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**North Central Workforce Development Board
Executive Committee Report
July 31, 2019; 3:00 PM
Conference Call**

Members Present: Gina Jones, Lisa Kweder, Robert Cardamone, Kelly Davis, and Tonya Coursey

Staff Present: Susie Snelick

Agenda Items Included: Operator Recommendation, Executive Director Goals, Fiscal, Signatories on Checking and Savings Accounts

Meeting Summary: The meeting was called to order at 3:00 PM.

The first item discussed was the Workforce Delivery System Committee's recommendation to the Executive Committee regarding our procurement for a PA CareerLink® Operator. There were some discussion regarding both proposals received from Human Capital Consulting and ResCare Workforce Services. Ultimately, both the staff and the WDS Committee recommended contracting with Human Capital Consulting for a maximum of \$80,000. Lisa moved to approve the contract with Human Capital Consulting for a maximum of \$80,000 contingent on Sharon Engle's resignation from the Workforce Development Board prior to our next board meeting to avoid any potential conflicts of interest, Kelly seconded it, Bob abstained, motion passed. **Action**

Item

The next item on the agenda was a review of the Executive Director's goals. As part of our Performance Management System, we have requested that each staff develop two goals to be included in their formal annual review along with the performance competencies and job description accomplishments. The board provided some good feedback and asked for a mid-year evaluation of the goals incorporating some of their feedback.

The next item on the agenda was in regard to our fiscal capabilities. Susie explained that Vanessa will be out on maternity leave for six to twelve weeks starting sometime in October. Our Fiscal Office Assistant, Sherri Cunningham will be covering her duties while she is out. She is being trained on all duties by Vanessa now. Board members were thankful for Sherri stepping in and supportive of the Executive Director as well.

Susie requested approval from the Executive Committee to add all of the members of this committee as signatories for Workforce Solutions for North Central Pennsylvania (Tax ID # 81-4257698) bank accounts including: Checking Account #1056039009; Money Market Account #1056027715; and Money Market Account #1056027723. The committee unanimously approved the following signatories be added, with two signatures required on every check: Lisa Kweder,

Tonya Coursey, Kelly Davis, Robert Cardamone, and Greg Lezanic. Susan Snelick will remain as signatory on the account. Sharon Engle and Gina Jones will be removed effective September 1, 2019.

With no other business, the meeting adjourned at approximately 3:30 PM.

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