



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Community Education Center for Elk and Cameron Counties
4 Erie Avenue
St. Marys PA 15857
October 3, 2018 9:30 AM**

Board Members Present – In Room:

Sharon Engle, Tonya Coursey, Michael Hoskavich, David Cornelius, Jeffrey Miller, Scott McBride, Robert Cardamone, Christina Palmer, Bruce Jones, and Kate Brock

Board Members Present – on Conference Call:

JoAnne Ryan, John Sutika, Keli Rounsville, Bunny Comilla, Lisa Kweder, David Miller, Kelly Davis, Greg Lezanic, and David Steele

Board Members Absent:

Gina Jones, George Salter, Kelly Benson, Scott Graham, Joseph Williams, Brad Lashinsky, and Jamie Evens

WDB Staff Present or on Conference Call:

Susie Snelick, Linda Franco, Vanessa Hasselman, Joe Royer and Sherri Cunningham

CEO Members Present on Conference Call:

Carol Duffy

Guests – In Room or on Conference Call:

Blythe Brunner, Bill Seymour, Mark Morelli, Tom Bogacki, Terry Cole, and Todd Vanderburgh

Quorum:

A quorum was established

Pledge:

The Pledge of Allegiance was recited

Call to Order and Welcome:

Chair, Sharon Engle called the meeting to order at 9:35, welcomed everyone in attendance, and Introductions were made.

Consent Agenda:

Jeff Miller made a motion to accept the consent agenda; Chris Palmer seconded; all approved and motion carried.

Audit Presentation:

Susie stated that our second audit is complete and that everything went very smoothly. She recognized Vanessa Hasselman for all her hard work in helping to complete the audit. She then turned the meeting over to Bill Seymour with S&B Company to present the audit. Mr. Seymour's presentation included the Scope of Services, a Summary of the Results, Audit Approach, Evaluation of Key Processes and Key Accounts, and the Financial Statement Highlights. He stated the audit was clean, he found no findings of fraud and no material weaknesses on internal controls. He ended saying there was nothing of a negative nature from an audit perspective and opened the meeting for questions. There were no questions on the audit. A motion was made to approve the financial statements by Bruce Jones; seconded by Kelly Davis; all approved and motion was carried.

Committee Action Items:

- **Personnel Committee** – RFQ's for Human Resource assistance in the development of the salary scale and performance management system for WFS staff are due on October 16th with a meeting being held on October 29th to select upon board approval. A motion to give the Personnel Committee permission to choose an HR Consultant was made by Kate Brock; Seconded by Kelly Rounsville/Tonya Coursey; all approved and motion passed.
- **Finance Committee – Award for IT Services** – Bob Cardamone went over the September 20th Finance Committee Meetings discussion of the Regional IT RFQ to provide computer maintenance and IT support to the seven CareerLinks in the six-county area, as well as Workforce Solutions and ResCare Devices. We received one response from Advanced Computer Solutions with two options, an hourly rate billed for each service call or a flat monthly fee. After a lengthy discussion, the Finance Committee is recommending a contract based on a flat monthly fee with the request of a detailed report of services performed. The report will allow the ability to evaluate the cost-effectiveness of this option in making future decisions. Susie noted, regardless of the option we choose, Advanced Computer Solutions would be servicing more computers at a much lower cost than our previous IT provider. Chris Palmer made a motion to approve Advanced Computer Solutions as our new IT provider; John Sutika seconded; all approved and motion carried.
- **Local Oversight Plan** - This policy is a requirement of Pennsylvania's Department of Labor and Industry and has been updated to reflect the state's requirements. Susie explained the need to do a risk assessment each year to determine the frequency and type of review needed for each of our providers. This will fall under the responsibilities of the Continuous Improvement Committee and the plans/results will be brought to the board. Susie also noted that since our contract with ResCare is new that we treat them as a "Middle Risk" provider and follow the monitoring schedule in the plan, which requires two fiscal reviews and a program review. A Motion was made by Scott McBride to approve the Local Oversight Plan; seconded by JoAnne Ryan; all approved and motion carried.

- **ResCare Metrics** – The Continuous Improvement Committee also reviewed the performance metrics drafted for ResCare. These measures will be linked to performance funds and three categories were developed: Services to Job Seekers, Services to Employers, and Quality. Susie explained the requirement to measure each of these categories and since this is new to us, the process will have to be fluid and we will make adjustments as needed. Sharon noted she felt this was a great starting point and agreed it would be a fluid process going forward. Scott McBride made a motion to approve the ResCare Metrics; Bruce Jones seconded; all approved and motion carried.
- **MOA w/Central WDB – Monitoring** - This topic was also discussed at the Continuous Improvement Meeting. We have worked with the Central Workforce Development Board for over a year on assisting us with our monitoring. Most boards hire a full-time monitor, but we are trying to keep our cost down by sharing in the work and contracting the more intensive file review with Central. The current cost is \$3000 plus travel for each review, which is 3 times per year. If we keep the cost to \$3000 we do not have to procure and Central has agreed to this. A motion was made to approve an MOA with Central WDB for monitoring by Bruce Jones; Jeff Miller seconded; all approved and motion carried.

Other Business:

The Nominating Committee met to review and approve our new officers to serve for the next two years starting in January 2019. Sharon Engle has served four terms as our WFB Chairperson and as we must stay within our by-laws, we will need to nominate a new Chairperson. The Nominating Committee is recommending JoAnne Ryan as Chairperson, Sharon Engle as 1st Vice Chair, and Lisa Kweder as 2nd Vice Chair, Kelly Davis as Secretary, Bob Cardamone as Treasurer, and Greg Lezanic and Tonya Coursey as At Large. At this time, Susie opened nominations to the full board. There were no new nominations. Bob Cardamone moved to close the nominations; Jeff Miller seconded; all approved and motion carried. At this time Kate Brock made a motion to approve the new officers; Chris Palmer seconded; all approved and motion was carried. Bob Cardamone and Susie recognized and thanked Sharon Engle for her strong leadership in her role of serving as Chairperson for the Workforce Development Board for the past years.

Susie announced and presented the pictures of the Photo Contest Winners the WDB held for the PA Slip Internship Program. She also stated the PA Slip Program was a huge success and we are hoping the state continues the program next year.

Our next board meeting will be held on January 9, 2019 at 9:30 AM at the CEC.