

E. Committee Action Items:

1. Finance Committee: The committee is recommending the approval of the PY19 and PY20 revised WIOA budgets; PY 2021 Workforce Solutions Budget; PY 2021 allocations for Equus, and the PY 2021 PA CareerLink® Operating budgets as recommended by the Finance Committee at its June 17, 2021 meeting.

Please refer to committee report for more information. The Workforce Solutions Budget and the PA CareerLink® Operating Budgets will be reviewed during the meeting.

F. Other Action Items: Each will require an individual action.

1. PA CareerLink® Operator: Waiver, Procurement, and approval of a 6-month Subcontract through December 31, 2021 replacing the subcontract that ends on July 31, 2021.

Workforce Solutions was required to submit a waiver to the Workforce Delivery System Operator Guidance (WSP 121-04) that would allow us to be the employer of record for the PA CareerLink® Site Administrator position in McKean and Potter Counties. The waiver was submitted to Labor and Industry on June 3, 2021. Last year's waiver was set to expire and Labor and Industry Staff provided guidance on what should be included in the waiver request. The waiver request (and approval) is included in the board mailing and attached to this document.

Labor and Industry at the same time, requested that we procure for the PA CareerLink® Operator in our region during this program year. The procurement will begin with a Request for Proposal being released in September 2021 with an award made by the end of December 2021 and the Operator in place starting January 1, 2022.

We are requesting a new subcontract be awarded to Human Capital Consulting (HC3) the current operator beginning July 1, 2021 through December 31, 2021. This will replace the current subcontract that is set to end on July 31, 2021.

We are asking for approval of the Operator Policy Waiver Request, to move forward with the procurement process for the Operator and the approval of a 6-month subcontract with HC3 Consulting effective July 1, 2021 through December 31, 2021 which would replace the current subcontract that ends on July 31, 2021.

2. Economic Transition and Trade Carryover Funding

Workforce Solutions is requesting the award of any carryover funding for the Economic Transition Grant and Trade funding as well as additional Economic Transition funding recently requested for by Workforce Solutions in the amount of \$100,000 to Equus. Both funds provide training and supportive services to dislocated workers and both expire on September 30, 2021. We will not know the exact amount of carryover funds until July 15th.

3. Website: Approval to issue a Request for Proposals for website enhancement of our current Workforce Solutions website. Our website is outdated and difficult for staff to update. We will procure for the enhancement of the site with the goal of updating the site to more accurately reflect our mission and programs, to provide a link to the PA CareerLink® and PA Six websites as well as to develop a site that is easier for staff to work with. The amount is reflected in the

budget and we plan to commit \$20,000 to the project which includes some website maintenance costs.

4. Workforce Development Board Member Re-Appointments and Appointment

At its meeting on June 24th, 2021 the Chief Elected Official Board (CEO) approved the following re-nominations and nomination to the Workforce Development Board after the individuals agreed to another term or term on the board:

Re-Nominations – all have agreed to another 3-year term

1. Michael Hoskavich
2. Elizabeth Kweder
- 3.. Chris Palmer
4. Jeff Miller
5. George Salter
6. John Sutika

Nominations –Dr. Ping Werner, Interim Chancellor and Chief Academic Officer at Penn State DuBois. to replace Scott McBride.

Scott McBride, former Chancellor of PSU DuBois announced his retirement and resignation from the board effective July 1 ,2021. The CEO also accepted this resignation.

We are requesting the re-appointment of Michael Hoskavich, Elizabeth Kweder, Chris Palmer, Jeff Miller, George Salter and John Sutika, the appointment of Dr. Ping Werner and the resignation of Dr, Scott McBride.



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June 4, 2021

Brenda Dupstadt, Director
Pennsylvania Department of Labor and Industry
Bureau of Workforce Development and Administration
651 Boas Street, Room 1200
Harrisburg, PA 17121-0750

RE: WSP, No. 121-04, Local Workforce Delivery System – PA CareerLink® System Operator

Dear. Ms. Dupstadt:

The North Central Workforce Development Board requests a waiver of WSP 121-04, Local Workforce Delivery System – PA CareerLink® System Operator (February 9, 2021) that would allow Workforce Solutions for North Central PA/North Central Workforce Development Board to be the employer of record for the PA CareerLink® Site Administrator position responsible for our PA CareerLink® McKean County at Bradford and the PA CareerLink® Potter County at Coudersport. The current policy requires the local workforce development board's operator to employ an individual (i.e. site administrator) to carry out the onsite function of the operator at PA CareerLink® sites.

If approved, the NCWDB will incorporate a set of internal controls that takes into consideration the need to respect the firewall between governance and administration including:

- Two of our three current site Administrators are employed by the Bureau of Workforce Partnership and Operations (BWPO). We would like to maintain their employment with BWPO. We have been the employer of record for the third Site Administrator responsible for the PA CareerLink® McKean County at Bradford and the PA CareerLink® Potter County at Coudersport since July 1, 2020 and would like to continue in this role.
- This site administrator's functional oversight responsibilities will remain with the procured Operator. These responsibilities will include daily work schedules, provision of information and technical assistance and other appropriate responsibilities to insure on an ongoing basis, delivery of quality and timely career services.
- Workforce Solutions will continue as the employer of record of this Site Administrator and will take on all the responsibilities and liabilities for issues regarding administrative operations, payroll, taxes, employee benefits and record compliance.
- Performance Evaluation of this Site Administrator will be completed jointly by the procured Operator and Workforce Solutions staff.

- **Workforce Solutions will maintain a contractual relationship with the procured Operator and will provide ongoing policy guidance and strategic direction to ensure that the board's vision and performance expectation remain in the forefront and are addressed.**

The North Central Workforce Development Board views this waiver request as a strategic step in strengthening the value of our PA CareerLink® system in the north central region. This will provide board staff with more information on the operations of the system that will impact policies at the board level.

Thank you for your consideration of this waiver request. If you have any questions or require additional information please contact me at pstreich@ncwdb.org or (814)245-1835.

Sincerely,



**Pam Streich
Interim Executive Director**

**Cc: Corine Christoff, Chair
Bruce Jones**