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North Central One-Stop Operator Consortium PA CareerLink® Closure Policy (12/29/2025)

The PA CareerLink® Site Administrators have the responsibility to recommend closure of their respective PA CareerLink® site(s) by adhering to the following processes:

The Site Administrator will contact One-Stop Operator (OSO) Consortium members via text or telephone **and** email explaining the reason for the closure. An OSO Consortium member will review and respond to all with approval via email on behalf of the OSO Consortium. Site Administrators will be responsible for informing PA CareerLink® staff affected by the closure and completing the Office Closure Report in a timely manner.

Current OSO Consortium member include the following:

- Kelly Davis: kdavis@iu9.org and 814-331-2413
- KayLynn Hamilton: klh1122@outlook.com and 570-660-0589
- Bruce Jones: brujones@pa.gov and 570-506-2496
- Christopher Roken: croken@pa.gov and 814-254-7911
- Jenna Witherite: jwitherite@ciu10.org and 814-592-9679
- Josh McConnell: Joshua.mcconnell@equusworks.com and 814-730-5534

Potential reasons for closure include, but are not limited to, inclement weather, disruption in utilities, or staffing. In the event of inclement weather, PA CareerLink® offices will follow the opening and closing, including delays or early dismissals, of their respective county office (example: county commissioners, county courthouse, county assistance office, or other county offices). Site Administrators will be responsible for informing PA CareerLink® staff affected by the closure and completing the Office Closure Report in a timely manner. When affiliate sites are located within a larger facility with open businesses, they shall remain open with at least one staff member present.

Site Administrators can authorize a one- or two-hour delay in opening the PA CareerLink® sites due to severe weather. Site Administrators must use their professional judgement with input from a minimum of three sources including but not limited to the following: staff consultation on local conditions, Pennsylvania Department of Transportation Road reports, local weather forecasts, or 511PA. If Site Administrators determine that a delay is in the best interest of staff and customers, they must follow the same procedures as outlined above before 6:30 AM.

Approving OSO Consortium members will send Workforce Solutions staff Pam Streich and Vanessa Hasselman an email with closure information. All OSO Consortium members will be copied on the email message so that all are aware of the closure and can begin to inform program staff.

PA CareerLink® is an Equal Opportunity Employer/Program
Auxiliary Aids and Services are available to individuals with disabilities

For more information on the Stevens Amendment and Funding, visit
<https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>