



425 Old Kersey Road • Kersey PA 15846

**Workforce Delivery System Committee**  
**May 27, 2020**

**Members Present:** Kelly Davis, Chris Palmer, Bruce Jones, Blythe Brunner, Kate Brock, Jenna Witherite

**Absent:** Greg Lezanic, Nancy Smithbauer

**Board Staff:** Linda Franco

**Topics Discussed:** Operator Reports, Site Administrator Reports, McKean/Potter Site Administrator; MOU, RSABs, Partner Updates, Workforce System Evaluation, New Business

**Operator Report:** Sharon is awaiting information on a description for the COVID safety officer before finalizing the PA CareerLink® Operating Procedures in Response to COVID, the rest of the plan has been approved by the Committee. She also reported on her efforts to coordinate Virtual Job Fairs throughout the region and will be submitting an outline to the Site Administrators and Linda.

**Site Administrator Reports:** Todd reported the following: Participant Services: Clearfield 305-Unique participants 164. Jefferson 281-Unique participants 98. Potter 109-Unique participants 70. Employer Services-Clearfield- 92. Jefferson -200, Potter -37. New Job Postings: Clearfield-97 New Job Orders-281 Openings, Jefferson-41 New Job Orders-120 Openings, Potter-56 New Job Orders -244 Openings. Active Job Orders: Clearfield-77, Jefferson-42, Potter-46. TRADE numbers: Potter- Zero, Clearfield- 4 in school, graduation 6/15/20, 7/31/20, 9/14/20,11/9/20, 2 starting school pending COVID-19, Jefferson-3 Cases, 1 graduated May 14, 2020, 1 graduates August 2020 and 1 graduates December 2020.

Tom reported the following: DuBois:Job Orders: 78, Employer Contact: 70, RESEA: 27 Follow-ups, Trade: 1, UC: 50. Elk: Job Orders: 70, Employer Contact: 50, RESEA: 35, Trade: 78 Active Participants, RTAA: 20, UC: 60. McKean: Job Orders: 56, Employer Contact: 35, RESEA: 50, Trade: 0, UC: 56.

**McKean/Potter Site Administrator:** Linda reported to the Committee that Workforce Solutions has received a number of applicants for the position of McKean/Potter Site Administrator. An interview committee consists of Board Staff, Susie and Linda, Site Administrators, Todd and Tom, and the Operator, Sharon. Interviews will be scheduled the week of June 8<sup>th</sup>, followed by the selection and offer to the successful candidate. Workforce Solutions plans to have the new Site Administrator in place on or about July 1, 2020.

**Memorandum of Understanding and RSABs:** The Committee was provided with a DRAFT copy of the new MOU covering the period July 1, 2020 through June 30, 2023. The current MOU expires June 30, 2020. The Committee members provided feedback and Linda will make the appropriate changes. The Resource Sharing Agreement and Infrastructure Budget will also soon be completed and the Site Administrators will review the budgets with the partners. Once all is approved, signatures will be obtained and the MOU and RSABs will be executed.

**Partner Updates:** Blythe discussed new Title I enrollments, OJTs, and ITAs; Chris discussed OVR's order of selection, and customers still on the wait list. She also indicated she has not received word yet on when OVR staff may return to the office or CareerLink® centers. Bruce stated BWPO staff have not yet received permission to cease telework and does not know when they will be able to return to physical locations. Kelly reported that Title II will begin TABE testing again.

**Workforce System Evaluation:** This topic was tabled for a later date.

There was no **New Business**.

**Action Items:** None