

CareerLink Committee of the WIB
Meeting Notes
November 14, 2008; 10:00 AM
North Central, Ridgway

Committee Members Present

Jennifer Macey	Larry Horning
George Heigel	Marla Keck
Cathy Grove	Cathy Farr
Peggy Shilk	Greg Lezanic

Staff Present

Susan Snelick
Joe Kulick

Susie called the meeting to order at 10:00 AM. She then reviewed the agenda for the meeting.

It was decided that the first item on the agenda, Committee Orientation, could be skipped in that everyone at the table felt they had a good understanding of the work of this committee. With that, we moved into discussion of the prioritization of the CareerLink Strategic Plan. Discussion ensued in regard to defining the minimum services of a CareerLink Center.

It was agreed by the group that the minimum services available at a comprehensive site would be those as identified within the WIA Legislation (please see attached). There was additional discussion regarding the need to identify our current sites as either comprehensive or something smaller. It was decided that we would let the partners determine via their participation and level of service whether or not they qualify as a comprehensive or something smaller.

Discussion then transitioned into defining an affiliate site's minimum service requirements. It was agreed upon that an affiliate site would be comprised of at least two partners and would provide at a minimum an initial assessment with additional services on a scheduled basis. The initial assessment will allow the system to address the 95% of the workforce and should assist staff in making more appropriate referrals to our employers.

The initial assessment needs to be "skinny" in that only the skills and eligibility should be assessed. In addition to the assessment our CareerLink System needs to have an effective referral mechanism in place (as required by the CareerLink Service Plan). Each local CareerLink will be encouraged to discuss with their participating and non-participating partners their ability to contribute staff to the initial assessment. ***With BWDP and Title I as the main partners supporting our CareerLink system they have agreed to meet between now and our January meeting to develop a draft initial assessment for the committee to review (action item).*** Members also requested that the initial assessment not be computerized because of the possible lack of computer skills of our customers. ***As a result, the committee has requested the Operator Point of Contact coordinate with the Site Administrators to present at the next Operator meeting the assessment that is currently being used (action item).*** We then discussed the staffing needs to provide this triage of service at the front door as customers entered the CareerLink. Marla Keck mentioned that she had three staff that would be available to provide this service in three of the CareerLinks.

The next item on the agenda was Partner Definition. Susie explained that this has needed addressed for quite some time. The issues include:

- Recruiting agencies that don't necessarily contribute staff to assist with Core Services but instead only generate rental support (although everyone recognizes that this is also important);

- Varying contributions of partners through the RSA process. There currently isn't a rational for determining the fair share to each partner;
- Management Team participation and decision making of partners that could be classified as renters.

After much discussion it was agreed that the following levels of participation would be defined as:

Level A – Partner able to serve 95% of population and co-located at the CareerLink.

Level B+ - Partner that provides services to the 5% population; is co-located at the CareerLink; shares in the RSA Budget; and is participating through services or committees.

Level B- - Partner that provides services to the 5% population but is *not* located at the CareerLink and is part of the referral network.

Level C – Only contribute to the rental cost of the lease.

Only those partners identified as Level A and B+ will be part of the Management Team of the CareerLink.

Still to be explored and further defined is a method to attach a standard cost to each level of participation or at least the opportunity to reevaluate the Resource Sharing Agreement Budgets (action item).

The meeting adjourned at 12:00 and will meet again in January 2009. The chart below begins to depict the relationship of the partners within the CareerLink structure.

