



**Quarterly Local Management Committee (LMC) Meeting  
September 19, 2018 - 10:00 AM**

**Present:** Jim Keltz, Gail Valora; Cheryl Shellhammer, Karen Jack, Blythe Brunner  
**Via Conference Call:** Tom Bogacki, Todd Vanderburg, Bonnie Boop, Greg Lezanic, Becky Mitchell; Julia Foster  
**Guest:** Mark Morelli, Operator  
**Workforce Solutions Staff Present:** Linda Franco

**Topics Discussed:** Direction of LMC; EARN Manual and Attachment H; Recruitment of additional partners; Program Updates and LMI Reports

**Summary:** Since the EARN provider is new to this group, all agencies: Community Action; Central PA Community Action, the Early Learning Resource Center (ELRC), the KEYS Program; CareerLinks and CAOs discussed their role with EARN customers and other services they provide. The agencies went on to provide updated information regarding the number of EARN customers they are serving. The CareerLink Site Administrators, Tom Bogacki and Todd Vanderburg, provided information regarding the number of open job orders as well.

Blythe Brunner, Project Director for the EARN Program, discussed her organization's integration into the CareerLink system and provided a Quarterly Report illustrating EARN customers served, placement, wages, and credentials. Staff have been offering the following workshops: Perfecting Job Applications, Build a Resume, Interviewing Skills, Resume Pro, and an online academy that covers a multitude of topics. She also highlighted two successful EARN customers in McKean and Cameron Counties.

It was decided that a collective list of agencies, points of contact, and contact information be developed and shared, therefore, all participants agreed to provide Linda with this information and she will organize it and send out to all partners.

Recruiting for additional agencies that may provide services to EARN customers was also discussed, however, many felt that if we continue to add other social service providers to these meetings the focus would no longer be on serving the EARN customer which is the primary objective. It was suggested that we develop a resource book that includes all social service organizations, but both Blythe and Linda felt these resources already exist so Linda will gather this information and make it available to the partners.

**Action Items for WDB:** There are not action items for the Board at this time.