

**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
July 11, 2018 9:30 am**

Board Members Present – In Room:

Sharon Engle, George Salter, Greg Lezanic, David Cornelius, Robert Cardamone, Christina Palmer, David Steele

Board Members Present - On Conference Call:

John Sutika, Tonya Coursey, Keli Rounsville, Bunny Comilla, Scott Graham, Kelly Davis,

Board Members Absent:

JoAnne Ryan, Gina Jones, Catherine Grove, Joseph Hardes, Lisa Kweder, David Miller, Kelly Benson, Michael Hoskavich, Joseph Williams, Brad Lashinsky, Jeffrey Miller, Scott McBride, Bruce Jones

WDB Staff Present:

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

CEO Members Present – On Conference Call:

Dan Freeburg, Carol Duffy, Susan Kefover

Guests – In Room or On Conference Call:

Deborah Pontzer, Todd Vanderburgh, Kyla Gutierrez, Debra Giordano, Blythe Brunner, Mark Morelli, Tom Bogacki, Terry Cole, Jill Martin-Rend, Jonathan Johnson

Quorum:

A Quorum was established

Call to Order and Welcome:

Chair Sharon Engle called the meeting to order at 9:30, welcomed everyone in attendance, and introduced our guests from ResCare and The Center for Rural Pennsylvania.

Pledge:

The Pledge of Allegiance was recited.

Consent Agenda:

Chris Palmer made a motion to accept the consent agenda, seconded by Bob Cardamone, motion approved.

Population Presentation – Jonathan Johnson, Senior Policy Analyst, Center for Rural Pennsylvania:

Jonathan presented a very interesting population power point presentation with facts on the population and population changes in North Central Pennsylvania from 2010 – 2017 and then provided statistics of what our population would look like in the years to come. As there were many members and guests calling in to this meeting, an email will be sent with the presentation for everyone to view.

Executive Committee Report:

- **Workforce Solutions Budget** - Susie provided an overview of Workforce Solution's budget and RSAB's for July 1, 2018 – June 30, 2019. She noted this includes a 10% planned carryover.
- **Allocation Recommendations for ResCare** - Sharon discussed ResCare's budget overview. ResCare was awarded a contract totaling \$2,544,136 with the authorization of the Executive Director to negotiate if necessary, the proposed profit with ResCare not to exceed 6% of the award. Sharon also explained to the board that herself, Joanne Ryan, and Bob Cardamone had a meeting with the commissioners (per the commissioners request) to discuss the ResCare award. Sharon felt the meeting was very productive and positive. Bob added he felt the meeting was very helpful to the commissioners, as they had been unaware of many details on the issues with North Central in the past year. Sharon followed up stating the lines of communication have been cleared and she feels very positive in moving forward.
- **Photo/Caption Contest Award** – Workforce Solution's will hold a Photo/Caption contest with our PA Slip Interns offering cash awards of \$500, \$250, and \$100 provided out of IP Match. Susie stated the internship program supports our companies that have contributed to the IP Match, we therefore recommended using these funds for the contest. We would like the Workforce Board and Chief Elected Official Board to vote on the contest winners.
- **CHMURA Jobs EQ Renewal** – The CEO Board approved our request to renew our membership for CHMURA in the total amount of \$5,651.38 for the new program year.
- **PA CareerLink CRC RFQ Award** – Susie stated that 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 board and we would provide the necessary maintenance. We put this out to bid through an RFQ and received two responses. The contract will be awarded to Advanced Computer Solutions in the total amount of \$16,446.74.
- **PA CareerLink Operator Extension** – Susie explained that while we are waiting on the state to update their policy and hopefully add more options, we would like to extend our current operator's contract for another quarter in the amount of \$5,000.

A motion was made to approve the Executive Committee Minutes by Bob Cardamone, Dave Steel seconded the motion, all approved, motion passed.

New Committees:

Susie stated she would like to create two new committees

- 1) Personnel Committee
- 2) Evaluation Committee

Susie provided a description of both new committees along with a list of existing committees and what each committee does. She stated we need volunteers for the new and existing committees and asked anyone interested to contact Sharon or herself.

She also stated she would like to set \$5,000 aside for HR assistance and staff development.

Bob Cardamone made a motion to approve the new committees and set \$5,000 aside for HR assistance and staff development, Dave Cornelius seconded the motion. All approved and motion was passed.

Transition:

Debra Giordano gave a presentation on ResCare. She opened by stating that ResCare's Workforce Service Division was actually founded in Pennsylvania. She introduced Regional Director, Kyla Gutierrez and Project Director Blythe Brunner. Deb and Kyla spoke on how welcoming everyone has been and stated that normal services to customers is their first priority. They also explained their hiring process and that 100% of their staff has been local hires. All incumbent workers were offered the opportunity to interview, but many chose not to. Of the 20 new hires, nine are incumbents. Deb said there has been a lot of training, including Pam presenting on the Workforce Board, state conducted training, and a presentation on tools to be implemented. She also stated that the youth work experiences were all back on the payroll and it was a smooth transition. There have been a few bumps, but overall the transition is going very well.

Furniture/Equipment for North Central:

Susie stated the furniture currently at North Central as well as our PA CareerLink® centers is property of the Workforce Board. Both ResCare and the CareerLink centers have given the opportunity to take what they need and we now need to make a decision as to what to do with the remaining furniture/equipment. We think donating it to Goodwill (a non-profit that employs people with disabilities) may be the best solution. An offer was made to North Central and they declined. We've been given a deadline of July 31, 2018 by North Central to remove everything at their Ridgway location. We do not want to pay for storage for items that are not needed and in poor condition.

Chris Palmer made a motion to donate the surplus. The motion was seconded by George Salter, motion approved.

RSAB's:

Susie reviewed the Resource Sharing Agreement Budgets for each of our six PA CareerLink® centers. She explained the various partners and their contributions. We have been fortunate to be able to maintain the infrastructure in our region for so many years.

Susie also mentioned that DuBois is looking at an expansion and these numbers are included in the budget. The new space was smaller than the old and with the additional ResCare staff more space is needed. The partners all agreed to this modification.

Kelly Davis mentioned her concern that the cost of an FTE in McKean County is high at \$12,000. Terry responded that losing Walker Business hurt the budget but it was due to city taxes. Now that the transition with the new Title I provider is moving ahead, Terry indicated she will concentrate her time on trying to find more partners.

Dave Cornelius moved to approve the Resource Sharing Agreement Budgets, Greg Lezanic seconded it, motion passed.

Appoint Nominating Committee:

Susie asked for volunteers to be on a Nominating Committee. Sharon Engle and Bob Cardamone both volunteered to be on this committee.

IT Support:

Susie asked for a 2-month extension for Advanced Computer Solutions to cover any issues with ResCare staff computers such as email issues, viruses or other unexpected issues that may come up. Bob Cardamone made a motion to approve this request, George Salter seconded the motion, all approved, motion passed.

Susie also requested to put out an RFQ for regional IT support to cover all the CareerLinks and Workforce Solutions. The RFQ would include IT support in all six counties for ResCare, CareerLinks and Workforce Solutions. Bob Cardamone made a motion to approve an IT Support RFQ, George Salter seconded the motion, all approved and motion was passed.

Other Business:

Susie informed the board that our Career Counselor, Ashley Urbancic has left Workforce Solutions in order to pursue a new job opportunity. Susie requested permission to post/recruit to fill this position. Bob made a motion to approve the request, Chris Palmer seconded the motion, motion approved.

Adjourn:

Dave Cornelius made a motion to adjourn, Bob Cardamone seconded. Meeting adjourned at approximately 11: 15 AM

