

Bucks County Workforce Development Board

Board Meeting Minutes

Date of Meeting: September 25, 2019

Bristol Riverside Theater, Bristol, PA

In Attendance: Board of Directors – Dennis Jones (Chair), Kyle Cloman, Anita Diggs, Marybeth Ferguson, Maria Gallo, Ken Heydt, Mark Hoffman, Jerry Kilhefner, Greg Krug, Erin Lukoss, Jeremy Myers, Marcine Schiehser, Stephanie Shanblatt, Archana Sharma, Renee Tiffany

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

Guests: Brian Cummings, Steve Damweber, Greg Hart, Margie McKeivitt, Bob Pisko, Eunice Rush-Day, Michelle Ruiz, Terece Torquato

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

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 welcomed Ms. Billie Barnes, new Director of the Bucks County Workforce Development Board. Ms. Barnes shared her relevant experience, understanding of the local area and shared her experience in Bucks thus far.

Mr. Jones next introduced David Abers, Managing Director of Bristol Riverside Theater to welcome to all guests and provide an overview of Bristol Riverside Theater.

Mr. Jones announced that Jim Nichols no longer serves on our Board and that Mary Beth Ferguson, Assistant Regional Director – Southeast PA for the Bureau of Workforce Partnership and Operations (BWPO) has replaced him. Additionally, Lisa Lasley from Estee Lauder has also resigned as she has accepted a new job outside of Bucks County.

A round of introductions was then done.

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 17, 2019

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

III. **Out of School Youth Presentation**, Terece Torquato

Ms. Torquato, Out of School Youth Program Manager, provided an overview of the Out of School Youth Program operated by Bucks County Community College at the PA CareerLink® Bucks County. Ms. Torquato spoke of her history with the program and the eligibility requirements of the participants served (ages 16-24, not enrolled in school, barriers to employment/education). Ms. Torquato spoke

about the program elements: GED and Workforce Development and ways in which employers can participate with the Youth:

- Mentor opportunities
- Hiring a participant for PWE
- Giving a participant the opportunity to Job Shadow for a couple of hours at their business
- Opening their doors for an industry tour
- Coming in and giving a career talk about their industry and share their journey line of how they became the professional they are today
- Running a job readiness, entrepreneurial or life skill workshop

A participant success story was also shared.

IV. 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 Margie McKeivitt who serves as Liaison to the Commissioners.

VI. Local and Regional Plan Approval, Billie Barnes

Ms. Barnes spoke about the requirement for Board approval for Regional and Local Plans. It is required that both plans be reviewed and reapproved. Ms. Barnes noted in the Board Booklet that all changes are highlighted.

Ms. Kralle requested a motion to approve the Local Plan.

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

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

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

VIII. General Discussion

Ms. Kralle shared that the Board Booklet contains results of PY19 Budget vote that was approved electronically prior to the meeting. Additionally, in the booklet, is the dates of the upcoming Board of Director's Meeting and committee meeting dates.

VII. Adjournment, Dennis Jones

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

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

Respectfully submitted:

Dianna Kralle

October 1, 2019