Workforce Solutions for North Central PA

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North Central Workforce Development Board
Executive Committee Meeting Minutes
January 28, 2022
Meeting held via Zoom

Members Present: Corine Christoff, Kelly Davis, Jeff Miller and Tonya Coursey
Staff Present: Pam Streich
Agenda Items Included: Revised Bylaws, Personnel: Salary Adjustments, New Position Profile, PTO and Holiday Schedule, Executive Director Goals and Evaluation and Other Business.

1. The meeting was called to order at 1:00 PM by Chair Corine Christoff.

2. Public Comment Period – no public in attendance.

3. Revised ByLaws: The first item on the agenda was review of the revised bylaws with changes to the committee structure presented and program oversight as a responsibility of Workforce Solutions added. Kelly Davis made motion to approve the revised bylaws, Jeff Miller seconded it, all approved, no abstentions, motion carried.

4. Personnel
   i. Salary Adjustments

   After reviewing a salary scale presented by JL Nick to Pam as well as reviewing the current salary scale of the agency, two positions are compensated at the low end of the scale while all others are nearing the higher end of the salary scale. Due to this, an adjustment was proposed to be made to the salary of the position that has not had an increase for some time. Jeff Miller made the motion to approve the salary adjustment, Kelly Davis seconded the motion, all approved, no abstentions, motion carried.

   The next item on the agenda was Personnel including salary adjustments, new position profile, PTO and Holiday schedule. Pam explained that Corine and she completed interviews of 5 candidates for the Strategic Planning and Project Manager position and that Donna Hottel was offered the position. The board approved the salary scale at its December 22, 2021 meeting. Discussion ensued. A motion was made by Kelly Davis to approve the amount agreed upon by the committee as a starting salary with the option to review performance in 6 months to determine if the amount should be adjusted. Jeff Miller seconded the motion, all approved, no abstentions, motion carried.

   ii. New Position Profile

   Pam reported that interviews were completed for the part time temporary Project Coordinator position for the ARC INSPIRE Grant awarded to Workforce Solutions in November 2021. After completing interviews with two candidates and not feeling confident in the candidates, Pam proposed to add the duties of the Project Coordinator to the Business Engagement and Project Manager position. The new profile was provided to the committee. JL Nick provided a salary scale for this position. Discussion ensued. Jeff Miller made a motion to approve the new position at a starting salary agreed upon by the committee and offer this to the incumbent. Kelly Davis seconded, all in favor, no abstentions, motion carried.

iii. PTO and Holiday Schedule

Pam presented a revised PTO schedule for employees. Discussion ensued. Members requested to table the conversation for a future meeting in order to explore other PTO schedules.

Pam discussed with the committee the option of adding Christmas Eve to the list of paid holidays for Workforce Solutions staff. Kelly Davis made the motion to approve the addition of Christmas Eve as a paid holiday, Jeff Miller seconded, all in favor, no abstentions, motion carried.

5. Executive Director Goals and Evaluation

Pam reviewed her progress as Executive Director including her progress on 2 SMART Goals as discussed with Chairperson Corine Christoff upon her hire last year. Pam also opened up discussion regarding her evaluation. It was agreed that Corine would complete the annual evaluation with input from committee members.

6. Public Comment Period – No public Comment

7. Other Business – The committee scheduled the next Executive Committee meeting to be held on Thursday, March 10, 2022 at 3:00 pm via zoom.

8. Adjourn – Tonya Coursey made a motion to adjourn the meeting at 9:50 am, seconded by Jeff Miller, all approved, no abstentions, motion carried.

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