



**North Central Workforce Development Board
Workforce Solutions for North Central Pennsylvania, Inc.
Meeting Minutes
Held Via Zoom Meeting/Call
Wednesday, October 6, 2021 at 9:30 a.m.**

Board Members Present – on Zoom Video/Call: Chris Adamson, Catherine Bartruff, Kate Brock, Corine Christoff, Tonya Coursey, Kelly Davis, Buddy Franklin, Sarah Hayden, Bruce Jones, Lisa Kweder, Dave Miller, Jeffrey Miller, Christina Palmer, George Salter, and John Sutika

Board Members Absent: Bunny Comilla, Michael Hoskavich, Brad Lashinski, Leslie Neal, David Steele, Ping Werner, and Kimberlea Whiting

WDB Staff Present on Zoom Video/Call:

Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Colleen Precht, Jocelyn Bash, Ron Hammersley

CEO Members Present on Zoom Video/Call: Barry Hayman and James Moate

Guests – Present on Zoom Video/Call: Blythe Brunner, Jill Martin-Rend, Sharon Engle, Todd Vanderburg, Tom Bogacki, Melanie Erb, Jenna Fields, Jenna Witherite

Call to Order and Welcome:

Chair Corine Christoff called the meeting to order at 9:36 a.m. and welcomed everyone in attendance.

Pledge: The Pledge of Allegiance was recited

Quorum: A quorum was established

Consent Agenda:

Corine asked the board if there were comments or questions on the consent agenda. The following items are included on the consent agenda.

1. Meeting Minutes - July 7, 2021 Full Board Meeting
2. Future's Committee Report
3. Youth Committee Report

4. Finance Committee Report
5. Operator Report
6. Equus Subcontractor Report
7. PA CareerLink® Report

With no questions or comments, Kelly Davis made a motion to accept the consent agenda; Lisa Kweder seconded; All members approved the consent agenda; none opposed; no abstentions, and the motion carried.

Action Items:

1. Committee Action Items:

- a. **Finance Committee** – Pam stated 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 WIOA Dislocated Worker funds to the WIOA Adult program as outlined in the Finance Committee Summary. Board member Catherine Bartruff asked if there were additional Dislocated Worker funds available should the need arise and Pam stated yes, there was funding available if needed. \$310,000 in Rapid Response funding was requested and awarded in June 2021 which is utilized to serve dislocated workers. With no further questions Bruce Jones made a motion to approve awarding the carryover funds to Equus in the amount of \$223,359.67 and to transfer \$200,000 from Dislocated Worker to the Adult program; Jeff Miller seconded; all approved; none opposed; no abstentions; and the motion carried.
- b. **Futures 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. Corrine asked if there were additional questions or comments. With no further discussion, Dave Miller made a motion to disband the Future's Committee effective October 6, 2021; Chris Palmer seconded; all approved; none opposed; no abstentions; the motion carried.

2. Other Action Items:

- a. **Organizational Analysis Award** - Pam stated 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. Pam asked if there were any comments or questions. With no comments, Buddy Franklin made a motion to award J.L. Nicks, Inc. \$5,950 to \$8,500.00 to complete an organization analysis for Workforce Solutions current Performance Management System; Kate Brock seconded the motion; all approved; none opposed; no abstentions; the motion carried.

- b. Website Enhancement Award** – Pam stated 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. Corine asked if the funding for this is already included in the existing budget. Pam replied that yes, it is already in the current budget and the quote is under the original budgeted amount of \$20,000.00.
- c. Equus Performance Benchmarks** - 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. Pam said we are now in the fourth year with Equus as our subcontractor and they have met or exceeded the boards current measures and expectations demonstrating a solid history of performance. Corine asked if there were any comments or questions. Bruce Jones made a motion to revise the Equus performance measures to align with the measures negotiated with the State; Chris Palmer seconded; all approved; none opposed; no abstentions; the motion carried.

Workforce Solutions' Staff Activities:

Pam stated she would just touch on a few items on the provided list of staff activities, unless there were questions. The first activity Pam highlighted was the Metrix Learning System. Workforce Solutions has been chosen by the Pennsylvania Department of Labor and Industry to lead a pilot project comprised of a select group of regional partners dedicated to educating our students, job seekers, and those interested in increasing their skills. The Metrix Learning System is a comprehensive educational website that has over 6,000 free courses, recognized industry certifications, and skill upgrades. It also allows for partners to create customized training sessions. Linda is currently working on a brochure and we will be holding an information session on how to become a partner. Pam stated this is an amazing opportunity for job seekers, employers and other partners.

Chris Palmer asked Pam to explain the Dream Team from the list of staff activities. Pam said the Dream Team consists of young professionals in the manufacturing field that will talk to school students about manufacturing careers. This is a pilot project that will take place in Clearfield and Jefferson County that will be led by our Career Counselors Colleen and Jocelyn. Corine asked if something like this would be available in Elk and other counties. Pam stated Amy Goode with the CEC does work similar to this and we do not want to duplicate services.

PA CareerLink® Day Report:

Pam explained this report was also provided on the board member portal so she would not go into detail but wanted to recognize all the hard work and planning that each center put into recognizing PA CareerLink® Day. There were job fairs or activities at each center with special visits from our local representatives.

Labor Market Information – Updated Report for this Quarter:

Pam noted the most up to date labor market reports were posted on the website member portal and asked if there were any questions on any of the provided information. There were no questions at this time.

Presentations and Discussions:

Kelly Davis, Title II, Seneca Highlands IU9 and Jenna Witherite, CIU10 Development Center for Adults gave a brief presentation on Adult Education Services in the North Central Region. Kelly highlighted Career Services. She also explained the characteristics of adult learners and stated this is not just a GED program. Kelly highlighted their flexible services to meet job seekers needs and the new options of remote and hybrid instruction. A contact list was also provided.

The next presentation was a power point presented by Jenna Fields from the Elk County PA CareerLink®. Jenna highlighted the recent outreach events held by the centers in our region. These events include Monday Motivational and other Social Media Posts which are eye catching and consistent posts to draw individuals to the PA CareerLink® Centers. Jenna also spoke about open interviews being held, the August 12th PA CareerLink® Day activities, Success Stories, Building Partnerships and ended the presentation with activities planned in October.

James Moate, Cameron County Commissioner asked if the Cameron County PA CareerLink® had Monday Motivational posts as he had not seen anything. Jenna said Cameron and Elk had a shared post and they were being shared with the chambers and other partners. James also explained that at the September 23rd Chief Elected Officials Board Meeting he had brought up the concern that the Cameron County CareerLink® was not open late enough for people working until 3:00 or 4:00 p.m. to get to the center. With the current situation at American Axle this concerned him. He thanked Workforce Solutions and the Cameron County CareerLink® staff for working quickly to have extended hours available. This led to further discussion on CareerLink® hours and if it would be beneficial to have evening hours. Bruce Jones said evening hours have been tried many times and were never very successful but said it would not hurt to look into this option more. Commissioner Moate added he though it should be considered as these are different times. Chris Palmer agreed we needed to find flexible solutions. Pam stated there would be continued discussions on this subject.

Other Business:

Jeff Miller wanted to bring to attention that the solar field industry was going to be coming to our region within the next year or two that would create many temporary construction jobs and full-time maintenance jobs. These will be very good jobs that we need to prepare our workers for.

Chris Palmer recognized that October is National Disability Employment Awareness Month.

Public Comment Period:

Corine asked if there were any public comments. Commissioner James Moate again thank the Cameron County PA CareerLink® for their quick response to add extend hours.

Next Meeting:

Pam proposed that the January 5, 2022 NCWDB be moved up to December 22, 2021 as there are some items that need approved prior to January 1, 2022. The board members agreed to moving the date to December 22, 2021 and asked that a google invite be sent soon so it would be on their calendars. Pam stated Sherri would get this sent out asap. At this time Corine asked for a motion to adjourn the meeting; Chris Palmer made the motion; Kelly Davis seconded, and the meeting adjourned at 11:03 a.m.

