

**Clarion County Career Center
Joint Operating Committee
July 25, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on July 25, 2022 at 7:15 p.m. by Jill Foys, Chairperson. Members present and in-person were: Jim Beary, Mitchell Blose, Chris Boozer, Jill Foys, Todd MacBeth, Jameen Stump, and Brenda Brinker (Union SD substitute for John Creese). In order to reach quorum, member Dwayne VanTassel joined the meeting via Zoom.

Members absent: Heidi Byers, John Creese, Lisa Norbert, James Shaftic, Gary Sproul, Corey Sherman and Braxton White.

Administration present were: Traci Wildeson, Director, Joseph Carrico, Superintendent of Record and Linda Skelley, Board Secretary/ Confidential Secretary.

Public Comment Period:

No public was in attendance.

Committee Reports:

No committee meeting was held prior to the regular meeting.

Agenda:

On a motion by Todd MacBeth seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the July 25, 2022 meeting.

Minutes Approved:

Chris Boozer requested the June 27th minutes be revised to read "... a couple other companies (one in this county and one just out of the county.) removing ~~in Pittsburgh.~~"

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes, with revision, of the June 27, 2022 regular meeting.

New Business:

Site Logiq ARP ESSER HVAC Project – Scott Palmquist, Jeff Harris, and Mike Arnold joined the meeting via Zoom. Scott Palmquist introduced SiteLogiq and explained the company’s work with GESA (Guaranteed Energy Savings Act) projects out of their Oakmont office and supported by their main office in Harrisburg, PA. Jeff Harris reviewed the three bids (Lugaila, Huckestein, Renick Brothers) to replace the twenty-two HVAC units within the school. Epic Heating was contacted but did not provide pricing information. With the expected \$300,000 grant allocation, eight units could be replaced with the limited project oversight or seven with the expanded project oversight fee based on Renick Brothers’ bid. Traci Wildeson asked for an explanation of the calculations on the summary sheet presented due to a \$62,879.40 difference of cost per unit and units that could be replaced. Jeff Harris explained that this due to insurance, bonds, permits, and warranty costs the project. Scott Palmquist stated the next step would be to present a contract to the Career Center for review by the solicitor and approval by the board. Once the contract has been executed, the product would be ordered and a time schedule would be put together to show how long it would take to get the product in, and working with Traci to determine when the process can actually get started. Jeff stated he had the GESA schedules drafted, he needs direction to finalize them and get the draft copy into the Career Center’s hands. A JOC member questioned how long it would take to get the products. It was stated by SiteLogiq the last estimate was fourteen weeks. SiteLogiq inquired as to when Traci anticipated receiving the funding. She indicated the funds were substantially approved and are expected to be disbursed in August. Without any further questions from the JOC, SiteLogiq left the Zoom meeting.

Traci Wildeson is concerned and explained that forty-five minutes prior to this presentation, SiteLogiq changed the original number of units that could be replaced for the \$300,000 from ten with limited project oversight and nine with expanded project oversight to the eight and seven presented due to the \$62,879.40 difference as addressed in the presentation. She stated that she was not comfortable moving forward at this time due to the sudden change in numbers/calculations. The previous meetings with SiteLogiq to present the summary of bids did not include the additional fees. Todd MacBeth asked if this had been out for bid. Traci explained that due to this being done through GESA, it did not have to be put out as an RFP because we had already done an RFQ to get the GESA company. Mitchell Blose asked what the benefits would be to signing a contract with SiteLogiq for the project. Traci explained the difference between GESA and Costars federal procurement and putting the job out for bid would mean we have to take the low bid. With GESA you do not have to put it out for bid and you do not have to open it up for all businesses, to prevent having to select a non-reputable company. SiteLogiq would be the general manager of the project, monitoring the installation and proper functioning of the units, which works well for a school like the Career Center who have limited maintenance staff. Additionally, their experience with this type of project would be beneficial to the maintenance staff at the Career Center. Mitchell Blose asked if the equipment being replaced is broken or old. Traci Wildeson stated our HVAC units are 23-25 years old and are reaching the end of their life expectancy. The units are in need of constant repair, just recently four coils burst and had to be repaired. Coils are about \$3000 to replace/repair. The units with the direst need would be the ones selected for this project. All of the controls put in last August would remain and will not need to be replaced. Todd MacBeth stated that Clarion Area was replacing HVAC units and a much lower cost per unit. Traci Wildeson stated she would look into the additional cost further with SiteLogiq and potentially obtain bids through the RFP process instead. Mitchell Blose asked if we had to continue with SiteLogiq and Traci Wildeson responded "no" and there would not be a cost if the school moved away from using SiteLogiq and no contract has been signed with them. Mitchell asked what is the advantage of using a company like this, with Traci responding their general management and oversight, the warranty process, and the assistance to support the small, two-person maintenance staff. She will present her findings to the JOC at the next meeting for discussion.

Financial Reports Approved:

Chris Boozer inquired about the amount for the painting done at the school. The amount on the financials is listed at \$16,595.70, but was approved at last month's JOC meeting at \$14,605.70. Traci explained the additional \$1,990 was the purchase of the paint from Sherwin-Williams.

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

Executive Session:

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items, Act 44 Update and Legal items.

Other Business:

Traci discussed the student uniform fees with the group. Currently students are charged a \$50 uniform service fee at the beginning of the school year. She would like to change it to a refundable fee and return the fee to the students if all of their uniforms are turned in at the end of the year. If any items are missing, the cost would be deducted and the student would have the balance returned. Jill Foys added that the \$50 could also serve as a security deposit to cover the cost of missing tools. Traci agreed that students who are missing tools, in their school-assigned toolboxes, could have the cost deducted from the \$50.

Personnel:

On a motion by Jim Beary, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hire of Kathy Burkhardt as the Cosmetology Styling Academy Instructor, at Step 1, with benefits, effective 8/22/2022.

On a motion by Jim Beary, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve hire of David Bradley, long term substitute Automotive Instructor at Step 3, with benefits, effective August 22, 2022.

Item C. no motion made due to a candidate not being selected. Approve hire of ____ as a part-time Instructional Assistant at \$12/hr. with a \$0.25 increase after successful completion of the 90-day probationary period, pending receipt of all clearances, effective August 22, 2022. There are no benefits with this position. *Traci indicated, the person she wanted to offer the position to said they would not accept the position because the wage was too low.*

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve to advertise for a full time Instructional Aide for Cosmetology.

On a motion by Jim Beary, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve to extend medical leave of employee #7295 until able to perform duties of job description within the recommendations of the healthcare provider.

Travel:

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Bridget O'Brien to attend the PCEA Strategies for Success Cooperative Education Conference in Penn State on October 13-14, 2022, at an approximate cost of \$400; **B.** Approve Bridget O'Brien to attend the Adult Education/Continuing Education Coordinator Conference in Penn State on September 15-16, 2022, at an approximate cost of \$400.

Policy

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve second reading of Policy 913 – Non School Organizations/Groups/Individuals; **B.** Approve first reading of Policy 101 – Mission Statement.

Considerations:

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Review and approve updated Health and Safety Plan for the 22/23 school year.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Perkins expenditures for the 22/23 school year.

On a motion by Brenda Brinker, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve purchase of 15 Motorola digital radios from MobilCom at a cost of \$4,236.00.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Eric Rising to teach PA Inspection classes through Adult Education, at a flat fee of \$675.00 for a maximum student enrollment of twenty (20).

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the one (1) year early termination of the Unifirst contract for Automotive and Diesel uniforms without any early termination fees.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve uniform contract between CCCC and Cintas for uniform rental for Automotive and Diesel students.

On a motion by Brenda Brinker, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve to surplus Practical Nursing equipment/supplies.

Old Business:

No old business was discussed.

Director's Report – Traci Wildeson:

Director's Report from the last two weeks was placed on the back table. Traci highlighted a few items on the report:

- Secure visitor entrance is in progress and has about one more week to be completed.
- Summer maintenance is continuing and nearing completion. Traci wanted to note publicly that Carl "Quick" Kahle has done an exemplary job in working by himself and handling all the summer cleaning/maintenance, with help from our part-time evening custodian, Helen Murray. She gives him all the credit for working very hard to get the school ready for the new school year. *Mitchell Blose asked if we could give him (Carl Kahle) a raise. Traci stated we are contractually bound to his wage. She deferred the question to Dr. Carrico who is more knowledgeable about these types of items. Dr. Carrico stated you can come up with a number but be prepared if someone else steps in - in that manner in the future. Brenda Brinker stated this would need an MOU with the union. Dwayne VanTassel commented to go with an MOU for 'above and beyond' recognition and we should definitely have a conversation with the union representatives about this topic. Traci indicated there was a language in the union contract regarding increase in wage when someone stepped into another role to cover the duties. She will do some research and bring more information to the group at next month's meeting. Dr. Carrico stated he thinks it is admirable that the group considers recognizing the above and beyond work of this employee.*
- Still working on emergency plans; the discipline code has been revised/updated and will be included in the student handbook you will receive at next month's meeting.
- Discussion with Andrea Maitland at Matric Group about partnering to bring new programs to the Career Center that they could assist with that would benefit them and surrounding businesses.
- Tracy Becker from the Clarion Chamber – BC3 is interested in bringing a campus and programming to Clarion County. She started the conversation of the potential that this could occur on the Career Center's campus.
- The modular contract was signed on July 11, 2022.
- The group can review the remainder of the items on the Director's report, but the above items were the highlights.
- Bridget, the new Cooperative Ed. Coordinator, has started her extra summer/contract days and has

completed two site visits for students who are still out working at Co-op employers. She is starting to network and reach out to the other co-op sites as well.

Superintendent of Record – Joseph Carrico

- Dr. Carrico reported there was a meeting held at Clarion Area today and invited several anchor businesses who could make the meeting (Kronospan, PennWest Homes, Matric Group), Traci attended the meeting, along with several school districts (Keystone, Union, Clarion Area). The crux of the meeting was we met with Rachel Mauer, who represented the German American Chamber, who discussed the German model for skilled labor, which requires all manufacturing to be a part of the chamber. This allows training to be done with high school students for these manufacturing jobs. Conversations included how we can replicate or model after this type of program. Traci at the Career Center, would be the bridge between the public schools and the manufacturing world. It could offer some great opportunities and when the time is right we can offer a presentation to the group.

Announcements

- Committee: Strategic Planning, 8/22/22, 6pm
- Regular JOC meeting for August, 2022: 8/22/22, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Mitchell Blose, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary