



### **North Central One-Stop Operator Consortium PA CareerLink® Closure Policy**

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, 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](mailto:kdavis@iu9.org) and 814-331-2413
- KayLynn Hamilton: [klh1122@outlook.com](mailto:klh1122@outlook.com) and 570-660-0589
- Bruce Jones: [brujones@pa.gov](mailto:brujones@pa.gov) and 570-506-2496
- Christopher Roken: [croken@pa.gov](mailto:croken@pa.gov) and 814-254-7911
- Jenna Witherite: [jwitherite@ciu10.org](mailto:jwitherite@ciu10.org) and 814-574-8213

Potential reasons for closure include but are not limited to inclement weather, disruption in utilities, or staffing. Site Administrators will be responsible for informing PA CareerLink® staff affected by the closure and completing the Office Closure Report in a timely manner.

Approving OSO Consortium member will send Workforce Solution staff Pam Streich, Linda Franco, 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.

Auxiliary Aids and Services are available upon request to individuals with disabilities  
Equal Opportunity Employer/Program

Funded in whole or in part by Federal Funds. Detailed information can be found at: <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>