

Northern Tier Career Center  
REGULAR MEETING of the JOINT OPERATING COMMITTEE  
Thursday, October 20, 2022, at 6:30 PM  
NTCC Multi-Purpose Room

The Northern Tier Career Center's Joint Operating Committee held a meeting for reorganization and general purposes on October 20, 2022, at 6:30 PM, in the Multi-Purpose Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

Ron Cole called the meeting to order at 6:39 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Ron Cole (Sayre), Tom Resavage (Canton), Richard Jones (NEB), Michael Owen (Athens), and Evelyn Sherburne (Towanda). Also present were Gary Martell, Director; Craig Stage, Superintendent of Records, Jennifer Farley, Administrator of Educational Services, Michele Welles, Business Manager, Margaret Johnson, LPN Director, and Gyla Hoose, JOC Secretary. Shelly Jordan (Sullivan), Doug Eberlin (Wyalusing), and Thad Dibble (Troy) were not in attendance.

**VISITORS:** None

**MINUTES:** Mike Owen (Athens) made and Tom Resavage (Canton) seconded approval of the September 15, 2022, meeting minutes. The motion carried unanimously on voice vote.

**REPORTS:** Mr. Martell reviewed the Administrative Board Report. Mr. Stage thanked PS Bank for their generous donations to the Center students. PS Bank gives a generous donation to the Center for students to have the working tools needed for their career path. Mr. Stage thanked all the staff for their hard work to make this a successful event.

**FINANCIAL REPORTS:** Tom Resavage (Canton) made and Mike Owen (Athens) seconded approval of the Summary of Bills, September 10, 2022, to October 14, 2022. Financial Report as of September 30, 2022. Roll call vote indicated unanimous approval.

**BUSINESS:** Mike Owen (Athens) made and Rich Jones (NED) seconded the approval giving the NTCC the authorization to begin the creation of the Center Learning Laboratory Pre-school. Mr. Martell will bring more information to the November board meeting to vote on at that time. Travel expenses were approved for Angie Koss and Keri Sullivan to attend the Nurse Aide Review certification in Harrisburg on November 3-4, 2022. The board approved for the JOC Treasure, JOC secretary and Direction for a bond amount of \$50,000.00 for the dates of November 1, 2022, to October 31, 2023.

**PERSONNEL:** Tom Resavage (Canton) made and Mike Owen (Athens) seconded the employment of Dan Serafino, Instruction Aide, \$14.00/hour effective September 27, 2022; Miriam Martin and Elizabeth Hickey, LPN Per Diem, \$30.00/hour, effective completion of required employment paperwork.

Item A has been removed from the agenda due to the employee returning to work and now not needing and leave of absence.

**POLICY:** Evelyn Sherburne (Towanda) made and Mike Owen (Athens) seconded approval of the changes for Second Reading of Policy 236.1 – Threat Assessment, 805 – Emergency Preparedness and Response. The motion carried unanimously on voice vote.

**ANNOUNCEMENTS:** The next meeting is scheduled for 6:30 PM on November 17, 2022, at the NTCC.

Tom Resavage (Canton) made and Mike Owen (Athens) seconded a motion to adjourn the meeting at 7:12 PM. All members voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gyla J Hoose', written in a cursive style.

Gyla J Hoose  
Administrative Assistant  
JOC Board Secretary