



425 Old Kersey Road • Kersey PA 15846

Workforce Delivery System Committee
November 19, 2019

Members Present: Kelly Davis, Chris Palmer, Bruce Jones, Blythe Brunner, Greg Lezanic, Kate Brock, Nancy Smithbauer

Board Staff: Linda Franco

Guests: Sharon Engel, Operator, Tom Bogacki, Todd Vanderburg, Site Administrators

Topics Discussed: Operator Report, Workforce Navigators, Active Shooter Training, Site Administrator Reports and McKean and Potter coverage, PA CareerLink Partner Meeting, Weather Related CareerLink closings, Workforce System Evaluation.

Linda welcomed the committee and guests. The meeting began with the **Operator Report**. Sharon summarized her report (also submitted to the WDB) and discussed efforts to hire, train, and place the new **Workforce Navigators**. Sharon stated that additional training is scheduled for December 13th and she also discussed efforts to coordinate active shooter training for each of the sites in our region.

Tom and Todd gave their **Site Administrator Reports** and updated the Committee on recent events at their respective sites as well as how they are covering both the McKean and Potter county sites since Terry retired. Todd also discussed the greeter situation in Clearfield as indicated that Clearfield now has a Facebook page. Tom and Todd also discussed the training for phishing and scam emails that all staff must participate in. If staff do not participate in this training their access to CWDS can and will be revoked.

Linda discussed the **PA CareerLink® Partner Meeting** scheduled for November 22nd and highlighted the intent of the meeting as well as what board staff hoped to achieve by gathering all staff together. Partners had questions pertaining to their role in the meeting and Linda explained that each partner is to provide information on their services, preferably through staff representatives.

All partners agreed that Site Administrators would submit their recommendation for emergency or **weather related closings** directly to the Operator for approval. Site Administrators will follow previous policy in the gathering of information and include all partners in correspondence but the Operator will make the final decision as it pertains to each site and specific details.

Linda explained to the Committee that a system wide evaluation of services would be the next project for this committee and asked for suggestions on what partners felt should all be reviewed. Kate Brock, Chairperson, recommended Linda determine what performance any other committees of the Board may look at before this Committee determines what to measure in relation to performance.