

**North Central Workforce Development Board
Executive Committee Meeting Summary
June 15, 2018, 2:00 PM
Meeting/Conference Call**

Members via Conference Call: Sharon Engle, Robert Cardamone, JoAnne Ryan, Kelly Davis, and Greg Lezanic

Staff Present: Susie Snelick, Pam Streich, Linda Franco, and Vanessa Hasselman

Agenda Items Included: Workforce Solutions budget, recommended allocation for ResCare, SLIP photo/caption contest, CHMURA Jobs EQ subscription renewal, PA CareerLink CRC RFQ Award, PA CareerLink Operator extension, CareerStreet, Apprentice Partnership Opportunity, wage analysis, meeting w/County Commissioners, North Central Planning Commission update

Meeting Summary: The meeting was called to order at 2:00 PM. The following items were discussed.

1. **Workforce Solutions Budget** – Review of our proposed budget and review of RSAB (PA CareerLink Costs); includes a 10% planned carryover
 - i. Resources – Review of allocations (contracts) received to dateBob moved to approve the budget as presented, JoAnne seconded it, motion passed.
2. **Allocation Recommendation for ResCare** – Review of our proposed award to ResCare. After some discussion, Bob moved to approve that we award ResCare a contract totaling \$2,554,136 with the authorization of the Executive Director to negotiate if necessary, the proposed profit with ResCare not to exceed 6% of the award, Kelly seconded it, motion passed.
3. **Photo/Caption Contest Award** – Staff propose a Photo/Caption Contest with our PA SLIP Interns offering cash awards of \$500, \$250, and \$100 provided out of IP Match. The internship program supports our companies that have contributed to the IP

Match. Therefore, we recommend using funds from our IP Match. We would like the Workforce Board and Chief Elected Official Board to vote on the contest. JoAnne moved to approve the cash awards for the Photo/Caption contest in the amount of \$500, \$250, and \$100, Bob seconded it, motion passed.

4. **CHMURA Jobs EQ Renewal** –Staff are requesting approval to renew our membership to JobsEQ and RTI in the total amount of \$5,651.38 for the new program year. Bob moved to approve the renewal, Kelly seconded it, motion passed.
5. **PA CareerLink CRC RFQ Award** - We received a list of out-dated state computers that are located in our PA CareerLink® centers in the Career Resource Area. The state offered funds to update the computers, monitors, and printers with the understanding that they would be the property of the boards and we would provide the necessary maintenance. We put this out to bid through an RFQ process and we received back 2 responses. Staff recommend awarding the contract to Advanced Computer Solutions in the total amount of \$16,446.74. Bob moved to approve the award to Advanced Computer Solutions, Kelly seconded it, motion passed.
6. **PA CareerLink Operator Extension** –Staff are recommending an extension of the current Operator in the amount of \$5,000, while the state updates their policy and hopefully adds more options. Kelly moved to approve, Bob seconded it, motion passed.
7. **CareerStreet – Beta Site** – Depending on the input of our partners – we may be requesting approval to become a beta site to offer the CareerStreet webpage to support our Business and Education Connect Initiative. We were introduced to this several years ago by Bob Cardamone – who is also part of the Northwest WDB. They have been using this for years to support their business and education partnerships. We are meeting with partners today to see what their interest is because the site will only be as good as the information that is put into it. Staff have decided to table this to a later date to determine commitment.
8. **Workforce Development: Apprenticeships and Private Sector Partnerships in Germany and Switzerland** – This opportunity was presented to us from our network partner at the Appalachia Higher Education Network (AHEN). With all of the emphasis over the past few years on apprenticeships we felt this is a great opportunity to learn from countries that have successful models in place for years. The staff would participate in monthly webinars and travel to both countries in October. Our expected outcome would be a replicable model that we could share with our employers, partners, AHEN partners, and others. The cost is \$4,700 plus flights. We are recommending that one staff apply. AHEN has committed \$1,000 to help defray the cost for each. JoAnne moved to approve moving forward with the application process, Bob seconded it, motion passed.

9. **Wage Analysis – HR Consultant** – Staff discussed the possibility of an RFQ to find a consulting group to perform a wage analysis for our organization. As you know, when we started our organization, staff from North Central “carried over” their wage. When any new staff has been hired a labor market analysis has been done reviewing on-line resources for similar positions. This is an opportunity to validate wages. We decided to table this request because initial indication appeared to be a lot of work on our end.
10. **Meeting with County Commissioners** – North Central’s Executive Committee designated a committee of their board comprised of three county commissioners: Doug Morley – Potter, Matt Quesenberry – Elk, and Jeff Pisarcik – Jefferson. This committee requested to meet with our Chair, Vice-Chair, and Treasurer. The meeting is planned for this Thursday at 1:00. We will provide a verbal update.
11. **North Central Updates – Furniture, Equipment, & Fiscal Review** – We have obtained a listing from North Central for both the furniture and equipment they have accumulated over the years with workforce funding. It is our mutual agreement that everything for their current staff that is located in each of the PA CareerLink® center remains there for ResCare employees. In regard to those items located at the administrative office we are reviewing that information now with ResCare to determine what we would like to retain ownership of. Once staff have completed this review we would like permission to “donate” anything not wanted or needed by either us or ResCare to North Central to keep. In regard to the outstanding fiscal issue, I reached out to Eric to see if they received an updated invoice. He has since responded that they did receive a revised invoice. We will request a breakdown of what we are contributing toward that invoice. Members also wanted to table the decision to donate until we have a better understanding of what remains to determine the value of the items.

The meeting adjourned at approximately 3:45 PM.

