

# Bucks County Workforce Development Board

## Board Meeting Minutes

**Date of Meeting:** December 19, 2018

Bucks County Community College, Bristol, PA

*In Attendance: Board of Directors* – Dennis Jones (Chair), Kyle Cloman, Ted Dorand, Ken Heydt, Dr. Mark Hoffman, George Hutt, Greg Krug, Erin Lukoss, Jim Nichols, Marcine Schiehser, Dr. Stephanie Shanblatt, Archana Sharma

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

*Guests:*

- Brian Cummings, PA CareerLink® Bucks County
- Mary Beth Ferguson, BWPO
- Susan Herring, Bucks County Community College
- Mike Lawrence, Community Workforce Advancements
- Larry Melf, EDSI
- Jessica Peterson, EDSI
- Eunice Rush-Day, Bucks County Community College
- Michelle Ruiz, EDSI
- Terece Torquato, ResCare

*Absences:*

**Next Meeting:** June 26, 2019 – Pearl S. Buck – 520 Dublin Road, Perkasie, PA

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### Agenda Discussion

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

Chair Dennis Jones called the meeting to order at 9:03 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 December 12, 2018.

*Action/Vote:* Dr. Shanblatt 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 Treasurers Report noting the notes provided on page 1 and the YTD Budget Summary on page 2, prepared by Tiffany Young. Mr. Heydt reported that the BCWDB is currently \$244,000 under the benchmark budget and directed the Board to review items highlighted in blue

(more than 5% over budget) and red (more than 10% over budget). Mr. Heydt requested a motion to approve the PY18 YTD Budget.

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

**IV. Strategic Plan, Dennis Jones**

Mr. Jones introduced the progress being made on the strategic plan and spoke about the expectation that the individual goals will begin to be a driver for the respective Board committees.

- 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

Mr. Flanagan shared that the SWOT analysis has been completed and the importance of community engagement from organizations like the Chambers of Commerce, The Bucks County Opportunity Council and Bucks County Community College. Mr. Flanagan stated that he anticipates completing the strategic plan by March 2019.

**V. Virtual Services, John Flanagan**

Mr. Flanagan recapped the contract award to PCG to begin building a Virtual Services Platform for both jobseeker and employer customers. Planning meetings between BCWDB and PCG are scheduled to begin in January. Mr. Jones reiterated the importance of beta testing and committee participation in this build out process and the responsibility of incorporating input from front end staff and users.

(At this point in the meeting, Dr. Shanblatt, Ms. Herring, Ms. Rush-Day and Ms. Torquato excused themselves)

**VIII. Out of School Youth (OSY) Contract Award, Mike Lawrence**

Mr. Lawrence introduced himself to the group as the hired independent evaluator for the OSY and Adult/DW Title I Contracts and as the former Interim Director of the BCWDB and directed attendees to review the memo in the Board book regarding the RFP review process and recommendation. He spoke about the new request in the RFP to serve Upper Bucks County OSY and the continued importance of meeting enrollment figures and spending the state-mandated 20% of funds in Paid Work Experience.

Three proposals were received, the top two entities were invited in to present their proposal to the Review Committee and were asked to focus on the way they will address the following items:

- The 14 state-mandated WIOA Elements
- Recruitment strategies
- Paid Work Experience Plan
- Innovation

Mr. Lawrence shared that it is his recommendation, supported by the RFP review committee, to award the Out of School Youth Contract to Bucks County Community College with a conscious effort to engage with Tabor Services as their proposal and presentation was viewed very favorably.

Mr. Jones thanked Mr. Lawrence and those who served on this sub-committee for their participation and commitment.

Discussion around ways to partner with Tabor Services occurred with the take-aways being around utilizing Tabor for pilot programs, including representatives to appropriate committee meetings and providing staff tours and CareerLink® information.

Mr. Jones requested a motion to award the Out of School Youth Contract to Bucks County Community College.

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

(At this point, Dr. Shanblatt, Ms. Herring, Ms. Rush-Day and Ms. Torquato returned to the meeting)

**IX. Grant Update, Staff**

Ms. Krallé updated the group on the USDOL 1.7M grant, stating that a modification to be more inclusive of the industry background of individuals being served has been granted. Internally, staff is learning about federal reporting requirements and tracking systems.

Ms. Colyar spoke about the Business Education Grant that funds paid-work experience for IU students, career preparation for students at the detention center, Manufacturing Day, and the What's So Cool About Manufacturing Video contest.

BCWDB shared that two grants were submitted – Teacher in the Workplace and SLIP (Student Leadership Intern Program) and that we should hear about grant awards in the new year.

**X. General Discussion, Dennis Jones**

Mr. Melf shared that EDSI has added additional staff to support the USDOL grant as well as a position which will serve individuals facing homelessness to provide job preparation and placement services.

Mr. Jones suggested that in future meetings, a committee update be shared with the group via a short written narrative and comments from committee chairs. Several members shared that this would be helpful to know to see where their expertise could best serve. Correspondingly, Mr. Jones requested that the BCWDB review and provide a Board Orientation for new members, including committee information.

**Adjournment, Dennis Jones**

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

*Action/Vote: Mr. Hutt made the motion. Mr. Cloman seconded. All were in favor; none opposed. The meeting adjourned.*

*Respectfully submitted:*

*Dianna Krallé*

March 13, 2019