

**PA CareerLink-Lycoming County**  
**Service Committee Meeting**  
**February 15, 2007**

**In Attendance:** Bruce Jones, Sandra Long-Johnson, David Dahl, Dennis Quinn.

**Approval of Minutes:** Minutes of the previous meeting approved at written. Motion to approve made by Sandra Long-Johnson; 2<sup>nd</sup> by Dennis Quinn.

**Fiscal:**

Copies of CareerLink Expenses Report distributed for Partner review. Bruce noted a problem with money to cover CRA Project. Information regarding CRA project given at last Partner meeting was correct. However, there has been a change in the way STEP and CPWDC do business. Bruce received a cumulative invoice (covering 7/1/06 thru 12/22/06), in the amount of \$4,424.28, for computer service hours and tech support/phone system performed by STEP IT staff. STEP is now charging for every time they are required to do work in CareerLink. The Tech Equipment Line Item total, which had been \$12,501, is now \$1,186. The Local LAN line item is now in the red.

Bruce said Pauline (CPWDC) wanted to assure Partners that they would not pay more on the RSA than what is listed for current year. However, this could change when new RSA is done, should excess money have been used during current year. The total RSA is not in jeopardy. Bruce asked CPWDC to attend the meeting to explain the changes and charges to the Partners, but they were unable to come to the meeting.

Bruce went on to say that, up until the new RSA, any tech work done by STEP IT staff was done at no cost to CareerLink. No written notice was ever received on the specifics of billing prior to receipt of the recent cumulative IT invoice.

Bob Atwell joined the meeting. Bob said his concern is that there was no written or verbal notice regarding predetermined costs for telephone and/or technical support. He asked Bruce to request an itemized line item/per hour statement as to what was performed for both the IT System Management (computer services hours) and Technical Support hours.

Dennis Quinn made a motion to put a hold on the CRA computerization project until Partners receive some clarification on the invoice, and it is determined how much money is left in the RSA Line Item to pay for the CRA Project. Motion 2<sup>nd</sup> by Sandy Long-Johnson. Motion unanimously carried.

It was noted that STEP billing started after current RSA went into effect.

It was questioned if STEP IT comes into CareerLink and works on a STEP staff person's computer, are CareerLink Partners paying for it.

A discussion regarding STEP billing followed.

Dennis suggested that, after the individual Partners discuss above with their supervisors, a meeting be held with CPWDC/STEP for explanation/clarification of invoice and billing.

Bruce will inform Partners, either by e-mail or at next meeting, when he receives information from CPWDC.

**Reports:**

Site Administrator: Snow removal has been an issue. Several letters were distributed to Partners, for their review, regarding this problem. The back door of CareerLink froze and could not be opened. The landlord was contacted and the door was finally able to be opened around 11:00am. A staff person also fell in the parking lot recently, due to non-snow removal. The landlord was notified. Dennis expressed concern that the side door is not being kept clear. The side door must be kept clear at all times, as it is the closest evacuation point, in the event of an emergency, for the OVR staff member, who is handicapped and uses a motorized scooter. Bruce also noted that he talked to the person responsible for shoveling the sidewalks due to the fact that he did not have the CareerLink walks done by 7:45am as required. The landlord will be contacted.

Pens, with CareerLink logo, were ordered for use at the Home Builders Show, Job Fairs, etc.. These were paid for through a grant, not the RSA.

The CLQR Action Plan and Strategic Plan were distributed to Partners for their review and comments.

Salvation Army Representative, Pam Hicks, spoke at a recent CareerLink Weekly Staff Meeting regarding their Project Break-Through.

Customer Volume/Workshops: Copies of the Customer Volume, Job Seeker-All Services, and Job Seeker-All Workshops Reports were distributed and discussed.

**CareerLink Issues:**

Bruce announced that our CareerLink has two new employees; Lois Wachter has been hired as a CRA Specialist, replacing former CRA Specialist Esther Wetzel; and, Amber Moyer has been hired as a Youth Navigator, replacing former Youth Navigator Barb Barrett.

Bruce noted that progress on the CRA Floor Plan Project is on hold, and nothing more will be done until clarification of recent invoice is done. Information regarding invoice and project will either be sent to Partners via e-mail or given at next meeting.

Verizon is interviewing and testing in CareerLink every Friday during February. Power Plant Technologies is also interviewing at CareerLink several times this month, along with Job Corps, who will be in CareerLink to do some on-site hiring.

The Department of Health will be at CareerLink on February 21<sup>st</sup> from 10:00am-Noon providing flu shots to interested staff and public, free of charge.

**Site Committee Reports**

WorkKeys/WIN training was given to line staff on February 12<sup>th</sup>. CareerLink working toward offering WorkKeys assessment to the public.

Business Service Team is planning to hold a Targeted Job Fair, for Construction Trade employers, in early March. The EAC/Job Fair Committees are supporting and working together with the BST toward this endeavor.

## Page Three

Bruce announced to the Partners that his employer of record would be changing. He will soon become a State Non-Civil Service employee, and no longer employed by STEP, Inc.

**Open Discussion ...** None

### **Next Meeting**

The next Service Committee Meeting will be held on Thursday, March 22<sup>nd</sup>, 1:30pm, at CareerLink.

### **Adjournment**

With no further business to discuss, Bruce called for a motion to adjourn. Motion to adjourn made by Dennis Quinn; 2<sup>nd</sup> by Sandy Long-Johnson. Meeting adjourned at 2:40pm.