



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Held Via Zoom Meeting/Call
Tuesday, July 7, 2020 at 1:00 p.m.**

Board Members Present – on Zoom Video/Call: Tonya Coursey, Bunny Comilla, Lisa Kweder, David Miller, Kelly Davis, Jeffrey Miller, Scott McBride, Robert Cardamone, Chris Palmer, Bruce Jones, Dave Steele, Corine Christoff, Kimberlea Whiting, Buddy Franklin, Sarah Hayden, Chris Adamson, and Jim Keltz

Board Members Absent: John Sutika, George Salter, Michael Hoskavich, Brad Lashinsky, Catherine Bartruff, Kate Brock and Leslie Neal

WDB Staff Present on Zoom Video/Call:

Susie Snelick, Pam Streich, Vanessa Hasselman, Sherri Cunningham, Colleen Prechtel, Aaron Herzing, Jocelyn Bash, and Ron Hammersley

CEO Members Present on Zoom Video/Call: Carol Duffy, James Moate and Barry Hayman

Guests – Present or on Conference Call: Deborah Pontzer, Blythe Brunner, Jill Martin-Rend, Sharon Engle, Terry Hinton, Tom Bogacki, Tonya Maulk, Melanie Erb, and Amy Cherry

Quorum: A quorum was established

Pledge: The Pledge of Allegiance was recited

Call to Order and Welcome:

Corine Christoff called the meeting to order at 1:00 p.m. and welcomed everyone in attendance. She noted the meeting being rescheduled from June 24, 2020 to July 7, 2020 due to not meeting the quorum when we met on June 24th and thanked everyone for attending.

Consent Agenda:

Corine asked for a motion to accept the consent agenda. Chris Palmer made a motion to accept the consent agenda; Kelly Davis seconded; all approved and motion carried.

Action Items:

At this time Susie asked that the board review and approve committee action items.

1. **Budgets** - Vanessa noted the total PY20 budget of \$1,129,360 which is an increase of \$42,667 from the prior year's budget. These changes are due to increases in staff salaries, hiring a new Site Administrator and an increase in our Finance Assistant's hours. Vanessa also noted the RSAB expenses increased due to the hiring of security guards. There were a few decreases also as the Operator position is now part-time and the monitoring expense has been removed. Monitoring will now be done in house.

Bob Cardamone noted the Finance Committee has already reviewed and approved the PY20 budget. Bob then made a motion to approve the PY20 Budget, Chris Palmer seconded, all approved and the motion carried.

2. **RSAB's** – Vanessa again went over the RSAB information provided to the board and noted the reasons for the increases. These increases are due to the hiring of security guards, additional cleaning supplies needed to reopen the CareerLinks due to Covid-19, and the hiring of a Site Administrator for the Potter & McKean County CareerLinks.

With no further questions, Bob Cardamone made a motion to approve the PY20 RSAB's, Tonya Coursey seconded, all approved and the motion carried.

3. **Committee Action Items –**

Finance Committee - The committee is recommending the approval of the PY 2019 revised WIOA budgets; our PY 2020 Workforce Solutions Budget; ResCare's allocations for PY 2020; and the IT support contract.

Personnel Committee - The committee is recommending approval of the positions profiles of the Workforce System Manager and the Site Administrator.

Executive Committee - The committee is recommending approval for the following:

- Renewal of the lease for the PA CareerLink® at Bradford in McKean County and the PA CareerLink® at Emporium in Cameron County
- An agreement with St. Moritz for security guards for our comprehensive PA CareerLink® centers
- Contract extension with the Operator
- RFP for an Auditor with authority of the Finance Committee to choose the successful applicant
- In response to the Performance Management System – 1% cost of living with an additional 1% merit with a score above a 3.0 and an additional 1% with a score above a 3.5 (with 4.0 being the highest score)

Youth Committee - The committee recommends the approval of the following:

- Youth Incentive Policy which provides guidance on the use of incentives to eligible youth utilizing WIOA and TANF Youth Development Funds effective May 1, 2020.
- An increase for the work experience wage for WIOA Youth and TANF Youth program participants to \$9.50 per hour effective July 1, 2020. This is a \$.50 increase.

Future's Committee - The committee recommends the approval of the following:

- Supportive Services Policy which increases the maximum amount of Supportive Services funding for eligible participants from \$620 to \$1,000 effective July 1, 2020.
- The File Management Policy which provides guidelines for participant file management for participants enrolled in Workforce Innovation Opportunity Act (WIOA) Title I services, TANF youth Development Program services and EARN Program services effective July 1, 2020.

Corinne asked for a motion to accept the action items recommended by the committees. Jeff Miller made a motion to accept these action items, Bob Cardamone seconded, all approved and the motion carried.

PA CareerLink® Services - Susie stated that some of our PA CareerLink® centers opened by appointment only this past week and they will all be open for appointment only by the end of next week. The Security Guards are hired. She also noted customers must wear masks to enter the buildings. For those unable to wear a mask, virtual services are still being provided. She also noted virtual services in the CareerLinks went well and we plan to continue and expand on the virtual services. Susie also said the UC phones are not available in the PA CareerLink® centers at this time.

Tom Bogacki also gave an extensive overview of the number of customers served virtually over the past few months in each PA CareerLink® center. There was a discussion on telework and virtual services at this time and if one provided better services/outcomes over the other, but Susie stated it was too soon to tell the results of this. We will continue to evaluate customer flow and services in the coming months.

New Members – Susie took a few moments to introduce and welcome our newest board members.

- Jim Keltz is the Executive Director of the Department of Human Services and is taking the place of retired Board Member, Greg Lezanic.
- Chris Adamson is the Founder and Principal Consultant of The Adamson Group and is our new private sector Board Member.

Success Stories – Tonya Maulk gave an overview of the Virtual Summer Youth Program that ran from June 1st through June 19th. Forty-two youth participated in the program for approximately 30 hours a week. The program concentrated on self-discovery, health & wellness, giving back to the community, information on applications and financial aid. This was a very successful virtual program and the youth and parents all had very positive responses.

Business Education Partnership Update - Colleen gave an update on Carl the Career Bear as the website has been updated to service all ages and will begin to cover all of our counties. Colleen also shared the daily Career Exploration posts that her and Jocelyn have been posting on Facebook. They highlight a different career each day and the Facebook views have increased tremendously.

Colleen also spoke of this year's Camp Exploration which is set to run in August. The camp is growing as there will be 24 first year students and 5 second year students. The camp will be virtual with many different classes and activities. The students will even be CPR certified virtually.

Aaron also updated the board on the Virtual Next Gen Building and Construction Boot Camp. This camp is for students in 9th through 12th grade and will take place in July. The boot camp will concentrate on construction safety, math skills, communication skills and power and hand tools used for construction. There will also be several guest speakers.

Jocelyn spoke of the IU6 Career Cruises that took place virtually June 9th and 10th. There were 7 schools and 30 teachers that participated in the program. Many occupations were discussed in the health and manufacturing fields. There were also representatives attending from Alpha, APP and the CCCTC.

PA SLIP Update - Sherri gave a brief update of the SLIP Program stating that as of now there are 75 employers and 140 interns participating in the program. These internships are in the manufacturing, construction and medical fields and, also include several internships in our townships and boroughs. These internships include engineers, nurses, finance & HR, information technology, surveyors, landscapers, and machinist just to name a few.

New guidelines from the state are allowing the internships to extend beyond the 8 weeks and August 30th. We will continue to accept applications on a rolling basis and have also offered additional weeks to companies already participating for as long as funds allow.

With no other business to discuss, Corine asked for a motion to adjourn the meeting. Bruce Jones made a motion to adjourn, Scott McBride seconded, and the meeting adjourned at approximately 2:05 p.m.

Our next board meeting will be held October 7th at 9:30 a.m.