



**QUARTERLY SUMMARY REPORT  
One Stop Operator**

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Reporting Period: June 10<sup>th</sup> 2020 – September 23<sup>rd</sup> 2020

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Date Submitted: 09-23-20

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

- Re-open CareerLinks to the public by appointment
- Continued the process for conducting a success virtual job fair (VJF)
- Attended regularly scheduled Partner Conference
- Attended Workforce Spotlights on scheduled Thursday mornings
- Held scheduled updates with Navigators T and TH and as needed
- Participated in 8:30 update calls weekly with Linda Franco and Site Administrators
- Attended weekly calls with Linda Franco
- Prepared draft and revision of PA CareerLink Re-Certification
- Continue media coverage with progress of re-openings of centers with specifics about the UC phones
- Placed advertisement in the upcoming football magazine

**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.
- Mis-information or inaccurate information – continue to provide better dialogue with Workforce Solutions on planned activities and initiatives with SA's and CareerLinks
- Address negativity on availability of job seekers – assist in locating available job seekers from the DuBois/Jefferson County area to participate in October job fair

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

- 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 re-certification and operator's responsibilities regarding process
- Participate in on-site observation of services and day-to-day operations at the CareerLink centers
- Continue progress for virtual job fairs
- Collaborate in new assessment form for site visits to include COVID-19 processes
- Attend staff meetings at the CareerLinks
- Pilot first virtual job fair
- Train staff on interview questions allowable by law
- Help coordinate other virtual job fairs that are site specific for upcoming VJF's
- Participate in partner meeting for clear understanding of services and performance metrics
- Visit sites twice per month

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

Continue with progress toward re-openings of centers to the public

On-site CareerLink center visits have been re-established

Continue with webinars to stay abreast of the processes and procedures around COVID-19

Advertised on the radio and in local papers regarding re-opening of CareerLinks

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

- 6/10 Participated in interviews for Site Administrator; Attended the Workforce Spotlight; Conducted Workforce Navigator Update meeting
- 6/11 Attended the Workforce Spotlight; Participated in the interview for Site Administrator
- 6/12 Attended meeting with Linda; Participated in summary meeting of site administrator candidates with Linda, Susie, Tom and Todd. Sent announcement to Media regarding re-opening
- 6/15 Conducted training for new Workforce Navigator in Potter County; made introductions to staff
- 6/16 Continued training for new Workforce Navigator in Potter County; Conducted Workforce Navigator Update
- 6/17 Attended partner meeting; Conducted Workforce Navigator Update
- 6/18 Conducted Workforce Navigator Update
- 6/19 Participated in meeting with Linda
- 6/22 Participated in meeting with SA's and Linda; Met with Marcia Beatty at Jefferson County CareerLink to discuss virtual job fairs
- 6/23 Conducted Workforce Navigator Update
- 6/24 Participated in WDB meeting reschedule; Met with Tom and Todd regarding UC referral form  
Conducted Workforce Navigator Update
- 6/26 Attended the Workforce Spotlight
- 6/26 Conducted Workforce Navigator Update
- 6/29 Attended meeting with SA's and Linda
- 7/1 Participated in Partner conference meeting, conducted navigator video conference update
- 7/2 DuBois CareerLink visit. Verified that the couch guards were in and sanitizer stations were in place. Talked with staff regarding re-opening, conducted navigator update
- 7/6 Monday morning phone conference meeting with SA's and Linda
- 7/7 Participated in WDB board conference meeting, conducted navigator video conference update
- 7/8 Participated in Partner conference meeting, conducted navigator video conference update
- 7/9 Conducted navigator video conference update

7/13 Participated in SA's and Linda's conference meeting, Participated in Partner conference meeting  
7/14 Conducted navigator video conference update  
7/15 Conducted conference meeting with Linda regarding tracfones. Conferenced with Blythe regarding virtual job fairs and conducted navigator video conference update  
7/16 Conducted navigator video conference update  
7/20 Participated in SA's and Linda's conference meeting  
7/21 Conducted navigator video conference update  
7/22 Conducted navigator video conference update  
7/23 Participated in Workforce Spotlight and Potter County Office meeting  
7/27 Participated in SA's and Linda's conference update  
7/28 Conducted navigator video conference update  
7/29 Visit to Potter County CareerLink, conducted training with Jamie, participated in office meeting, conducted navigator video conference update  
7/30 Conducted navigator video conference update  
8/3 Participated in Site Administrators and Workforce Systems Manager  
8/4 Participated in Jefferson County Staff meeting virtually. Conducted virtual workforce navigator update  
8/5 Participated in partner meeting and conducted virtual workforce navigator update  
8/6 Participated in Site Administrators and Workforce Navigators meeting, attended Potter County staff meeting and conducted workforce navigator update  
8/10 Participated in Site Administrators and Workforce Systems Manager Monday morning meeting  
8/11 Conducted virtual workforce navigator update  
8/13 Conducted virtual workforce navigator update  
8/17 Participated in Site Administrators and Workforce Systems Manager Monday morning meeting and conducted virtual workforce navigator update  
8/18 Attended staff meeting in Jefferson County, met with Marsha and Michele  
8/19 Attended virtually WDSC partner meeting and DuBois staff meeting. Make a site visit to the DuBois CareerLink and met with Tom, Marsha, and Brenda. Attended virtually the McKean County staff meeting.  
8/20 Conducted virtual job fair meeting and worked on Re-Cert process. Met virtually with Linda, attended Potter County staff meeting virtually, conducted virtual workforce navigator update.  
8/21 Attended virtual meeting with Linda  
8/24 Participated in Site Administrators and Workforce Systems Manager Monday morning meeting.  
8/25 Attended staff meeting in Elk County, met security guard. Met with Dawn and conducted virtual workforce navigator update.  
8/27 Attended workforce spotlight virtually, worked on revision of Covid-19 questionnaire. On-site visit to Potter County met with Ron and conducted Jamie's 60-day evaluation.  
8/28 On-site visit to Jefferson County, met with Michele, talked to Gene and met with the guard  
8/30 Reviewed CDC guidelines regarding quarantine and prepared for Monday's meeting  
8/31 Participated in Site Administrators and Workforce Systems Manager Monday morning meeting  
9/2 Attended partner meeting via conference video; participated in McKean County staff meeting; Conducted Virtual workforce navigator update  
9/3 Attended video conference with Linda; attended Potter County staff meeting virtually  
9/8 Attended conference call with SA's regarding VJF  
9/9 Participated in BST meeting for DuBois virtually  
9/10 Attended BST meeting for Jefferson County virtually; conducted virtual workforce navigator update  
9/11 Conducted conference call with Tom Bogacki regarding registration and job posting for VJF; attended BST meeting virtually in Elk County  
9/14 Participated in conference meeting with SA's and Linda; held conference call with Marsha; attended WebEx with Secretary of Health for COVID update  
9/15 Conference with SA's (Tom and Todd) regarding reschedule of VJF

- 9/16 Participated in Partner Meeting; attended McKean County staff meeting; conducted virtual workforce navigator update
- 9/17 Participated in Potter County staff meeting virtually
- 9/22 Conducted virtual workforce navigator update
- 9/23 On-site in Clearfield County CareerLink in the afternoon; met with Todd; conferenced with Tom, Linda and Marsha regarding VJF