

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: June 26, 2019
Pearl S. Buck House, Perkasie, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Ted Dorand, Maria Gallo, Ken Heydt, George Hutt, Lisa Lasley, Erin Lukoss, Jeremy Myers, Marcine Schiehser, Renee Tiffany

BCWDB Staff: Alice Colyar, Dianna Krall, Frank McGovern, Marion Shinn, Tiffany Young (phone)

Guests: Jean Andrews, Brian Cummings, Steve Damweber, Greg Hart, Christine Harvie, Laura Hathaway, Susan Herring, Terri Kaufman, Margie McKeivitt, Angela Pate, Jessica Peterson, Jonathan Rubin, Eunice Rush-Day, Michelle Ruiz, Cassidy Wilcox, Michelle Zieziula

Next Meeting: September 25, 2019 – 9am – *Location TBD*

Agenda Discussion

I. Welcome & Call to Order, Dennis Jones

Chair Dennis Jones called the meeting to order at 9:14 AM and greeted attendees. Mr. Jones introduced Jill Reeder who provided a welcome to all guests and overview of Pearl S. Buck International.

Mr. Jones shared that new Board members have been appointed and that James Horan, New Age Industries and Jan Rossi, Grandview Health were unable to attend the meeting. Mr. Myers introduced himself as Head Brewer of Neshaminy Creek Brewing Company and Co-Owner. Ms. Lasley introduced herself as Director, Distribution Operations. Mr. Myers will represent the “Small Business” category and Ms. Lasley will represent the “Business” category.

Mr. Jones then 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 19, 2019

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

III. Treasurer’s Report, Ken Heydt

Mr. Heydt introduced the Treasurer’s Report for the first 3 quarters of PY19. Mr. Heydt reviewed the summary in the board packet (page 2) and noted that expenses and revenues came in at 55% against a benchmark of 75%; this is largely due to the multi-year National Dislocated Worker Grant lag in spending. Mr. Heydt requested a motion to approve the PY18 YTD Budget as submitted to the Board of Directors by email on June 19, 2019.

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

Next Mr. Heydt directed the Board to the 990 Audit beginning on Page 8. The Form 990 collects information about the mission, programs, and finances of tax-exempt organizations. Pending the change from WIA to WIOA references, Mr. Heydt requested a motion to accept the PY17/18 audit as submitted to the Board of Directors by email on June 19, 2019.

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

IV. Board Monitoring and Certification, Dennis Jones

Mr. Jones introduced Mr. Greg Hart, Oversight Services Supervisor for the Bureau of Workforce Development Administration at the PA Department of Labor and Industry. Mr. Hart shared the departments role in providing technical assistance and monitoring to ensure a compliant Board and Programs. Mr. Hart stated that the Bucks County Workforce Development Boar has been recertified until 2021.

V. Virtual Services Presentation, Michelle Zieziula

Ms. Zieziula shared the history of VERA beginning as a tool to serve individuals who were not able to frequent CareerLink centers when Philadelphia dropped from 9 to 4 comprehensive sites. While it is not a replacement for services obtained in the CareerLink offices, it is a customized career exploration, e-learning tool where individuals are able to gain essential skills to aid them in finding and maintaining employment. Ms. Zieziula spoke about the gamified, learning differentiated courses and assured the Board that it would be available in different languages with a sticky key feature. Ms. Hathaway provided a course preview and walked through the site to provide a visual.

VI. What's So Cool About Manufacturing Video Contest, Dennis Jones

Mr. Jones introduced the What's So Cool About Manufacturing Video Contest; the annual contests is an innovative way for students to explore cool manufacturing careers and produce profiles of companies throughout Pennsylvania. Each contest features an online vote at www.WhatsSoCool.org for a Viewer's Choice Award. It was created by the Manufacturers Resource Center in Allentown, in 2013, and draws entries from teams across Pennsylvania. The teams of students and teacher coaches receive camera equipment, software, and professional guidance as they learn to script, record, and edit their video stories. The contest's objective is to change students' perceptions about manufacturing careers. There were 33 participating schools in Pennsylvania during the 2018-2019 school year and Neil A. Armstrong Middle School in Bristol Township School District won the statewide contest. The students were honored by the Commissioners at their meeting and proclaimed June 19, 2019 as "WHAT'S SO COOL ABOUT MANUFACTURING CHAMPIONSHIP DAY." The winning video was shown at this time.

VII. In School Youth Presentation, Christine Harvie

Ms. Harvie provided an overview, PowerPoint presentation of the In-School Youth (ISY) program operated by Bucks County Community College. Ms. Harvie shared that they are the sole ISY provider in Bucks County and have partnered with 9 high schools to enroll 67 Seniors into their College/Career Prep program. The program focuses on financial literacy, career pathways, presentation skills, work experiences, guest speakers and mentorships. The program provides college and industry tours as well as industry recognized credentials such as OSHA10, CPR and Forklift Trainings.

VII. Tourism and Hospitality Product Development Assess,emt, Margie McKeivitt

Ms. McKeivitt provided an overview of a current project that Visit Bucks County (VBC) and the Industrial Development Authority (IDA) is currently engaged in to obtain a comprehensive study of the Tourism and

Hospitality industry in Bucks County. The study will identify the current industry presence in our county and will determine opportunities for growth. VBC has asked the Board to aid in funding this study with a \$15,000 contribution. From this, the Board will obtain employer referrals and remain at the forefront of the industry's educational and occupational trends. Ms. Ms. McKeivitt requested a motion to support the Tourism and Hospitality Product Development Assessment by contributing \$15,000.

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

VIII. General Discussion

Ms. Krallé shared that work groups have been created through the Pennsylvania Workforce Development Association to address the issue of EARN being removed from the workforce system. The planned date of the Department of Human Services releasing an RFP for these services remains December 2019.

Ms. Krallé also shared that United Way has launched 2-1-1, a central portal for human service information and referrals. Anyone is able to call this number to receive services surrounding basic human needs.

VII. Adjournment, Dennis Jones

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

Action/Vote: ? made the motion. Ms. Tiffany. All were in favor; none opposed. The meeting adjourned at 10:54 AM.

Respectfully submitted:

Dianna Krallé

September 18, 2019