

**Clarion County Career Center
Joint Operating Committee
November 22, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on November 22, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Chris Boozer, Brenda Brinker (alternate for Lisa Norbert), Heidi Byers, Jill Foys, Todd MacBeth, Gary Sproul (arrived at 7:02pm after roll call), Jameen Stump, and Dwayne VanTassel.

Members absent: Mitchell Blose, Lisa Norbert, Jeff Shirey and Braxton White.

Administration present were: Traci Wildeson, Director, and Linda Maze Skelley, Board Secretary/ Confidential Secretary. Joseph Carrico, Superintendent of Record was absent from the meeting.

Public Comment Period:

No members of the public were present.

Committee Reports:

The Facilities/Buildings & Grounds committee meeting was held prior to the regular meeting. Traci Wildeson provided an update on the items the committee discussed. All of the inspections are done with the exception of the fire alarm system, which will be done in December. The preventative maintenance for the Fall was completed with only one minor issue, which Shane Wolbert fixed. Shane has a few other electrical things he is going to work on. The Welding students are fabricating some metal doors to block off the mezzanine area access. The hardware was replaced on the four classroom doors that needed to have the locking mechanisms changed. The blade signs were installed by Shane last week. The five-year Buildings & Grounds plans were updated from what was on there from last year. Traci had some paper copies available at the meeting and can send the information out to the group.

Dwayne VanTassel inquired if anything was done with the trees out front, as far as getting them trimmed out for security avoidance issues and roof maintenance. Traci indicated that this has not been done yet, but if there is money left over from the safety grant, we can look at having that done. Shane and Carl (Quick), Maintenance, could go out and trim the lower branches now to start. Traci made note of this inquiry.

Agenda:

On a motion by Jim Beary seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the November 22, 2022 meeting.

Minutes Approved:

On a motion by Dwayne VanTassel seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the October 24, 2022 regular meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for November, 2022, the Activity report for November, 2022 and the Treasurer's report for October, 2022.

Executive Session:

On a motion by Dwayne VanTassel, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Legal items.

Personnel:

No Personnel items were presented.

Other/New Business:

No Other or New Business items were presented.

Travel:

On a motion by Jim Beary, seconded by Brenda Brinker, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve (retroactively) for Randy Shook and Stephanie Morrow to chaperone the Culinary Arts students to Westmoreland County Community College on November 21, 2022, at an approximate cost of \$650, which will be reimbursed by WCCC.

Policy

No Policy items were presented.

Considerations:

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve 2022-2023 Occupational Advisory Committee (OAC) members for each of the Career Center programs.

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Fall, 2022 Occupational Advisory Committee (OAC) minutes for each of the Career Center programs. *Jill Foys commented that after reviewing the minutes stated it was good to see the participation that most of the programs had for their Fall meetings. It looked there were good discussions and a lot more representation than what we had in the past.*

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve Erin Shaffer be added to the 2022-23 substitute list, *(revised) contingent upon receiving all required clearances.*

On a motion by Rick Best, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve to recycle unusable technology, as presented, to Upcycle. *Traci indicated the IT person, Josh, has gone through all the parts/items and removed and used any part that could be reused. All technology has been wiped/cleared of any sensitive data.*

On a motion by Dwayne VanTassel, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the GESA contract with Sitelogiq, with the corrections as presented, for the replacement of ten (10) unit ventilators, using ARP 2% Set-Aside grant funds. *Traci provided the group with an updated contract due to her wanting some additional items added. Carl Beard, legal counsel, also had a few recommendations to be added to the contract.*

Old Business:

No Old Business was discussed.

Director's Report – Traci Wildeson:

- The mental health and safety grant from PCCD was sent back for the mental health portion only. There were 12-15 points which indicated we did not meet in tier 1. There were only three of them that were not addressed in the grant due to us being a part-time CTC. Traci provided a response back to all of the points and is awaiting their approval.
- Supplemental equipment grant was approved, and we are awaiting how much will be received. The amount will not be known until February or March, 2023.
- Kronospan Skill.Ed International grant - Traci continues to work with the bank to get Euro currency changed into American dollars.

- Practical Nursing building – Joe Carrico had contacted Traci regarding his conversations with Clarion Psych Center about needs for partial for students and the building they were looking at was not affordable. A meeting will take place in December with Dr. Carrico and the representatives from Clarion Psych to look at the building with the intention of possibly renting the building for a partial program for students.
- Recruitment – 9th grade tours were held today, 11/22/22, with all of the ninth graders from Clarion County touring the building. The tours went well, thanks in part to Linda, who had prepared all the flyers and folders which are given to the students and who completed announcements every ten minutes during the tours. After the tours we received 6-7 new applications and after Open House we received 10-12 applications.
- Traci will be participating in Chapter 339 review as one of the 339 reviewers at Jeff Tech with PDE next week. The knowledge and experience will be valuable because the Career Center's review will take place next year.
- Cooperative Education has eighteen students out on Co-op, with four more potential students who could go out in December. Bridget and Traci will be going out in December to visit the employers and give each of them a charcuterie board as a thank you for their support of the students and the Career Center. Culinary students will put the charcuterie boards together.
- CATS system – it is the program approval we go through with PDE. It was due the end of December, but Traci has already submitted all of those program approvals today. Three of them are approved right now.
- Hopper Corp. – They were in today and moved the camera at the secure visitor entrance down to a better location in order to have a better view of the face of the person at the door. They did send Traci their contract of the security upgrades, which was approved last month. We are waiting for the safety grant to come through so the contract can be signed. Traci provided Tyler with that update on waiting for the grant funding.
- Walkie-talkie radios – The new radios were received about three weeks ago. All classroom teachers, nurse, maintenance, office, Bridget, Paula, and Traci have radios now. With these radios, we will be able to communicate effectively in the event of an emergency. This was another safety upgrade to make the school as safe as we can.

Superintendent of Record – Joseph Carrico

- Dr. Carrico was not present – no report.

Announcements

- Committee: Finance (if needed), 12/20/22, 6pm
- Regular JOC meeting for December, 2022: 12/20/22, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:26 p.m.

Gary Sproul inquired if the OneCall automated message could be sent out earlier on the Sunday evening prior to the meeting, because he received it around 10:00pm. Linda Maze Skelley, JOC Secretary, verified on the report from OneCall that the message was sent and received to his two phone numbers at 7:01 and 7:02. Traci Wildeson stated the delay in receiving the message was more than likely due to his cellular service provider, not the OneCall Now system.

Respectfully submitted,

Linda Maze Skelley
J.O.C. Secretary