

**North Central Workforce Development Board
Executive Committee Meeting Minutes
March 12, 2020; 1:00 PM
Conference Call**

Members Present: Corine Christoff, Kelly Davis, and Tonya Coursey

Staff Present: Susie Snelick and Pam Streich

Agenda Items Included: RFQ – Marketing; Waiver Request; OJT Policy Change; Board Assessment – Training and Agenda; Continuous Improvement Committee; and Workforce Delivery System – Non-voting Member

The meeting was called to order at 1:00 PM. The meeting minutes from our November 18, 2019 meeting stand approved as presented.

The first item discussed was the RFQ that was released for our Regional Marketing project. With this RFQ, we wished to acquire the services of a comprehensive qualified local agency to develop a web-based recruitment and retention marketing toolkit for the North Central PA region. The toolkit will include at a minimum: the actual website developed for the main purpose of recruitment and retention of individuals to relocate or stay in our region for work; a place to house the appropriate resources and tools on the website, a hard copy handout package of regional assets for use by employers, schools and other agencies for use when hiring or recruiting individuals to our region to live and work, quality of life videos (newly developed or using what is already available), and incorporation of our career pathways initiative (currently being developed).

Staff recommend awarding the proposal to Mary & Ferrari for an amount up to \$48,000 depending on the number of videos produced. Resources have already been budgeted in the following grants: Next Gen Manufacturing, Healthcare and Social Assistance, and Building and Construction Industry Partnerships grants. Kelly moved to approve the award, Tonya seconded it, motion passed. Action Item.

The next item on the agenda was in regard to a draft waiver request that staff are proposing to request from the Bureau of Workforce Development Administration regarding their Local Workforce Delivery System – PA CareerLink® System Operator Guidance (WSP, No. 121-04). This waiver would allow Workforce Solutions to employ the Site Administrator for the PA CareerLink® McKean County at Bradford and Potter County at Coudersport. The current policy does not allow the board to employ the Site Administrators. Susie then reviewed the roles and benefits of this request noting that as vacancies might occur in other SA positions we would take them on as employees as well. Kelly moved to approve the waiver request, Corine seconded it, motion passed. Action Item.

The next item on the agenda was a recommendation for a change to our current OJT Policy. Staff recommended that the minimum rate for an OJT to be awarded start at \$10 per hour with the exception of Registered Apprenticeship programs. Many reasons were provided to support this increase including the self-sufficiency wage for our region is at \$33,794. Kelly moved to approve the OJT wage change to \$10/hour effective April 1, 2020, Tonya seconded it, motion passed. Action Item.

Next the committee discussed the board assessment results from the recent survey. Staff are recommending a board training for April 30th from 9:00 – 11:00 AM. The agenda for the training is the result of the feedback from board members. Staff asked for additional feedback. Discussion ensued. It was decided that the recommendations would be presented to the full board at our April 1, 2020 meeting.

The next item discussed was the Continuous Improvement Committee. Susie is recommending that the business of this committee be brought to the Executive Committee. The main reason for this is that we are limited in staff capacity to support all of our committees. Also, the business of this committee is pretty limited in scope and could be easily added to the agenda of the Executive Committee without the need for an additional committee. It is also difficult to recruit members to committees. Kelly moved to approve the change, Corine seconded it, motion passed. Action Item.

Susie then reviewed the WIOA performance measures report.

Susie requested that Jenna Witherite, CIU 10 Director of Adult Education and Project Development, be added as a member of the Workforce Delivery System Committee. Kelly moved to approve Jenna being added to the committee, Corine seconded it, motion passed. Action Item.

The final item on the agenda under Other Business, was a request to renew our subscription to the JobsEQ labor market tool for a total cost of \$7,097. Because this was part of our original budget submitted to the board it did not require committee action.

With no other business, the meeting adjourned at approximately 1:45 PM.