

**North Central Workforce Development Board**

**Workforce Solutions for North Central Pennsylvania, Inc.**

**Meeting Minutes**

**The Red Fern**

**421 Old Kersey Rd**

**Kersey PA 15846**

**Wednesday, October 2, 2019 at 9:30 a.m.**

**Board Members Present – In Room:** George Salter, Jeffrey Miller, Robert Cardamone, Bruce Jones, David Steele, Kate Brock, Corine Christoff, Kimberlea Whiting and Buddy Franklin

**Board Members Present – on Conference Call:** Lisa Kweder, Kelly Davis, Christina Palmer and Catherine Bartruff

**Board Members Absent:** Tonya Coursey, John Sutika, Keli Rounsville, Bunny Comilla, David Miller, Michael Hoskavich, Greg Lezanic, Brad Lashinsky and Scott McBride

**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 or on Conference Call:** Susan Kefover, John Sobel and Carol Duffy

**Guests – Present or on Conference Call:** Amy Cherry, Sharon Engle, Terry Hinton, Terry Cole, Todd Vanderburgh, Tom Kronenwetter, Blythe Brunner, Melanie Erb and Bill Seymour

**Quorum:** A quorum was established

**Pledge:** The Pledge of Allegiance was recited

**Call to Order and Welcome:**

Susie Snelick called the meeting to order at 9:30 and welcomed everyone in attendance. Susie introduced new board members Kimberlea Whiting, Buddy Franklin and Catherine Bartruff.

**Appointment of New Chair:**

Due to the resignation of Gina Jones from the Workforce Development Board, Susie requested the mid-term (October 2, 2019 – December 31, 2020) appointment of Corine Christoff as the new board chair. George Salter made a motion to appoint Corine Christoff as the new chair to the Workforce Development Board, Bob Cardamone seconded; all approved and the motion passed. This appointment also assigns the chair, as well as the Executive Committee members Lisa Kweder, Tonya Coursey, Kelly Davis, Robert Cardamone, and Greg Lezanic, as signatories on 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. Susie thanked Corine for stepping into this position.

**Consent Agenda:**

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

**Terry Cole’s Retirement:**

Susie recognized Terry for her thirty years of service with the State, twenty of these being as the Site Administrator for the McKean and Potter County PA CareerLink® centers. Susie and Linda spoke of Terry’s commitment to the community, employers and customers and always handling her job with grace. Terry will be greatly missed.

**Audit Presentation:**

Susie stated that the audit of the June 30, 2019 financial statements is complete and that everything went smoothly. She thanked Vanessa for all her work with S&B to complete the audit. Susie then turned the meeting over to Bill Seymour with S&B Company to present the audit. Mr. Seymour’s presentation included the Scope of Services, a Summary of the Results, Audit Approach, Evaluation of Key Processes and Key Accounts and the Financial Statement Highlights. He stated the audit was clean, he found no findings of fraud and no material weaknesses on the internal controls. Mr. Seymour stated there was nothing of a negative nature from an audit perspective and thanked Vanessa for her efficiency in the audit process. He then opened the meeting to questions on the audit. With no additional questions, a motion was made to approve the June 30, 2019 financial audit by Bob Cardamone, seconded by Jeff Miller, all approved, none opposed and the motion carried.

**Committee Action Items:**

1. **PA CareerLink Operator Contract** – Susie informed the Workforce Development Board that Sharon Engle with Human Capital Consulting has been awarded the PA CareerLink Operator Contract by the Executive Committee. Two proposals had been received and after reviewing both, the committee chose Human Capital Consulting. In light of receiving the Operator Contract, Sharon has resigned from her position on the board. Sharon spoke a few words on her new role as operator and said she was very excited to bring new ideas, direction and forward thinking to this position.
2. **ResCare Additional Resources** – Vanessa gave an update on the available resources for PY 2019, a total of $6,981,918, which included the additional carryover funds that were available at the end of PY 2018. The Finance Committee has approved to award ResCare an additional $610,346 in carryover funds, which include the following program amounts:

* Dislocated Worker - $178,230
* Adult - $52,899
* Youth - $174,922
* TANF Youth - $91,522
* Rapid Response - $112,743

The addition of these funds will bring ResCare’s total award to $3,236,463 for PY 2019. Corine asked for a motion to approve the award of additional resources to ResCare for $610,346. Jeff Miller made the motion to approve the additional ResCare resources, Kate Brock seconded, all approved, none opposed and the motion carried.

At this time Susie asked for a motion that the Finance Committee could also approve a budget modification due to the ResCare additional resources rather than wait until the January 8, 2020 Workforce Development Board Meeting. Dave Miller made a motion to allow the Finance Committee to approve ResCare’s budget modification, Bruce Jones seconded, all approved, none opposed and the motion was passed.

**Local and Regional Plan Modifications:**

Pam informed the board that there were some very basic changes made to the Local and Regional Plan, which included staff changes and the new operator. The Plan was posted for public comment from August 29, 2019 – September 27, 2019 in three local newspapers and is posted on Workforce Solutions’ website. There were no public comments. The plan will go into effect January 1, 2020 through June 30, 2020. Jeff Miller made a motion to approve the Local and Regional Plan Modification, Kate Brock seconded, all approved, none opposed and the motion passed.

**Camp Exploration Video:**

Colleen Prechtl gave a brief overview of Camp Exploration. She said the camp was held for students from Jefferson and Clearfield Counties and explored a wide variety of careers in the healthcare system. She then showed a video presentation of the week of camp. Susie noted that this was a team effort between the providers and Workforce Solutions. She stated it was an amazing week and the kids were very engaged. We are planning to do this again next year and are hoping to get more counties involved.

**Other Business:**

1. **PA SLIP Photo/Caption Contest –** Susie informed everyone that we had another very successful PA SLIP Program with 144 internships. This is a wonderful program and we are hoping to receive funding for this program again next year. Susie then showed the top seven photos that were chosen by Workforce Solutions to go to the board for final voting. The Workforce Development Board voted the top three winners and Susie announced those winners as well.
2. **EARN Program –** Susie was happy to report that the statewide procurement conversation has shifted and that workforce boards will be given an opportunity to meet the expectations for the EARN Program. She stated at the last meeting communication was much more open and things seemed to be moving in a positive direction.
3. **Keystone Command Center –** Susie stated that the Keystone Command Center is the eyes and ears of the Governor’s office on workforce issues and they were very happy with the turnout and conversations that took place at our Listening Session on September 26, 2019.

Susie reminded everyone the next board meeting was scheduled for January 8, 2020 at 9:30 a.m. at the Red Fern. At this time, Bob Cardamone made a motion to adjourn, Dave Steel seconded, all approved and the meeting adjourned at 10:22 a.m.