

Action Items for the North Central PA Workforce Development Board

October 6, 2021 Full Board Meeting

Finance Committee

The committee is recommending the approval of the PY20 revised WIOA budgets, the carryover award to Equus in the amount of \$223,359.67, and the transfer of \$200,000 in WIOA Dislocated Worker funds to the WIOA Adult program as outlined in the Finance Committee Meeting Summary.

Future's Committee

The current Future's Committee recommends the disbanding of the Future's Committee effective October 6, 2021 with current members joining other committees. Current members of the Future's Committee are comprised of Business Education Partnership (BEP) programs and will become members of the Youth Committee. Additional committees will be discussed and implemented over the next few months. Pam is currently examining committees of other workforce development boards to determine priority areas such as the implementation of a Policy and Oversight Committee.

Other Action Items:

Organization Analysis, Salary Scale and Performance Management System Review

The following board members volunteered to evaluate proposals received in response to the Request for Quotes for the completion of an Organizational Analysis, Salary Scale and a review of our current Performance Management System: Corine Christoff, Kate Brock, Kelly Davis, Chris Palmer and Jeff Miller. Proposals were sent to all members and a written evaluation was completed and returned for compilation. Two proposals scored within 40 points of each other. All proposals were discussed in a follow up meeting on September 23rd. The ad hoc committee recommends the award be made to J.L. Nick and Associates, Inc. in the amount of (range) \$5,950 to \$8,500 for the completion of an organization analysis (including the development/refining of our current position profiles, a validated salary scale analysis and a review of our current performance management system).

Website Redesign Request for Quotes

A Request for Proposal (RFP) was released on September 8th to seek quotes for the redesign of the Workforce Solutions website. Proposals were due on Friday, October 1, 2021. We received three proposals. Board staff completed an evaluation of all proposals received and would like to recommend the award be made to Mary and Ferrari of DuBois PA. The proposal is for a range of \$10,000-\$15,000 which will include some add on features, such as training for board staff to learn how to add and edit content, upload documents and photos, etc.

EQUUS Performance Funds

Staff recommend approval to revise our performance measures to align with the performance measures we negotiated with the state through the Center for Workforce Information and Analysis (CWIA). The measures were originally established at a higher level because Equus was a new subcontract and there was a higher level of risk involved with a new provider. We are now in the fourth year with Equus as our subcontractor and they have met or exceeded the board's current measures and expectations demonstrating a solid history of performance.

