

PA CareerLink-Lycoming County
Service Committee Meeting
December 20, 2006

Attending: Bruce Jones, Sandy Long-Johnson, Barbara Scheifley, Gary Landon.

Welcome: The meeting was called to order at 1:35pm by Site Administrator, Bruce Jones.

Approval of Minutes: Minutes of the October 19, 2006 Meeting were approved as written. November Meeting cancelled, due to lack of attendance.

Fiscal (RSA): Monthly Expenditures Report distributed; nothing out of the ordinary. CareerLink is in pretty good order with all Line Items.

Reports:

Site Administrator:

.... There are no burning issues with the landlord. The landlord has sent a commitment, in writing, to clean sidewalks by 7:45am when snow has fallen. CareerLink Building is still for sale.

.... The One Stop Plan has been accepted. The first Plan was returned for necessary revisions and corrections. Bruce addressed and completed everything listed, and the Plan was accepted.

.... Bruce said he was still waiting for the CLQR written report. Barb noted that an official letter from the Commonwealth would go out by the end of 2006, or beginning of 2007, notifying CareerLinks that they were officially Chartered, or provisionally Chartered. Provisionally Chartered CareerLinks will have six months in which to complete the necessary corrections.

.... Bruce mentioned that a new Regional Routing Slip would be coming out soon. All offices will be using the new Routing Slip, which should help to make procedures between the CareerLinks more unified.

.... Bruce also noted that CareerLink would close to the public at Noon on December 22nd and December 29th, for the Christmas and New Year's Holidays. This will be done Regionally.

.... Bruce said the CRA position was out-of-house, and closed Friday, December 15th. Interviews to hire for this position should start shortly after the beginning of the year.

.... A new employee, Kim Sprought, has been hired for the CareerLink Career Counselor position; starting date Monday, December 18th.

.... Barb Barrett has resigned her position with STEP, as Youth Services Navigator, to take a position with another employer. Her last day of work will be December 28th.

Customer Volume/Workshops Reports:

.... Bruce distributed various reports for Partner review. Some were new reports developed by Bob Atwell. These reports give Labor Exchange information regarding local and regional hires. Partners felt the reports were informative. Gary suggested listing the counties in each region, in order to give a better comparison. Bruce said the Core Services Report is directed toward the local (Central) region. It was also suggested that the current month and year-to-date information be listed on both the Core Services and CRA reports. Customer Volume and Workshop Reports were also distributed for Partner review. A brief discussion followed. Gary mentioned that the Workforce Areas Report might not be needed every month – maybe quarterly. Bruce said

he appreciated Bob's help with the new reports, and he will ask him if the changes requested by the Partners could be done.

CareerLink Issues:

Telephone System: The Automated System, after a rough transition, is now working. When the new equipment was first installed, the system was up and down for several days. Bruce was told the current software did not mesh with the new system. When the vendor came back, they brought, and installed, their own equipment until they can get the CareerLink equipment working properly.

Cleaning Contract: Complete Cleaning has requested an increase in the contract costs. A copy of the proposal was distributed to the Partners for their review. Proposal includes a 19% increase January through June 2007, with another 17% increase starting in July 2007. A brief discussion followed. Gary suggested putting the following into the contract: Increases contingent upon new minimum wage going into effect. Bruce asked for a motion to approve the proposal, with the inclusion of the minimum wage contingency. Motion to approve made by Sandy Long-Johnson; 2nd by Gary Landon. All in favor – 4. Opposed – 0. Motion carried.

Fax Machine: The current FAX machine is approximately 14 years old, and needs to be replaced. Bruce found a combination FAX/Scanner at Staples for \$400.00. Information on the FAX machine was distributed to the Partners for their review. Group felt the purchase of a new FAX machine was necessary. The group also felt that if an item was needed and the cost was under \$500.00, it was not necessary to bring before Partners prior to purchase. If item is necessary, make the purchase and let Partners know at next meeting.

Employer Service Events: Alcan hiring 20 production laborers. LJ Kennedy Trucking hiring 25 drivers (will train), to transport drywall for an area manufacturer. Job order is being held by Charlie Protasio, BWDP Interviewer.

Joint Staff Events: Paul Owens, PCC Director, spoke at the December 13th Staff Meeting. Mr. Owens explained and discussed PCC and their training programs. Current work program is at the Muncy Prison. PCC is for youth ages 18 to 25. Carmen Haefner, BWDP Interviewer, is the local office contact. Gary suggested keeping a list of referrals to PCC for our records.

Site Committee Reports:

Joint Staff Events: Bruce distributed the Customer Flow Committee's proposed CRA layout, for Partner review. Committee Chairperson, Allen Hubler, asked Bruce to show the layout to the Partners for their input. The layout is designed to be a more open CRA, thus giving better visibility of computers and customers for the CRA staff. The group felt it was a good layout. Bruce is checking into the cost, and will bring information back to Partners. Gary asked if there was any money available from CPWDC IT. Bruce will check.

Business Service Team Update: The BST will begin planning events for 2007. They are looking to hold smaller employer events.

EAC/Job Fair Committee Update: The EAC/Job Fair Committee will meet in January to start planning events for 2007.

Open Discussion: Nothing to discuss.

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Next Meeting: The next Service Committee Meeting will be held on Thursday, January 18, 2007 at 1:30pm.

Adjournment: Motion to adjourn made by Sandy Long-Johnson; 2nd by Barb Scheifley. Meeting adjourned at 2:35pm.