

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: March 28, 2018
Sesame Place, Langhorne, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Kyle Cloman, Jeff Davis, Anita Diggs, Ted Dorand, Ken Heydt, Dr. Mark Hoffman, George Hutt, Greg Krug, Erin Lukoss, Jim Nichols, Karen Orr, Marcine Schiehser, Archana Sharma

BCWDB Staff: John Flanagan, Dianna Kralle, Tiffany Young

Guests:

- Brian Cummings, PA CareerLink® Bucks County
- Joe Farrell, EDSI
- Susan Herring, Bucks County Community College
- Margie McKeivitt, Bucks County Planning Commission
- Jessica Peterson, EDSI
- Michelle Ruiz, EDSI

Absences: Dwight Ely, Dr. Maria Gallo, Gerald Kilhefner, Mark Hoffman, Pete Krauss, Dr. Stephanie Shanblatt, 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 8:58 AM and greeted attendees. Mr. Jones introduced new Board Member, Erin Lukoss, Executive Director of the Bucks County Opportunity Council.

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

III. Treasurer's Report, Ken Heydt

Mr. Heydt reviewed the 990, the organizations Income Tax Return. The form was prepared by the Audit Firm, Bee Bergvall. Mr. Heydt highlighted the changes made including the signatory changing from Tiffany Young to John Flanagan. Another edit that was made was in the list of Board Members as several resignations and appointments have been made in the past year.

Mr. Heydt requested a motion to accept the 2017 990:

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

Mr. Heydt directed the Board to the Treasurers Report and noted that with a 58% expenditure benchmark we are currently a few percentage points under. Any item that is above 58% spent is highlighted and a brief explanation is provided.

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

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

IV. In School Youth Contract Award, Jeff Davis

Mr. Davis announced that The Youth Council released an RFP for In School Youth Services on December 21, 2017 and received four proposals. Scoring sheet from the February 1st Youth Council Meeting are in each Board Packet. Mr. Davis reported that the Youth Council scored the winning proposal a 46 out of 50 and recommends to the Board of Directors that a two-year contract be awarded to Bucks County Community College for program year 2018 for up to \$360,000 annually (dependent upon funding).

Mr. Jones asked Mr. Davis why the committee felt the proposal from Bucks County Community College was selected. Mr. Davis stated that the committee felt that based on cost, past performance and program content they scored higher than the rest. Ms. Kralle also noted that their proposal demonstrated the ability to serve the largest number of schools throughout the county.

Mr. Davis requested a motion to approve the In-School Youth Contract award to Bucks County Community College.

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

V. EARN Contract Award, Karen Orr

Ms. Orr announced that The Planning Committee released an RFP for EARN Services on December 21, 2017 and received two proposals. Scoring sheet from the February 14 Planning Meeting are in each Board Packet. Ms. Orr reported that the Committee scored the winning proposal a 39.5 out of 50 and recommends to the Board of Directors that a two-year contract be awarded to EDSI for program year 2018 for up to \$655,256 annually (dependent upon funding).

Mr. Jones asked Ms. Orr why the committee felt the EDSI proposal was selected. Ms. Orr noted that based on past performance and a descript program overview stood out from the other proposal.

Ms. Orr requested a motion to approve the EARN Contract award to EDSI.

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

IX. Business Survey Update, John Flanagan

Mr. Flanagan stated that he sent out the Business Survey to Board Members for viewing and preview and that a live link will go out to employers on April 10 through the Chambers of Commerce and via email based on a list provided by EDSI. Mr. Flanagan noted that preliminary feedback will be available for the upcoming May committee meetings and will also drive the strategic plan.

VI. CareerLink Location Discussion, John Flanagan

Ms. Orr shared that the planning committee has undertaken the beginning stages of exploring the appropriate CareerLink location. Ms. Orr stated that a healthy discussion and research was reviewed at the previous meeting and the committee concluded that a change in physical location is being recommended. Mr. Flanagan also noted that a challenge that all areas are facing, Bucks included, is how to we serve areas of the county that are more remote and that Virtual Services are also be looking into.

VII. Grant Update, John Flanagan

Mr. Flanagan stated that we are currently 100% obligated in formula funds and that we have requested and anticipate receiving an additional 200k in Rapid Response funds, CBDG funds and a reimbursement from serving Philadelphia County participants. Mr. Jones acknowledged the program provider (EDSI) for spending the funds down so rapidly this year.

Mr. Flanagan also shared that BCWDB is participating in the county Engage grant that will provide a closer linkage between Workforce Development and Economic Development.

Lastly, he noted that we have two Strategic Innovation Grant Proposals in to the state; one supports In-school and Out-of-school participation in Metalwork training and forklift certification. The other supports the regional Manufacturing Alliance between the southeast counties.

Ms. Kralle shared that an additional \$144,000 was obligated to Bucks County under the WIF grant and allows for Bucks County Community College to fund 3 additional cohorts in lower, middle and upper Bucks County.

VIII. General Discussion, Dennis Jones

Mr. Jones opened the floor to any additional discussion.

Mr. Cummings shared that the PA CareerLink Bucks County nominated IMet Corporation for the Governor's Achievement Award and they have been selected as the award recipient. Ms. Kralle noted that they are an exemplary CareerLink partner and have participated in OJTs, IWTs and the Manufacturing Alliance. The award will be presented at the PWDA conference in May.

Ms. Kralle invited all Board members to participate in the Central Bucks Expo/Job Fair in May. the BCWDB is a co-sponsor/partner and it is a great event for Board members to partake in.

IX. Adjournment, Dennis Jones

Mr. Jones requested a motion to adjourn the meeting.

Action/Vote: Ms. Schiehser made the motion. Ms. Orr seconded. All were in favor; none opposed. The meeting adjourned at 9:59 AM.

Respectfully submitted:

Dianna Kralle

March 28, 2018