

## **PA CAREERLINK SERVICES COMMITTEE**

### **MEETING MINUTES**

**SEPTEMBER 18, 2006**

**9:30 AM**

Those in attendance and the agency they represent included: Penny Hess, CSO, Inc.; Sandy Gumpy, BWDP; Denny Quinn, BWDP Employment Security Manager; Barry McLaughlin, CSO, Inc.; Diane Belusko, Columbia County Assistance Office; Brad Oman, OVR; Julie Shumaker, CSIU; and Sandie Fairman, CareerLink Coordinator, CPWDC.

Penny Hess opened the meeting. Previous meeting minutes dated August 14, 2006 were reviewed. A motion was made by Dennis Quinn and seconded by Brad Oman to accept the meeting minutes as written. Motion carried. Penny stated the monthly meeting minutes will now be posted on the CRIS website and she will e-mail the website address to Partners. It was decided the meeting minutes would still continue to be e-mailed to all Partners.

Copies of the Fiscal Year Resource Sharing Agreement Budget for 07/01/06 thru 06/30/07 were distributed and discussed. Penny stated she did not have copies of the final RSA for FY 2006. Penny received an e-mail from Pauline Guffey dated 09/12/06 stating that based on conversations with the State Departments, there was an agreement to have all Partners remain at last year's budgeted amounts, except for BWDP and VETS who agreed to an increase. CPWDC will be covering the remaining balance for this year. Penny noted that she had copies of Partner's signature pages available if they are needed. Diane Belusko requested clarification of staff positions and cost coverage.

Program Performance Reports were presented. Copies of the CRIS Reports for period 08/01/06 thru 08/31/06 were reviewed. It was noted that the "North" and "South" designations needed to be removed. Sandie Fairman will contact PC Works in regards to this issue. In reference to mandated workshops, Penny stated the number of mandated workshops offered at this CareerLink has tripled. Monthly workshop calendars are available at the front reception desk. Denny Quinn stated that staff needs to be reminded to enter any and all services provided to customers in the CareerLink System in order to obtain accurate monthly figures.

The Central WIA TAA Report for August 2006 was also reviewed. It was noted that for the month of August there were seven contracts in place with a total obligated amount for the month of \$65,104.00. There are a total of ten contracts year-to-date with a total obligated amount of \$97,103.00.

Copies of the EARN/CDC Performance Report for period 07/01/07 thru 07/31/06 were distributed and reviewed. It was noted that this was formerly the SPOC Report.

Julie Shumaker gave a report on the Adult Education/GED numbers for FY 2005. GED instructors screened 393 clients, 136 of whom were CareerLink referred and 30 of those had Adult Ed/GED hours. They had 96 clients that could not be serviced due to lack of classroom space. Also at this time, Julie stated the Family Literacy class has only 2 clients and they need at least 30 enrolled. Discussion followed on working with the Welfare Case Managers to try to get some of their clients enrolled in this program.

CareerLink issues were the next item on the agenda. Penny had a copy of the approved One Stop Service Plan (OSSP) for 2007/2008. Penny said she would e-mail Partners the final documents and mail the attachments if requested. It was noted this plan replaces the old CareerLink Business Plan.

Upcoming events announced in which the PA CareerLink – Columbia County will be participating includes the Bloomsburg Fair and the Health Careers Awareness week. The Bloomsburg Fair dates are Saturday, September 23<sup>rd</sup>, to and including, Saturday, September 30<sup>th</sup>. Penny has a staff sign up sheet for volunteers to work at the PA CareerLink booth. Health Careers Awareness week is scheduled for the week of November 13<sup>th</sup>. Penny contacted the American Red Cross to inquire about scheduling the mobile blood unit for that week. Other activities will be the same as last years.

Site Committee reports followed. Penny stated the Business Services Team did not have their last meeting due to staff not being available. The next meeting is scheduled for Thursday, September 28<sup>th</sup> at 8:30 AM. Also, the Health and Safety Committee held their quarterly meeting last week. Updated pages to the PA CareerLink Safety Policies and Procedures were reviewed and discussed. It was noted that a fire drill be conducted sometime in the month of October. Before the fire drill, Penny will be reviewing procedures on office evacuation with staff at the next staff meeting.

Open discussion followed. Sandie Fairman, CareerLink Coordinator, CPWDC, has been doing CareerLink monitoring for our office. Today will be the last day.

Penny stated she received a call from a CareerLink customer who is bi-lingual. Her name is Jana Temple and she has volunteered her services as a Spanish language interpreter for our CareerLink clients.

Meeting adjourned. Next meeting scheduled for Tuesday, October 24, 2006, at 9:30 AM.