Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – February 8, 2022

Participating on the Zoom Call:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assigned To</th>
<th>Status</th>
<th>Action Item and Target Date</th>
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<tbody>
<tr>
<td>Jennifer Duff</td>
<td>Maria O’Connell</td>
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<td>Amanda Sundquist</td>
<td>Bill Shaw</td>
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<td>Butch Urban</td>
<td>Jeannette Roman</td>
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<td>Pat Bokovitz</td>
<td>Erik Gudmundson</td>
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<td>Dolores Colligan</td>
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Open Action Items and Discussion:

### Membership and Financial Disclosure Forms
- Assigned To: Jeannette and Dolores
- Status: On-going updates
- Action Item: Jeannette and Dolores updated the EGC on updates to the board By-Laws. In communication with Amanda. We went through each section of the current By-Laws and will update for distribution soon. A few items to be confirmed with the state guidance.

### CareerLink Lease and Updates
- Assigned To: Butch, Jeannette and Dolores
- Status: On-going updates
- Action Item: Butch and Dolores provided an update on release of the CareerLink space RFP that closes on Feb. 17th. An update will be shared at this month’s board meeting. Butch shared CareerLink updates.

### Hire One and YMWIC: funding request follow up
- Assigned To: Jeannette
- Status: In Process
- Action Item: Received funding request for $120k to support supplemental job seeker services through the Hire One Program. A few items still pending, and this request is under review. YMWIC has moved to Cheyney University and is requesting support with rent for 12 months. This request is under review. Follow up to providers between now and next board meeting.

### Restore Chester County
- Assigned To: Maria and Erik
- Status: In Process
- Action Item: Maria and Erik shared updates on the WDB presentation shared with the Restore Chester County Committee and Chambers that attended the zoom on January 28th. On the call, there was discussion around a Marketing Committee- will be discussed at next board meeting. The presentation slides will be added to the February 23rd board meeting packet and shared with members.

### General Updates
- Assigned To: Jeannette
- Status: On-going
- Action Item: Jeannette provided updates regarding the PY20-21 state monitoring review recently completed and shared the outcomes. A few findings reported but all have been resolved.

**Next Exec. Committee Meeting** – Tuesday, March 8, 2022, at 8:00 am via conference call.
**Next Workforce Development Board meeting** - Wednesday, April 27, 2022, at 8:30 am at the CareerLink and via Zoom.