

PC4A Biweekly Meeting

June 15, 2023 at 4:15pm

Agenda

Previous Meeting Actions

1. Approval of minutes from May 30, 2023 meeting.

Announcements/Updates

1. Year 1 Invoicing and Left Over Funds:
 - a. Partners are reminded to submit invoices by the 10th of each month.
 - b. At the end of Y1, each partner's remaining funds/progress will be evaluated by PC4A staff and left over funds may be permitted to be used by partners in Y2, or may be redistributed to other partners/the LO as needed.

Partner	Y1 Completion	Budget Spent
BUCKS	75%	47%
BC3		30%
MCCC		10%
NCC		17%
PHCC		38%
WCCC		5%

2. Year 2 Updates:
 - a. Submitted budgets, justifications, and SoW's are currently under review.
 - b. Partners will be contacted soon with updates/requests for additional information if needed.
3. Certification and Employment Survey Updates:
 - a. Cert and Employment Baseline Data is required to be included in our next quarterly report. Partners who have not distributed the survey are to do so by **June 30, 2023**.

Partner	Distribution Date	Responses Collected
PHCC	May 10, 2023	19
BC3	May 16, 2023	17
BUCKS	May 31, 2023	8

4. Third Quarterly Report Updates:
 - a. Report templates will be sent to partners by 6/23/2023.
 - b. Completed report templates are due **by 5:00 p.m. on July 14, 2023**.
5. New PC4A Website:
 - a. A new PC4A website is currently being designed with plans to launch by the end of July 2023.
 - i. Partners are asked to submit a photo and a 100–150 word bio **as soon as possible**.
 - ii. Any flyers, marketing materials, etc. for upcoming PC4A events and any photos, participation statistics, feedback, etc. of previous events should be sent to ltaylor@iup.edu as soon as available.
6. PC4A Annual Conference:
 - a. An [online form](#) has been created to assist with planning. Completed forms should be submitted no later than **July 7, 2023**.
7. Partner Reports/Questions.