

Central Pennsylvania Workforce Development Corporation

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

**Joint Meeting
Friday, May 15, 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, May 15, 2009 at the Union County Government Center, Lewisburg, PA.

WIB Members Attending:

Joe Agosta
Marc Baranouski
Diane Belusko
David Capperella
Jason Dugan
Ed Edwards
Tim Gage
Dean Girton
Eric Hussar
Robyn Long
Teri MacBride
Rich Merkle
Michele McCardle
Chris Minnich
Jim Nemeth
David Reed
Russ Reitz
Pete Rickert
Billy Robinson
Carol Shefrin
Susan Swartz
Mike Wilson
Dave Zartman

WIB Members Voting by Proxy:

Keith Atherholt
Dave Frey
Davie Jane Gilmour
Dennis Greenaway
Marla Keck
Harry Mathias
Keith Miller
Rob Postal
Kevin Varano

WIB Members Excused:

Harry Adrian
Jamie Aurand
Jim Jordan
Dennis Robinson
Roger Sheets
Harry VanSickle

LEO Board Members Attending:

Tom Bossert
Joe Kantz
Dave Kovach
Otis Riden
John Showers

LEO Board Members Excused:

Trevor Finn
Kurt Masser
Rich Rogers
Jeff Wheeland

WIB Staff Attending:

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

Guests Attending:

Jessica Bilger
Juli Corrigan
Doug Deihl
Dennis Gilbert
Bruce Jones
Dan King
Larry Michael
Bill Moulfair
Jackie O'Shea
Denise Rill

Call to Order and Welcome

Dean Girton, WIB Chairman, called the meeting to order at approximately 10:00 a.m. He introduced the following new Board members: Teri MacBride, PPL Services Corporation; Michele McCardle, Ames True Temper; David Reed, Penn Lyon Homes; Pete Rickert, Five County Central Labor Council; and Carol Shefrin, TIU #11.

Public Comment

There were no public comments.

LEO Board Action Items

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

- John Showers made a motion to approve the minutes from the February 27, 2009 joint WIB/LEO Board meeting. Otis Riden seconded the motion. The motion was unanimously approved (5 members voted in favor).
- Otis Riden made a motion to appoint William Moulfair, Central Region Director for the Bureau of Workforce Development Partnership, to the Workforce Investment Board. Dave Kovach seconded the motion. The motion was unanimously approved (5 members voted in favor).
- David Kovach made a motion to appoint Ted Wurfel, Environmental and Safety Manager, Chief Gathering, to the Workforce Investment Board. Joe Kantz seconded the motion. The motion was unanimously approved (5 members voted in favor).
- John Showers made a motion to approve the CPWDC Initial Budget for Fiscal Year 2010. David Kovach seconded the motion. The motion was unanimously approved (5 members voted in favor).
- David Kovach made a motion to approve ARRA Adult and Dislocated Worker Initial Budget for 4/1/09-6/30/11. Otis Riden seconded the motion. The motion was unanimously approved (5 members voted in favor).

Presentation to the Boards

Shannon Miller, CPWDC Executive Director, presented CPWDC's Recovery Act Plan. The Executive Committee and the CareerLink Operations and WorkKeys Committee previously reviewed the plan. The document outlines CPWDC's plan to ensure full expenditure of ARRA funding by June 2011.

Shannon also presented CPWDC's Guiding Principles for American Recovery and Reinvestment Act Funds. The Guiding Principles were submitted to the Department of Labor on April 3, 2009. The plan of action includes the following six steps: 1.) Isolate Employer Demand 2.) Identify Provider Capacity 3.) Prepare CareerLinks for Increased Demand 4.) Determine Process for Job Seeker Services 5.) Develop Recovery Act Awareness Campaign and 6.) Ensure Fiscal and Program Transparency.

Rachel Smith, CPWDC Assistant Director, stated that this roundtable will be the first of several focused meetings to aid in identifying other regional projects and priorities funded through ARRA and opportunities to leverage resources and maximize services. The roundtable focused on three major areas of ARRA funding: Construction, K-12 Education and Weatherization Assistance. The panelists discussed the following: intent and priorities of ARRA funding, amount of ARRA funding allocated for use in Central Pennsylvania, process by which funds will be expended, timeline for expending the funds and initial thoughts on how ARRA funding will impact the workforce either through job creation or job conservation.

Participants in the roundtable included:

- Dan King, Assistant District Executive for Construction, PennDOT, District 3
- Juli Corrigan, Director of Educational Initiatives, CSIU
- Larry Michael, Executive Director of Workforce and Economic Development, Penn College
- Doug Deihl, Chief Weatherization, SEDA-COG

Public Comment on CPWDC's Recovery Act Plan:

Will supportive services, specifically drug testing, for the summer youth program be paid for through this funding? *CPWDC will pay for drug testing only if it is required by the work site.*

Shannon noted that CPWDC may hire a fiscal coordinator and two temporary summer monitors to assist in the implementation and oversight of the ARRA funding.

- Russ Reitz made a motion to accept the CPWDC American Recovery and Reinvestment Act Plan for submission to the Pennsylvania Department of Labor and Industry on May 15, 2009. Ed Edwards seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).

WIB Action Items

- Rich Merkle made a motion to approve the minutes from the February 27, 2009 joint WIB/LEO Board meeting. Billy Robinson seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).

Non-Consent Agenda

- Diane Belusko made a motion to approve the May 15, 2009 Consent Agenda Action Items. Dave Zartman seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).

Mike Wilson gave the Audit/Finance Committee update. He reviewed the CPWDC Initial Budget for Fiscal Year 2010 including projected revenue streams, initial PA CareerLink Consortium (Operator) budget and initial regional budget.

- Mike Wilson made a motion to approve the CPWDC Initial Budget for Fiscal Year 2010. Billy Robinson seconded the motion. The motion was approved (31 members, including 9 by proxy, 1 abstention).

Mike also reviewed the ARRA funding budget which contains the amounts given to the Subcontractors (TIU and CSO) for their award of ARRA funds as it relates to Adult and Dislocated Worker. Youth funding is still being determined based on the issuance of RFPs to provide summer employment experiences to 14 and 15 year olds and 16 to 24 year olds.

- Mike Wilson made a motion to approve the ARRA Adult and Dislocated Worker Initial Budget for 4/1/09-6/30/11. Billy Robinson seconded the motion. The motion was approved (31 members, including 9 by proxy, 1 abstention).

Ed Edwards gave the CareerLink Operations and WorkKeys Committee update.

- Ed Edwards made a motion to temporarily change the existing Title I policy regarding Individual Training Accounts to allow for the payment of the first semester of a multi-semester training program. Russ Reitz seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).
- Ed Edwards made a motion to permanently increase the Title I hourly wage minimum to \$10 an hour for an On-the-Job Training contract. Joe Agosta seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).

Diane Beusko, Committee Chair, gave the Local Management Committee (LMC) update. There were no motions at their April meeting.

Rachel gave the Strategic Initiatives Committee, now known as the Workforce Trends and Strategy Committee, update.

Billy Robinson, Committee Chair, gave the Youth Council update. He reviewed the two RFPs that were released to run the SEE Central Pennsylvania summer youth program.

- Billy Robinson made a motion to award the SEE Central Pennsylvania Older Youth contract to CSO and TIU for the period of May 1, 2009 through October 31, 2009. This contract is not to exceed \$1.7 million and is to be based on actual expenditures and number of youth served. Russ Reitz seconded the motion. The motion was unanimously approved (32 members, including 9 by proxy).
- Billy Robinson made a motion to award SEE Central Pennsylvania Younger Youth contracts to East Lycoming School District, the TIU Community Education Services, and Economics Pennsylvania, at full funding, beginning May 1, 2009 and ending no later than September 30, 2009. Tim Gage seconded the motion. The motion was approved (31 members, including 9 by proxy, 1 abstention).

Billy thanked CPWDC staff for pulling the RFPs together in a short period of time. He noted that the LEO Board also met to approve the contract awards.

Dave Capperella raised concerns with the ages of the youth working together. He would like to ensure that appropriate steps are taken to make sure that there are no issues.

Open Discussion

Industry Partnerships

Rachel reported that Industry Partnership funding has been zeroed out of the Senate's version of the State budget. She reported that along with Dean Girton, Shannon Miller and four industry representatives, they educated several Senators and Representatives on the importance of the funding.

Rachel stated that \$3.25M in industry partnership funds has been brought into the region since 2006 for strategic initiatives and incumbent worker training.

WorkKeys

Shannon reported that approximately 2,000 Career Readiness Certificates have been issued and approximately 330 employers are endorsing the certificates.

Date of Next Meeting

The Executive Committee meeting will be held on June 26, 2009. The next Board of Directors/LEO Board joint meeting is scheduled for August 28, 2009 at Pennsylvania College of Technology in Williamsport. The Local Elected Officials will also be conducting the Annual Meeting of Members on August 28, 2009.

Adjournment

The meeting was adjourned at approximately 12:05 p.m.



Laura Seward
Assistant Secretary

Central Pennsylvania Workforce Development Corporation

**Workforce Investment Board
May 15, 2009**

Consent Agenda Action Items

Executive Committee

The following motions were approved by a quorum (11 out of 14 members) at the March 27, 2009 Executive Committee meeting:

1. Motion to authorize CPWDC to hire up to three additional personnel.

The following motions were approved by a quorum (11 out of 14 members) at the April 24, 2009 Executive Committee meeting:

2. Motion to ratify the submission of CPWDC's Guiding Principles for American Recovery and Reinvestment Act Funds.
3. Motion to select Global Business Management as a copier vendor and lease copiers for CPWDC and PA CareerLink Clinton County.
4. Motion to allow the Youth Council to select vendors for the SEE Central Pennsylvania Older Youth and Younger Youth summer employment program.

CareerLink Operations and WorkKeys Committee

The following motion was approved by a quorum (6 out of 11 of voting members) at the March 5, 2009 CareerLink Operations & WorkKeys Committee meeting and by a quorum (11 out of 14 members) at the March 27, 2009 Executive Committee meeting:

5. Motion to endorse the American Recovery and Reinvestment Act Guiding Principles.
6. Motion to acknowledge the work of the staff in the PA CareerLink Union/Snyder Counties for their outstanding achievement of providing individuals with the most Career Readiness Certificates powered by WorkKeys in Central Pennsylvania for 2008.

**CENTRAL PENNSYLVANIA
WORKFORCE DEVELOPMENT CORPORATION (“CPWDC”)**

**Resolutions
Board Of Directors**

**Annual Meeting Of Members
August 28, 2009**

WHEREAS, the Bylaws of Central Pennsylvania Workforce Development Corporation (“CPWDC”) provide that the Annual Meeting of Members for the election of directors and ratification of auditors shall be held each year at such date and time as determined by the Board of Directors and stated in the notice of such Meeting; and

WHEREAS, the Articles of Incorporation of CPWDC provide that the Board of Directors shall be divided into three classes with the term of office of a class to expire on June 30 of each year; and

WHEREAS, the Bylaws provide that the appointment of a fiscal agent to conduct an annual audit shall be subject to approval by the members of CPWDC; and

WHEREAS, the Board of Directors believes that it would be convenient for record keeping and administrative purposes to hold the 2009 Annual Meeting of Members on the same day as a scheduled meeting of the Commissioners;

THEREFORE BE IT RESOLVED, that the 2009 Annual Meeting of the Members will be held on Friday, August 28, 2009 at approximately 9:00 a.m., at Pennsylvania College of Technology, Williamsport, Pennsylvania;

AND BE IT FURTHER RESOLVED, that the members of record as of May 31, 2009, shall be those members entitled to notice of and to vote at such Meeting;

AND BE IT FURTHER RESOLVED, that the members of the CPWDC, shall be either given notice of the Annual Meeting and/or be requested to sign a Waiver of the Notice of the Meeting;

AND BE IT FURTHER RESOLVED, that, as recommended by the members of the Central Pennsylvania Local Elected Officials (the "LEOs"), the following eleven (11) persons have been nominated to serve as directors for a three-year term, or until their successors have been elected, and these nominations are hereby delivered to the Secretary;

Roger Sheets
Russ Reitz
Rich Merkle
Davie Jane Gilmour
Rob Postal
Pete Rickert

Marc Baranouski
Billy Robinson
Dave Capperella
Dave Frey
Chris Minnich

AND BE IT FURTHER RESOLVED, that the officers of CPWDC are authorized and directed to seek proposals from Young, Oakes, Brown & Co., PC and/or other independent accounting firms to act as its fiscal agent or auditors for the fiscal year ended June 30, 2010; and such accounting firm shall be ratified at the 2009 Annual Meeting of Members.

AND BE IT FURTHER RESOLVED, that Chairman Dean Girton, Executive Director Shannon Miller, Secretary Laura Seward and the staff of CPWDC are authorized to take any and all actions necessary to call and conduct the 2009 Annual Meeting of the Members.