

# Bucks County Workforce Development Board

## Board Meeting Minutes

**Date of Meeting:** June 27, 2018  
USS Real Estate, Fairless Hills, PA

*In Attendance: Board of Directors* – Dennis Jones (Chair), Kyle Cloman, Jeff Davis, Ted Dorand, Dr. Maria Gallo, Ken Heydt, George Hutt, Gerald Kilhefner, Greg Krug, Marcine Schiehser, Dr. Stephanie Shanblatt, Archana Sharma, Renee Tiffany

*BCWDB Staff:* John Flanagan, Dianna Kralle, Tiffany Young

*Guests:*

- Brian Cummings, PA CareerLink® Bucks County
- Steve Damweber, EDSI
- Joe Farrell, EDSI
- Susan Herring, Bucks County Community College
- Margie McKeivitt, Bucks County Planning Commission
- Jessica Peterson, EDSI
- Ron Spangler, ResCare

*Absences:* Anita Diggs, Dwight Ely, Dr. Maria Gallo, Dr. Mark Hoffman, Erin Lukoss, Jim Nichols, Karen Orr, Garney Morris

**Next Meeting:** September 26, 2018 – 9am – PA CareerLink® Bucks County, 1260 Veterans Highway, Bristol, PA 19007

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### Agenda Discussion

**I. Welcome & Call to Order,** Dennis Jones

Chair Dennis Jones called the meeting to order at 9:07 AM and greeted attendees. Mr. Jones called for a round of introductions.

**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 June 15, 2018.

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

**III. Treasurer's Report,** Ken Heydt

Mr. Heydt directed the Board to the Treasurers Report and commended Mr. Flanagan and the Board staff on bringing in an additional \$743,004 funds this year. While it appears that our spending exceeds our allocation, due to the increase we are actually 74.55% spent at a benchmark of 75%. Mr. Heydt requested a motion to approve the Year to Date financials.

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

**IV. YTD Funding and New Grants, John Flanagan**

Mr. Flanagan reported that the BCWDB received an overall increase of 16% due to the Title I Contractor's ability to put so many individuals in ITAs, OJTs and by rolling out the Incumbent Worker Training Program. The allocation for PY17 was 2.48M and for PY18 it is 2.9M. Mr. Flanagan complimented the staff on securing new grants and creating new funding streams including:

- Teacher in the Workplace Grant
- SLIP
- Billing Philadelphia for training their individuals
- The creation of a share position to support Bucks, Montgomery and Philadelphia in supporting IPs and Incumbent Worker Training

**V. Business Survey Update, John Flanagan**

Mr. Flanagan stated that less than 100 responses were received thus far. Going forward, Mr. Flanagan will distribute the survey in email blasts to a business listing provided by EDSI and go to a paper format assuming we have funds for postage.

**VI. Strategic Plan, John Flanagan**

Mr. Flanagan shared that the Executive Committee has tasked him with creating a 3-year strategic plan for implementation. The Executive Committee plans to hold a session the last week in June to determine the main areas of focus and from there, the message will be brought to the other committees for comment and input.

**VII. Location Discussion, John Flanagan**

Mr. Flanagan shared the discussion that was brought to the Planning Committee earlier in the year regarding exploring physical location for the PA CareerLink® Bucks County. At this meeting the group determined that due to the hidden nature of the building, lack of signage and presentation of the current space, the Board should begin to explore other options. Mr. Flanagan provided data on Population, Transportation, Public Transportation and Business Listings which showed that Bristol/Lower Bucks County remains an accessible spot for individuals and employers. Discussion around this topic by the group including the suggestion to inventory what our needs are, how we can reach individuals and businesses virtually and the approval of the building in front of the Community College in Bristol.

**VIII. Contract and RFP Schedule, John Flanagan,**

Mr. Flanagan directed the Board to page 12 of the packet where it lists all contract period and proposed RFP dates noting that this year, Out of School Youth and Title I/Adult/DW/Business Services will be put out to bid.

**IX. General Discussion**

Ms. Kralle shared that the upcoming meeting dates are located on the back page of your Board packet.

**IX. Adjournment, Dennis Jones**

Mr. Jones thanked all attendees and requested a motion to adjourn the meeting.

Action/Vote: Dr. Shanblatt made the motion. Mr. Cloman seconded. All were in favor; none opposed.  
The meeting adjourned at 10:18 AM.

Respectfully submitted:

*Dianna Krall*  
July 6, 2018