



Central Pennsylvania Workforce Development Corporation

**Workforce Development Board (WDB) and
Local Elected Officials (LEO) Board**

Joint Meeting
June 25, 2018

The Central Pennsylvania Workforce Development Corporation's Board of Directors (WDB) and Local Elected Official (LEO) Board held a joint meeting on Monday, June 25, 2018 at Union County Government Center, Lewisburg, Pennsylvania

WDB Members Attending:

Jay Alexander
Sue Auman
Jamie Aurand
Steve Bennett
Annette Camuso-Sarsfield
KayLynn Hamilton
Keith Koppenhaver
Lynn Kuhns
Michelle McCardle
Jim Stopper
Steven Stumbris
Susan Swartz
Suzanne White

WDB Members Excused:

James Beamer
Lisa Brown
Dean Girton
Bruce Jones
Jim Nemeth
Todd Taylor
Dave Zartman

LEO Board Members Attending:

Kenneth Holdren
Lee Knepp
David Kovach
John Mathias
Richard Mirabito
Robert "Pete" Smeltz

LEO Board Members Excused:

Stephen Dunkle
Michael Pipe
Richard Shoch

WDB Staff Attending:

Jacob Conklin
Alexa DeBaro
Sandie Fairman
Brooke Gessner
Celia Hussar (intern)
Keely Laidacker (intern)
Korrie Lucas
Sidney Mistysyn (intern)
Erica Mulberger
Cheryl Reish

Guests Attending:

Megan Bair
Mike Baron
Paula Dickey
Margie Eby
Judy Fitzgerald
Dennis Gilbert
Mike Glazier
Cheryl Johnson
Stacie Snyder
Ryan Tira
Mike

Vail

Call to Order and Welcome

Jay Alexander, CPWDC Chair, called the meeting to order at 10:05 a.m. and welcomed everyone. He stated there are two meetings occurring simultaneously; the Workforce Development Board and Local Elected Official Board will each take actions from their respective agendas. He then welcomed Mr. Mike Glazier from the office of US Representative Glenn “GT” Thompson.

Commissioner Pete Smeltz, LEO Chair, welcomed all members and guests. He reported the LEO held the Annual Meeting of Members earlier that morning and reappointment actions were taken. Pete thanked Jay Alexander, Dean Girton, Lynn Kuhns, and Dave Zartman for their service and congratulated them on their reappointment.

Erica Mulberger, CPWDC Executive Director, introduced new CPWDC staff as follows: Jacob Conklin Workforce Coordinator for EARN and Adult Dislocated Worker programming and interns Celia Hussar from Gettysburg College, Keely Laidacker from Lycoming College and Sidney Mistysyn from Mansfield University.

Public Comment

No comments were made.

PA CareerLink® Operator Update

Cheryl Johnson, Executive Director of Private Industry Council of the Central Corridor (PICCC), presented highlights from the Operator's first year on behalf of the PA CareerLink® Operator Consortium.

Cheryl reported the Central Region PA CareerLink® increased community outreach in a number of ways, including by filling a need with the re-entry of individuals in correctional facilities by holding regularly scheduled presentations, attending monthly meetings at facilities to discuss inmates that are scheduled to be released and in need of employment, and providing workshops and career events. Special events aligned with CPWDC grants and strategies were held, including career exploration events and workplace tours for younger children as a way to impact them earlier and make connections for the future. New workshops were developed with various partners to meet community needs such as: Career Exploration for Manufacturing & Skilled Trades with Energy, Transportation & Warehousing and Health Careers, Hot Jobs of the Future, and Matching Skills to Today's Workforce. Cheryl reported the Title II Adult Basic Education providers will have served 645 learners by year end, enhancing literacy and math skills. Innovations are in place for the coming year as providers will enhance contextualized instruction based on workforce interests and collaboration with occupational training providers. Finally, Cheryl reported staff came together to develop paid work experiences for youth as well as on-the-job trainings which increased effective partnerships with the business community.

Cheryl stated the Operator looks forward to working together and achieving positive outcomes in the coming year.

FY 2019 Central Region Budget Presentation

Erica Mulberger provided information on the FY18-19 allocation, the last year's total revenues, and projected revenues for the upcoming year. She invited Brooke Gessner, CPWDC Finance Manager to present the FY2019 budget in detail.

Brooke explained the budget preparation philosophy, including to budget based on what is known, plan for the future while maximizing resources for direct service delivery, and to comply with the Commonwealth's Workforce Development Plan which requires 30% of WIOA allocations to be spent on training. She then provided an overview of each line item in the budget which included comparisons to FY18. She explained in depth how the training budget was developed and how the subcontractors will be funded in alignment with negotiations made during competitive procurement processes or thereafter.

Jay opened the floor for questions. KayLynn Hamilton inquired about the cost of WINN™ and how frequently the WorkKeys® assessment is used. Brooke directed her to the budget line item for WINN™ and Erica discussed the use of WorkKeys® sharing information discussed in that morning's LEO meeting regarding a new strategy being rolled out by the makers of WorkKeys® to garner support from counties to become certified, i.e. strongly support the assessment and have a certain number of individuals who have taken it. Certification can be marketed to local businesses and also may be beneficial from the economic development perspective as data could be shared with site selectors. Pete reported the LEO would like to learn more so they can make well informed decisions for their respective counties. Erica reported it's unclear if companies would be supportive of not.

Jamie Aurand inquired about the decrease in the Resource Sharing Agreement Budget (RSAB) and how funds are allocated. Brooke explained costs are decreasing overall because CPWDC is taking over computers and their associated maintenance currently owned by the state; cost savings will be significant. Further, Brooke explained some costs within the RSAB are increasing, including the cost of rent for the PA CareerLink® Northumberland/Snyder/Union Counties. She explained the allocation methodology, including a line by line review to account for both known and anticipated changes, such as a known need to increase the telephone budget, or an anticipated printing project that will require more funds. Jamie asked whether any budget changes were made for staff and Brooke reported none of the reductions in the RSAB are staff related unless a new staff person is hired at a lower cost; the only shared staff on the RSAB are the Administrators and Greeters with program staff costs being included in subcontractor budgets.

Jay thanked Erica and Brooke for the budget presentation.

WDB Updates and Action Items

- **Steve Bennett made a motion to approve the minutes from the March 14, 2018 joint WDB/LEO Board meeting. Keith Koppenhaver seconded the motion. The motion was unanimously approved.**
- **Lynn Kuhns made a motion to approve the June 25, 2018 Consent Agenda Action Items. Michele McCardle seconded the motion. The motion was unanimously approved.**

Audit/Finance Committee

Jim Stopper, Audit/Finance Committee Chair, reported a meeting was held June 11th and provided the following updates.

Fiscal Year 2019 Budget Approval

The Committee discussed, reviewed, and then approved the FY19 budgets that Erica and Brooke presented at this meeting.

- **Jim Stopper made a motion to approve the Central Pennsylvania Workforce Development Corporation Fiscal Year 2019 Operating Budget. Jamie Aurand seconded the motion. The motion was unanimously approved.**

Jim reported the Committee also reviewed and approved CPWDC's FY19 Central Region Budget.

- **Jim Stopper made a motion to approve the Central Pennsylvania Workforce Development Corporation Fiscal Year 2019 Central Region Budget. Annette Camuso-Sarsfield seconded the motion. The motion was unanimously approved.**

Financial Reports through March 31, 2018

The reports are for the first three quarters, therefore, the anticipated expenditure rate is 75%.

Jim presented the Contract Expense and Obligation Report showing the total funding available, amount expended, and amounts obligated and unobligated for active funding streams. Additions from last quarter include Rapid Response grants for computer and signage updates.

The CPWDC Operating Budget to Actual Report shows CPWDC's budget and actual costs with an overall expenditure rate of 63.21%.

Jim explained the Consolidated RSAB Expense Report shows the total expenditures and revenue for the PA CareerLink® sites. He announced CPWDC has signed a settlement agreement with the Office of Vocational Rehabilitation (OVR) for FY17 with payment anticipated. Payment has been received from OVR for the first three quarters of FY18 and from Unemployment Compensation for FY17 and the first three quarters of FY18.

The Subcontractor Budget to Actual Comparison shows expenses for each of the contracted service providers. Jim noted the contract with ResCare was terminated in the third quarter and all expenses are reported.

FY18 Consolidated Training Contract Obligations

Jim reported from July 1st through June 20th, 117 participants have been approved for individual training account (ITA) contracts and 32 for on-the-job training (OJT).

Fiscal Year 18 Budget Update

Jim reviewed an increase in FY18 revenues in the amount of \$765,917 since March due to additional Rapid Response funds received and five new grants awarded to CPWDC.

The training budget increased by \$118,516 mainly due to addition of Strategic Innovation 2015 funds.

IT Services

Jim explained the Committee reviewed proposals received in response to a request for proposals (RFP) for IT services at the last meeting. The RFP includes necessary network and security upgrades and monthly maintenance for CPWDC, Clinton, Columbia/Montour, Lycoming, and Northumberland/Snyder/Union PA CareerLink® sites, and installation of new computers for the career resource centers in the Clinton, Columbia/Montour, Lycoming, and Northumberland/Snyder/Union PA CareerLink® sites. The Committee came to consensus regarding a recommendation.

Erica added that funding related to the IT services was budgeted for and previously approved by the Audit/Finance Committee and the CPWDC WDB however, the Pennsylvania Department of Labor & Industry (L&I) made funds available for the project allowing WIOA dollars to be preserved.

- ***Jim Stopper made a motion to approve PC Works as the provider for the security and network upgrades and monthly maintenance for CPWDC, Clinton, Columbia/Montour, Lycoming, and Northumberland/Snyder/Union sites, and installation of new CRC computers for Clinton, Columbia/Montour, Lycoming, and Northumberland/Snyder/Union and TIU 11 for security and network upgrades and installation of new CRC computers for Centre and Mifflin counties. Steve Bennett seconded the motion. The motion was unanimously approved.***

In addition, Jim explained CPWDC will need to purchase new computers to replace the state's equipment and new servers to assure security and compliance. CPWDC received additional funds from L&I specifically for this purpose.

- ***Jim Stopper made a motion to allow CPWDC to purchase 45 computers, 39 monitors, 5 servers, and 5 printers for a total of \$40,616. Suzanne White seconded the motion. The motion was unanimously approved.***

The next Audit/Finance Committee meeting is to be determined.

Governance Committee

Erica Mulberger provided an update on behalf of Dean Girton, Governance Committee Chair.

The Committee reviewed four re-appointments and made recommendation to the LEO. As Pete explained previously, all four re-appointments were voted on and approved by the LEO.

Local Management Committee (LMC)

Steve Bennett, Local Management Committee Chair provided an update.

Steve presented background related to the LMC and the shift in focus as required by the Pennsylvania Department of Human Services (DHS). To date, the LMC has been a committee of the CPWDC Workforce Development Board with voting authority related to the EARN grant. Per DHS requirement, the LMC must be focused not just on EARN, but on collaboration between providers who serve people with barriers so this change is being made. The first meeting was held June 19 with 33 people in attendance. Steve expressed thanks to KayLynn Hamilton for facilitating the meeting in a way that all present were welcome to share insights and help define objectives going forward. Steve reported two main takeaways: productive county-level meetings and partnerships are already in place and across the board it's challenging to stay current regarding available resources and referral partners. Staff will work to see how to fill gaps regionally without duplicating services as a next step.

Steve further explained the duties of the former LMC, including oversight of EARN services and the EARN contract will continue under the newly named EARN Committee. Membership is open to interested WDB members.

Policy & Performance Committee

KayLynn Hamilton provided the update on behalf of Jim Beamer, Policy & Performance Committee Chair.

The Policy & Performance Committee did not meet, rather, an email update was provided with Exit Reports and an Adult Priority of Service Report. KayLynn highlighted information from those reports.

Exit Report PY17, 3rd Quarter

KayLynn reviewed outcomes for Adult and Dislocated Worker participants who exited between July 1st and March 30th for Central Susquehanna Opportunities Inc. (CSO) and Tuscarora Intermediate Unit (TIU). KayLynn explained the Policy & Performance Committee especially expects to see high employment outcomes for

customers who accessed training funds. Seventy-six percent of CSO's training customers exited with employment, and 86% of TIU's training exits were with employment.

Adult Priority of Service Report – PY17, 3rd Quarter

The Pennsylvania Workforce Development Plan requires at least 51% of Adult participants who access individualized career and training services be in a priority of service category. CPWDC is exceeding the requirements as of third quarter with 72% of Adults having met statutory priority of service and another 13% who met discretionary levels which were developed locally by the Committee.

Monitoring Activity between March and June

KayLynn reviewed a report outlining monitoring conducted between March and June. She informed members that there were 4 monitoring visits to OJT employers for 5 OJT participants; all OJTs were found to be progressing as planned. She provided an update on CPWDC's monitoring of in-school youth programming reporting that the required corrective actions from the summer activities monitoring have been satisfied and the report for year-round services has been issued. Kaylynn reported the L&I Bureau of Workforce Development Administration (BWDA) is currently reviewing copies of CPWDC's PY17 monitoring tools, reports and corrective action plans that have been issued to service providers as the last leg of monitoring of CPWDC which is conducted in segments throughout the program year.

Request for Proposals (RFP) for Job Seeker Services,

KayLynn explained an RFP for jobseeker services in Clinton, Columbia, Lycoming, Montour, Snyder, and Union counties was issued April 6th. A new procurement became necessary when the current provider, CSO, requested additional funds for the current year that exceeded the budget in their current contract which was based on their competitive proposal. An Evaluation Committee consisting of three staff members and one WDB member, met on June 12, 2018 to thoroughly deliberate. KayLynn thanked Lisa Brown for representing the Board and serving on the committee.

- ***KayLynn Hamilton made a motion to award Workforce Innovation and Opportunity Act (WIOA) Title I Job Seeker services in Clinton, Columbia, Lycoming, Montour, Northumberland, Snyder, and Union Counties to Central Susquehanna Opportunities, Inc. pending budget negotiations for the period of July 1, 2018 through June 30, 2019. Keith Koppenhaver seconded the motion. The motion unanimously approved.***

The next Policy and Performance meeting is scheduled for August 1, 2018.

Youth Council

Korrie Lucas, CPWDC Senior Operations Manager, provided the following updates.

In-School Youth (ISY) Contract

Korrie reported the provider, CSO, is busy with summer activities including paid work experiences (PWE) and Camp STEAM, a two-week career exploration camp focusing on STEAM occupations that includes exposure to local business and industry through company tours and guest speakers.

There are 111 youth participating in summer paid work experiences across the region. With competitive grant funding, Camp STEAM is being expanded to reach youth in addition to those enrolled in year-round ISY/TANF programming; a total of 190 youth are scheduled to participate in camps occurring through August. The business services team (BST), in partnership with ISY staff, have worked to identify employers eager to host PWE and provide tours and guest speaking engagements for the camps.

Out-of-School Youth Contract

Korrie shared that as of March 19th, CSIU began providing OSY services throughout the nine-county region after being awarded a new competitive contract for Centre, Clinton, Lycoming and Mifflin Counties.

The OSY program called YES to the Future (YES) is fully staffed with the last staff member for CSIU's new service area to begin mid-July in Mifflin County. YES is currently serving 288 young adults between the ages of 16-24; 117 of which are in the active phase of the program and 171 are receiving follow-up services.

As part of the program design, PWE placements occur as needed throughout program participation and are based on individual participant career interests, goals and experiences. A meeting was held May 21st whereby the BST and YES teams discussed common goals as well as techniques and strategies for communication with employers and with one another. YES and the BST are also working together to schedule employers tours for September, a new service being made available to the young adults in the program.

2018 PA Outdoor Corps

Korrie explained L&I, the Pennsylvania Department of Conservation and Natural Resources (DCNR) and the Student Conservation Association (SCA) have collaborated to create the Pennsylvania Outdoor Corps. Local workforce development boards were invited to join the partnership by coordinating workforce preparation skills training sessions at the PA CareerLink® for PA Outdoor Corps participants during the program. This summer in Central, there are two crews of youth ages 15-18 from Renovo and Williamsport. Each crew is comprised of 10 youth and 2 crew leaders.

CPWDC is collaborating with PA CareerLink® partners to create a full-day event for Outdoor Corps youth. A series of workshops will include interview, resume building, financial literacy and basic job search skills. Korrie reported all involved are eager for this partnership and are excited to finalize an engaging day of activities for the youth.

LEO Action Items

Commissioner Smeltz reminded all members the following motions are voted on by LEO members only. The following motions were made.

- **Commissioner Kenneth Holdren made a motion to approve the minutes from the March 14, 2018 joint WDB/LEO Board meeting. Commissioner Dave Kovach seconded the motion. The motion was unanimously approved.**
- **Commissioner John Mathias made a motion to approve the Central Pennsylvania Workforce Development Corporation Fiscal Year 2019 Operating Budget. Commissioner Richard Mirabito seconded the motion. The motion was unanimously approved.**
- **Commissioner Kenneth Holdren made a motion to approve Central Pennsylvania Workforce Development Corporation FY 2019 Central Region Budget. Commissioner Dave Kovach seconded the motion. The motion was unanimously approved.**

Executive Director's Update

Erica Mulberger, CPWDC Executive Director, provided the following updates.

CPWDC Fiscal Year 2018 Competitive Funding Portfolio

Erica provided an overview of grant progress and reviewed competitive grants newly awarded to CPWDC since the March meeting. She reported SEDA-COG is working to convene partners in the Engage! project where CPWDC will take part by interviewing C-suite leaders of companies to understand their needs and match them to resources.

Erica introduced the new Strategic Innovation Grant for PY 17 which will allow CPWDC to re-brand, develop a local website to showcase the Central Region PA CareerLink® and relevant information businesses want easy access to, and develop a modern website for CPWDC.

An update on progress made with the Business-Education Partnership 2016 grant included Erica's announcement that PathToCareers.com will be the name of the career experience matching website currently under construction. Businesses will register opportunities such as internships, job shadows, and industry tours online and students and educators can review them. Key to the website is that a student researches the experiences and clicks to automatically send notice of interest to a school advisor who then reviews and makes contact with each business on behalf of all students. Erica thanked John Kurelja and Katherine Vastine from Central Susquehanna Intermediate Unit, Shelly Ishler from State College School District, and Sharon Haverlak, VP of People and Culture with SEKISUI-SPI, for actively participating in the design process and offering expertise to help assure the website would meet the needs of students, educators and businesses. PathToCareers.com is anticipated to launch in October after staff and schools receive training.

CPWDC was the lead applicant for the Apprenticeship Capacity Grant whereby Pennsylvania College of Technology will expand the CNC and mechatronics apprenticeships and align the mechatronics apprenticeship with college credits.

Erica introduced the \$100,000 Business-Education Partnership PY 2017 grant. Similar to grants awarded the past three years, funding is earmarked to expand Camp STEAM to youth outside of the year round WIOA programming. Additionally, the grant builds on work started under the one awarded in 2016 to produce videos highlighting local career pathways specifically to help change perceptions about a 4 year degree being the only path to success. Another initiative of the newly awarded grant is to fund training for members interested in becoming mentors. Erica suggested beginning a program for out-of-school youth participants and asked members to consider volunteering or identifying their staff who would be interested.

Suzanne White offered comment that if possible, we may want to think more broadly about who might be eligible for a mentorship since young adults from even the best of circumstances are often struggling to transition successfully to the workplace and could perhaps benefit from having a mentor. Erica expressed thanks to Suzanne for the insight.

Sue Auman inquired as to the time commitment that would be required and what other areas may be doing in that regard, explaining many may desire to be a mentor but may not be able to do so given other work priorities. Korrie explained the time commitment is something that will be researched and expertise in that regard may be requested in an RFP to procure a training provider. In other areas, there are successes with mentoring that takes place in 3-4 one hour meetings and still others offer 12 months of mentoring such as specified in WIOA. During a nationwide conference, Korrie reported learning that key to setting up a mentoring program is making sure mentors are confident in what to do and know what they're committing to, so this will all be made clear once plans are finalized.

Pete asked Korrie whether she is aware of job shadowing as part of a mentoring program to which Korrie responded she has not learned about that as being part of any design thus far. She thanked Pete for the idea expressing that it would be a very beneficial component to consider when developing the program.

Jay asked when work on mentoring would begin and Erica reported the goal is to release an RFP in fall.

Erica announced award of a Teacher in the Workplace grant and described partnerships with Central Susquehanna Intermediate Unit, Central Columbia School District, The Foundation at the Columbia Montour Chamber, and the Williamsport Area School District. Educators will be exposed to opportunities with local companies and then align curriculum to what they learn businesses need.

An application for a National Health Emergency Dislocated Worker Demonstration Grants to Address the Opioid Crisis has been submitted as part of a state application. The goal of the grant is to help individuals impacted by the crisis successfully connect to and retain employment, support a recovery friendly workplace, and reduce the risk of addiction that begins with prescribed opioids.

Richard Mirabito suggested it may be beneficial to work with probation departments within the counties to meet grant goals and inquired as to the partnership with healthcare providers. Erica offered clarification explaining the partnership with Evangelical Hospital will allow them to do outreach in the community and train their staff and doctors to see risk of addiction and provide pain management alternatives.

Kenneth Holdren suggested connections to local community foundations may be beneficial and named the Central Susquehanna Health Advisory Board and Danville Foundation as examples. Erica thanked Kenneth for the recommendations and promised to keep members informed.

Steve suggested that within the new LMC model, there may be opportunity for CPWDC to be even more competitive by strengthening connections with partners and applying for grants together as that makes sense; Erica responded in the affirmative thanking him for the suggestion.

Outreach

L&I Secretary Oleksiak met with leaders of API Technologies Corp. at the PA CareerLink[®] Centre County on June 21st. API presented on their experience working with the PA CareerLink[®] and job seekers shared their stories. Erica thanked Judith Fitzgerald, Administrator and the rest of the staff for their efforts in preparing for the visit.

Erica shared that CPWDC announced receipt of the Teacher in the Workplace grant via press release.

Next Generation Sector Partnerships

Erica presented an overview of progress made with the manufacturing and healthcare partnerships, highlighting the action plans defined by each sector. The manufacturing leaders plan to market the region and the outstanding quality of life in Central PA, increase awareness about manufacturing careers, share core strengths, and define career pathways. The healthcare leaders have defined workforce related plans, including to find talented skilled employees and reduce turnover in addition to tackling the need to expand broadband; some providers would like to offer remote services, but cannot.

Erica reported she will be traveling to Chicago for an invitation-only training where she'll learn techniques to further expand partnerships.

Additionally, she reported Ronn Cort from SEKISUI-SPI will present with her at the Pennsylvania State Board Meeting in August in regard to the manufacturing partnership. Ronn is a champion supportive of working together to be more competitive and help the community thrive. He has stepped forward to help the partnership by

sponsoring expert training on how to work well with different generations. SEKISUI-SPI plans to highlight the partnership in an international marketing campaign.

Strategy

Inspired by how effective the meeting style is within the partnerships, Erica suggested CPWDC may have opportunities to function similarly. In development of a Strategic Plan, Erica would like to have a facilitated discussion in order to define top priorities and how the agenda for committee and board meetings should be formed. She'd like to see the joint LEO/WDB meeting become more discussion based.

Erica asked if a one-day board retreat might be feasible for members to receive mentorship training and begin to develop the Strategic Plan. Jamie Aurand suggested the two topics may have different audiences since not all board members may be able to be a mentor or may refer their interested staff. Pete inquired as to when such a retreat might take place and Erica responded she'd like to plan for fall. Pete inquired about state requirements, local plans, and other required obligations stating he'd like to see those in place so the challenging task of connecting people to jobs can effectively occur. Erica responded that requirements can be part of the overall Strategic Planning session and thanked him for the feedback.

Labor Market Information

Erica provided an overview of the reports, including unemployment rate and labor force data.

UC Resolution Update

William "Bill" Trusky, Jr. has been named deputy secretary for Unemployment Compensation programs. He recently met with the WDB Directors during a Pennsylvania Workforce Development Association (PWDA) meeting and Erica reported he openly addressed concerns. He has a plan for UC staff to be available in the PA CareerLink® offices during the busiest times, such as when seasonal jobs end. He also committed to hiring more people and changing the call center hours to meet customer demand. Further, the funding provided for the PA CareerLink® sites is being increased from \$1,000 to \$6,000 for use of space for the UC phones, a positive step according to Erica.

Healthcare- Irish Delegation

Staff was invited to participate in a Department of Community and Economic Development coordinated tour for a delegation from Ireland visiting our state to learn about healthcare and training. Korrie will attend and provide assistance as the delegates tour the PA CareerLink® Lycoming County and then meet with members of the Next Generation Sector Strategy Healthcare Partnership at a meeting graciously hosted by UPMC Susquehanna.

Early Childhood

Erica reported she was asked to submit an application to join the board of the Snyder Union Mifflin Child Care Center. With Head Start and Pre-K programs as well as daycare, Erica reports she may be able to help influence workplace initiatives for children and learn valuable information for CPWDC.

Open Discussion

Jay invited open discussion. Members discussed the opportunity to become mentors with enthusiasm and Jay expressed full support of the initiative.

Date of Next Meeting

The next meeting is to be determined. Potential meeting dates and times were briefly discussed; a new poll will be released to help determine the best date and time for a majority of members.

The Executive Committee will meet on August 3, 2018 at CPWDC.

Adjournment

The meeting was adjourned at 11:54 a.m.

Respectfully submitted,
Korrie Lucas