

PA CAREERLINK SERVICES COMMITTEE

MEETING MINUTES

OCTOBER 24, 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.; Brad Oman, OVR; Julie Shumaker and Linda Hartung, CSIU; and Elaine Sheatler, EOC.

Penny Hess opened the meeting. Previous meeting minutes dated September 18, 2006 were reviewed. There were no comments or corrections. A motion was made by Julie Shumaker and seconded by Brad Oman to accept the meeting minutes as written. Motion carried.

The FY07 RSA for the first quarter expenditures was distributed. Penny noted that the line item "Local Community Outreach" is in the negative. The reason for this is due to the expenses incurred for the Bloomsburg Fair participation. She stated she will talk to Kelly Baker to make adjustments to this figure because the expenditure should have been distributed between the "Local" and "Regional" line items, not just the "Local". It was also noted the "Usage Fee" line item is for rental income and also shows a negative figure at this time. No other questions or changes were addressed.

Partner Performance Reports were distributed and discussed. A review of the CRIS Reports for September 2006 followed. It was noted the North and South designations have not been removed. Barry McLaughlin stated that PC Works is working on this and it should be corrected for next month.

The Central WIA TAA Report for September 2006 was reviewed and it was noted that Columbia County is the second highest in the amount obligated year-to-date for TAA distribution of funds at \$106,353.00.

Barry stated that performance reports for the Welfare Programs should be available for next month with expenditures included.

CareerLink Issues was next on the agenda. Julie Shumaker and Linda Hartung presented information on the referrals they have received for the TABE testing. From this report, Linda stated of the CareerLink referrals she has received for TABE testing, only two of the EARN clients followed through with attending GED classes. Penny clarified that all referrals to TABE testing are CareerLink referrals, not just the EARN clients. Julie stated it appears EARN clients are not attending GED classes. Barry stated this is largely in part due to the change in welfare program reporting requirements and as a result this will have a negative impact on Adult Education/Family Literacy enrollments and outcomes.

Julie stated to date CSIU has not signed a commitment to the new FY07 RSA and CSIU is taking a look at whether they will be able to stay in this CareerLink at the current cost. A decision needs to be made in regards to CSIU remaining in the CareerLink and she is seeking guidance from the Partners. Julie stated she was already told to look for a place to move if a decision could not be made. Julie stated a proposal of \$30,000 for CSIU's commitment to the FY07 RSA was declined by the State. CSIU will not let her agency remain in the CareerLink at the current cost of \$59,000. Extensive discussion followed. Barry stated the GED/CSIU Program services are essential to the CareerLink System and the Partners should try to keep them in this CareerLink.

Julie stated she just received a phone call and she would return. When she returned she stated she was given permission to present a proposal of \$35,000 for FY07 for the CSIU to remain in the CareerLink. If the proposal is not accepted then CSIU must leave the CareerLink. At this time Denny Quinn and Brad Oman stated they could not vote on this matter without further direction. Discussion followed on what agency would pick up the difference in cost for CSIU to remain in the CareerLink. Barry then made a phone call to obtain clarification. Barry returned to the meeting and stated he received clarification that if the Partners agree to the recommendation for CSIU to remain in the CareerLink at the cost of \$35,000 there would be no increase to the other Partners' expenses. WIA would pick up the difference.

Barry McLaughlin then made the following motion: "We accept the \$35,000 proposal from CSIU for FY07 at no increase in cost to the remaining Partners and WIA will pick up the additional cost". Motion was then seconded by Brad Oman. Motion carried.

In regards to upcoming events, Penny announced the Health Careers Awareness Day is scheduled for Wednesday, November 15th. Posters were distributed. Additional free workshops for the public will also be held on Tuesday, November 14th.

Penny stated the NEG Grant for Columbia County for \$20,000 is now in place. Effective October 10th, a flood recovery crew was established with one crew leader and six crewmembers. They will be doing flood recovery jobs throughout Columbia County. They are working out of this CareerLink.

Penny announced four Mystery Shops were done in the month of October. She is planning on meeting with Patty Thompson from the company to review the results before reviewing them with CareerLink staff.

The next topic on the agenda was the Site Committee Reports. The only report Penny had to present was that the Business Services Team met on October 19th and there is not much activity at this time. Penny announced that Diane Bubb will be returning to this CareerLink effective October 30th as a full-time Employer Services Representative and she will become a member of the Business Services Team.

Denny Quinn stated that the BWDP is feeling a great deal of pressure at this time to get work done due to limited staff. He stated a discussion must be held about the amount of time the BWDP staff spends in the CRA.

Open discussion followed. Penny stated next week she would be completing her CareerLink 400 level training. Also the week of November 6th, she has nine staff members attending the Common Measures Training.

Penny also stated she and Brenda Ohl are currently attending a Spanish Language class at the Columbia Montour Area Vocational Technical School. Cost of the class is \$160 and she and Brenda paid for the class themselves. It was noted this expense would be taken from the RSA.

Penny announced that Meagan Crossett would be returning to the Lewisburg CareerLink full time effective October 30th. Nicole Yost will be taking her place.

Penny also announced that Carissa Foulds would be starting on November 1st in this office. She will be working with the out-of-school youth between the ages of 18 & 21.

Meeting was then adjourned. Next meeting is scheduled for Tuesday, November 14th at 9:30 AM.