

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: September 26, 2018
PA CareerLink® Bucks County, Bristol, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Kyle Cloman, Dr. Mark Hoffman, George Hutt, Pete Krauss, Greg Krug, Erin Lukoss, Jim Nichols, Karen Orr, Marcine Schiehser, Dr. Stephanie Shanblatt, Renee Tiffany

BCWDB Staff: John Flanagan, Dianna Kralle, Tiffany Young

Guests:

- Patrick Bond, BWPO
- Brian Cummings, PA CareerLink® Bucks County
- Steve Damweber, EDSI
- Mary Beth Ferguson, BWPO
- Susan Herring, Bucks County Community College
- Commissioner Robert Loughery, Bucks County
- Margie McKeivitt, Bucks County Planning Commission
- Larry Melf, EDSI
- Michelle Ruiz, EDSI
- Ron Spangler, ResCare

Absences: Anita Diggs, Dwight Ely, Dr. Maria Gallo

Next Meeting: December 19, 2018 – 9am – Bucks County Community College, 1304 Veterans Highway, Bristol, PA 19007

Agenda Discussion

I. Welcome & Call to Order, Dennis Jones

Chair Dennis Jones called the meeting to order at 9:00 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 September 20, 2018.

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

III. Treasurer's Report, Karen Orr

Ms. Orr reviewed the PY18 Budget noting the larger changes in a couple specific line items. First, Ms. Orr noted that the Board received an additional 165k in Rapid Response funds due to fully expending the previous year's monies early. She also stated that the 30% increase in the staffing line item is due

to the hiring of a shared staff member with the use of CBDG funds. All other line items are comparable to the prior year. Ms. Orr requested a motion to approve the PY18 Budget.

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

IV. Strategic Plan, John Flanagan

Mr. Flanagan reviewed the four key components of the BCWDB Strategic Plan and detailed the below tasks that will be carried out as a Board and through committee work:

- Enhanced Partnerships with Economic Development Agencies in Bucks County to create a robust package of services to assist in business retention, expansion, and attraction
- System re-alignment- Building / creating smarter infrastructure to better serve business and job seekers, creating increased access points through brick/mortar and virtual services
- Continue to foster regional collaboration with SEPA counties and the Lehigh Valley
- Enhance Revenue generating models to build more flexible income

V. Location Discussion, John Flanagan

Mr. Flanagan recapped the previous Board and Committee discussions regarding exploring the physical and geographic location for the PA CareerLink® Bucks County. Based on data, committee and partner feedback it had been determined that while Bristol remains the appropriate geographical location, the building is not an acceptable space to meet our customer needs. Dr. Shanblatt and Ms. Herring excused themselves from this conversation.

Commissioner Loughery first thanked the Board for their service, especially during a time of great need that employers face in obtaining a skilled workforce. Commissioner Loughery highlighted the strides that have been made within the county to invest in workforce and economic development including: the use of CBDG funds for Metalworks training, working closer with municipalities, Bucks 2 Invest and VC4BC. Commissioner Loughery shared that it is the vision of the three County Commissioners to create a Center for Economic and Workforce Development to present a one-stop shop to meet business needs. This project will be located in front of the Lower Bucks County Community College and funded through matching County and Commonwealth funds.

Mr. Jones mentioned the timeliness of this initiative with the virtual service portal and voiced his approval of the project, as did Mr. Morris. Mr. Nichols asked the cost of space in the proposed facility and Mr. Flanagan reported that it should remain consistent with what is currently paid by partner staff. Mr. Jones requested a motion to approve relocation plan for CareerLink and WDB Offices, and to move forward with negotiations regarding proposed new location to the Center for Workforce and Economic Development, on the Bucks County Community College, Lower Bucks Campus

Action/Vote: Mr. Krug made the motion; Mr. Hutt seconded the motion. All were in favor; none opposed. Dr. Shanblatt abstained from the vote.

Mr. Krug also recommended that this type of partnership be embraced in the Upper Bucks Area as well to ensure similar services to business. Mr. Hutt shared that from the unemployed perspective, a new facility would be uplifting to people during their time of need.

Mr. Jones and Mr. Flanagan encourage full Board and Partner participation in the project.

VIII. Virtual Service Contract Award, Karen Orr

Ms. Orr stated that the Planning Committee released an RFP for Virtual Services on July 6, 2018 and three proposals were received. Ms. Orr directed the Board to the scoring sheets inside the packet from the August 16th review meeting.

Ms. Orr, on behalf of the Planning Committee recommended to the Board of Directors that a contract be awarded to Public Consulting Group (PCG), with a score of 33/40, for October 1, 2018 - June 30, 2020 for up to \$170,000. The contract amount is dependent on funding and it is anticipated that costs and services will be negotiated.

Mr. Flanagan explained that through a VSP, services would be made available for public consumption by Job Seekers and Employers without having to come through our doors. He also stated that PCG has done this in the state of Michigan and North Central PA. Mr. Krauss recommended partnering with the library system to get the word out about this service. Ms. Orr requested a motion to award PCG with this contract for up to \$170,000.

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

IX. Committee Appointments, Dennis Jones

Mr. Flanagan shared that our bylaws require all Board members to serve on at least one committee. As listed in the packet, the Planning Committee and Systems Performance Committee has now been combined. Ms. Kralle noted that due to the current Board vacancy of Jeff Davis and upcoming vacancy of Karen Orr, several co-chair positions remain unfilled. If any Board member is interested in becoming a co-chair, please contact Ms. Kralle.

Mr. Jones thanked Ms. Orr for her service to the Board and consistency and organizational knowledge that she provided during our time of transition and over the years. As her vacancy will leave an opening on the Executive Committee, Mr. Jones requested a motion to appoint Marcine Schiehser to the Executive Committee.

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

Ms. Schiehser thanked the Board for the appointment and shared her excitement in working with this committee.

X. General Discussion, Dennis Jones

Dr. Shanblatt shared that all Partners and Board Members will receive an invitation to the announcement of the Center for Economic & Workforce Development Center.

Mr. Cummings shared that the PA CareerLink® Bucks County was awarded the Best of Bucks Award for service to employers.

Mr. Jones shared with the Board that Joe Farrell passed away at the end of July and to please keep his family and friends in your thoughts and prayers.

Mr. Jones also thanked Mr. Morris for being present today and for his mentorship as previous Board Chair.

Adjournment, Dennis Jones

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

Action/Vote: Ms. Orr made the motion. Mr. Hutt seconded. All were in favor; none opposed. The meeting adjourned at 10:26 AM.

Respectfully submitted:

Dianna Krall

September 28, 2018