



425 Old Kersey Road • Kersey PA 15846

**Workforce Delivery System Committee  
January 2, 2019 at 10:00 PM**

**Members Present:** Bruce Jones, Greg Lezanic, Chris Palmer, Kelly Davis

**Absent:** Kate Brock, Joe Williams, Blythe Brunner

**Guest:** Tom Bogacki, Todd Vanderburgh, Mark Morelli

**Staff Present:** Linda Franco

**Topics Discussed:** 2019 Meeting Schedule, Expectations of Site Administrators; Site Administrators questions/concerns; Operator Report; CareerLink Review; Organizational Chart

The 2019 Meeting schedule was discussed with the next meeting being set for the 26<sup>th</sup> of February at a CareerLink site to be determined.

The Committee agreed that Site Administrators will be included in all future meetings and be prepared to speak about the good things happening in the CareerLinks; any issues or concerns; any messages to staff that need to be reinforced by partner Directors; UC traffic numbers, wait times, and impact to CareerLinks. The Committee conveyed to the CLAs that they are here to support them and the staff.

Todd requested direction on the handling of CareerLink issues. The Committee directed the Site Administrators to convey all questions or issues to Mark Morelli, Operator, who will bring the matter(s) before the Committee for decisions. For all time-sensitive issues the CLAs were instructed to email Mark Morelli, Operator and copy all Committee members. In the event that a quick decision must be made the CLAs may move forward with a majority response rather than wait for all members to reply.

Todd discussed concerns over the purchase of ink for printers that belong to ResCare and advised the Committee that he has purchased ink for shared printers but not for ResCare. His concern is that there is not money in the budget for these purchases.

Attendance at CL staff meetings was also raised and Chris Palmer assured the CLAs that OVR staff will participate in staff meetings when they are available.

Mark gave a brief Operator Report, informing the Committee the only issue that continues to surface consistently is the lack of training among new ResCare staff.

Linda reported that the CareerLink Reviews were completed and the only concern is capturing referral numbers. The CLAs were given tools to better capture these numbers and the expectation is that they will be able to report the number of referrals among partners and to outside agencies.

Matters raised but tabled for the next meeting are: Organizational Chart and incentives for CareerLinks. The Committee requested that the CLAs take this time to consider what incentives would be most beneficial.

**Action Items for WDB:** No action items.