

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: December 20, 2017
Klover Contracting, Quakertown, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Jeff Davis, Ted Dorand, Dr. Maria Gallo, Ken Heydt, Gerald Kilhefner, Pete Krauss, Greg Krug, Jim Nichols, Dr. Stephanie Shanblatt, Archana Sharma

BCWDB Staff: Alice Colyar, John Flanagan, Dianna Kralle, Tiffany Young

Guests:

- Brian Cummings, PA CareerLink® Bucks County
- Anastasia Devlin, Bee Bergvall
- Emily Evans, Upper Bucks Technical High School
- Susan Herring, Bucks County Community College
- Margie McKeivitt, Bucks County Planning Commission
- Jessica Peterson, EDSI
- Ron Spangler, ResCare Workforce Services

Absences: Kyle Cloman, Dwight Ely, Mark Hoffman, George Hutt, Karen Orr Marcine Shiehser, Renee Tiffany, Garney Morris

Next Meeting: June 27, 2018 – 9am – US Real Estate, One Ben Fairless Drive, Fairless Hills, PA 19030

Agenda Discussion

I. Welcome & Call to Order, Dennis Jones

Chair Dennis Jones called the meeting to order at 9:08 AM and greeted attendees. A round of introductions was made and Mr. Kilhefner spoke briefly about Klover Contracting.

II. Meeting Minutes, Dennis Jones

Mr. Jones requested a motion to approve the meeting minutes as submitted to the Board of Directors by email on March 20, 2018.

Action/Vote: Dr. Shanblatt made the motion; Mr. Heydt seconded the motion. All were in favor; none opposed. There were no abstentions.

III. Board Re/Appointments, Dennis Jones

Mr. Jones noted that Board terms for about half of the Board Expired in September 2017 and that a reappointment by the Commissioner was required. All Board members, with the exception of Dr. Schram from BARC, have recommitted to the Board and were approved by the county commissioners in their November meeting. Additionally, Dr. Maria Gallo from Delaware Valley University was appointed to the Board at this time. Mr. Jones welcomed Dr. Gallo who provided a short introduction.

IV. Treasurer's Report, Ken Heydt

Mr. Heydt introduced Anastasia Devlin who then reviewed the PY16 Audit. Ms. Devlin reported that part of this audit includes non-attest services and has received an unmodified opinion. Ms. Devlin reported that the audit was delayed this year due to the final trial balance was not ready until August.

Several entries were made this year including putting the depreciation under fixed assets, revenue was accrued in July 2017 but drawn down in June 2017, reclassified a negative cash balance from overdrawn to accounts payable. 990 documentation is currently being gathered.

Mr. Flanagan asked about risk classification; Ms. Devlin replied that being subject uniform guidance places the organization at a higher risk.

Mr. Heydt requested a motion to approve the PY16 Audit.

Action/Vote: Mr. Jones made the motion; Ms. Krauss seconded the motion. All were in favor; none opposed. There were no abstentions.

PY17 Operating Budget – Mr. Heydt directed Board members to view the budget summary. Mr. Heydt noted that for Q1 expenses match revenue and are trending 3% under the benchmark. Mr. Heydt noted that much of this is due to staff restructuring and the addition of Marion Shinn.

Mr. Heydt requested a motion to approve the Year to Date financials.

Action/Vote: Mr. Krauss made the motion; Dr. Shanblatt seconded the motion. All were in favor; none opposed. There were no abstentions.

Mr. Jones noted the progress made in reporting and transparency of the fiscal department and specifically Tiffany Young.

V. One Stop Certification, Dennis Jones

Mr. Flanagan explained that each CareerLink is required to become certified. Labor and Industry has created a monitoring tool to ensure that all mandated partners are participatory and required and appropriate services are being provided. Ms. Kralle noted the presence of the summary in the Board packet and commended the CareerLink Operator, Brian Cummings, and program staff for completing the document so thoroughly.

Mr. Jones requested a motion to approve the One Stop Certification.

Action/Vote: Mr. Krug made the motion; Mr. Heydt seconded the motion. All were in favor; none opposed. There were no abstentions.

VI. Upcoming RFP Releases, John Flanagan

Mr. Flanagan announced the release of two upcoming RFPs. One for In-School-Youth (ISY) and the other is for EARN (Employment, Advancement and Retention Network). Mr. Flanagan noted that one change that the Board and bidders will see is the encouragement of doing a single award for each program. This will ensure comprehensive services are provide, will include a cost savings and an ease to program monitoring. Ms. Kralle noted the current ISY providers are Eckerd Workforce Services and Bucks County Community College and for EARN the providers are EDSI and Bucks County Community College. Coordination and partnerships between bidders are encouraged.

Discussion occurred around the benefits/downfalls to awarding contracts to less bidders.

IX. General Discussion, Dennis Jones

Mr. Flanagan shared with the Board the data for both the Executive Outplacement Counselor and Incumbent Worker Training. The Executive Outplacement Counselor has assisted 40 individuals with obtaining employment at an average wage of \$75,823.81.

Mr. Jones recommended obtaining testimonials from these individuals that have been aided. Mr. Krug suggested reaching out to employers that are laying off to provide these services for the newly dislocated worker.

Mr. Flanagan spoke about his goal of creating an unrestricted revenue stream to be used to market these services.

Ms. Kralle reminded the Board that EDSI has been creating video testimonials for employers and jobseekers.

VII. Adjournment, Dennis Jones

Action/Vote: Mr. Krauss requested a motion to adjourn the meeting. Mr. Krug seconded. All were in favor; none opposed. The meeting adjourned at 10:17 AM.

Respectfully submitted:

Dianna Krall

March 20, 2018