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**North Central Workforce Development Board  
Executive Committee Meeting Minutes  
March 10, 2022 – 3:00 – 4:00 pm  
Meeting held via Zoom**

**Members Present:** Corine Christoff, Tonya Coursey, Jeff Miller and George Salter

**Members Absent:** Kelly Davis

**Staff Present:** Pam Streich

**Agenda Items Included:** Salary Scale Presentation, Personnel, Career Counselor Resignation

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

1. **Public Comment Period** – no public in attendance.
2. **Salary Scale Presentation:** Pam informed the committee that the salary scale analysis had been completed and welcomed Scott Nick from JL Nick and Associates, Inc. who presented the salary scale analysis as well as the process for developing the scale to the committee members. George Salter made a motion to approve the salary scale as presented, seconded by Jeff Miller, all in favor, no abstentions, motion carried.
3. **Personnel:** Discussion ensued regarding Workforce Solutions evaluation and performance policy. Pam will revise the policy as necessary and present it to the committee at the next Executive Committee meeting.
4. **Career Counselor Resignation:** Pam informed the committee that Jocelyn Bash, Career Counselor has resigned and has accepted a position with a company that Workforce Solutions will be discussing collaborating on Business Education Partnership (BEP) activities. Discussion ensued regarding the addition of Clearfield County BEP to the Jefferson County – DuBois Career Counselor. It was agreed that this would be the best option due to the decrease in BEP funding.
5. **Old Business** – No old business was discussed.
6. **Adjourn** – Jeff Miller made a motion to adjourn the meeting, seconded by Tonya Coursey, all in favor, no abstentions, motion carried.

The next Executive Committee will be held on Thursday, May 19, 2022 beginning at 3:00 pm.