



425 Old Kersey Road
Kersey, PA 15846
Office: 814-245-1835
WorkforceSolutionsPA.com

**North Central Workforce Development Board
Personnel Committee Meeting Summary
April 20, 2020, 9:30 AM
Meeting/Conference Call**

Members via Conference Call:	John Sutika and Corine Christoff
Staff Present:	Susie Snelick
Agenda Items Included:	Review of Position Profiles, COVID 19 Policies

Meeting Summary: Corine called the meeting to order at 9:30 AM.

Susie reviewed the position profiles for the Workforce Delivery System Coordinator stating that with the new hire of the Site Administrator for the PA CareerLink® McKean and Potter counties this position will supervise them. This requires a change to the profile. The committee then reviewed the position profile for the Site Administrator. The committee unanimously approved both profiles and gave Susie the authority to negotiate wages. **Action Item**

Susie then reviewed the additional policies needed to support the changes needed for COVID 19. Corine and John both provided additional information and guidance. The need for an emergency sick leave policy as well as the office procedures were discussed.

With no other business the meeting adjourned at approximately 10:00 AM.

Action Item: The Personnel Committee requests approval of their action item as identified above.