



**Workforce Delivery System Committee**  
**February 26, 2019 at 1:00 PM**

**Members Present:** Chris Palmer, Kelly Davis, Blythe Brunner  
**Absent:** Kate Brock, Joe Williams, Bruce Jones, Greg Lezanic,  
**Guest:** Mark Morelli  
**Staff Present:** Linda Franco, Susie Snelick

**Topics Discussed:** Site Administrator reporting to the WDB; Cameron County CareerLink relocation; Weather-related CareerLink closings; Operator Report; Infrastructure Review

This WDSC meeting was held at the Elk County CareerLink as this group decided that alternating locations among CareerLink centers would demonstrate accessibility to staff and help committee members feel more connected.

Linda supplied the committee with the Site Administrator's reports to the board asking for feedback from the committee and suggesting the format be altered to include information more valuable to the board, however, the committee unanimously agreed that the information provided was valuable, informative, and succinct and that no changes should be made to the format.

Linda recounted the events leading up to the relocation of the Cameron County CareerLink affiliate site, explaining how quickly Cameron County Commission Thomas, CareerLink staff and Workforce Solutions came together to address the need for a new venue. The new CareerLink site is now located in the NorthernTier Community Action building, effective March 1<sup>st</sup>. There was additional discussion among committee members regarding the hours the CareerLink will be open and how it will be staffed. The committee agreed the center should be open at least 4 days per week since it is no longer necessary for 2 staff to man the office since there are many people in the building.

Blythe stated that regardless of any decisions to close CareerLinks, particularly based on the weather, Title I/EARN (ResCare) staff will not be leaving and the CareerLinks could remain open. This led to other members voicing concerns over recent decisions to close the CareerLinks because of weather, and all agreed that it did not demonstrate expected work ethic to the customers being served. It was requested that Linda schedule a conference call with all program directors to further address these concerns.

Mark Morelli provided a report to the committee which included meetings he has attended and areas that could be improved upon.

Susie discussed the modifications to the RSABs and the impact these modifications will have on FTEs and various programs.

Finally, after observing that CareerLink sites may not be ideal for discussing certain topics it was suggested that this committee begin having monthly conference calls with Site Administrators to address pressing issues and reserve the CareerLink sites for quarterly meetings and a lighter agenda.

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