



**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
Wednesday, June 26 2019 9:30 a.m.**

Board Members Present – In Room: Sharon Engle, Gina Jones, George Salter, David Miller, Michael Hoskavich, Brad Lashinsky, David Cornelius, Jeffrey Miller, Scott McBride, Bruce Jones, David Steele, Kate Brock,

Board Members Present – on Conference Call: John Sutika, Tonya Coursey, Keli Rounsville, Robert Cardamone, Christina Palmer,

Board Members Absent: Joanne Ryan, Bunny Comilla, Lisa Kweder, Scott Graham, Kelly Davis, Joseph Williams, Greg Lezanic, Jamie Evens

WDB Staff Present or on Conference Call:

Susie Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Joe Royer, Colleen Prechtl and Aaron Herzing

CEO Members Present on Conference Call: Susan Kefover

Guests – In Room or on Conference Call: Blythe Brunner, Deborah Pontzer, Ray Geary, Mark Morelli, Terry Cole, Todd Vanderburgh, Tom Bogacki, Terry Hinton, Jocelyn Bash, Corine Christoff, Nancy Smithbauer, Tom Werstler, Tom Kronenwetter

Quorum: A quorum was established

Pledge: The Pledge of Allegiance was recited

Call to Order and Welcome:

Vice Chair, Sharon Engle called the meeting to order at 9:30 and welcomed everyone in attendance.

Consent Agenda:

George Salter made a motion to accept the consent agenda; Kate Brock seconded; all approved and motion carried.

Vote – New Chair, Gina Jones, Human Resource Manager, Domtar:

With the resignation of JoAnne Ryan from the board, Gina Jones has agreed to be the new chair. This is a mid-term appointment. Bruce Jones made a motion to vote Gina Jones in as the new chair of the WDB; Dave Cornelius seconded this motion; all approved and the motion was carried.

PY 2019 Budget:

The next item on the agenda was Workforce Solution’s PY 2019 Budget. The PY 2019 budget is \$1,086,693, an increase of \$211,414 from the previous year. Vanessa explained one reason for this increase is due to staff salaries, as we hired Aaron Herzing, Workforce Solutions Business Engagement Coordinator. Other reasons include the hiring of Workforce Navigators for the PA CareerLink® centers and the new State guidance for the Operator. All PA CareerLink® centers will be getting a full-time Workforce Navigator with an expense of \$45,285 per CareerLink. The Workforce Navigator will have a variety of responsibilities including triage, intake and job searching. The new guidance from the state will change the role and responsibilities of the Operator, requiring additional funds to support these positions. After reviewing the budget, there were no additional questions. Kate Brock made a motion to approve the PT 2019 Budget, George Salter seconded; all approved and the motion was passed.

Action Items:

Finance Committee

The Finance Committee recommends the ResCare Allocations as follows for Program Year 2019 (July 1, 2019 – June 30, 2020):

- Dislocated Worker \$730,138
- Adult \$440,894
- Youth \$432,969
- EARN \$408,216
- TANF Youth \$215,136

Total \$2,227,353

The Finance Committee recommends approval to enter into an agreement with Advanced Computer Solutions for \$1,750/month for IT support for Workforce Solutions, ResCare, and the PA CareerLink for PY 2019 at a total cost of \$21,000; with a portion of this cost shared by the partners in the RSABs.

Future’s Committee

- 1) The committee reviewed the ITA policy and recommends that the board approve the following language be added: “Awards will only be made when individuals have scored a scale score of 576 in Reading and 596 in Math on TABE 11-12. Exceptions may be made on a case-by-case basis as approved by Workforce Solutions.” The previous language read: Awards will only be made when individuals have scored a ninth grade level on TABE survey in Math and Reading in order to ensure successful completion of the training. Exceptions may be made on a case-by-case basis as approved by Workforce Solutions. The TABE Survey no longer exists.

Personnel Committee

- 1) The committee recommends utilizing the sections of the Performance Evaluation Tool that was developed by HR Consultants but track/ report through purchase of AssesTEAM. The cost to utilize this system is \$1/employee/month bringing the total cost to \$96/year.

Workforce Delivery System Committee

- 1) The committee recommends approval of the Operator RFP as provided to the board in the member portal.

Scott McBride made a motion to approve the recommendation of all Action Items as presented; Bruce Jones seconded the motion; all approved and the motion was passed.

RSAB's – PA CareerLink®:

Vanessa went over the budget for each PA CareerLink® and noted the increases for each. Susie then reiterated the increases are mostly due to the addition of the Workforce Navigator in the PA CareerLink® centers. She explained this is something that has been needed for a long time. A knowledgeable and informed person greeting and helping customers as they walk through the door is very important. Susie also noted the Workforce Navigators would be employed by the new Operator. Bruce Jones added that this is common practice among other regions and is very much needed; it is a step in the right direction. Chris Palmer also expressed her support and added that it was very much needed.

Jeff Miller made a motion to approve the RSAB's; Keli Rounsville seconded, all approved and the motion was passed. Note that Chris Palmer abstained from the vote.

Next Generation Industry Partnership Presentation:

Pam informed the WDB of the PA Smart Grants that Workforce Solutions' applied for and received which include the following:

- Registered Apprenticeship Grant \$149,413
- Registered Pre-Apprenticeship Grant \$77,000
- Next Generation Manufacturing Industry Partnership Grant \$140,000
- Next Generation Health Care and Social Assistance Industry Partnership Grant \$45,000
- Next Generation Building and Construction Industry Partnership Grant \$45,000

Aaron then gave a presentation on the Registered Apprenticeship Program. He stated the program is flexible and employer friendly. He also noted the benefits of the program are a 91% employee retention rate, a stable pipeline to qualified workers, and it will cover 75% of related technical instruction costs. Aaron is currently working with Alpha Sintered, Phoenix, Superior, Hunter's Garage and FEMCO on setting up apprenticeship programs.

Pam informed the board of the Next Gen Launch meeting that took place in May. The Manufacturing launch meeting was held May 29th with 22 employers present. The Health Care and Social Assistance launch was held on May 17th with 16 employers present and the Building and Construction, May 23rd with 5 employers present. Pam noted these meetings are employer driven and all the meetings had very good and exciting conversations. As action plans develop, we will reach out to partners for assistance.

New and Potential Board Members:

Susie let the board know that Dave Cornelius would be resigning from the board. She thanked Dave for all he had done for the board over the years and noted he has been a very active, long time board member.

Susie then informed the board of the new members joining, which include:

- Catherine Bartruff, CFO, Allegheny Contracting LLC
- Kimberlea Whiting, Mortgage Loan Originator, Citizens and Northern Bank
- Leslie Neal, Elk County Director of Veterans Affairs (Replacing Joe Williams)
- Buddy Franklin, Assistant Business Manager, International Brotherhood of Electrical Workers Local Union (Replacing Dave Cornelius)

Susie also welcomed Corine Christoff as our new member effective July 1, 2019.

PA CareerLink® Computer Upgrades:

Susie stated that computers and other IT equipment have needed updated in the CareerLinks for quite a while now. The resources are available now to make many of these updates. Linda has worked with the PA CareerLink® Administrators on high priority items and Aaron with Advanced Computer Solutions has been a great help. We have a good handle on what is needed and will build a plan into the budget to do future upgrades as needed. Susie stated for now the cost of priority/medium upgrades is \$34,407.00. This includes 46 computers, 45 monitors, 5 printers, and 2 laptops. A spreadsheet was provided with all updates and the funding sources.

Dave Cornelius made a motion to approve the computer upgrades in the PA CareerLink® centers; Jeff Miller seconded; all approved and motion was passed.

Other Business:

Sharon Engle noted that the Executive Committee will meet within the next couple of weeks to discuss wage and compensation for WFS staff to complete open items from the spring meeting.

Tom Werstler updated everyone on Rapid Response for the LEDVANCE employees. He stated they have held six meetings that covered all shifts. The meetings were very well attended, with 150-160 employees attending. Tom also noted that LEDVANCE has been approved for TRADE. Susie said there have been employers reaching out to WFS and the CareerLinks about the LEDVANCE employees. We are working on holding a Career Fair to connect the employers and LEDVANCE employees.

A motion was made by Dave Cornelius to adjourn the meeting; Bruce Jones seconded and the meeting was adjourned at 10:55 a.m.