Present

Susie Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Joe Royer, Ashley Urbancic and Sherri Cunningham

Guests in Room

Deborah Pontzer, Jenna Witherite, Francesca Varischetti, Tonya Mauk, Manette Setree, Loretta Lininger and Mark Morelli

Guests on Conference Call

Larry Horning, Terry Cole, Tom Bogacki and Bob Wicker

Call to Order and Welcome

Vice Chair JoAnne Ryan called the meeting to order at 9:30 and welcomed everyone in attendance.

Pledge

The Pledge of allegiance was given.

Consent Agenda

Dave Cornelius made a motion to accept the consent agenda with the changes to the October 4, 2017 Meeting Minutes changed to reflect Chris Palmer was absent, seconded by Kelly Davis, motion passed.

North Central Subcontract Reports

Larry highlighted the success story of Philip Butler who relocated to Emporium from New York to be closer to his family. A TABE assessment was conducted and Philip completed several workshops. Philip started at BrownCo on December 4, 2017 where he demonstrates a good work ethic and seems to enjoy the work.

WIOA Title II Presentation

Kelly Davis provided information in the mailing about goals and performance measures that she touched on. She also talked about two different tests for students who did not graduate high school to get a diploma, either the Commonwealth High School Diploma or GED. She had guests Tonya Mauk and Loretta Lininger share several success stories about kids who did not graduate high school that are now employed and doing very well. Kelly and Loretta stressed they always encourage kids to stay in school and graduate, but if they are dropping out, they immediately begin working to help these kids. Bob Cardamone questioned whether a formal arrangement needs to be made with schools to help kids who drop out. Kelly feels the current system is working and they are reaching those that have dropped out. Jenna Witherite confirmed this and stated good relationships with the school districts are very important so that the schools know about available programs. Jenna also shared a success story.

Audit Presentation

Bill Seymour with SB & Company provided a Power Point presentation to explain the audit. He gave details on the following:

- Scope of Services
- Summary of Results
- Audit Approach
- Access of Controlled Environment
- Evaluation of Key Processes
- Key Account Assertions and Audit Results
- Financial Highlights and Income Statement
- Required Communication

Mr. Seymour stated he found no weaknesses and had full cooperation from the staff. He noted he found no issues or errors and there were no disagreements. He then asked if there were any questions on the audit.

Scott Graham questioned whether there could be a carryover fund balance and if so how much. Bill said there is no limit, but if the carryover continues to grow the auditors would make recommendations as to how to handle the funds.

Bob Cardamone asked if SB & Company audited other non-profits. Bill stated they have between 100 - 150 other non-profit clients, which total an approximate \$13-14 billion/year. Bob also questioned if workforce dollars were tested for liability on a sample basis for meeting guidelines and if a detailed look was taken at the cost allocation plan. The answer to both being yes.

There were no other questions on the audit. A motion was made to accept the audit report by Dave Steele. The motion was seconded by David Cornelius, none opposed, and motion was passed.

Business Education Connect Presentation

Pam Streich spoke about the Business Education Partnership Grant. This is a \$150,000 grant received for activities and staffing to make sure we are connecting our schools with businesses. This Initiative started several years ago and continues today. Both the Community Education Center for Elk and Cameron Counties and the Community Education Council for McKean and Potter Counties are part of this initiative. A portion of this funding was used to employ both Joe Royer, Career Counselor for Clearfield County and Ashely Urbancic, Career Counselor for Jefferson County – Dubois Area. Joe and Ashley both shared various highlights, tours, projects and job fairs students were involved with in the past year. Bob Wicker also shared his 2017 highlights and success stories. Pam then talked about “What’s so Cool about Manufacturing” video contest and reminded board members of the March 13, 2018 Award Ceremony.

Other Business

Susie stated there has been a lot going on at Workforce Solutions in the past year and asked that everyone look at the “Workforce Solutions Year in Review” that was sent in an email to board members that summarized some highlights of the past year.

Susie was also happy to announce that all of our PA CareerLink® centers have been certified after a very comprehensive review by Workforce Solutions staff. The Executive Committee met on December 20, 2017 and approved the motion to concur with staff recommendations to approve all CareerLink certifications. Our staff will be working with the CareerLink on a continuous improvement plan and this will be an ongoing process.

There was a request to move board meetings from the first Wednesday of each quarter to the second Wednesday of each quarter. This would not work for a few of the board members so it was decided to keep meetings on the first Wednesday, with the exception of July as that first Wednesday is a holiday. That meeting will be held on July 11th.

Meeting Adjourned

Bob Cardamone made a motion to adjourn the meeting, seconded by George Salter, all in favor, no opposed, motion carried.