

**CareerLink-Lycoming County**  
**Service Committee Meeting**  
**March 22, 2007**

**In Attendance:**

Bruce Jones, Dan Merk, Dennis Quinn, Barry McLaughlin, Gary Landon, Charlie Protasio, James Plankenhorn, Dan Heitsenrether.

**Approval of Minutes:**

Minutes of the previous meeting approved as written. Motion to approve made by Dan Merk; 2<sup>nd</sup> by Dennis Quinn. Motion Carried.

Barry announced that it was decided that a Title I Fund representative should be present at the Service Committee Meetings. He further noted that Dan Merk would be representing Title I at the Williamsport Meetings.

**Fiscal (RSA):**

Bruce reported no large bills received this month. The various Lycoming County CareerLink Expenses Reports were distributed for Partner review. Also distributed were the EARN/CDC Performance Report and the WIA Common Measure Levels for Pennsylvania Report. Bruce noted that Lycoming County CareerLink is improving their numbers for CareerLink Services.

Bruce also distributed and discussed the Customer Volume and Workshops Reports. Other reports normally distributed had some discrepancies and were not available for this meeting.

**Reports – Site Administrator:**

Bruce announced this would be the last meeting for Gary Landon, as he will be retiring. Bruce said he appreciated the help and advice Gary had given him, and thanked him for same. Gary thanks Bruce and said that he enjoyed working with the Committee over the years.

Landlord Issues: Bruce noted that he had fallen in the parking lot due to Black Ice. Denny mentioned that a staff member fell in the parking lot and was injured. A report was submitted to Workers Comp, and was subsequently approved as a Workers Comp Claim.

Denny said that on Monday, March 19<sup>th</sup>, the front of the building was very dangerous for all CareerLink Partner employees and public use due to extreme snow and ice conditions. The landlord had salt put on the sidewalks, but he felt the ice should have been removed. The side door area was also in poor condition. The door could barely be opened. This door needs to be kept clear at all times as it is the closest door available for the handicapped staff member to exit in the event of an emergency. Bruce said the only way this situation can be eliminated is if the landlord would assign a maintenance person to be stationed at the CareerLink on a permanent basis. Bruce said he had called the landlord Monday morning when he saw the condition of the front sidewalk. He also said that the landlord had previously sent a letter of commitment to have the parking lot and sidewalks cleared by 7:45am (which was approved by Janet Alling). Denny, as representing BWDP, mentioned it should be noted that BWDP requests the parking lot and sidewalk be kept clear and made safe for BWDP employees. Gary felt someone should be assigned to check CareerLink each day to see if something needed to be done. Denny felt it should be the leaseholders (STEP, Inc.) responsibility to call the landlord regarding this

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situation. The leaseholder needs to address the issue and bring it to the landlord's attention.

Kvaerner: Dan Heitsenrether announced that Kvaerner issued a WARN notice the previous week. Layoffs will be starting Friday, March 23<sup>rd</sup>. 119 people will be affected. The plant will probably be closed by the end of April. A Trade Petition has been filed. Dan gave a brief overview of what happens when a Trade Petition is approved. He noted that a Rapid Response will be held, in two sessions, on March 23<sup>rd</sup>.

New Hires: Bruce said that both new hires, Lois Wachter (CRA), and Amber Moyer (Youth Services), are working out very well.

Resignation: Dan Merk announced that Rhonda Taggart has given her resignation to leave CareerLink. She has accepted a position with Big Brothers and Big Sisters.

### **CareerLink Issues:**

WorkKeys Implementation Plan: Bruce distributed copies of the WorkKeys/WIN Site Implementation Plan, put together by the WorkKeys/WIN Implementation Committee, and explained/discussed WorkKeys/WIN and its purpose. WorkKeys/WIN will be a "fee for service".

New CRA Floor Plan (Contractor Bids/Update): Bruce distributed the new Floor Plan for the CRA Project and recommended continuing the Project. Bruce also distributed copies of the bids received to do the work in the CRA and discussed same. Bids were received from Kilburn and KC Larson – for electrical services only. Bid from STEP IT was for complete work and was the lowest bid received. He also read an e-mail he sent to the Corporation, and their response, regarding the CRA Project. Barry said he supported Bruce's recommendation to continue the CRA Project. When asked if there was money in the RSA to pay for the Project's completion, Bruce said the Corporations felt there was enough money in the RSA; however, if not, the Corporation would take care of the bill so Partners would not be encumbered.

It was also brought up that the landlord should be notified renovations were taking place and to get his approval to do the renovations. Bruce said the landlord was given a walk-thru of the project. It was noted that the landlord should be asked if wanted the renovation notification in writing, signed by the Leaseholder.

Dan Merk made a motion, based on bids coming in, to accept the lowest bid to CareerLink contingent that we have approval of the landlord. Dan Heitsenrether 2<sup>nd</sup> the motion. In favor – All. No – 0. Abstentions – 0. Motion carried.

Billing From STEP IT: Regarding the cumulative bill received for STEP IT services, Bruce requested, and received, an itemized bill for the services. Some items, he felt, should have been billed to Connect Tech. When asked if this was being considered, IT said they had not. When Bruce spoke to IT regarding the billing, he was told that when they were called for CareerLink phone problems, consequently the billing was sent to CareerLink for STEP services.

A discussion followed. Bruce said the Corporation had already paid the bill. Gary said he felt the bill should not be paid and should have been brought to the Partners' attention first. Further discussion followed. Bruce told Partners, if they did not feel this was fair and wanted to go another route by contracting out instead of using STEP IT, let him know. Dan Merk suggested this be discussed with Janet Alling first.

Bruce feels Connect Tech should be responsible for the bill, not STEP, and should be pursued to pay same. STEP IT said they did not do this. Gary asked who oversees the contract with Connect Tech. Bruce replied, John Noble. Further discussion followed regarding when STEP started billing for services, and was Bruce notified – noting that the Partners should have been notified of the billing change. Gary felt that both the Corporation and Operator should be asked to research this issue.

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Denny and Gary both noted that, at no time, were they notified that STEP would begin charging for services. Bruce read an ej-mail received from Gretchen (STEP), pertaining to the billing issue.

Gary made a motion that the Operator and Corporation look into this entire matter, and that no further bills be paid until this issue is resolved to this Committee's satisfaction. Motion 2<sup>nd</sup> by Dan Heitsenrether. In Favor – All. Opposed – 0. Abstained – 0. Motion carried.

Denny mentioned that, in the future, all bills \$500 and over, should first be brought before the Partners for payment approval.

It was also suggested that the phone system contract be checked to see if Connect Tech was responsible for services or was STEP IT to be responsible.

Denny noted that both STEP and the Corporation should be requested to attend the next meeting.

Dan Merk recommended when running into situations such as this, they be discussed with Janet Alling. Bruce said he is already following a three bid policy, from now on, regarding any enhancements to the CareerLink Office.

Employer/Special Events: Not discussed.

### **Site Committee Reports:**

Joint Staff Events-CareerLink 200 Pilot in State College: Not discussed.

BST Update: 2007 Home Builders Show: Jim Plankenhorn, Employer Service Representative, went over the highlights of the Home Show and CareerLink's participation. He also distributed copies of the After Action Report to the Partners and discussed same, noting that 103 personal contacts were made, 5 new employers were registered into the CareerLink System, 16 job orders were taken (13 from show exhibitors), 5 veterans were given information, and over 500 pieces of CareerLink promotional material were handed out.

Targeted Job Fair-Construction Trades Report: Charlie Protasio, Employment Interview, discussed the Job Fair, noting that this was the first Targeted Job Fair held at CareerLink. Five employers agreed to participate, and approximately 50 job seekers attended. Employer feedback was good, and also included some good suggestions for possible future job fairs. A summer jobs fair will be considered and discussed at the next BST Meeting.

Dan Merk went on record to commend the Williamsport BST for their initiative and the work they are doing.

Denny noted that, regarding the After Action Report, although the Veterans Representatives did volunteer, they were compensated for their Home Show participation.

EAC/Job Fair Committee Update: Not discussed.

**Open Discussion:** None.

**Next Meeting:** The next meeting will be held on Thursday, April 19, 2007, 1:30pm, at the CareerLink Office.

**Adjournment:** Meeting adjourned at 3:20pm.