



Workforce Delivery System Committee
March 22, 2018 – 10:00 AM

Members Present: Larry Horning, Greg Lezanic, Kate Brock, Chris Palmer, **Via Conference Call:** Tonya Coursey, Kelly Davis
Absent: Joe Harges, Bruce Jones

Staff Present: Linda Franco

Topics Discussed: Updates -Dubois CareerLink Relocation; MOU; CareerLink Certification/Continuous Improvement; RFPs/status

Updates: Linda shared with the group that since the last meeting the DuBois CareerLink successfully completed the relocation to their new site within the timeline. The MOU was signed, modified to include a separate Infrastructure Funding Agreement and signed by all partners again by the required December 31st deadline. The Committee was informed that RFPs went out for all programs earlier this year and Workforce Solutions received multiple bids across all programs. Linda explained that she could not comment further as the bids are all being evaluated by committees.

CareerLink Certification/Continuous Improvement was also reported on by Linda. She explained that the process was completed by December 31st and that the sites were all certified and given a Continuous Improvement recommendation from Workforce Solutions, which these Committee members received via email. This topic generated a lot of discussion, addressing problem areas at certain sites, specifically about job duties within the CareerLink. It was stated that the Site Administrators need to know they have the support of the partner directors as well as this committee in order to effectively lead. It was decided that this Committee would conduct meetings at various CareerLinks throughout the course of the year. The WDSC also recommends a (cross) training session where all staff are brought in and partner directors speak to not only their services but specific roles within the CareerLink structure so all staff understand that certain programs have certain limitations. Linda will coordinate the meeting schedule and check into the feasibility of a one-day cross training session.