

**Central Pennsylvania Workforce Development Corporation**

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

**Joint Meeting  
Friday, November 20, 2009**

The Central Pennsylvania Workforce Development Corporation's Board of Directors (Workforce Investment Board) and the Local Elected Official (LEO) Board held a joint meeting on Friday, November 20, 2009 at the Union County Government Center, Lewisburg, PA.

WIB Members Attending:

Harry Adrian  
Joe Agosta  
Marc Baranouski  
David Capperella  
Ed Edwards  
David Frey  
Dean Girton  
Dennis Greenaway  
Eric Hussar  
Robyn Long  
Teri MacBride  
Harry Mathias  
Rich Merkle  
Michele McCardle  
Keith Miller  
Chris Minnich  
Bill Moulfair  
Russ Reitz  
Pete Rickert  
Carol Shefrin  
Susan Swartz  
Kevin Varano  
Mike Wilson  
Dave Zartman

WIB Members Voting by Proxy:

Keith Atherholt  
Jamie Aurand  
Tim Gage  
Davie Jane Gilmour  
Jim Nemeth  
Robert Postal  
Dennis Robinson  
Billy Robinson  
Ted Wurfel

WIB Members Excused:

Diane Belusko  
Jason Dugan  
David Reed  
Roger Sheets  
Harry VanSickle

LEO Board Members Attending:

Dave Kovach  
Otis Riden  
Jeff Wheeland  
John Mathias (representing Union County)

LEO Board Members Voting by Proxy:

Tom Bossert  
Joe Kantz

LEO Board Members Excused:

Trevor Finn  
Kurt Masser  
Rich Rogers

WIB Staff Attending:

Kristy Anderson  
Stacey Kifolo  
Kate Lomax  
Korrie Lucas  
Shannon Miller  
Cheryl Reish  
Laura Seward  
Jacob Smith  
Rachel Smith  
Chris Wilusz

Guests Attending:

Jessica Bilger  
Tracy Brundage  
Julie Caring  
John Demsko  
Bob Garraty  
Dennis Gilbert  
KayLynn Hamilton  
Linda Herr  
Monica Mathews  
Jackie O'Shea  
Donna Ricketts  
Julie Shoemaker  
Paula Smith  
Sue Snyder  
Bernadette Taylor  
Sue Teisher  
Michael Westover

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

Dean Girton, WIB Chairperson, called the meeting to order at approximately 10:00 a.m. Commissioner John Mathias reported that he was attending the meeting representing Commissioner John Showers and welcomed the attendees to Union County.

Shannon Miller, CPWDC Executive Director, recognized Dean with a plaque for his service as WIB Chairperson from 2004 through 2009. Dean will be stepping down from this leadership role at the end of the year. He will continue to serve on the Board.

Bob Garraty, Executive Director, Pennsylvania Workforce Investment Board, also expressed his gratitude towards Dean. Bob also thanked the Board for their involvement in workforce development activities at the State level. He noted that the National Association of State Workforce Agencies recently presented Sandi Vito, Secretary for the Pennsylvania Department of Labor & Industry, with the Eagle Award. The award honors individuals who serve employers and workers in the United States. He reiterated that without the work completed at the local level, recognition like this would not be possible.

### **Presentation to the Boards**

Michael Westover, Director, Bureau of Adult Basic and Literacy Education (ABLE), provided a statewide perspective of ABLE. There are approximately 93,000,000 adults nationwide, of that 1,243,040 adults in Pennsylvania, including 59,980 adults in the Central Region, who could benefit from ABLE's services. Last year ABLE services reached 50,996 adults in Pennsylvania; 26,860 of those adults had less than a 9<sup>th</sup> grade education level. 3,259 adults were from the Central Region.

Carol Shefrin, Adult Education Director, Tuscarora Intermediate Unit 11 (TIU), reviewed the adult services that are available at the PA CareerLink<sup>®</sup> Mifflin County through the TIU. The CareerLink partners work as a team to integrate and deliver services. Carol stressed that all of the ABLE instruction has a workplace context and provides an introduction to technology.

Following the presentation, Michael was asked if there were any difficulties finding people to participate in these programs. He responded that there are waiting lists for all of the programs.

### **LEO Board Action Items**

Commissioner Dave Kovach, LEO Board Vice Chairperson, presented the LEO Board Action Items. He noted that the LEO Board discussed these action items at their public meeting prior to this joint meeting.

- Jeff Wheeland made a motion to approve the minutes from the August 28, 2009 joint WIB/LEO Board meeting. Otis Riden seconded the motion. The motion was unanimously approved (6 members, including 2 by proxy, voted in favor).
- Jeff Wheeland made a motion to approve CPWDC Budget Modification #1 for Fiscal Year 2010. Otis Riden seconded the motion. The motion was unanimously approved (6 members, including 2 by proxy, voted in favor).
- Jeff Wheeland made a motion to approve the February 17, 2009 – September 30, 2009 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements. Otis Riden seconded the motion. The motion was unanimously approved (6 members, including 2 by proxy, voted in favor).

### **WIB Action Items**

- Russ Reitz made a motion to approve the minutes from the August 28, 2009 joint WIB/LEO Board meeting. Mike Wilson seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

### **Non-Consent Agenda**

- Dave Zartman made a motion to approve the November 20, 2009 Consent Agenda Action Items. Joe Agosta seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

### Audit/Finance Committee

Kevin Varano, Committee Chairperson, provided the Audit/Finance Committee report.

- Kevin Varano made a motion to negotiate with Frontier Communications to reconfigure one of two T1 lines that is in place at the PA CareerLink Lycoming County into a PRI circuit for voice only services and to eliminate the second T1 line that is not used. Dennis Greenaway seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Kevin reviewed Budget Modification #1, ARRA expenditures and the operational and regional budgets. He noted that CPWDC received \$600,000 in funding for Industry Partnerships. Shannon highlighted ARRA Section 1512 expenditure reporting requirements.

### CareerLink Operations & WorkKeys Committee

Keith Miller, Committee Co-Chairperson, provided the CareerLink Operations & WorkKeys Committee report. He noted that while there was a substantial decrease of 34% in Title I funds for Adult programs, Recovery Act funds have helped to alleviate the cut in funding. The Committee is concerned with next year's budget and will be looking at it over the next few months. Keith reported that the Local Plan has been approved by the Department of Labor and Industry.

Keith stated that because of the increased training fund availability, the number of training contracts issued needs to increase. The CareerLinks are conducting weekly workshops to educate customers on training opportunities available. In addition, a Customized Training option has been introduced which is designed for employers. If an employer will commit to continue to employ individuals upon successful completion of training, the employer will be reimbursed up to 50% of the cost of the training.

Keith reported that 612 Gold, 1,418 Silver and 365 Bronze WorkKeys Career Readiness Certificates have been issued. There are now 385 employers endorsing the Certificate.

### Local Management Committee

In the absence of the Committee chairperson, Korrie Lucas, CPWDC Workforce Coordinator, provided the Local Management Committee report. Since the State budget passed, EARN funding has been received. However, a 10% reserve has been implemented by the Department of Public Welfare. The Region's EARN program is running at a deficit at this time. The LMC will continue to take a closer look at the budget and identify ways to close the gap between funding and the budget.

- Mike Wilson made a motion to submit a request to the Bureau of Employment and Training Programs (BETP) for the transfer of funds within the 2009-2010 EARN budget. A total of \$44,327 from the Paid Work Experience line item will be reallocated to the General EARN line item in an effort to use the funds to serve an increased number of participants. Russ Reitz seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in Favor).

### Workforce Trends & Strategy Committee

Dave Zartman provided the Workforce Trends & Strategy Committee update. He stated that the purpose of the Committee is to identify current and future workforce issues for the Board. The Committee is currently looking at a Dashboard of Workforce Indicators which includes 12 key employment indicators that can be updated on a monthly basis that look at demographics, economic and workforce statistics and other key issues that may have an impact on workforce.

Dave reported that the Committee again reinforced a previous motion by the Board to show opposition to the tolling of Interstate 80 based on the potentially negative impacts for both employers and employees.

### Youth Council

In the absence of the Committee chairperson, Kate Lomax, CPWDC Youth Coordinator, provided the Youth Council update. She provided a final report of the Central Region Summer Youth Employment Program (SEE Central Pennsylvania) that was funded through the American Recovery and Reinvestment Act. The program for low-income youth 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. In Pennsylvania, the Central Region served the second highest number of youth participants. The program will continue to some degree through the spring by providing work experience and academic enrichment to additional out-of-school youth.

Kate also provided the members with a Parent Tool Kit that was put together as a career planning resource for high school juniors and their parents. This project was funded through the Regional Career Education Partnership.

### **WIB Election of Officers**

Chris Minnich stated that according to WIB protocols, effective January 1, 2010 each of the current officers will move up to the next leadership position leaving the position of Second-Vice Chairperson vacant. Dean Girton will become the Immediate Past Chairperson, Billy Robinson will serve as Chairperson, Jamie Aurand as Vice Chairperson and Kevin Varano will serve as Treasurer as Chairperson of the Audit/Finance Committee.

The Nominating Committee is nominating Teri MacBride, Regional Community Relations Director, PPL Services Corporation, to serve as Second-Vice Chairperson of the Board.

- Marc Baranouski made a motion to appoint Teri MacBride as WIB Second-Vice Chairperson effective January 1, 2010. Russ Reitz seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

Chris reviewed the 2009 Organizational Meeting Resolution which states that the Board considered the election of Officers, standing Committees and the Annual Meeting of Members (held August 28, 2009).

- Mike Wilson made a motion to approve the 2009 Organizational Meeting Resolution. Russ Reitz seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

### **Open Discussion**

#### PA Title I Performance Comparison

Shannon provided the PA Title I Performance Comparison Report, which compares participants served and performance measures for Program Year 2007 and 2008 for all local Workforce Investment Areas (WIA) in Pennsylvania. All of the Central Region's performance measures have been met even though more adults and dislocated workers were served in the region than any other local WIA.

- Russ Reitz made a motion to recognize the Central Pennsylvania CareerLink staff on meeting performance measures for 2007 and 2008 and exceeding all regions in Pennsylvania in the number of Adult and Dislocated Workers served in Title I programs. Dennis Greenaway seconded the motion. The motion was unanimously approved (33 members, including 9 by proxy, voted in favor).

#### Industry Partnership/Grant Updates

Rachel Smith, CPWDC Assistant Director, reported that CPWDC will receive \$600,000 in Industry Partnership funds for Advanced Manufacturing, Factory Built Housing and Health Care.

Rachel reported that the goal of the YouthBuild grant is to connect youth ages 18 – 24 with GED services and occupational skills training (provided by CSO, Inc.) 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. To date, 32 potential youth have been interviewed. Invitations were extended for youth to participate in a two week orientation that began November 2, 2009. At the end of the orientation, the first cohort of 21 youth will begin the program on November 23, 2009 for a six-month period. They will rehabilitate two homes purchased through the tax sale in Shamokin and Coal Township.

#### 2010 WIB/LEO Board Calendar

Dean provided the 2010 WIB/LEO Board calendar. The calendar will also be emailed to the Board.

Dean again thanked Board members for their volunteer work through standing committees and various other workforce related activities.

**Date of Next Meeting**

The Executive Committee meeting will be held on December 18, 2009 at the CPWDC office. The next Board of Directors/LEO Board joint meeting is scheduled for February 26, 2010.

**Adjournment**

The meeting was adjourned at approximately 12:10 p.m.

A handwritten signature in cursive script that reads "Laura Seward". The signature is written in black ink and is positioned above the printed name and title.

Laura Seward  
Assistant Secretary

# Central Pennsylvania Workforce Development Corporation

## Workforce Investment Board November 20, 2009

### Consent Agenda Action Items

#### Executive Committee

*The following motion was approved by a quorum (13 out of 14 members) at the October 23, 2009 Executive Committee meeting:*

1. Motion to support CPWDC seeking funding reimbursement for any staff support provided to the statewide implementation of WorkKeys.

#### Audit/Finance Committee

*The following motion was approved by a quorum (5 out of 6 members) at the September 21, 2009 Audit/Finance Committee meeting and by a quorum (12 out of 14 members) at the September 25, 2009 Executive Committee meeting:*

2. Motion to approve CPWDC Budget Modification #1 for Fiscal Year 2010.

*The following motion was approved by a quorum (4 out of 6 members) at the October 22, 2009 Audit/Finance Committee meeting and by a quorum (13 out of 14 members) at the October 23, 2009 Executive Committee meeting:*

3. Motion to approve the February 17, 2009 – September 30, 2009 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements.

#### CareerLink Operations & WorkKeys Committee

*The following motions were approved by a quorum (8 out of 10 members) at the October 1, 2009 CareerLink Operations & WorkKeys Committee meeting and by a quorum (13 out of 14 members) at the October 23, 2009 Executive Committee meeting:*

4. Motion to approve the CPWDC Customized Training Policy for use with ARRA funding.
5. Motion to approve the May/June 2009 monitoring review for WIA Title I Adult and Dislocated Worker programs.

#### Personnel Committee

*The following motions were approved by a quorum (5 out of 7 members) at the October 15, 2009 Personnel Committee meeting and by a quorum (13 out of 14 members) at the October 23, 2009 Executive Committee meeting:*

6. Motion to approve a 2.9% salary adjustment for Fiscal Year 2010 and the new Performance Plan breakdown based on a zero increase for those who score less than 64%.
7. Motion to require employees contribute to the single cost of medical insurance premiums at \$20 per pay period effective with the first full two-week pay cycle in March 2010.

8. Motion to approve the CPWDC Personnel Manual Revision 4 (October 2009).

### **Workforce Trends & Strategy Committee**

*The following motions were approved by a quorum (9 out of 13 members) at the October 15, 2009 Workforce Trends & Strategy Committee meeting and by a quorum (13 out of 14 members) at the October 23, 2009 Executive Committee meeting:*

9. Motion to charge CPWDC staff and the PA CareerLink Consortium with developing a consistent, but broad outreach strategy for engaging more UC claimants before benefit exhaustion with a focus on those most ready to find re-employment with the ultimate goal of reducing the time necessary for individuals to collect unemployment benefits.
10. Motion to reinforce the WIB's opposition to the tolling of Interstate 80.

### **Youth Council**

*The following motions were approved by a quorum at the September 1, 2009 Youth Council meeting and by email vote (7 out of 12 members) and by a quorum (12 out of 14 members) at the September 25, 2009 Executive Committee meeting:*

11. Motion to approve the revised Incentive and Supportive Services Policies for the WIA Youth program effective September 11, 2009.
12. Motion to approve a minimum of 5% set-aside of WIA Youth funds to be used for Individual Training Accounts, On-the-Job Training contracts, and Paid-Work Experiences for the Fiscal Year 2010 budget.

*The following motions were approved by a quorum by email vote (7 out of 12 members) and by a quorum (12 out of 14 members) at the September 25, 2009 Executive Committee meeting:*

13. Motion to extend the ARRA Youth contract with CSO and TIU through April 30, 2010 to expend the remainder of their initial \$1,700,000 award.
14. Motion to award the remaining ARRA Youth funds totaling \$268,916 to CSO and TIU to expand the ARRA summer youth program through the non-summer months serving additional out-of-school youth at an allocation split of 75% to CSO and 25% to TIU.

# CENTRAL PENNSYLVANIA WORKFORCE DEVELOPMENT CORPORATION

## BOARD OF DIRECTORS RESOLUTION

### 2009 ORGANIZATIONAL MEETING

Meeting Held November 20, 2009

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**WHEREAS**, at a duly called meeting of the Board of Directors (the "Board") of the Central Pennsylvania Workforce Development Corporation, a Pennsylvania Corporation chartered under the Non-profit Corporation law of 1988, as amended, of the Commonwealth of Pennsylvania, (the "Company"), held on November 20, 2009, the Board considered the election of the officers of the Company, the re-establishment and confirmation of standing and special committees, and the election of directors by the members of the Company at the Company's Annual Meeting of Members held on August 28, 2009.

#### NOW THEREFORE IT IS:

**RESOLVED**, that the following persons, who were duly nominated at this Board meeting, be elected to the office set forth opposite such person's name, to serve at the pleasure of the Company's Board or until such person's successor is duly elected and qualified:

<u>Name</u>	<u>Title</u>
William Robinson	Chairperson
Jamie Aurand	Vice Chairperson
Teri MacBride	Second Vice Chairperson
Dean Girton	Immediate Past Chairperson
Kevin Varano	Treasurer

and it is;

**FURTHER RESOLVED**, that the following Committees are re-established and confirmed: Audit/Finance Committee, CareerLink Operations and WorkKeys Committee, Executive Committee, Workforce Trends & Strategy Committee, Local Management Committee, Personnel Committee and the Youth Council.; and it is

**FURTHER RESOLVED**, that, Russ Reitz, Rich Merkle, Dave Capperella, Rob Postal, Pete Rickert, Roger Sheets, Marc Baranouski, William Robinson, Davie Jane Gilmour, Dave Frey and Chris Minnich, who were duly elected to the Company's Board by the members of the Company at the Company's Annual Meeting of Members held on August 28, 2009 serve as directors for the term for which they were elected or until the election of a successor director.