



**QUARTERLY SUMMARY REPORT**  
**One Stop Operator**

Report Prepared By: Sharon L. Engle

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Reporting Period: March 6<sup>th</sup> 2020 – June 10<sup>th</sup> 2020

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Date Submitted: 06-11-20

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**1. Major activities and accomplishments during this reporting period**

- Hired new Workforce Navigator for Potter County
- Participated in many meeting/discussions to finalize what re-opening looks like and what opening to the public will require
- Prepared document outlining procedures for re-opening
- Continued the process for conducting the virtual job fairs with confirmation of three companies so far for participation with more to come
- Attended regular Partner Conference calls on Wednesday's
- Attended Workforce Spotlights on scheduled Thursday mornings
- Participated in training for Google Digital Workshop, Job Corp's and HPO Jobs
- Held scheduled updates with Navigators T, W and TH and as needed
- Participated in 8:30 update calls weekly with Linda Franco and Site Administrators
- Attended bi-weekly calls with Linda Franco
- Prepared draft and revision of PA CareerLink for North Central Region Operating Procedures in Response to Coronavirus Disease for Workforce Solutions
- Attended the monthly meetings for Human Resource Management Association of North Central PA
- Participated in interviews for the Site Administrator for Potter and McKean Counties

**2. Problems/Barriers and how they are being addressed**

- Attend regularly scheduled meetings to help with knowledge base and also enhancing trust/relationship building efforts.
- Continue to meet with partner personnel to build relationships and trust; better understanding of programs which is on hold for the time being.
- Mis-information or inaccurate information – continue to provide better dialogue with Workforce Solutions on planned activities and initiatives with SA's and CareerLinks
- COVID-19 critically hampered meetings and travel during these months. Hopefully with re-opening in June to staff, travel will resume.
- Challenging to set up procedures with the fluid changes to guidelines re: Covid 19.

### 3. Planned major activities during the next reporting period

- Hire and train new workforce navigator, Jamie Morey, in Potter County
- Follow up on clearance/background checks for Jamie pertaining to fingerprinting
- Participate in partner meeting for clear understanding of services and performance metrics Continue to work closely with Linda to navigate and understand WIOA, local and combined plans
- Assist with on-boarding of newly hired site administrator
- Participate in activities for re-opening of the centers
- Complete the background check for Potter County Navigator for fingerprinting
- Continue plans for virtual job fairs
- Collaborate in new assessment form for site visits to include COVID-19 processes
- Attend staff meetings at the CareerLinks

### 4. Best practices and/or program innovations

Continue with progress toward re-openings of centers  
Continue video conferences for socialization aspect and updates when possible  
Continue with webinars to stay abreast of the processes and procedures around COVID-19

### 5. List PA CareerLink® site visits and meetings attended

3/11 Attended awards ceremony for What's So Cool About Manufacturing in St. Marys and networked with businesses about the upcoming virtual job fair opportunity  
Attended staff meeting in Clearfield County CL

3/18 Attended meeting with Site Administrators

3/19 Attended meeting with Workforce Solutions

3/20 Conducted Workforce Navigator Update meeting

3/23 Conducted Workforce Navigator Update meeting

3/25 Participated in Site Administrator, Operator and Coordinator meeting  
Participated in Google Digital Webinar  
Attended meeting with Linda (Coordinator)  
Conducted Workforce Navigator Update meeting

3/26 Participated in Workforce Spotlight  
Conducted one-on-one meetings with Workforce Navigators  
Conducted Workforce Navigator Update meeting

3/27 Participated in Site Administrator, Operator, Coordinator meeting with Rescare Supervisor  
Conducted Workforce Navigator Update meeting

3/30 Participated in Site Administrator, Operator and Coordinator meeting

4/1 WDB Meeting, Weekly Partner Call, Navigators Update meeting

4/2 Workforce Spotlight, two sessions of the Active Shooter Training, Navigators Meeting

4/3 Site Administrator, Coordinator, Operator meeting, Gov. Wolf's 2 p.m. Update Conference, Navigators Update meeting

4/6 Site Administrator, Coordinator, Operator meeting, Navigators Update meeting

4/7 SBA webinar on what small business need to know, Navigators Update meeting

4/8 Site Administrator, Coordinator, Operator meeting, Navigators Update meeting, webinar on PUA

4/9 HRMA of NCPA board meeting, Navigators Update meeting

4/10 Site Administrator, Coordinator, Operator meeting

4/13 Site Administrator, Coordinator, Operator meeting, Gov. Wolf's Update Conference and Navigators Update meeting

4/14 webinar on COVID-19 through UPMC and Navigators Update meeting

4/15 Partner meeting, Gov. Wolf's video conference, Navigators update meeting

4/16 Workforce Spotlight, Meeting with Linda and Navigators Update meeting

4/17 Zoom meeting with Tom, Gov. Wolf's video conference update and Navigators Update meeting

4/20 Site Administrator, Coordinator, Operator meeting

4/21 Webinar on PUA, , Navigators Update meeting

4/22 Partners Call, Active Shooter Video Conference Presentation, Wolf's 2 p.m. Video conference Update, Navigators Update Meeting

4/23 Navigators Update meeting

4/24 Site Administrator, Coordinator, Operator meeting and HRMA of NCPA Board meeting

4/27 Site Administrator, Coordinator, Operator meeting with Bruce Jones, LMI training with Pam Streich and the Workforce Navigators

4/28 Navigators Update meeting

4/29 Partner Meeting and Navigators Update meeting

4/30 Workforce Spotlight and Navigators Update meeting

5/1 Attended Site Administrator, Coordinator, Operator meeting

5/4 Attended Labor and Industry meeting with the partners regarding re-opening and virtual services  
Attended training with the navigators on HPO's presented by Pam Streich

5/5 Conducted Navigator Update meeting

5/6 Attended WDSC meeting  
Job Corps cross-training with the navigators and other personnel  
Conducted Navigator Update meeting

5/8 Attended meeting with Workforce Coordinator  
Attended McKean County CareerLink staff meeting

5/11 Attended Site Administrator, Operator, Coordinator meeting  
Attended Governor Wolf's Conference regarding COVID-19  
Attended meeting with Workforce Coordinator

5/12 Conducted Navigator Update meeting

5/13 Attended Technical Assistance Part II meeting with the state  
Attended WDSC partner meeting  
Conducted Navigator Update meeting

5/14 Attended Workforce Spotlight  
Attended Potter County Staff Meeting  
Conducted Navigator Update meeting

5/18 Attended Site Administrator, Operator, Coordinator meeting  
Attended staff meetings for Elk, DuBois and McKean County

5/20 Attended WDSC partner meeting  
Attended Clearfield County staff meeting  
Conducted Navigator Update meeting

5/21 Attended Human Resource Management Association meeting regarding COVID 19  
Attended meeting with Workforce Coordinator  
Conducted Navigator Update meeting

5/26 Attended meeting with Site Administrators, Operator and Coordinator  
Conducted Navigator Update meeting

5/27 Attended WDSC partner meeting  
Attended staff meetings for DuBois, Elk and McKean Counties

5/28 Conducted Navigator Update meeting

- 6/1 Attended Site Administrator, Operator and Coordinator meeting
- 6/2 Conduct Workforce Navigator Update meeting
- 6/3 Attended Workforce Development System Committee meeting  
Conduct Workforce Navigator Update meeting
- 6/4 Conduct Workforce Navigator Update meeting
- 6/8 Participated in Site Administrator, Operator and Coordinator meeting  
Participated in interviews for Site Administrator
- 6/9 Participated in Workforce Development System Committee meeting  
Participated in interviews for Site Administrator  
Conducted Navigator Update meeting
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