

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: December 18, 2019

Cock 'n Bull Restaurant, Lahaska, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Marybeth Ferguson, Maria Gallo, George Hutt, Greg Krug, Erin Lukoss, Jeremy Myers, Jan Rossi, Marcine Schiehser, Stephanie Shanblatt, Archana Sharma, Renee Tiffany

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

Guests: Brian Cummings, Susan Herring, Dan O'Brien, Bob Pisko, Michelle Ruiz

Next Meeting: March 25, 2019 – 9am – *Doylestown Library*

Agenda Discussion

I. Welcome & Call to Order, James Horan

Finance Chair, James Horan, called the meeting to order and greeted attendees. A round of introductions was then done.

III. Local and Regional Plan Approval, Dennis Jones

Mr. Jones spoke about the requirement for Board approval for Regional and Local Plans. Both plans were approved at the September 2019 Board Meeting and then sent to the State for review and comment. Ms. Kralle reviewed the minimal feedback provided by the State and incorporated into the board packet (pages 5-7)

Mr. Jones requested a motion to approve the updated Local Plan.

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

Mr. Jones requested a motion to approve the updated Regional Plan.

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

IV. Board Bylaws, Dennis Jones

Mr. Jones shared that the Executive Committee is seeking to update the organizations bylaws. The reason to update them are multi-pronged; the goals of the updated bylaws are to: condense committees, clearly define term limits and to update the attendance expectations. Since the Board is smaller under WIOA than WIA, the needs of the organization would be best served through these changes.

Mr. Jones requested a motion to approve the updated Regional Plan.

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

Discussion surrounding conflict of interest occurred and ultimately no requests for changes were made to the content.

Dr. Shanblatt requested one edit on page 12 where is notes the board chair as “he” be changed to “he/she.”

V. Finance Report, Dennis Jones

Mr. Jones noted the omission of the Budget to Actual report that is regularly reviewed due to the inaccuracies that have been found from the previous program year that affects this program year.

Mr. McGovern shared the updated budgets; the budgets were adjusted to reflect an increase in funding in Adult, Dislocated Worker and Youth funding streams. Also adjusted was change in categories on the State Budget in the youth categories as we have a better understanding of how reporting is done and is now listed appropriately.

Mr. Jones requested a motion to approve the updated Budgets.

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

Mr. Jones also thanked Board members for their participation in the Audit voting process and confirmed that Zelenkofski Axelrod LLC was selected and will begin the audit on January 6, 2020.

VI. Executive Session, Dennis Jones

Mr. Jones called Executive Session to order to discuss Board staffing issues in confidentiality. All non-board members were excused with the exception of Director, Billie Barnes.

VII. WIF Grant Outcomes, Dianna Kralle

Ms. Kralle reviewed the outcomes of the WIF Grant that ended last program year. This grant was performed in partnership with Bucks County Community College to enroll individuals from targeted populations to participate in the Metalworks Programs (in Bristol and Perkasio) and Industrial Maintenance Program (Doylestown). Ms. Kralle reviewed data from pages 29-32 showing that in most categories measured, Bucks was the top performer in this grant, statewide.

Dr. Shanblatt thanked Susan Herring and her team for their outstanding performance in this endeavor.

VIII. EARN Presentation, Larry Melf

Mr. Larry Melf, Regional Director of Operations, provided a PowerPoint presentation regarding the EARN Program in Bucks County. He spoke about eligibility, program requirements, barriers, successes and partnerships that are formed and maintained to aid in client success.

IX. General Discussion

Mr. Jones announced that Mr. Kenneth Heydt has resigned from the Board after serving in various capacities over the past twenty years. The Board is grateful for Mr. Heydt’s service and guidance.

VII. Adjournment, Dennis Jones

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

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

Respectfully submitted:

Dianna Krall

January 27, 2020