

**Clarion County Career Center
Joint Operating Committee
Minutes
October 28, 2019**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on October 28, 2019 at 7:01 p.m. by Jim Beary, Vice-Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry, Terry Leadbetter, Bob McGinnis, Terry Rush (arrived at 7:03pm), Lee Stewart and Braxton White.

Members: Susan Marron, Donald Nair, James Shaftic, Dwayne VanTassel and Adam Vogle were absent.

Administration present were: Doug Mays, Interim Director, David McDeavitt, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Jill Foys, seconded by Bob McGinnis with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the October 28, 2019 meeting, with the correction of: consideration of the *September* 23, 2019 minutes, not October.

Public Comment Period:

No members of the public were present.

Minutes Approved:

Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 26, 2019 meeting.

Financial Reports Approved:

On a motion by Braxton White, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for October, 2019, the Activity report for September, 2019 and the Treasurer's report for September, 2019.

Executive Session:

An executive session was held.

Personnel:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item A.** Accept the resignation of Brad Hoover, Welding & Fabrication Instructor, effective October 18, 2019.

On a motion by Jim Beary, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to item B.** Accept the resignation of Jennifer Delucia, part-time Custodian, effective October 11, 2019.

On a motion by Terry Leadbetter, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item C.** Approve Gary Kahle as a substitute, at the rate of \$85/day, effective October 2, 2019, clearances have been submitted.

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to item D.** Approve Holly Conner as substitute, at the rate of \$85/day, pending receipt of clearances. Ms. Conner has her teaching certificate for Cosmetology.

Travel:

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item A.** Approve Chris Richardson, Police Science Instructor, to accompany 11 Police Science students to Foxburg, PA to attend Segway training on November 19, 2019. The cost will be paid by Student Congress funds and the students will be transported using the school van.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item B.** Approve Randy Shook, Culinary Arts Instructor and Paula Davis, Director of Student Services, to accompany 4 students to CTE Culinary Arts Day at Westmoreland County Community College in Youngwood, PA on November 18, 2019. There will be **no** cost to the Career Center for participation in this session. The students will be transported using the school van.

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item C.** Approve Traci Wildeson, Allied Health Instructor, to attend the "Stop the Bleed" class on November 16, 2019 in Hershey, PA. (Mrs. Wildeson will be an instructor after completing the class.) Approximate cost paid with general funds will be \$369.88 (Mileage-\$194.88; Lodging-\$150.00; Meals-\$25.00).

Policy

No policy items were presented.

Considerations:

On a motion by Terry Leadbetter, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve upgrade of outside lighting by Clark Electric at a cost of \$14,045 paid with funds from the Safe Schools grant.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approval and support from the Joint Operating Committee for the

Clarion County Career Center for purchase, installation, configuration and training of video security cameras and surveillance system security technology, provided funds are received from the competitive School Safety and Security grant for 2019-2020.

On a motion by Braxton White, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item C.** Approve Memorandum of Understanding (MOU) between Partners for Performance, as an Administrative Agency to NWPA Job Connect and Clarion County Career Center.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item D.** Approve revision to Clarion County Career Center Adult Training Contract under Prime Time Tuition Rate section ("*Career Center graduates wishing to earn an industry certification(s) from a secondary program will pay a \$5.00 per hour rate.*").

On a motion by Jill Foys, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to item E.** Approve adding AIG (Valic) as an approved 403B vendor.

On a motion by Terry Leadbetter, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item F.** Approve changing the November JOC meeting from November 25 to November 14, 2019. (amended during the meeting)

Old Business:

No old business was discussed.

Director of Technical Education Report – Doug Mays, Interim Director

Doug Mays provided the following report to the group:

September 20 – Paula and I watched a webinar regarding the Comprehensive Needs Assessment each Career Center must conduct in the fall to be able to apply for Perkins V funding.

September 25 – Attended a meeting at the Crawford County Career and Tech Ed Center for an introduction in Pre-Apprenticeship programs. Crawford is currently doing pre-apprenticeship and hosted the event. The meeting was held by Thomas P. Miller and Associates who have grant money to invest into the program. In talking to Miller representative, Veronica Coward, they are hoping to expand into the Clarion County region with pre-apprenticeship. I told her we were interested and had a local company in mind. She directed me to Shannon Barrios of the Clarion County Economic Development Corp to begin setting this up.

September 25, 26 – Pre-NOCTI testing in all shops.

September 30 – I received a letter from Brad Hoover, welding instructor, that he would be resigning effective October 18.

September 30 – Dr. Rupert Meeting

September 30 – Meeting with Donna Oberlander. Representative Oberlander and I met to talk about the Career Center, current programs, possible programs, and any support from her office for the Career Center. She did have a member of staff get back in touch with me with contacts, but many of which I am already using.

October 1 – Neil Donovan Meeting – Paula and I met with Neil Donovan, our CTDSL, to provide us direction for our Comprehensive Needs Assessment. He explained that we need to get a fall meeting together in November to begin the process. He will be available to us to help put together the data needed to help with the discussion questions needed to be answered at this meeting. There is a list of those who need to be in attendance, so Paula and I are beginning the calls to confirm attendance.

October 2 – Swartfager Welding – I took a student to Swartfager Welding to test for a possible Co-op spot. While there, I had the opportunity to meet with Mr. Swartfager and tour the building. He is interested in being on our search team for a new welding instructor. He is also very interested in the pre-apprenticeship idea he talked to him about. He definitely wants to be part of my meeting to see what steps he needs to do to make this happen.

October 2 – Maintenance Meeting – Bud and I kept up with our weekly update of the building.

October 7 – Dr. Rupert and I met to finalize the Nightingale information so it was complete. We also continued discussing the end of the program as it is coming quickly.

October 8 – Paula and I attended a mandatory Perkins V meeting in Monroeville to discuss strategies for non-traditional students in programs.

October 9 – Senator Robert Casey visited the Career Center. He was able to meet with a few students, JOC members in attendance, County Commissioners, and administration. After a quick discussion, he toured the shops to meet staff. The visit lasted around an hour.

October 10 – Maintenance meeting with Bud.

October 10 – I attended the Computer Networking OAC from 5:30-7:00. It was a great meeting and very enjoyable meeting members of this OAC and the community.

October 14 – Dan Emings, Ben Black, and I met with the new General Manager of Colony Homes, John Bowser. It was a great meeting to make a positive connection with a local employer. The discussion centered around providing us with any dated materials that could be used in our shop, bringing back the program of having Colony reps visit the Construction shop

to offer ideas and thoughts, as well as having students tour various shops at Colony and Commodore. Dan wanted to invite Mr. Bowser to be a member of the OAC.

October 16 – I stayed after school to attend the Diesel OAC meeting.

October 18 – Maintenance meeting with Bud.

October 21 – Attended the OAC meeting for Cosmetology at 7:00am.

October 21 – Pre-Apprenticeship Meeting – Ken Swartfager, Frank Magagnotti and I met with Veronica Coward to cover the idea of starting an Apprenticeship program at Swartfager Welding and using to bring a Pre-Apprenticeship program to the Career Center. This is the first business in Clarion County to sponsor. I am hoping for a success so this idea can move to others. SMI in Strattanville is considering a program if this one is successful according to Ms. Coward.

October 21 – I stayed after school to meet with the Construction OAC from 5:15-7:00.

October 21 – Dr. Rupert and I met to discuss the collection of records and the end of her time at the CCCC.

October 23 – Meeting with Proctor Fire Protection. This company did an assessment of our facility and had a couple recommendations. Bud, Tina and I met with the company representatives. They are recommending smoke detectors in each room throughout the building and hallways. It would be a stand-alone system not attached to our current alarm system. The monitoring of the building would be superior due to detectors in a larger coverage area than we currently have in place. They are pricing for us so we can look at the cost. Along with the alarms system, they offer others services we contract and we can look at their overall pricing.

October 23 – Paula and I met with Gary Kahle and Sharyon Lauer after school to discuss the welding program. Gary is subbing until a new instructor is located. He has identified some issues and we needed to meet to address these and plan on how to move forward.

October 23 – I attended the OAC meeting for Allied Health from 4:00-6:00.

On-going – I have been attempting to get to each school district in the afternoon and evening to see students from the Career Center who participate in their school activities. I did not make it to all sites this fall, but only missed a couple schools. Hopefully, I will be able to add those during the winter season. This has been an enjoyable experience.

On-going – Paula and I have been meeting every Thursday from 2:00-3:30 to prepare the Comprehensive Plan. We will be working parts of this with staff during the upcoming Act 80 day in January.

Upcoming – Invitations were mailed out to various groups needed for us to hold a Comprehensive Needs Assessment meeting this fall. The date of this meeting is November 14. We will provide data so discussion questions can be answered by those invited. Stakeholders from the local schools, post-secondary schools, regional employers, local employers, local agencies, and the Workforce Development must be invited. There are approximately 40 who will be in attendance. I called each person invited prior to sending out letters.

Superintendent of Record – David McDeavitt

- Thanked Doug for his efforts at the Career Center.
- Received a letter from PSEA about upcoming negotiations and discussions have been started informally with the PSEA representative.
- Doug and David have discussed safety and security, including “Stop the Bleed” training which Mrs. Wildeson will be attending.
- Mr. Algoe attended a Safe Schools Summit at Thiel College and gathered information about improving security.

Adjournment

On a motion by Jill Foys, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:32 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary