

Central Pennsylvania Workforce Development Corporation

**Board of Directors and
Local Elected Official Board**

**Joint Meeting
Friday, February 27, 2009**

The Central Pennsylvania Workforce Development Corporation's Board of Directors (WIB) and the Local Elected Official (LEO) Board held a joint meeting on Friday, February 27, 2009 at the Union County Government Center, Lewisburg, PA.

WIB Members Attending:

Harry Adrian
Joe Agosta
Jamie Aurand
Diane Belusko
David Capperella
Jason Dugan
Tim Gage
Dean Girton
Dennis Greenaway
Jim Jordan
Marla Keck
Robyn Long
Rich Merkle
Michele McCardle
Keith Miller
Chris Minnich
Jim Nemeth
Russ Reitz
Dennis Robinson
Roger Sheets
Kevin Varano
Dave Zartman

WIB Members Voting by Proxy:

Marc Baranouski
David Frey
Davie Jane Gilmour
Eric Hussar
Harry Mathias
Rob Postal
Harry VanSickle

WIB Members Excused:

Keith Atherholt
Ed Edwards
Pete Rickert
Billy Robinson
Susan Swartz
Mike Wilson

LEO Board Members Attending:

Tom Bossert
Joe Kantz

Dave Kovach
Otis Riden
John Showers
Jeff Wheeland

LEO Board Members Excused:

Trevor Finn
Kurt Masser
Rich Rogers

WIB Staff Attending:

Kristy Anderson
Bill Berry
Sarah Gill
Sandie Fairman
Stacey Kifolo
Kate Lomax
Shannon Miller
Laura Seward
Jacob Smith
Rachel Smith
Chris Wilusz

Guests Attending:

Megan Bair
Michael Baron
Jessica Bilger
Nancy Boyer
Linda Calhoun
Adele Craig
Penny Cooper
Margie Eby
Penny Hess
Rhonda Inkrote
Bruce Jones
Sue Greene
Courtney Hamm
Larry Michael
Bill Moulfair
Denny Quinn
Denise Rill
Sue Snyder
Linda VanDerPool
Carol Yagle

Call to Order and Welcome

Dean Girton, WIB Chairman, called the meeting to order at approximately 10:00 a.m. He introduced Shannon Miller, CPWDC Executive Director.

Presentation to the Boards

Shannon Miller, CPWDC Executive Director, and Rachel Smith, CPWDC Senior Manager of Workforce Research and Development, presented "Workforce in a Difficult Economy" to the WIB and LEO Board. The presentation focused on current economic trends, survey results from employers and PA CareerLink staff and a summary of the economic stimulus related to workforce development.

Following the presentation, members engaged in discussion on the following questions:

1. How do you feel what is happening in Central PA compares to the national economic crisis? What basis are you using to form that opinion?
2. Does the current economy change the focus of workforce development in Central PA, primarily in the areas of our current industry partnerships and CareerLink services? If yes, how and what should the priorities be?
3. What opportunities do the stimulus funds present for supporting the region's employers? How do we use funds typically linked to individuals to support the needs of employers?
4. What challenges must we address in order to effectively prepare job seekers to meet the future need of the economy? What suggestions do you have to address the challenges?

Public Comment

There were no public comments.

LEO Board Action Items

Tom Bossert, LEO Board Chairman, presented the following LEO Board action items.

- Jeff Wheeland made a motion to approve the minutes from the November 21, 2008 joint WIB/LEO Board meeting. John Showers seconded the motion. The motion was unanimously approved (6 members voted in favor).
- Joe Kantz made a motion to approve Budget Modification #2 for the Operational Budget for Fiscal Year 2009. Jeff Wheeland seconded the motion. The motion was unanimously approved (6 members voted in favor).
- Joe Kantz made a motion to appoint David Reed, President, Penn Lyon Homes, to the Workforce Investment Board. Jeff Wheeland seconded the motion. The motion was unanimously approved (6 members voted in favor).
- John Showers made a motion to appoint Teri MacBride, Regional Community Relations Director, PPL, to the Workforce Investment Board. Dave Kovach seconded the motion. The motion was unanimously approved (6 members voted in favor).
- Jeff Wheeland made a motion to appoint Carol Shefrin, Adult Education Director, Tuscarora Intermediate Unit 11, to the Workforce Investment Board. Joe Kantz seconded the motion. The motion was unanimously approved (6 members voted in favor).

WIB Action Items

- Russ Reitz made a motion to approve the minutes from the November 21, 2008 joint WIB/LEO Board meeting. Roger Sheets seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).

Non-Consent Agenda

- Tim Gage made a motion to approve the February 27, 2009 Consent Agenda Action Items. Dave Zartman seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).

Kevin Varano, Committee Chair, gave the Audit/Finance Committee update. He noted that as standard protocol, desk audits were performed following changes in CPWDC leadership. As expected, there were no audit findings.

- Dennis Greenaway made a motion to approve the Financial Plan for Fiscal Year 2009. Joe Agosta seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).
- Rich Merkle made a motion to approve Budget Modification #2 for the Operational Budget for Fiscal Year 2009. Dennis Greenaway seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).

Keith Miller, Committee Co-Chair, gave the CareerLink Operations and WorkKeys Committee update.

- Keith Miller made a motion to accept the Title I Adult/Dislocated Worker monitoring report for all CareerLink facilities. Dave Capperella seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).
- Keith Miller made a motion to accept the PA CareerLink Northumberland County monitoring report. Tim Gage seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).
- Keith Miller made a motion to approve the conceptual framework described in the CPWDC Central PA CareerLink two year strategy plan. Jamie Aurand seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).

Diane Belusko, Committee Chair, gave the Local Management Committee report.

- Diane Belusko made a motion to approve Marshall Conklin as the Vice-Chair of the LMC. Joe Agosta seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).
- Diane Belusko made a motion to reallocate Paid Work Experience funds of \$44,195 to the General EARN Allocation Fund. Dave Zartman seconded the motion. The motion was unanimously approved (29 members, including 7 by proxy, voted in favor).

In absence of a Committee Chair, Rachel Smith gave the Strategic Initiatives Committee update. She reported that there will be a reorganization meeting of the Committee in March.

In absence of the Committee Chair, Shannon Miller gave the Youth Council update.

Open Discussion

- American Recovery and Reinvestment Act (ARRA)
Shannon provided the allocations of ARRA funding at the State level. CPWDC is waiting to hear how local funds will be allocated, but anticipates substantial increases in funding to serve Adults, Dislocated Workers and Youth eligible under the Workforce Investment Act.

- **PA CareerLink Recognition**
Sandie Fairman, CPWDC Quality Assurance Coordinator, recognized veteran honors that were awarded in the region. Barrie L. Kuttruff, PA CareerLink Centre County was recognized as Outstanding Local Veterans Employment Representative and PA CareerLink Northumberland County was recognized for Outstanding PA CareerLink Service to Veterans.

Sandie reported that last year's Customer Service Experts goal set for the region was to obtain a regional score of 90% or higher across multiple criteria for customer satisfaction. Each site was "shopped" approximately 30 times and each site achieved a 100% customer satisfaction score at least once. While the region as a whole achieved 90.2% customer satisfaction, the Bloomsburg CareerLink was the most improved site and the Lock Haven CareerLink had the highest overall score.

- **2007 Title I Adult and Dislocated Worker Program Performance**
Shannon presented the 2007 Title I Adult and Dislocated Worker performance results for Pennsylvania that was compiled by CPWDC. The Central Region served more individuals in Adult and Dislocated Worker services than any other workforce investment area in Pennsylvania while meeting all performance measures. This success is attributable to policy changes enacted by CPWDC and implemented by the PA CareerLink staff regarding Adult eligibility criteria and the manner in which individuals are moved from core to intensive to training services.
- **Industry Partnership/Grant Updates**
Rachel provided an update on CPWDC grants and the seven industry partnerships in the region.
- **WorkKeys Update**
Shannon provided the most recent WorkKeys numbers. Over 1,700 Career Readiness Certificates (CRC) have been issued and over 300 employers in the Central Region have endorsed the CRC.
- **Statement of Financial Interests**
Dean noted that a Statement of Financial Interests form was provided in the meeting packets for WIB members to complete. In order to facilitate compliance with the State Ethics Commission, the Statement of Financial Interests must be completed and returned to Laura Seward by May 1st. The form should be completed for the previous calendar year, in this case the 2008 calendar year. The forms will be kept on file at the CPWDC office.

Date of Next Meeting

The Executive Committee meeting will be held on March 27, 2009. The next Board of Directors and LEO Board joint meeting is scheduled for May 15, 2009.

Adjournment

The meeting was adjourned at approximately noon.



Laura Seward
Assistant Secretary

Central Pennsylvania Workforce Development Corporation

**Workforce Investment Board
February 27, 2009**

Consent Agenda Action Items

Executive Committee

The following motion was approved by a quorum (13 out of 14 members) at the December 19, 2008 Executive Committee meeting:

1. Motion to thank Pam Wildt for her service to the Local Management Committee and the Workforce Investment Board.

The following motions were approved by a quorum (11 out of 14 members) at the January 23, 2009 Executive Committee meeting:

2. Motion to appoint Sandie Fairman as Equal Opportunity (EO) Officer for the Central Workforce Investment Area.
3. Motion to support the re-direction of the Strategic Initiatives Committee and empower staff to move forward with recommendations presented in the Re-Invention of the Strategic Initiatives Committee document.

Audit/Finance Committee

The following motions were approved by a quorum (4 out of 7 members) at the December 17, 2008 Audit/Finance Committee meeting and by a quorum (13 out of 14 members) at the December 19, 2008 Executive Committee meeting:

4. Motion to approve Budget Modification #1 for the Regional Budget.
5. Motion to approve the Information Technology (IT) Plan for FY 2009, including an upper ceiling of \$70,000 for expenditures for IT equipment purchases for the PA CareerLinks.

Local Management Committee

The following motion was approved by a quorum (15 out of 17 members) at the December 16, 2008 Local Management Committee meeting by a quorum (13 out of 14 members) at the December 19, 2008 Executive Committee meeting:

6. Motion to approve the EARN Corrective Action plan for Program Year July 1, 2006 through June 30, 2007.