QUARTERLY SUMMARY REPORT
One Stop Operator

Report Prepared By: Sharon L. Engle

Reporting Period: 9/1/19 – 9/24/19

Date Submitted: 9/25/19

1. Major activities and accomplishments during this reporting period

Implemented Predictive Index into the recruiting process for the Workforce Navigator role
Finalized Workforce Navigator description
Listed Workforce Navigator role into the 6 Counties utilizing the CWDS
Meet and greet all staff at the Clearfield County CareerLink, as well as the Clearfield/DuBois CareerLink.
Trained on the interview process with Clearfield/Elk/ Jefferson County site administrators and other personnel of their choice for the selection process
Sent 106 PI assessments
Received 136 applications
Conducted 17 interviews
Conducting competitive proposals for benefits

2. Problems/Barriers and how they are being addressed

Business acumen of the entire workings of the system.
Learning through Linda, Pam and Susie, websites and site administrator personnel.
Attend regularly scheduled meetings to help with knowledge base and also enhancing trust/relationship building efforts.

3. Planned major activities during the next reporting period

Hire and train 6 Workforce Navigators with a start date of October 17th with in-house training on 10/17-10/18. Begin on-site responsibilities on 10/21.
Incorporate benefits after successful completion of employment
Administer holiday and PTO from day one of employment
Data tracking of incoming clients
Virtual meeting weekly with site administrators
Incorporate Virtual Interview Opportunities
Resurrect Employment Brochure for skilled employment
Begin/contribute the newsletter for North Central Region

4. Best practices and/or program innovations

I liked Todd's creation of teambuilding lunches on Friday's with cornhole being played during lunch.

5. List PA CareerLink® site visits and meetings attended

9/4 Meeting with State Farm regarding benefits
9/5 Meeting at Workforce Solutions with Linda Franco, Tom Bogacki and Todd Vanderburg
9/8 Conference with Linda Franco
9/12 Meet/greet with site administrators; 13Todd Vanderburg and staff; Tom Bogacki and staff at Clearfield and Clearfield/Dubois
9/12 Conference with Linda Franco
9/13 Conference with Tom Bogacki, Site Administrator
9/13 SHRM Board of Directors Meeting
9/18-9/20 Attended PA State SHRM Conference
9/20 Interviews in DuBois CareerLink with Tom Bogacki and Karen Mayes
9/23 Conference meeting with Tom Bogacki, site administrator
9/24 Interviews with Tom Bogacki and Karen Mays – DuBois CareerLink
9/25 Meeting with Todd Vanderburg, Site Administrator, Clearfield

Instructions for Preparing the Quarterly Report

FORMAT

Quarterly progress reports (due two weeks prior to the regularly scheduled board meetings) will provide Workforce Solutions for North Central Pennsylvania sufficient information for a full understanding of the Operator's performance. No page minimum or limitations are prescribed regarding the length of the report. Fully respond to each of the information categories covered by the report.

REPORT CONTENTS – Please follow the following format.

1. **Major activities and accomplishments during this reporting period:** Summarize PA CareerLink® Operator activities and accomplishments that occurred during the reporting period as outlined in the contract. Activities may be center/county-specific and/or regional.

2. **Problems/Barriers and how they are being addressed:** Describe any deviations or departures from Workforce Solutions' policy, PA CareerLink® procedures, etc. and how they are being addressed; along with areas of concern with recommendations for improvement.

3. **Planned major activities during the next reporting period:** Describe what activities or strategies are being planned for the next reporting period. These activities should be measured in #1 "*Major activities and accomplishments during this reporting period*" in the report submitted next reporting period.

4. **Best practices and/or program innovations:** Describe best practices or innovations that you have observed in your visits and/or research.

5. **List PA CareerLink® center visits and meetings attended:** Include purpose and outcome or accomplishment (if applicable).