



**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, January 8, 2020 at 9:30 a.m.**

**Board Members Present – In Room:** Corine Christoff, George Salter, Kate Brock, Buddy Franklin

**Board Members Present – on Conference Call:** John Sutika, Tonya Coursey, David Miller, Kelly Davis, Greg Lezanic, Bruce Jones, David Steele, Kimberlea Whiting, Sarah Hayden

**Board Members Absent:** Keli Rounsville, Bunny Comilla, Lisa Kweder, Michael Hoskavich, Brad Lashinsky, Jeffrey Miller, Scott McBride, Bob Cardamone, Christina Palmer, Catherine Bartruff, Leslie Neal

**WDB Staff Present or on Conference Call:**

Susie Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Colleen Prechtl and Aaron Herzing

**CEO Members Present or on Conference Call:**

**Guests – Present or on Conference Call:** Blythe Brunner, Sharon Engle, Todd Vanderburgh, Tom Bogacki, Tom Kronenwetter, Tom Werstler

**Quorum:** A quorum was established

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

**Call to Order and Welcome:**

Corine Christoff called the meeting to order at 9:30 and welcomed everyone in attendance. Susie also noted the last minute change in location from the Red Fern to Workforce Solutions' conference room due to the Red Fern's conference line not working. The Red Fern was available to redirect anyone if they showed up to the meeting.

### **Consent Agenda:**

Susie noted that the operator report was included in the board information but not listed in the consent agenda. George Salter made a motion to accept the consent agenda; Buddy Franklin seconded; all approved and motion carried.

### **Committee Action Items:**

The Future's Committee recommends the board approve the following: 1) An increase in the maximum ITA award to \$7,500 effective January 8, 2020; 2) A maximum award of \$9000 when a customer is awarded both ITA funds and is placed on an OJT; 3) Addition of a clause to the ITA policy that prohibits training providers from increasing the cost of tuition for training programs to align with this increase; and 4) the removal of the TABE testing requirement for OJT participants.

The Finance Committee recommends adjusting the PY 2018 budget to align with expenditures. This report covers 15 months of expenditures and is based on an original 12-month budget. The committee is also recommending the approval of ResCare to transfer \$200,000 from their Dislocated Worker budget to Adult. Susie stated we are allowed to transfer up to 100% of our funds between the two. Our system currently has more than enough DW funds to serve our customers. This transfer will allow for more disadvantaged folks to be served.

The Executive Committee approved an award to KayLynn Hamilton Consulting in the total of \$47,600 to develop our Career Pathways Project. This includes a guide with 12 industry sectors; PA CareerLink® staff training; and a pictorial map of each major industry.

Corine asked for a motion to approve these action items; Bruce Jones made a motion; Kate Brock seconded the motion; all approved and the motion carried.

### **Expanded Hardship Distribution Option – Resolution:**

Susie explained we had a required amendment to Workforce Solutions' 401K plan. This Expanded Hardship Distribution Options Amendment went into effect January 1, 2020 but we need a signature from our board secretary, Kelly Davis as well as board approval. Kate Brock made a motion to approve the Expanded Hardship Distribution Option for Workforce Solutions' 401K plan; George Salter seconded; all approved and the motion passed. Kelly stated she would sign the paperwork at the end of the meeting.

### **Board Survey Results:**

Susie stated we received 8 results from the survey sent to the board members about board training. She noted we would resend the link for those that had not yet completed the survey. We want to make our board meetings as meaningful as possible, so we are looking for feedback from the board. We will look to hold training for the board and CEO board within the next few months. Susie shared some of the information gathered thus far, which included a request for more success stories and financial training.

### **What's So Cool About Manufacturing Video Contest:**

Pam gave a brief overview of the video contest stating this year we had 12 schools and 12 companies participating in the contest. The awards ceremony will be held March 11, 2020 at the St. Marys Area High School. Pam stated this is an exciting and successful event for our region. She also noted the Emcee would be Ed Hayden from Zippo Manufacturing and the Dream Team would be returning as speakers.

### **PA SLIP Update & Booklet:**

Everyone present received a copy of Workforce Solutions 2019 PA SLIP booklet and copies would be mailed to the other members not present. Susie stated what a success this program has been in the past and explained that Labor and Industry was looking to make changes that we felt would affect the success of the program. Labor and Industry is looking to make 40% of the interns be WIOA eligible. Susie stated that Workforce Solutions pushed back on this to keep the program intact. We have enough resources available to serve WIOA eligible individuals. Susie was excited to say, we were heard, and Labor and Industry changed the program to a 10% goal of WIOA eligible interns.

Tom Kronenwetter added what a wonderful program this was and shared that his wife's employer had a PA SLIP intern and ended up hiring the intern full-time. Susie said this program enables youth to be exposed to what is in our area and we have heard many other success stories of full-time hires.

### **PY19 Year in Review:**

Susie asked that everyone take a few minutes to read over the PY19 Year in Review. We had a very busy and exciting year and just wanted to share this with the board.

### **Google Presentation – March 2020:**

Pam stated she learned about this Google Workshop in State College at the Workforce Symposium in October. There is no cost to the workshop, if 50 individuals attend. The event will take place March 25, 2020 at the Red Fern and will cover applied digital skills. All are welcome to attend the workshop and more information will be forthcoming. Please RSVP to Pam.

### **Other Business:**

Kate Brock invited everyone to attend a Poverty Simulation Program to be held at the Johnsonburg Fire Hall on April 3, 2020 from 10:00 a.m. – 2:00 p.m. This program is a great learning experience as it takes you through the footsteps of the working poor. She encouraged all CareerLink Staff and HR professionals to attend.

George Salter asked for information on the closing of LEDVANCE, specifically on what they were planning for the building itself. Susie informed the board she had been invited to attend a meeting later that day by St. Mary's City Manager, Tim Pearson. The meeting was about ideas for the building. Unfortunately, she could not make the meeting as she was out of town but has scheduled a call for the following week with Tim and will provide an update after the call.

**Adjourn:**

With all business concluded, Corine asked for a motion to adjourn. Bruce Jones made a motion to adjourn the meeting; Kate Brock seconded; the meeting adjourned at 10:20 a.m.