



**South Central Workforce Investment Board
WIB Board Meeting
PA CareerLink® Capitol Region,
100 N. Cameron Street, Harrisburg, PA
December 5, 2013 - 8:30 AM**

Work Session

Members Present:

Matt Tunnell, Chair, Dr. Francis Achampong, Tony Andrade, Bob Batory, Bobbi Billman, Jeff Boswell, Lori Gonsar, Michael Jefferson, Edwin Kercher, Frank Kocher, Ellie Lamison, Matthew Lutcavage, Shelley Mastrella, Kathy Possinger, Stuart Savin, Mike Ross, Dan Sheffey, Tim Shenk, Michael Smeltzer, and Andrew Williford.

Staff and Others Present:

Lynne Beeson, Jan Carelock, Doran Condon, Jodi Derr, Derrick Donnell, Alan Dudley, Joe Farrell, Dawn Garman, Colleen Henning, Rich Hewitt, Wanda Jackson, Tony Juliana, Mike Lawrence, Rodney McMichael, Susan Miller, Willamina Murry, Wendy Potts, Lori Rank, Bob Saidis, Brenda Stone, Mike Truskey, Carol Warnke, and Steve Wolf.

I. CALL TO ORDER - *Committee Chairperson, Matt Tunnell*

Committee Chairperson, Matt Tunnell called the meeting to order at 8:42 a.m.

II. CALL FOR PUBLIC COMMENT

There being no public comment, the meeting continued.

III. APPROVAL OF MINUTES

After discussion, on motion duly made by Mr. Boswell and seconded by Mr. Kocher, it is:

RESOLVED, that the minutes of the September 26, 2013 meeting, be and hereby are approved.

(Motion carried unanimously)

IV. EXECUTIVE COMMITTEE REPORT

EXECUTIVE SESSION

The SCWIB entered into an Executive Session at 9:53 AM, which continued until 10:17 AM, during which personnel matters were discussed. The meeting resumed at 10:18 AM.

V. ACTION ITEMS

Personnel Updates

After discussion on motion duly made by Mr. Batory and seconded by Ms. Mastrella, it is:

RESOLVED, that the WIB accepts the resignation of the Executive Director, effective December 6, 2013.

(Motion carried unanimously)

After discussion on motion duly made by Ms. Possinger and seconded by Mr. Savin, it is:

RESOLVED, that the personnel actions set forth on Exhibit "A", a copy of which is attached hereto and made a part hereof, are hereby approved.

(Motion carried unanimously)

After discussion on motion duly made by Mr. Savin and seconded by Mr. Ross, it is:
RESOLVED, that the WIB approves the Consulting Agreement with Community Workforce Advancement, LLC, effective October 14, 2013, and extending until approximately February 1, 2014, on the terms and conditions set forth therein.
(Motion carried unanimously)

Title 1 Transition – COBRA Coverage

After discussion, on motion duly made by Mr. Batory and seconded by Mr. Lutcavage ;
it is: **RESOLVED** that the SCWIB approves providing COBRA coverage for a period of thirty days, only to HACC employees hired by EDSI, as a result of the Title 1 transition.
(Motion carried unanimously)

Fundamental Employment Skills

Mr. Tunnell, the SCWIB Chairperson, noted for the record that the SCWIB/HACC relationship has been exemplary and the SCWIB notes, with appreciation, the efforts of HACC.

After discussion, on motion duly made by Mr. Smeltzer and seconded by Mr. Ross;
it is: **RESOLVED** that the Fundamental Employment Skills program for the period from January 1, 2014 until June 30, 2014, shall be provided through the EDSI Title 1 contract, at a cost of no more than \$50,000.0 for the realigned program.
(Motion carried unanimously)

VI. EXECUTIVE DIRECTOR’S REPORT

The report of the Interim Executive Director is substantially set forth in the memo dated November 27, 2013, a copy of which is attached hereto.

VII. COMMITTEE REPORTS

A. Administration/Finance Committee

Meetings conducted on September 24, 2013. See attached approved minutes behind Tab 5.

Fiscal Reports – Mike Truskey, SCWIB Comptroller

Please see reports behind Tab 6. Fiscal Report for Period July 1, 2013 – October 31, 2013.

B. Youth Council Report

Meeting conducted on June 12, 2013. See attached approved minutes behind Tab 7.

Monthly vendor calls are continuing. Over 1200 youth were served last program year. We are balancing out the Youth Council with more employers. We are creating a universal ISS form so participant information is easily accessible. The common measure for Youth Placement fell short; we have asked the vendors to analyze trends and we are anticipating a funding initiative that will focus on the measure.

C. Program Development Committee – Alesia Reese, Committee Chair

Meetings conducted on September 17, October 1, and October 23, 2013. See attached approved minutes behind Tab 8.

D. Operator Consortium – Lori Rank

Meetings conducted on September 16, and October 22, 2013. See attached approved minutes behind Tab 9. The Title I provider transition continues to go smoothly. SCWIB staff recently participated in an OJT refresher training with Title I staff. A similar training for ITAs is scheduled for December 11, 2013.

At the last Regional Business Service Team Meeting we began the discussion of CareerLink® Certification and Service Integration and how the directives from Labor and Industry would affect our current processes.

We will update the board as we develop policies and procedures to bring our region into compliance with L& I's directives.

VIII . GENERAL REPORTS

A. **CareerLink Update** – *Jan Carelock, Program Manager (Reports behind Tab 8)*

Please see CareerLink® Activity Report for October 2013 behind Tab 10 in your meeting packet.

B. **Local Management Committee** – *Jan Carelock, Program Manager Welfare*

Meeting conducted on September 20, 2013. See attached approved minutes behind Tab 11.

The Local Management Committee met in September and November. The next meeting is scheduled for December 20th. There, we will begin the nomination period for the positions of LMC Chair and Vice Chair. The election will take place at the January Meeting.

Ms. Carelock stated that we recently met with reps from DPW to discuss the EARN integration. The State is requesting that we implement the Integration by June 1, 2014. The State recommended four objectives; 1) EARN co-location within PA CareerLink®, 2) Increased communication between the County Assistance Offices, CareerLink® sites and EARN Provider, 3) CAO co-location within the CareerLink®, although not necessarily a full time staff person, and 4) Universal Individual Employment Plan (IEP).

C. **Quality Assurance Reports** – *Dawn Garman, Director of Quality Assurance*

Please see reports, behind Tab12, for the time period of July 1, 2012 through June 30, 2013 and also the 2013 Summer Program, in regards to the contracts that have been monitored by the Quality Assurance Team.

IX. DISCUSSION

There being no discussion, the meeting continued.

X. NEXT MEETING

February 27, 2014 at 8:30 AM, PA CareerLink® Capitol Region, 100 N. Cameron Street, Harrisburg, PA.

XI. ADJOURNMENT

There being no further business brought before the Board; the meeting adjourned at 10:45 AM.

Respectfully Submitted,

Brenda S. Stone, Executive Assistant