



425 Old Kersey Road  
Kersey, PA 15846  
Office: 814-245-1835  
WorkforceSolutionsPA.com

**North Central Workforce Development Board  
Executive Committee Report  
December 19, 2018; 9:00 AM  
Conference Call**

**Members Present:** Sharon Engle, Robert Cardamone, JoAnne Ryan, Greg Lezanic, Kelly Davis, Tonya Coursey

**Staff Present:** Susie Snelick and Pam Streich

**Agenda Items Included:** Local and Regional Plan Updates; Healthcare Benefits; New Position; Other Business

**Meeting Summary:** The meeting was called to order at 9:00 AM.

The first item discussed were the updates to the Local and Regional Plans. Pam reviewed these changes that included: updates to the Title I Provider to reflect ResCare; update to Workforce Solutions staffing; Future's Committee revised responsibilities; changes in the organization chart. These changes will be posted for 30 days with comments becoming part of the modification. Bob moved to approve the changes, Kelly seconded it, motion passed. **Action Item.**

The next item on the agenda was healthcare benefits. Susie explained that when the benefit portfolio was first designed that benefits beyond the individual employee for health insurance weren't included. Susie requested that we now have a request for a dependent to be added and in response we need a more concrete policy. Committee members asked that Susie poll the other workforce boards in PA to see what they provide. This information will be shared with the committee and will go to an e-mail vote unless an additional conversation is needed.

The next item discussed was the request for a new position, Business Engagement Coordinator. Susie explained the need for the position in regard to increased services to business including: implementation of the Regional Action Plan, Registered Apprenticeships and Pre-Apprenticeships, as well as the Next Generation Industry Partnerships. Susie indicated that the current staff capacity is in need of additional assistance in order to provide quality services. In regard to funding we have a unique opportunity with the PAsmart grant applications to fund this position over the next year and a half. The responsibilities are also 100% in line with the responsibilities of the board under the Workforce Innovation and Opportunity Act. Susie has asked HR Consultants include this position in their development of the salary scale. JoAnne moved to approve the new position, Bob seconded it, motion passed. **Action Item.**

Susie then requested that the Executive Committee consider adding Christmas Eve as an additional holiday this year as a way to reward staff for all of their hard work over this past year. We have not requested a raise for staff since August 2017 because we are waiting on the work

of the consultants. Staff have done a great job and Workforce Solutions has compensated from their hard work. Bob moved to approve the additional holiday for this year, Kelly seconded it, motion passed. **Action Item.**

With no other business, the meeting adjourned at approximately 9:40 AM.

**Action Items:** The Committee recommends acceptance of all actions items identified above.