

**North Central Workforce Development Board
Executive Committee Report
November 18, 2019; 1:00 PM
Conference Call**

Members Present: Corine Christoff, Lisa Kweder, Robert Cardamone, Kelly Davis, and Tonya Coursey

Staff Present: Susie Snelick

Agenda Items Included: Career Pathways RFQ Recommendation, Executive Director Goals, Site Administrator vacancy in Potter and McKean County

Meeting Summary: The meeting was called to order at 1:00 PM. The first item discussed was the RFQ that was released for our Career Pathways project. The purpose is to meet a variety of needs including: the requirement in WIOA that the Title I provider will case manage customers according to a defined career pathway in their chosen industry; the desire of employers to market our region via defined career pathways to attract people to live in or commute to our region; and to meet one of our five goals – “Identify Career Pathways in major industry sectors to enhance career counseling that will result in training opportunities for our customers through skill, credential and degree attainment.”

We received one response to this RFQ from KayLynn Hamilton Consulting. KayLynn is well-known in workforce. We have worked with her in the past through our Title II adult education providers. Her proposal was comprehensive and included the following main components:

- Produce a guide with 14 sections including: 1 section as an introduction to career pathways; 12 sections to include the major industry sectors; and a final section on how to work with employers and job seekers using career pathways.
- PA CareerLink® staff training – 4 – ½ days of training regarding the tool and the “How to” case manage according to a career pathway.
- A pictorial map of each major industry sector identifying the major occupations that will be used for outreach in response to our Next Gen Partnership employers request.

The total cost of her proposal is \$47,600 and includes over 470 hours of work devoted to this project. Bob moved to approve the contract with KayLynn Hamilton Consulting, ensuring she only bills for actual hours worked, the information is customized for our region, and the pathways are validated by our local employers, Kelly seconded it, motion passed. **Action Item.**

The next item on the agenda was a review of the Executive Director’s goals for the first quarter of this program year. Susie provided action items identifying progress toward both of her SMART goals. She noted that this is just a small part of her position but the expectation of all staff is to have 2 SMART goals.

Susie then noted that we have not moved on filling the Site Administrator role in McKean and Potter counties. Her team along with the Operator and core partners are exploring all options for continuous improvement of the system.

With no other business, the meeting adjourned at approximately 1:30 PM.

Action Items: The Committee recommends acceptance of the action item identified above