

**North Central Workforce Development Board
Executive Committee Meeting Minutes
September 3, 2020; 1:00 PM
Conference Call**

Members Present: Corine Christoff, Kelly Davis, and Tonya Coursey

Staff Present: Susie Snelick

Agenda Items Included: MOA w/A Peaceful Place to meet EARN Requirements, Computer Equipment for Equus and the PA CareerLink® centers, Executive Director Goals for PY 2020, Equus Monitoring, and Executive Committee Members

The meeting was called to order at 1:00 PM. The meeting minutes from our June 4, 2020 meeting stand approved as presented.

The first item on the agenda was review of the MOA with A Peaceful Place; this is necessary in order to meet the new requirements of our EARN contract with the Department of Human Services. They now are requiring that providers offer counseling services by a Licensed Professional Counselor. Joshua McConnell is employed by Equus and is continuing his education to become a LPC. A Peaceful Place Counseling will be providing the supervision for Joshua to offer these services. The total agreement will not exceed \$4,680 at \$90/hour/week. There is a stipulation in the contract that if DHS finds this agreement does not meet their requirements then it will be terminated immediately. Kelly moved to approve the MOA, Tonya seconded it, motion passed.

The next item on the agenda was computer equipment for Equus and the PA CareerLink® centers. Susie explained that with COVID came various challenges and opportunities. One of the challenges was establishing all of the PA CareerLink® staff to telework. Many had desk tops that had to be transported home and set up then hauled back in when the centers opened back up. In the meantime, staff are being told if they're not feeling well then they need to stay home and telework if they are up to it. In order to allow staff to easily telework staff are recommending the purchase of 12 laptops (2 for each center) for staff to use to telework. In addition, we have had a lot of recent activity with viruses being sent through email. We have been working with our computer company, Advanced Computer Solutions for a fix and one recommendation is virus protection on all of the computers for Equus staff. The cost is \$75/computer/2 years. Kelly moved to approve the purchase of the laptops and the virus protection, Tonya seconded it, motion passed.

The committee then discussed goals for the Executive Director for the new program year. All were in favor of Susie's new goals for the year.

The next item on the agenda was in regard to the recent case file monitoring review of Equus for the fourth quarter of last program year. Susie had provided the committee with the report provided by Sandie Fairman with CPWDC under contract to provide monitoring for the board. Susie noted the issues highlighted as well as Blythe Brunner's, Project Director with Equus, response. All were supportive of their efforts to improve upon the issues sited.

Susie then reminded the committee that with Bob Cardamone's resignation and Greg Lezanic's retirement we are now short on members for the Executive Committee. The committee supported Susie in doing outreach to members in order to fill these two vacancies.

With no other business, the meeting adjourned at approximately 1:45 PM.