

**Central Pennsylvania Workforce Development Corporation**

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

**Joint Meeting  
Friday, August 28, 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, August 28, 2009 at the Pennsylvania College of Technology, Williamsport, PA.

WIB Members Attending:

Joe Agosta  
Jamie Aurand  
Diane Belusko  
Dave Capperella  
Ed Edwards  
Tim Gage  
Dean Girton  
Dennis Greenaway  
Eric Hussar  
Teri MacBride  
Rich Merkle  
Michele McCardle  
Keith Miller  
Chris Minnich  
Bill Moulfair  
Jim Nemeth  
Rob Postal  
Russ Reitz  
Dennis Robinson  
Billy Robinson  
Susan Swartz  
Mike Wilson  
Ted Wurfel  
Dave Zartman

WIB Members Voting by Proxy:

Harry Adrian  
Marc Baranouski  
Jason Dugan  
David Frey  
Davie Jane Gilmour  
Robyn Long  
Roger Sheets  
Carol Shefrin  
Kevin Varano

WIB Members Excused:

Keith Atherholt  
Harry Mathias  
David Reed  
Pete Rickert  
Harry VanSickle

LEO Board Members Attending:

Tom Bossert  
Joe Kantz  
Kurt Masser  
Otis Riden  
Jeff Wheeland

LEO Board Members Voting by Proxy:

John Showers

LEO Board Members Excused:

Trevor Finn  
Dave Kovach  
Rich Rogers

WIB Staff Attending:

Stacey Kifolo  
Korrie Lucas  
Shannon Miller  
Laura Seward  
Jacob Smith  
Rachel Smith  
Chris Wilusz

Guests Attending:

Jessica Bilger  
Linda Calhoun  
Dennis Gilbert  
Sue Greene  
Bruce Jones  
Larry Michael  
Tom Murphy  
Jackie O'Shea  
Douglas Schmidt  
Dennis Quinn

### **Call to Order and Welcome**

Dean Girton, WIB Chairman, called the meeting to order at approximately 10:10 a.m. He thanked Davie Jane Gilmour for donating morning refreshments. Dean introduced new Board members: Bill Moulfair, Department of Labor & Industry, and Ted Wurfel, Chief Gathering.

### **Local Plan Review and Public Comment**

Shannon Miller, CPWDC Executive Director, stated that the Program Year 2009 WIA Local Plan is a document that guides the operational and strategic direction of the Board. A draft Local Plan was approved at the WIB's August CareerLink Operations and WorkKeys Committee meeting and is currently available for public comment. The full report is available for download on CPWDC's Website ([www.cpwdc.org](http://www.cpwdc.org)).

Bill Moulfair stated that the Board should be proud of the Plan. There were no additional public comments on the Local Plan.

Following the discussion, the Board approved the following motion:

- Dennis Greenaway made a motion to approve the October 1, 2009 modification of the comprehensive Local Plan for the Central Workforce Investment Area. Ed Edwards seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

The LEO Board also approved the motion:

- Jeff Wheeland made a motion to approve the October 1, 2009 modification of the comprehensive Local Plan for the Central Workforce Investment Area. Otis Riden seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).

### **LEO Board Action Items**

Tom Bossert, LEO Board Chair, conducted the LEO Board business portion of the meeting:

- Joe Kantz made a motion to approve the minutes from the May 15, 2009 joint WIB/LEO Board meeting. Kurt Masser seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).

### **Presentation to the WIB & LEO Board**

Larry Michael, Penn College, and Tom Murphy, Penn State University, presented the Marcellus Shale Workforce Needs Assessment. The full report can be downloaded at [www.pct.edu/msetc](http://www.pct.edu/msetc).

The Marcellus Shale Education and Training Center (MSETC) was formed in November 2008 between Penn College and Penn State Corporative Extension. The Workforce Needs Assessment study was completed in part with funding from the Pennsylvania Department of Labor and Industry for the Natural Gas Industry Partnership funded by CPWDC. The intent of the study was to predict the impact of the Marcellus Shale exploration, drilling and production activity on the workforce in the Central and Northern Tier Workforce Investment Areas. Jobs will be created for transient workers, white collar and blue collar jobs and local education and training institutions to support the growth in this industry. Most of the job opportunities will be blue collar. Approximately 150 unique occupations have been identified. It is anticipated that there will be approximately 8,000 full time equivalent "direct" jobs in both regions in the next five years with a higher concentration in the Northern Tier WIA.

Ted Wurfel commented that even companies that are not yet seeing their desired rate of return in the Marcellus Shale are continuing to drill and anticipate that the rate will increase. He felt the estimated 8,000 direct jobs was low and also pointed out that the study includes a lower estimate of anticipated demand for welders. He also stressed the work commitment that is required for these jobs. Many people work 12 hour shifts/7 days a week. Many are also on call when not working.

### **WIB Action Items**

Dean reported that the Annual Meeting of Members was held prior to this meeting. All 11 WIB members who were up for reappointment were reappointed to the Board.

- Chris Minnich made a motion to approve the minutes from the May 15, 2009 joint WIB/LEO Board meeting. Joe Agosta seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

#### Non-Consent Agenda

- Jamie Aurand made a motion to approve the August 28, 2009 Consent Agenda Action Items. Dave Zartman seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Mike Wilson gave the Audit/Finance Committee report. He noted that the Audit/Finance Committee withdrew the following motion from the Consent Agenda: *Motion to select B & L Chevrolet as the car vendor and Beaver Motors as the minivan vendor for vehicles purchased in Fiscal Year 2009.*

- Mike Wilson made a motion to select Beaver Motors as the car vendor and the minivan vendor for vehicles purchased in Fiscal Year 2009. Rob Postal seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Keith Miller gave the CareerLink Operations and WorkKeys Committee report.

- Keith Miller made a motion to approve the PA CareerLink Policies and Procedures. Billy Robinson seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Diane Belusko gave the Local Management Committee report.

- Keith Miller made a motion to approve the EARN Program Year 09 Environmental Analysis and Budget. Mike Wilson seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).
- Tim Gage made a motion to approve the Corrective Action plan for EARN Program Year 2007. Russ Reitz seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).
- Billy Robinson made a motion to approve the submission to the Pennsylvania Department of Public Welfare of the Skills Credentialing Grant for Fiscal Year 2010. Ted Wurfel seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).
- Ed Edwards made a motion to approve and submit the Special Allowance Contractor Management Plan. Teri MacBride seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).
- Billy Robinson made a motion to approve the EARN Incentive Proposal. Bill Moulfair seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Rachel Smith gave the Workforce Trends and Strategies Committee (formerly known as the Strategic Initiatives Committee) report.

Billy Robinson reported that the Youth Council will be meeting next week.

#### **Open Discussion**

- **Budget**  
Shannon reported that the Governor passed a bridge budget on August 5, 2009. CPWDC assumed that both EARN and Title I funding would be released, but recently received notice that EARN is not included in the bridge budget. Although the EARN allocation is federal funding, it needs to be passed through the State budget and requires a state match. EARN makes up about 37% of CPWDC's total budget. As of today, new clients will not be accepted into the EARN

program until funding is received. The CareerLinks will continue to serve existing clients. All facility costs have been paid through August.

- **Summer Employment Experience (SEE) Central PA Update**

Rachel reported that the SEE Program was funded through the American Recovery and Reinvestment Act. The program for low-income youths with barriers to employment began June 2, 2009 and concluded August 6, 2009. 162 worksites provided work experiences to 698 youth. The CareerLinks also provided academic enrichment and career development activities. 76% of the youth completed the program and 72% of the youth met the work readiness measure. There were 11 documented hires directly through the program.

- **Industry Partnership/Grant Updates**

Rachel reported that although the future of Industry Partnership funding is uncertain, proposals were still submitted for Advanced Manufacturing, Healthcare and Factory Built Housing for FY 2010 funding if available in the budget. She provided a year end summary for Program Year 2009 Industry Partnership activities and available grant funds for Fiscal Year 2010.

Rachel stated that CPWDC was awarded one of 183 YouthBuild grants funded through the US Department of Labor. The goal of the YouthBuild grant is to connect youth ages 18 – 24 with GED services (provided by CSO, Inc.) and occupational skills training related to the construction industry (taught by Home Builders Institute) while partnering with the Union-Snyder Habitat for Humanity and the Housing Authority of Northumberland County to promote affordable housing initiatives in the region.

Rachel also highlighted the Career Opportunity Grants CPWDC was awarded by the PA Department of Labor & Industry.

- **WorkKeys Update**

Shannon reported that as of August 26, 2009, 2,181 individuals have earned a Career Readiness Certificate (CRC) and 339 regional employers have pledged endorsement of the CRC and use it in their hiring decisions.

The Center for Workforce Information and Analysis tracked the employment and wage data for all customers who had taken the WorkKeys assessment on or before June 30, 2008. The results indicated that those customers who earned a CRC had higher employment rates and higher average wages than those who took the assessment but did not earn a CRC.

Shannon reported that Stacey Kifolo was reassigned to Project Coordinator. Korrie Lucas was hired as the new Workforce Coordinator and she will be working primarily with the EARN programs.

#### **Date of Next Meeting**

The Executive Committee meeting will be held on September 25, 2009. The next Board of Directors/LEO Board joint meeting is scheduled for November 20, 2009 at the Union County Government Center in Lewisburg.

#### **Adjournment**

The meeting was adjourned at approximately 12:15 p.m.



Laura Seward  
Assistant Secretary

**Central Pennsylvania Workforce Development Corporation**

**Workforce Investment Board  
August 28, 2009**

**Consent Agenda Action Items**

**Audit/Finance Committee**

*The following motions were approved by a quorum (5 out of 5 members) at the June 22, 2009 Audit/Finance Committee meeting and by a quorum (11 out of 14 members) at the June 26, 2009 Executive Committee meeting:*

1. Motion to select PC Works Plus, Inc. as the telephone vendor for PA CareerLinks Lycoming and Centre County.
2. Motion to approve ARRA award amounts for Youth programs for 4/1/09-6/30/11.

**CareerLink Operations & WorkKeys Committee**

*The following motions were approved by less than a quorum (5 out of 10 members) at the June 4, 2009 CareerLink Operations & WorkKeys Committee meeting and by a quorum (11 out of 14 members) at the June 26, 2009 Executive Committee meeting:*

3. Motion to approve the PA CareerLink Lycoming County Monitoring Overview dated January through April 2009.
4. Motion to require the Operator to develop a Standard Operating Procedure (SOP) for emergency situations in the PA CareerLinks.
5. Motion to approve the ARRA CareerLink Adult and Dislocated Worker Policy and Procedures.
6. Motion to approve the submission of the 2009 petitions to the Regional High Priority Occupations list.

**Local Management Committee**

*The following motions were approved by a quorum (14 out of 18 members) at the June 23, 2009 Local Management Committee meeting and by a quorum (11 out of 14 members) at the June 26, 2009 Executive Committee meeting:*

7. Motion to approve the narrative for the Environmental Analysis of EARN program participants.
8. Motion to discontinue the EARN four-day program at the PA CareerLink Lycoming County CareerLink and transition to a five-day program.