



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Special Meeting Minutes
Held Via Zoom Meeting/Call
Thursday, May 6, 2021 at 1:00 p.m.**

Board Members Present – on Zoom Video/Call: John Sutika, Tonya Coursey, Bunny Comilla, George Salter, Lisa Kweder, David Miller, Michael Hoskavich, Kelly Davis, Brad Lashinsky, Jeffrey Miller, Christina Palmer, Bruce Jones, Corine Christoff, and Chris Adamson

Board Members Absent: Scott McBride, David Steele, Kate Brock, Kimberlea Whiting, Catherine Bartruff, Buddy Franklin, Leslie Neal, and Sarah Hayden

WDB Staff Present on Zoom Video/Call:

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

CEO Members Present on Zoom Video/Call: James Moate

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 1:03 p.m. and welcomed everyone in attendance.

Funding Award Recommendations:

Pam stated that the reason for the special board meeting is to get the board's approval on Workforce Solutions funding award recommendations for WIOA Youth, Adult and Dislocated Worker and EARN funding. The Request for Proposals (RFP) process has been completed. Three RFPs were issued on February 8, 2021, were distributed to all providers on our internally maintained bidder's list, were posted in three of our region's newspapers (The Bradford Era, The Daily Press and The Courier Express), and a bidder's conference was held on February 24, 2021. Questions were received from several interested providers however only one attended the bidder's conference and submitted proposals. That provider is our current provider Arbor E&T, LLC, dba EQUUS Workforce Solutions (formerly ResCare Workforce Services). Proposals were due on Friday April 23, 2021 at which time we received one proposal for each

Request for Proposal (RFP). Staff reviewed and evaluated the proposals; the appropriate committees reviewed and evaluated the proposals, and these are the recommendations of each.

- **Youth Committee**

The Youth Committee recommends the award of the WIOA Youth funding be awarded to Arbor E&T, LLC, dba EQUUS Workforce Solutions" The total amount to be awarded will be determined upon receipt of our final allocations from the PA Department of Labor and Industry.

- **Future's Committee**

The Future's Committee recommends the award of the WIOA Adult and Dislocated Worker funding be awarded to Arbor E&T, LLC. dba EQUUS Workforce Solutions. The total amount to be awarded will be determined upon receipt of our final allocations from the PA Department of Labor and Industry.

- **Local Management Committee (LMC)**

The Local Management Committee (LMC) recommends the award of the WIOA Employment Advancement and Retention Network (EARN)funding be awarded to Arbor E&T, LLC. Dba EQUUS Workforce Solutions. The total amount to be awarded will be determined upon receipt of our final allocations from the PA Department of Labor and Industry.

At this time Corine asked for a motion to approve that the WIOA Youth, WIOA Adult and Dislocated Worker and EARN funding be awarded to EQUUS Workforce Solutions in an amount to be determined upon the final allocations from the PA Department of Labor and Industry. Chris Palmer made this motion; Bruce Jones seconded; All members approved; none opposed; no abstentions, and the motion carried.

Sustainability Funding:

Pam started by giving the board a brief background on the Sustainability Funding. She explained that from 2007-2011, the workforce development board implemented a Gas and Oil Extraction Industry Partnership. At the time, we had applied for and received several grants that paid for consortia-based training for Gas and Oil Companies from our region as well as neighboring regions. The companies were required to provide a 25% cash match for all training that was implemented to be maintained in a partnership sustainability fund. The purpose of these funds was to continue with the operation of the partnership as well as to provide additional training opportunities as identified by the employers participating in the partnership.

We were required by Labor and Industry to create and implement a policy regarding the administration and governance of this sustainability fund. As stated in the policy that was provided in the board mailing, "upon the disbanding of a formal North Central WDB IP initiative, where a sustainability fund has been established and maintained, the NCWDB will have final authority and management on any remaining and available sustainability funds." The greater portion of these funds were utilized for additional training. When the partnership disbanded, outreach was made to all companies participating in the partnership and there was no interest in the funds being used for continued training purposes. The remaining balance is \$27,721.55.

Request:

Pam requested that the entire mount of funding (\$27,721.55) be moved to a discretionary fund to be utilized for expenses that we are not able to pay for out of our Workforce Innovation and Opportunity Act (WIOA) funding. Expenses such as appliances (i.e. microwaves, refrigerators) for the PA CareerLink® staff breakrooms, the sprucing up of the PA CareerLinks® and items directly related to customer use as well as unexpected technology expenses that arise and do not fit into our current budget.

James Moate asked if there were any legal ramifications to this request. Pam stated she is confident there would be no issues, but she could check with our solicitor. Chris Palmer asked when the last communications had been with the companies that participated in this partnership and what the original amount was. Pam said it had been years since there was any contact with the companies and that she would check on the original dollar amount. After further discussion, Jeff Miller made a motion to table this until Workforce Solutions solicitor reviewed the request; George Salter seconded the motion; All members approved; none opposed; no abstentions, and the motion carried.

Other Business:

- Next Board Training Sessions
 - Thursday, May 27, 2021 at 10:00 a.m. – PA CareerLink® Overview
 - Thursday, June 24, 2021 at 10:00 a.m. – Fiscal Overview
- Next Board Meeting will be held Wednesday, July 7, 2021 at 9:30 a.m.

At this time Bruce Jones made a motion to adjourn the meeting; John Sutika seconded; and the meeting adjourned at 1:17 p.m.