

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: March 25, 2020

Teleconference

In Attendance: Board of Directors – Dennis Jones (Chair), Kyle Cloman, Anita Diggs, Marybeth Ferguson, James Horan, Gerald Kilhefner, Greg Krug, Erin Lukoss, Stephanie Shanblatt

BCWDB Staff: Billie Barnes, Alice Colyar, Dianna Kralle, Frank McGovern

Guests: Brian Cummings, Susan Herring, Bob Pisko, Jean Andrews, Margie McKeivitt, Larry Melf, Yolanda Udvardy, Jeff Weiss, Matt Bienhauer, Danielle Bodnar

Next Meeting: June 24, 2020 – 9:30am – *Visit Bucks, Bensalem, PA*

Agenda Discussion

I. Welcome & Call to Order, Dennis Jones

Chair, Dennis Jones called the meeting to order at 9:05 and greeted attendees. A roll call was then performed.

II. Meeting Minutes, Dennis Jones

Mr. Jones directed Board Members to review the December 19, 2020 meeting minutes.

Mr. Jones requested a motion to approve the 12/19/20 meeting minutes.

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

III. Audit Update, Jeff Weiss

Mr. Weiss reviewed the PY18 Annual Audit and the Supplemental Audit Results in tandem. Mr. Weiss shared that there was one PY18 Audit findings and no non-compliance on internal controls. The audit finding that was reported was that the June FSRs were not filed. Mr. Weiss also reviewed that they looked into why the BCWDB is in the present scenario of having outstanding bills that they are unable to pay. Mr. Weiss reported that they saw no evidence of fraud or disallowed costs and that the \$819,000 overage was spent on legitimate expenditures.

Mr. Jones asked if this issue was new to the current program year or did it carry over from previous years. Mr. Bienhauer answered that because grants span 2-3 years and expenditures incurred in prior years were not balanced, it all came to a head in PY18-19.

The Finance Committee will view the audit results at the next committee meeting and will brought to a full Board vote at the June meeting.

IV. Covid-19 Response, Brian Cummings/Billie Barnes

Mr. Cummings reported that the PA CareerLink® Bucks County physical locations are closed and that he is working with all Partner Staff to deliver services remotely. He reported that the Virtual Service: www.buckscareersolutions.org was launched so individuals can access courses remotely. He also shared the creation of the Job Seeker/Employer help line where the respective clients can reach an employee and be provided services and referrals over the phone. Mr. Cummings shared there are still employees that are hiring though many have closed, at least temporarily.

Mr. Krug asked if the CareerLink is aware if closures will be permanent and Ms. Andrews, Rapid Response, shared that businesses will classify if it will be a temporary shut down or permanent closure. Mr. Cummings stated that so far in March that 2,505 new unemployment claims have been filed; in February there were 944.

Ms. McKeivitt, County of Bucks, stated that the county has a data portal on their website and a hotline with 4 prompts for relief for businesses and workers. There are low interest loans from the IDA with a \$8K cap. She also shared that the state has issued SBA First Program Loans and for more information, go to www.buckscounty.org and the link for COVID-19.

Mr. Jones recommended continuing services and convening regularly scheduled committee meetings, in person or via conference call during this time. Board staff was in agreement with holding committee and board meetings, with hopes that by the next set of meetings we will all be able to meet in person.

V. State Budget, James Horan

Mr. Horan directed all Board members to review the updated State Budget that was distributed via email and cited that the overall budget numbers remain unchanged but the changes that were made since 12/19/2019 are: a change in template and change in distribution of funds as the state staff has learned more regarding the allocation requirements in certain categories.

Mr. Horan requested a motion to approve the updated budget.

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

Mr. Jones commended Mr. McGovern on the work he has done on the budget and grant summary and requested that the grant summary be distributed to the full Board.

VII. NDWG Grant Outcomes, Dianna Kralle

Ms. Kralle reviewed the National Dislocated Worker Grant progress with attendees and directed them to a narrative and budget that was distributed. Ms. Kralle reviewed the 1.7M award for training individuals and the expansion of the program from narrow industry and training offerings to a more broad approach (as approved by the feds). Ms. Kralle shared that the BCWDB has exceeded the number of individuals they planned to serve and are 73% spent/allocated at a benchmark of 71%. Staff has learned a great deal from this process and will be well poised to apply for direct federal grants in the future.

IX. General Discussion

Ms. Barnes shared that the BCWDB awaits final results of the state and federal inquiry and funding should then be available to pay outstanding invoices.

Ms. Barnes stated that the BCWDB is in the process of writing two grants: 1. Strategic Innovation Grant to serve individuals with barriers in employment by providing paid manufacturing training through BCCC. The second opportunity is a federal Pathways Home grant which aims to serve inmates behind the bars providing job readiness and educational programming, training and certifications upon release, employment placement and retention follow-up.

Ms. Barnes shared that due to Covid-19 the Reentry forum that was being planned is now cancelled. The last update was that the PA CareerLink(R) Bucks County is working on a branding campaign and new collateral.

VII. Adjournment, Dennis Jones

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

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

Respectfully submitted:

Dianna Krall

April 3, 2020