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**North Central Workforce Development Board
Executive Committee Meeting Minutes
June 4, 2020; 1:00 PM
Conference Call**

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

Staff Present: Susie Snelick

Agenda Items Included: PA CareerLink® Leases – McKean and Cameron Counties; Security Guards for the PA CareerLink® centers; Operator Contract 2020; ResCare Performance; RFP Auditor; Performance Management; Executive Director’s Evaluation

The meeting was called to order at 1:00 PM. The meeting minutes from our March 20, 2020 meeting stand approved as presented.

The first item on the agenda was review of the leases for the PA CareerLink® centers in Cameron and McKean counties. Both leases expire on June 30, 2020. Cameron is a one-year lease, and McKean is a five-year lease. The cost of rent did not change. Kelly moved to approve the board entering into a new lease for both Cameron and McKean counties, Bob seconded it; motion passed.

The next item on the agenda was an agreement with St. Moritz for unarmed security guards for each of our comprehensive PA CareerLink® centers. This is a trend across all the centers in PA. Staff are uneasy about returning to work knowing that many customers of the UC system are frustrated. The UC courtesy phone will not be available for an undecided time period. Staff would feel more at ease if a security guard is present. The contract with St. Moritz would be for 3 months with the potential to extend or terminate. The cost would be shared in the Resource Sharing Agreement Budget. Bob moved to approve the contract; Lisa seconded it; motion passed.

The committee then discussed the contract extension with the PA CareerLink® Operator. Staff have reached out to the partners and the Site Administrators regarding the extension of this contract for their input. Most agree that an additional year is warranted because much of the first year is learning. However, everyone agrees that a contract to this extent both dollar amount and responsibilities is not needed. The Operator did not fulfill all of the expectations of the current contract. Also, the role of the Operator is difficult to define due to the other individuals responsible for the PA CareerLink® system including the Site Administrators, partners, and board staff. The expectations/responsibilities will be reduced based on a new contract award with input from our stakeholders.

Bob moved to approve a contract with Human Capital Consulting Company for \$40,000 effective August 1, 2020 through July 31, 2021. With a note that if this offer is declined board staff will then go out to bid for these services; Tonya seconded it; motion passed.

Susie then reviewed ResCare’s performance for the third quarter for the WIOA Adult, Dislocated Worker, and Youth contracts. ResCare is meeting all performance except for WIOA Youth Credentials. They have struggled with this measure and continue to look for ways to meet this while improving the experience of our youth. Susie mentioned that she is concerned with how COVID 19 will impact performance in the fourth quarter. There have been conversations at both the state and federal level regarding this. Our hope is that adjustments will be made. Susie will keep the committee informed of this moving forward.

The next item discussed was the RFP for an Auditor. Three years have passed since the last audit so it is time again to procure. Susie asked for permission from this committee to give the Finance Committee the authority to choose the successful agency due to the time frame we are under. Bob moved to approve that staff issue the RFP and to have the Finance Committee review the responses and approve the agency for award; Kelly seconded it; motion passed.

Susie then provided the committee with an update on the Performance Management System. She explained that the tool for review was developed last year; we signed up for AssessTEAM to manage and house our evaluations; staff along with their supervisor chose their goals for the year; quarterly reviews have occurred; all staff have completed the self-assessment; the annual Performance Evaluation will be completed by June 30, 2020. Susie then requested a 1% cost of living along with an additional 1% for a score above 3.0 and an additional 1% for a score above a 3.5% (with a 4.0 being the highest score achievable). Corine moved to approve the 1% cost of living along with the merit raises as identified above; Tonya seconded it; motion passed. Bob asked that a review of salaries occur every three years to ensure we are in line with other non-profits in a similar environment both professionally and geographically. Susie reminded the committee that HR Consultants completed a review of salaries in December 2018.

Susie mentioned to the committee that Greg Lezanic is retiring in July of this year. Unfortunately, he won't be joining us for our board meeting but Susie would like to send him a note thanking him for his service.

Susie then excused herself from the meeting while the committee completed an evaluation of her.

With no other business, the meeting adjourned at approximately 2:15 PM.