



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Held Via Zoom Meeting/Call
Wednesday, April 7, 2021 at 9:30 a.m.**

Board Members Present – on Zoom Video/Call: John Sutika, Tonya Coursey, George Salter, Lisa Kweder, David Miller, Kelly Davis, Jeffrey Miller, Christina Palmer, Bruce Jones, Kate Brock, Corine Christoff, Kimberlea Whiting, and Chris Adamson

Board Members Absent: Bunny Comilla, Michael Hoskavich, Brad Lashinsky, Scott McBride, David Steele, Catherine Bartruff, Buddy Franklin, Leslie Neal, and Sarah Hayden

WDB Staff Present on Zoom Video/Call:

Susie Snelick, Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Colleen Prechtel, Jocelyn Bash, Ron Hammersley and Terry Hinton

CEO Members Present on Zoom Video/Call: Carol Duffy, Barry Hayman and Matt Quesenberry

Guests – Present on Zoom Video/Call: Blythe Brunner, Jill Martin-Rend, Sharon Engle, Todd Vanderburgh, Tom Bogacki, Melanie Erb, and Bridget Wolf

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 9:36 a.m. and welcomed everyone in attendance. At this time Corine recognized Susie's resignation as Executive Director of Workforce Solutions, thanking her for years of dedication to the workforce system and presented her with a gift from the Board. Corine also updated the board on the hiring process of a new Executive Director for Workforce Solutions. Susie thanked the board and partners for the support they have given her through the years.

Consent Agenda:

Corine asked the board if there were comments or questions on the consent agenda. With no questions, Lisa Kweder made a motion to accept the consent agenda; Chris Palmer seconded; All members approved the consent agenda; none opposed; no abstentions, and the motion carried.

Before continuing with the meeting Susie introduced Workforce Solutions newest team member, Terry Hinton. Terry is our new Business Engagement Coordinator. She brings great experience in workforce development to our team.

Committee Action Items – Review and Approve:

Finance Committee

- 1) The committee recommends approval of the Quarterly WIOA Budgets for PY 2019 and PY 2020. The budgets must be reviewed quarterly to line up with expenditures.
- 2) The committee recommends approval of the revised Workforce Solutions PY 2020 Budget. The revised budget reflects the operational changes that have occurred this program year due to the pandemic.

Executive Committee

- 1) The committee recommends approval to enter into an agreement with Advanced Computer Solutions for \$1,750/month for IT support for Workforce Solutions, Equus, and the PA CareerLink® centers for PY 2021 at a total cost of \$21,000; with a portion of this cost shared by the partners in the RSABs as well as the option to renew for two additional years. Susie noted that we are happy with our current IT support and they are extremely responsive.
- 2) The committee recommends approval to move forward with our legal team to ban a customer from our PA CareerLink® centers. Our lawyer is currently reviewing all the case notes and will draft a letter to the customer.
- 3) The committee recommends approval to appoint Pam as the Interim Director effective April 12, 2021.
- 4) The committee recommends approval of the Fiscal Office Assistant's position profile and benefits.

Corine asked for a motion to approve the action items for both the Finance Committee and the Executive Committee. Jeff Miller made a motion to approve; Lisa Kweder seconded; all members approved; none opposed; no abstentions; the motion was carried.

Success Stories:

Blythe Brunner informed the board that Sintergy Inc. has been selected to receive the Governor's 2021 Employer Achievement Award. Sintergy manufactures powder metal components and currently has seventy employees. Sintergy was selected for this award for creating 32 new jobs and maintaining all their employees during the COVID pandemic. Their PWDA award ceremony will be held on May 7, 2021.

Bruce Jones shared the following success stories:

Potter County – Derek works in the Gas Industry and was laid off. He has struggled with issues related to his UC and shares that he has received support as a result from the PA CareerLink®. Derek has also worked with a PA CareerLink® Advisor as he reviews career options due to the downturn of the Gas Industry. As a result, he has applied for numerous jobs and has received support with the application process and prep for testing related to pre-employment testing.

Clearfield County – Charles called the PA CareerLink® office on 02/08/2021 because he had been filing for UC and was not receiving payments. Bruce researched the claim and found that he had exhausted

regular UC and his EUC claim had not automatically built. A request was sent to BWPO helpers and all pending weeks were moved to EUC and paid.

Clearfield County – Kevin called the office 02/04/2021 because he was having trouble filing biweekly UC claims and could not get through to the service center. Bruce researched the claim and found that he had reported a new employer and UC needed information about the new employer. As soon as the information was received, the payment was released.

Bruce stated we were able to assist many people that were having difficulty with their unemployment claims in the past months.

Susie also noted that the PA CareerLink® centers opened for business this past Monday (April 5) and everything was going well.

Local Plan:

Pam stated that the Local Plan addresses the workforce system in all six counties. She said the Plan was complete and posted for public comment February 19 – March 20, 2021, with no responses. On March 24, 2021 the Executive Committee approved the Plan and it was submitted to PA Labor and Industry last week. We are now waiting to hear from Labor and Industry with either questions or approval. At this time Corine asked for a motion to approve the submission of the Local Plan to Labor and Industry. George Salter made this motion; Kate Brock seconded; all members approved; none opposed; no abstentions; the motion was carried.

Team Updates:

PA SIX Website - Pam gave an update to the board on the PA Six website and shared her computer screen so everyone could view the website. She reminded everyone this site was created to market our region and help with growing and retaining our population. Each county has its own page with information about the county and pictures. We are still looking for pictures for the website. We are also looking for people who have moved here from another region or left and moved back and love the region to give video testimonial for Potter, Cameron and Jefferson Counties.

Summer Camps - A brief update was given by Colleen and Jocelyn on the Healthcare and Social Assistance, Manufacturing, and Building & Construction Summer Camps that will take place in June. The flyers have been sent out and students are signing up. The Health Care/Social Assistance and Manufacturing camps will be held virtually with many presenters lined up. The Building & Construction Camp will be held live at Sizerville Park and at the DuBois Park.

Jocelyn also mentioned that there are many virtual activities going on in the school, one of these being mock interviews. She is looking for help with the mock interviews and invited any of the board members that wanted to participate to get in touch with her.

Labor Market Information Report:

Susie stated that one of the items that came from the board member interviews she conducted was that our board would like to hear updated labor market data and information on the state of our economy. Pam put together a power point with some highlights and noted the full report is in the member portal of our website.

Highlights of the presentation included:

- Current population of our region is 216,912
- Current Labor Force for our region is 101,570 people
- Unemployment Rate for January 2021 was 9%, February was 7.3%
- The Cost of Living average is 5.6% lower in our region than the United States average
- Industry Snapshot
 1. Manufacturing employs 16,150 workers
 2. Health Care and Social Assistance 14,830 workers
 3. Retail Trade 9,938

Pam stated this is just a small portion of the information available and asked what the board would like to see in the future. Kate Brock asked if there was any value in comparing real time job data with other areas and mentioned she would be interested in information on commuting patterns.

Other Business:

- Susie reminded the board if they have not yet turned in their Statement of Financial Interest to please send to Sherri by the end of the month.
- We will need to hold a special board meeting in May to review and approve the Title 1 and Earn proposals that were received. A doodle poll will be sent our next week to determine a date for this meeting.

The meeting was adjourned at 10:34 a.m.

