



425 Old Kersey Road • Kersey PA 15846

**Workforce Delivery System Committee  
September 30, 2019**

**Members Present:** Kelly Davis, Chris Palmer, Bruce Jones, Blythe Brunner,  
**Excused:** Greg Lezanic, Kate Brock  
**Board Staff:** Linda Franco  
**Guests:** Sharon Engel, Operator, Tom Bogacki, Todd Vanderburg, Site Administrators

**Topics Discussed:** Introduction of Operator and Report; Workforce Navigators; Active Shooter Training; Site Administrator Reports; Terry Cole Retirement/coverage; PACL Partner Meeting; Workforce System Evaluation

Linda welcomed the committee and began with **Introducing Sharon Engel as the new Operator.** Sharon then summarized her **Operator Report** (also submitted to the WDB). There was further discussion about the efforts to hire, train, and place the new **Workforce Navigators.** Sharon stated that she has had over 150 applicants across the region and that after performing evaluations she is in the process of interviewing along with the Site Administrators. Site Administrators both expressed a desire to retain the current greeters (funded through CSEP programs) at some sites. They were directed to develop an appropriate Job Description and ensure that if greeters were retained as back up to the Navigators that they would have sufficient work to stay busy. They are to submit the job descriptions to Linda for review before decisions are finalized. Sharon also discussed the training for the Navigators which will take place at Workforce Solutions for 2 days then in the CareerLink Sites. Site Administrators and partners agreed to share training materials with Sharon.

Linda announced that Sharon is pursuing **Active Shooter Training** for all the CareerLink sites. We had secured a video presentation that staff were requested to view a couple years ago but Sharon will arrange for on-site evaluations and training for each CareerLink.

The **Site Administrator Reports** were next. Tom and Todd both discussed re-entry efforts along with Work Share Programs that UC is doing. Staff and local BSTs have been working diligently to bring employers in for this UC program but have not had much interest. Tom discussed LedVance programs and the lack of customers at the Cameron County CareerLink. Blythe concurred that staff presence in Cameron is not an efficient use of time four days a week. Kelly opined that Loretta is busy on the days she is there. The Committee directed Tom to study the site and monitor foot traffic between now and the next Committee meeting in November where he is to report usage. The Committee will then make a decision about the hours. Todd reported on the collaboration with libraries in Jefferson County that was highly publicized and reported that although staff have put a lot of time and effort into recent job fairs attendance is very low. The most recent job fair had 23 employers but only 20 attendees. Both Bruce and Sharon discussed the advantages of virtual interviewing and recommended the SAs research that as an option.

Linda announced **Terry Cole's Retirement** on October 4<sup>th</sup> and Bruce outlined the BWPO coverage of those sites between Tom and Todd.

Linda talked about the upcoming **PA CareerLink Partner Meeting** on November 22<sup>nd</sup> indicating she had some staff volunteer to be on a planning committee and requesting that all of the Committee members feel free to contact her to offer input and influence the agenda. Linda stressed that this meeting is for the PA CareerLink staff and it should be informative and enjoyable.

Linda also discussed **Evaluating the Workforce System** and that this Committee is being charged with the task. Now that we have a full time Operator it is a good time to look at the system as a whole and determine what areas the WDSC wants to look at; what's working and what's not working. Beginning with the next meeting on November 22<sup>nd</sup> this will be the focus of the Committee and the Operator.

Under **New Business** Bruce brought up the issue of CareerLink's closing due to inclement weather and what the process is for Site Administrators. Much discussion ensued and the matter was tabled until the next meeting.

**Action Items for WDB:** None

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