

Central Pennsylvania Workforce Development Corporation

Board of Directors (WIB) and Local Elected Official (LEO) Board

Joint Meeting
November 19, 2010

The Central Pennsylvania Workforce Development Corporation's Board of Directors (Workforce Investment Board (WIB)) and the Local Elected Official (LEO) Board held a joint meeting on Friday, November 19, 2010, at the Union County Government Center in Lewisburg, Pennsylvania.

WIB Members Attending

Harry Adrian
Joe Agosta
Jamie Aurand
Marc Baranouski
Diane Belusko
Tim Gage
Dean Girton
Dennis Greenaway
Eric Hussar
Robyn Long
Teri MacBride
Harry Mathias
Rich Merkle
Michele McCardle
Chris Minnich
Bill Moulfair
Jim Nemeth
David Reed
Russ Reitz
Billy Robinson
Carol Shefrin
Kevin Varano
Ted Wurfel
Dave Zartman

WIB Members Voting by Proxy

Dave Capperella
Jason Dugan
Davie Jane Gilmour
Rob Postal
Roger Sheets
Susan Swartz
Harry VanSickle
Mike Wilson

WIB Members Excused

David Frey
Pete Rickert
Dennis Robinson

LEO Board Members

Attending

Tom Bossert
Joe Kantz
Dave Kovach
Kurt Masser
John Mathias
Otis Riden

LEO Board Members Voting by Proxy

Jeff Wheeland

LEO Board Members

Excused

Rich Rogers
Trevor Finn

WIB Staff Attending

Bill Berry
Sandie Fairman
Tracy Hower
Korrie Lucas
Shannon Miller
Erica Mulberger
Laura Seward
Rachel Smith

Guests Attending

Megan Bair
Adele Craig
Malcolm Derk
Dennis Gilbert
Sue Greene
Penny Hess
Bruce Jones
Jackie O'Shea
Denise Rill
Frank Sawicki
Doug Schmidt
Sue Snyder
Bernadette Taylor
Linda Van Der Pool
Peggy Chamberlain Roup
Tom Werstler
Rob Wheary

Call to Order and Welcome

Billy Robinson, WIB Chairperson, called the meeting to order at approximately 10:00 a.m. He reminded attendees that the LEO Board would be conducting its quarterly meeting within the WIB meeting and would present action items for approval by LEO Board members only.

Billy recognized Commissioner Kurt Masser who was recently elected State Representative of the 107th District. Commissioner Tom Bossert, LEO Board Chairperson, thanked Commissioner Masser for his contributions to the LEO Board. Commissioner Bossert also introduced guests, Commissioners Malcolm Dirk and Peggy Chamberlain Roup from Snyder County and Commissioner Frank Sawicki from Northumberland County. Commissioner Sawicki will replace Commissioner Masser as a member of the LEO Board.

Billy reminded WIB members of the Conflict of Interest Code that they must adhere to as Board members. He also introduced Erica Mulberger, CPWDC's new Finance Manager.

Public Comment

Commissioner Masser asked if Commissioners would be afforded an opportunity to comment during the PA CareerLink[®] Site Selection Strategic Plan discussion. Shannon Miller, CPWDC Executive Director, indicated that public comment would be permitted at that time.

WIB and LEO Board Discussion

Shannon Miller, CPWDC Executive Director, presented the PA CareerLink[®] Site Selection Strategic Plan. She reported that CPWDC experienced a \$1 million decrease in funding for its core programs (Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth and Department of Public Welfare EARN). Since its peak in 2007, the core funding has decreased 21 percent. To address the funding reduction and the rising costs of infrastructure, the WIB formed a Subcommittee to respond to the fiscal situation and to make recommendations to the WIB regarding infrastructure costs. The 10 members of the Subcommittee include a WIB member from each county in the Central Region, a representative from the Department of Labor's Bureau of Workforce Development Partnership and a LEO Board member. The Subcommittee met several times to focus on three specific areas: (1) renegotiation of existing leases based on current economic conditions and less core funding available; (2) relocation of PA CareerLink[®] facilities at lesser costs based on more appropriate locations; and (3) consolidation/closure of PA CareerLink[®] facilities.

Shannon further explained that the funding reductions result in a core budget of \$6.4 million for the current fiscal year. She noted that the Local Management Committee will issue a Request for Proposals to competitively procure subcontractors to deliver EARN training programs. Traditionally those programs have been administered through the PA CareerLink[®] system. However, the Department of Public Welfare regulations stipulate that the local WIB cannot require that those programs be run through the PA CareerLink[®] locations. If a bidder other than the current program subcontractors should win the proposal, there will be even less core funding available to support the PA CareerLink[®] system in the future.

The Workforce Investment Act of 1998 requires that every workforce investment area have one chartered, full service one-stop facility. The law does not require that every county have a one-stop, nor does it require multiple facilities within the workforce investment area. Between 1999 and 2001, the Central Region chartered ten PA CareerLink[®] sites. In 2005, following an extensive analysis of customer access and duplication of services within an average drive time, three PA CareerLink[®] locations were closed (Danville, Philipsburg and Lewisburg). At that time, CPWDC moved its corporate office from a location north of Lewisburg to the former PA CareerLink[®] location to reduce costs. From the height of funding in 2007, CPWDC has realized a 21% decrease in core funding. Although funding is allocated annually, CPWDC is currently responsible for multi-year leases without knowing what funding will be available in subsequent years. There is no separate allocation for infrastructure.

CPWDC's funding is not based on the number of PA CareerLink[®] facilities located in the region. Funding is not based on actual customers served; rather, funding is based on the number of potential customers that could be served through a multi-faceted allocation process. In Fiscal Year 2010, Central Pennsylvania region served more Title I customers than any other area in Pennsylvania, including Philadelphia and Pittsburgh. The PA CareerLink[®] staff has been recognized statewide for the large numbers of customers served. Unfortunately, CPWDC's funding was still cut because the allocation does not address the *actual* number of customers served; it looks at the *potential* number served. Therefore,

CPWDC is faced with a financial crisis resulting from the amount of funds currently obligated for facility leases and expenses. Because all facility leases will expire by June 2012, CPWDC is presented with a window of opportunity to make fiscally responsible decisions now.

Between November 1, 2009 and October 30, 2010 (the most current information available at the time of the presentation), the total liability for the Resource Sharing Agreement Budgets (RSAB) associated with the seven PA CareerLink® offices was \$2.5 million. Shannon noted that \$2.5 million is not the total cost; it is only the shared cost of operating a facility, which includes shared personnel Site Administrator, Greeter and Career Resource Area staff; facility costs, and shared operational costs. State employees and employees providing case management and other services are not included in that cost. As the leaseholder for all PA CareerLink® locations in the Central Region (except Mifflin County), CPWDC is liable for the entire \$2.5 million. Nearly 47% of the total cost can be attributed to facility costs: rent, utilities, building maintenance, insurance and property taxes.

The PA CareerLink® Site Selection Subcommittee developed a Strategic Plan that would (1) proactively control facility costs associated with multi-year leases; (2) reduce infrastructure costs to maximize resources available for service delivery; and (3) develop a facility vision in a cost-constrained environment. This Strategic Plan will allow the WIB to make facility decisions now rather than being forced to make decisions during a declining funding situation. The Subcommittee's priority is to establish PA CareerLink® facilities where it makes business sense.

Shannon reviewed the subcommittee's goals:

- Maximize customer access through strategic site placement
- Ensure a robust array of services and a continuum of training opportunities
- Realize a 20% reduction in the RSAB by 2013 (at least \$518,000)
- Lessen CPWDC's liability as the leaseholder

Rachel Smith, CPWDC Assistant Director, reported that prior to the formation of the PA CareerLink® Site Selection Subcommittee, the CareerLink® Operations and WorkKeys® Committee was reviewing customer data on a regular basis to ensure that CPWDC is maximizing services to individuals by looking at the geographic residence of the customers using each site. The PA CareerLink® Site Selection Subcommittee analyzed data for a three-year period that looked at the customer volume for each PA CareerLink® location and the geographic draw for each site. On average over the three fiscal years, more than 13,000 unique customers received staff assisted services each year. This recent analysis will address where the facilities are located and if they are the best locations to maximize customer service. Rachel reviewed key findings from this customer data analysis:

- 92% of all Central Region customers come from within the region; 96% of all customers who live in the Central Region utilize services in the region.
- At the Mifflin County site, 24% of customers come from outside the Central Region (specifically, Juniata County, which no longer has its own PA CareerLink® facility).
- At the Northumberland County site, 9% of customers come from Columbia County and 12% come from outside of the Central Region (specifically, Schuylkill County).
- At the Union/Snyder site, 38% of customers come from Northumberland County.

Demographic data revealed that Sunbury is a population center in terms of available workforce and those that lack transportation.

In addition to customer and demographic data, the Subcommittee also analyzed the cost of each PA CareerLink® facility by reviewing cost per square foot for each of those locations as well as the CPWDC corporate office in Lewisburg. Each PA CareerLink® facility has a RSAB for operational, facility and core staff costs. RSABs represent costs shared by all partners at that site. Within the RSABs, CPWDC is responsible for covering 47% percent based on the Title I/EARN share of full time equivalencies of all partners within a particular site. While CPWDC has been successful in obtaining competitive and special grants, those funds cannot be used to cover infrastructure costs. While core funding has decreased, there has been a 17% increase in lease costs across the board since 2001.

Rachel explained that the Subcommittee has established a five-year vision that includes three regional PA CareerLink® hubs (Williamsport, Sunbury and Lewistown) and three smaller, localized sites (Centre, Clinton and Columbia Counties). These locations were selected based on population centers,

demographic and economic indicators and PA CareerLink® traffic. The five-year plan allows for shorter-term leases with staggered expiration dates that are based on the fiscal or calendar year. All leases will include a funding-out clause. Rachel noted that the emphasis on the five-year vision is not on reducing services, but rather maximizing services for customer access. If future funding cuts would require further reductions in facilities, the three regional hubs would be able to serve the region.

Mifflin County

Shannon noted that CPWDC does not hold the lease for the PA CareerLink® Mifflin County; rather the Tuscarora Intermediate Unit (TIU) is the leaseholder for space, of which the PA CareerLink® is one part. 21% of customers being served at that facility are from Juniata County. The Southcentral Workforce Investment Board closed the PA CareerLink® in Juniata County although they saw a \$2 million increase in their funding. Shannon plans to discuss the situation with the Southcentral WIB and request additional funding to support those customers from Juniata County. She noted that there is not a specific motion regarding cost savings associated with the PA CareerLink® in Mifflin County.

Clinton County

Shannon reported that the Clinton County facility lease is set to expire on November 30, 2010. The current lease will be extended for one month and a new lease has already been renegotiated for a 7% reduction by Bruce Jones, Site Administrator, and that landlord. A two year lease will be signed (January 1, 2011 – December 31, 2012).

Columbia/Montour County

The lease for the PA CareerLink® Columbia/Montour Counties has a ten-year term that will expire March 31, 2013. CPWDC will enter into negotiations to reduce rent at that facility and will likely issue an RFP for leasable space to serve Columbia and Montour Counties closer to the lease expiration.

CPWDC

The space currently rented in Lewisburg is allocated for CPWDC staff; it is not a PA CareerLink® Site, CPWDC's lease expires in November 2011.

Lycoming County

Shannon reported that the lease for the facility expires June 30, 2011. Three proposals were received through a Request for Proposals process and the Subcommittee is recommending that a lease be entered into for new space at 329 Pine Street, Williamsport. This new location will represent at least a 16% savings over the existing location while allowing the PA CareerLink® to maintain a downtown presence in Williamsport that is accessible by the city bus line. Additionally, office furnishings, being left by the current tenant, will be available for our use. The landlord and the Williamsport/Lycoming Chamber of Commerce worked with the City Parking Authority to guarantee free garage parking for PA CareerLink® customers through a validation stamp. CPWDC is still working to ensure that the elevator meets (or can be altered to meet) ADA accessibility.

Centre County

CPWDC will issue a Request for Proposals (RFP) for a new Centre County location by November 30, 2010. The RFP will identify sites within ten miles of downtown State College or in downtown Bellefonte. The lease for the current facility expires June 30, 2011.

Union/Snyder and Northumberland Counties

Shannon reported that the Subcommittee concluded the only way to realize the necessary cost savings is through the consolidation of two PA CareerLink® locations. The Subcommittee is recommending not renewing the leases for the Union/Snyder and Northumberland County locations at their expiration (December 2011 and June 2011, respectively). A RFP for a regional hub in Sunbury will be issued that could also house the Central Susquehanna Opportunity (CSO) employed regional staff currently housed in Lewisburg. The Counties of Snyder and Northumberland are the landlords of the two sites slated for consolidation. Based on conservative estimates (the average RSAB costs across the two sites plus 30% minus estimated moving costs), the consolidation is expected to lead to \$195,000 in annual savings.

Unfortunately, even if the current landlords (Snyder and Northumberland County Commissioners) were to reduce their respective rent by 20% each, CPWDC would realize a savings of only \$59,000 because rent is only one line item of the RSABs.

Shannon presented a cost savings plan that demonstrates the strategy for realizing at least \$518,000 in savings: 9% of savings is expected to come from renegotiating current leases; 12% from procuring sites in Centre and Lycoming Counties; 46% from the consolidation of sites in Northumberland and Union/Snyder Counties and relocating CSO regional staff to Sunbury; and 33% from related savings (reduced liability from no longer holding the lease for space used by the Union Snyder CAA, reduced IT costs, etc.). In summary, Shannon reported that between 2002 and 2010, CPWDC paid \$11,680,000 in rent payments alone, which is a considerable amount of infrastructure costs.

Shannon then addressed questions from WIB and LEO Board members:

Joe Agosta (WIB Member) asked what plans have been made for employees at the PA CareerLink® facilities. Shannon responded that decisions in that regard have not yet been made because a location has not been selected. Regardless of the proposed consolidation, CPWDC does not know from year to year how funding will impact staff. Joe also asked if the Subcommittee reviewed the number of staff required at a Sunbury location; the Subcommittee has not reviewed that information. However, the \$518,000 in savings was based on reductions in infrastructure costs, not staffing costs. Joe stated that if no site has been chosen in Sunbury the Subcommittee does not yet know the costs there. Shannon confirmed and reiterated that the Subcommittee looked at the savings seen by closing two sites and added 30% to conservatively estimate the net savings.

Dave Zartman (WIB Member) asked why, by looking at the geography of the region, a regional hub would not be placed in Centre County versus Mifflin County. Shannon replied that part of that decision was based on cost; it is less expensive to lease space in Mifflin County. Additionally, the PA CareerLink® in Centre County averaged just over 1,400 customers per year during a three-year period, while the Mifflin County site saw nearly 1,700, on average, during the same time period. Rachel added that historically the unemployment rate in Centre County is always the lowest in the region, and often the lowest in the Commonwealth. Conversely, the Mifflin County unemployment rate is typically the highest in the region demonstrating a greater need for services.

Commissioner Kurt Masser (LEO Board Member, Northumberland County) asked if the \$1 million deficit is more than American Recovery and Reinvestment Act (ARRA) funding that expired. Shannon stated that was correct. The \$1 million reduction is in core funding from annual WIA and EARN allocations. It does not account for the infusion of ARRA funding that will end June 30, 2011. He also asked what would happen to staff hired to work under ARRA programs. Shannon responded that more than 75% of ARRA funds were spent on Adult and Dislocated Worker training programs; a majority of ARRA youth funding was paid in wages to participants in the summer programs. Very little of those funds were used to support infrastructure or staffing. Commissioner Masser asked if any of those funds were used to hire staff and if those staff were furloughed at the conclusion of the ARRA funding period. Shannon replied that she was not aware of staff reductions. Rachel noted that the only staff directly hired in relation to ARRA funding were temporary summer staff positions to supervise youth or help in the management of 600 to 700 youth across the region. Commissioner Masser asked if, during the study, the Subcommittee compared CPWDC's staff costs to those of other WIBs across the state. Shannon replied that the Subcommittee had not looked at a staff cost comparison because every WIB staff is structured differently. CPWDC, a 501c3 non-profit organization, for example, is the WIB and also the fiscal agent; that is not the case in other Workforce Investment Areas. Shannon added that last year CPWDC staff members were required to contribute to their health insurance premiums which they have not done in the past as a cost saving measure.

Harry Adrian (WIB Member) asked Shannon to explain the shared facility costs by site. Specifically, he asked if costs were factored out for Family Planning, Women, Infants and Children (WIC) and the Community Action Agency (CAA). Rachel responded that the total liability amount (\$2.5 million) is the total cost including those shared costs paid by the PA CareerLink® partners and renters. In looking at the cost savings, the Family Planning, WIC and CAA costs are factored out because those agencies would remain at the Selinsgrove location regardless of whether or not the PA CareerLink® is located there. Harry asked if the actual total cost, CPWDC's liability, is less than the amounts shown for the Selinsgrove facility (\$14.39 rent/ square foot and \$14.51 facility cost square foot). Rachel stated that the related cost savings includes the decrease in liability to CPWDC by removing the sublease agreements and instead having the Commissioners directly hold those leases. Those costs reduce CPWDC's liability but are not factored in to the consolidation cost savings, instead are shown in the related savings category.

Commissioner Joe Kantz (LEO Board Member, Snyder County) stated that the consolidation will result in some counties having no PA CareerLink[®] services, specifically Union and Snyder Counties. Based on the cost per square foot for other sites and less space requirement in the future, he added that the Snyder County location is best equipped to house a regional center and, in fact, is already functioning in that way. He noted that he is not aware of customers having transportation issues in terms of accessing PA CareerLink[®] services. Commissioner Peggy Chamberlain Roup (Snyder County) stated that the Snyder County Commissioners stand firmly against closing the PA CareerLink[®] facility in Selinsgrove. She noted that while negotiations had taken place with other landlords, and additional negotiations were planned, the Snyder County Commissioners were not given the opportunity to negotiate in order to have the Selinsgrove location provide services for customers in Snyder, Union, Northumberland, Juniata and possibly Perry Counties.

Commissioner Frank Sawicki (Northumberland County) stated that the Northumberland County Commissioners oppose the closing of the Shamokin facility because it serves an area that is economically depressed. He added that the PA CareerLink[®] is connected to Luzerne County Community College (LCCC) which provides training opportunities that can lead to a four-year degree. Commissioner Sawicki noted that Northumberland County has suffered a number of plant closures and closing the PA CareerLink[®] facility in Shamokin would be a disservice to the citizens there.

Commissioner John Mathias (LEO Board Member, Union County) stated that the Commissioners should not lose sight of the financial loss suffered by the CPWDC. He expressed his appreciation for the extensive study conducted by the CPWDC staff and the PA CareerLink[®] Site Selection Subcommittee and their effort to demonstrate the impact of the lost funding. He added that as Executive Director, Shannon inherited long-term leases and is now faced with addressing those leases in an environment of decreased funding. Commissioner Mathias reiterated that this was a very thorough, data-driven process and he stands behind these recommendations.

Commissioner Malcolm Derk (Snyder County) stated that the Snyder County facility would be ranked fourth across the Central Region in terms of being least expensive. Northumberland County would be ranked second. Based on the number of customers served, Snyder County would be ranked second. In his opinion, those are data driven decisions that should be considered.

Dean Girton (WIB Member) stated that the WIB respects the position and problems faced by the Commissioners. As a member of the Subcommittee, he added that a great deal of time has been spent addressing this issue and a great deal of data has been analyzed. As a WIB member at the time of the Montour County closure, he noted that it is again a very difficult decision but one that is necessary now.

Commissioner Roup reiterated that the Snyder County Commissioners would appreciate the opportunity to renegotiate the lease to make it more affordable and asked that every opportunity to be explored.

Shannon stated that the Subcommittee did consider a 20% reduction (a rate suggested by the Snyder County Commissioners) in rental costs for the Shamokin and Selinsgrove facilities. Unfortunately, that reduction would result in a savings of only \$59,000.

Commissioner Kantz stated that the 20% reduction was intended to be presented as a question, i.e., would that reduction make a difference. However, he noted that the Snyder County Commissioners were not given an opportunity to renegotiate. He asked WIB members to consider whether they would look at their own business with a regional approach and close the site ranked second without knowing where a consolidated site will be located, will there be sufficient parking, etc. He added that it would be better to have a reduced rental rate than a vacant building.

Commissioner Masser thanked the members of the Subcommittee and acknowledged that this is a difficult decision. He added that there will be repercussions because this board (the WIB) is charged with workforce development. He noted that there are uncertainties about whether or not Northumberland County can continue to support LCCC if the PA CareerLink[®] closure should occur. He stated that the loss of LCCC in the Shamokin facility could directly impact the opportunity to have a regional education center in Sunbury, and therefore cause a ripple effect on workforce development. Commissioner Masser stated that the Northumberland County Commissioners would be willing to renegotiate the lease again and

possibly add more parking. He suggested looking at all costs associated with CPWDC before closing a facility.

Ted Wurfel (WIB Member) thanked the Subcommittee members who addressed this issue and stated that he trusts their judgment. He asked Shannon if she agreed with the square footage costs suggested by the Commissioners. Shannon reiterated that the Subcommittee looked at the square footage costs and customers per square foot and both were considered in the decision. Ted asked if it would be better to have smaller local CareerLink[®] facilities rather than larger regional facilities. Shannon responded that the PA CareerLink[®] Lycoming County (Williamsport) is an extremely busy facility and is going to see increased activity as a result of the Natural Gas industry. Therefore, it makes good business sense to consider that location as a regional hub. Shannon also reported that she had provided PA Senate testimony with four companies who use PA CareerLink[®] services and who expressed their appreciation for the effort to find them qualified workers. Shannon would consider a Sunbury location to be the second most important regional hub, followed by Lewistown in Mifflin County, which historically has one of the highest unemployment rates. Ted asked if smaller sites (less square footage) could be considered an option, as opposed to having only three or four sites. Dean Girton responded that there is significant overhead that is duplicated for each additional site, beyond the facility costs. Ted asked if individuals from the counties where PA CareerLink[®] facilities are closing were involved in the decision making process and how quickly the decision needs to be made. Shannon responded that the Subcommittee was made up of one representative from each of the nine counties. CPWDC is trying to be respectful of landlords and give them as much notice as possible. However, there is some urgency in order to be able to provide that notice. She stated again that the only way to realize the necessary savings is to reduce the number of facilities and by not entering into agreements and bearing legacy costs. Ted asked when CPWDC will know its funding for 2011-2012. Shannon responded that CPWDC will not know next year's funding until April or May. Billy Robinson reminded Board members that there is a possibility of losing an additional 20% in EARN funds if the Local Management Committee awards the RFP to an organization that will offer services outside the PA CareerLink[®] facilities.

Russ Reitz (WIB Member) stated that the WIB has a responsibility to recognize the fiscal issues it faces without geographic responsibility. He added that this is a difficult decision, but more difficult decisions are yet to come. He thanked the staff and the Subcommittee for their tremendous effort in this regard.

LEO Board Action Items

- Commissioner Dave Kovach made a motion to approve the minutes from the August 27, 2010 joint WIB/LEO Board meeting. Commissioner Kurt Masser seconded the motion. The motion was unanimously approved (7 members, including 1 by proxy, voted in favor).
- Commission Kurt Masser made a motion to approve the July 1, 2010 – September 30, 2010 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements. Commissioner John Mathias seconded the motion. The motion was unanimously approved (7 members, including 1 by proxy, voted in favor).

WIB Action Items

Non-Consent Agenda Action Items

- Dean Girton made a motion to give CPWDC authority to renegotiate the lease agreements for space leased for the PA CareerLink[®] Clinton County, PA CareerLink[®] Columbia/Montour Counties and the CPWDC office. Dennis Greenaway seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).
- Jamie Aurand made a motion to give the Executive Committee the authority to enter into an agreement for leasable space for the PA CareerLink[®] Centre County following the review of the properties identified through a Request for Proposals process. Rich Merkle seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).
- Teri MacBride made a motion to continue negotiations with Liberty Hospitality Partners, LP for leasable space at 329 Pine Street for the PA CareerLink[®] Lycoming County and to give the Executive Committee the authority to finalize a lease agreement for said property upon satisfactory negotiations. Russ Reitz seconded the motion.

At the time the meeting packets were printed, this motion had not yet been approved by the PA CareerLink® Site Selection Committee due to ongoing negotiations. However, Shannon Miller reported that CPWDC did receive votes in favor from 7 of 10 committee members.

The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).

- Dean Girton made a motion to explore available space for a PA CareerLink® facility to be located in Sunbury and discontinue the leases at the PA CareerLink® Union/Snyder and Northumberland Counties at the end of their terms with the requirement that a cost savings be realized at the new location. Dennis Greenaway seconded the motion.
 - Following the second, Joe Agosta made a motion to table this motion until all expenses have been explored. Harry Adrian seconded the motion to table. By a show of hands, the motion was defeated (5 members voted in favor; 27 members, including 8 by proxy, opposed the motion).

Following discussion and the defeated motion to table, the original motion was approved by a majority of members (27 members, including 8 by proxy, voted in favor, 4 members opposed and 1 member abstained).

WIB Minutes and Consent Agenda Action Items

- Joe Agosta made a motion to approve the minutes from the August 27, 2010 joint WIB/LEO Board Meeting. Dennis Greenaway seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).
- Dave Zartman made a motion to approve the November 19, 2010 Consent Agenda Action Items. Teri MacBride seconded the motion. The motion was approved by a majority of members (31 members, including 8 by proxy, voted in favor, 1 member abstained).

Committee Reports

Audit/Finance Committee

Kevin Varano, Committee Chairperson, provided a Committee update. The Committee met on November 17, 2010 and reviewed the status of the Operational Budget for CPWDC and the Regional Budget for costs associated with the PA CareerLink® and other expenses that benefit the region as a whole. Expenditure rates should be at 33% as of October 31, 2010. Kevin also reviewed the Budget to Actual Expenditures for each of the funding streams. ARRA funds will end on June 30, 2011 and CPWDC expects to be fully expended in its ARRA Adult, Dislocated Worker and Youth funds. The TANF Emergency Contingency Funds ended on September 30, 2010 at the conclusion of the Way to Work program that provided paid work experience and subsidized employment for youth and adults over the summer months. CPWDC has requested an additional \$350,000 in Rapid Response funding due to the increase in the number of dislocated workers seeking services through the PA CareerLink® offices; these funds can be used to provide training as well as cover staff time to provide case management and other intensive services.

CareerLink® Operations and WorkKeys® Committee

Shannon reported that the Committee met October 7, 2010. CPWDC was randomly selected as one of 30 WIBs in the country to participate in a U.S. Department of Labor, Employment and Training Administration's evaluation of the employment and training services funded by the Workforce Investment Act (WIA) for adults and dislocated workers. A Rapid Response session was conducted recently at the Penn Lyon Homes facility in Selinsgrove. Eighty (80) employees attended the session and 60 completed surveys that will be used to determine a service strategy to best meet the needs of the dislocated workers. To date, the Central Region has issued over 3,450 WorkKeys® Career Readiness Certificates (CRCs) and continues to work toward the regional goal of issuing 800 CRCs between August and December 2010.

Local Management Committee

Diane Belusko, LMC Chairperson, provided a Committee update. The Committee met on November 16, 2010.

- Diane Belusko made a motion to appoint Jamie Mercaldo, Regional Business Services Director, CSO, Inc., to the LMC in order to fill the Economic Development vacancy left by staff turnover. Bill Moulfair seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).

Diane stated that the LMC has responsibility for ensuring that the best contractors are competitively procured for providing EARN services across the region. In the past the Department of Public Welfare's Bureau of Employment and Training Programs has allowed regions to subcontract to the administrative consortium used for WIA Title I funding, but that will no longer be allowed. The LMC has been encouraged to release a Request for Proposals (RFP) to procure an EARN contractor beginning July 1, 2011. The LMC has prepared a draft RFP that includes a four-year contract with a possible one-year extension. A timeline for finalizing the RFP and submission dates has been established.

- Diane Belusko made a motion to release a Request for Proposals for the Central Regional EARN program; bidding the contract for a period of four program years beginning July 1, 2011 with an option to extend the contract for an additional year. Tim Gage seconded the motion. The motion was approved by a majority of members (28 members voted in favor, including 8 by proxy; 3 members opposed and 1 member abstained).

Workforce Trends and Strategies Committee

Teri MacBride, Committee Chairperson, provided a Committee update. She reported that the committee last met on September 30, 2010 and reviewed the revised CPWDC website (www.cpwdc.org). The committee has also revisited the early childhood education topic presented at the August WIB meeting and concluded that while it is an important issue, it is not one in which the WIB should assume a leadership role. Teri also referred the WIB to the Three Year Strategic Plan Goals that were approved by the Executive Committee and voted on through the Consent Agenda. Each Standing Committee will develop objectives to achieve the strategic planning goals.

Youth Council

Eric Hussar, Youth Council Chairperson, provided a Committee update. The committee met October 20, 2010 and discussed the year-round and summer youth programs and plans to redesign the program to serve more youth, provide more structure to the programs for both staff and youth customers and increase the connection to work readiness. Initially, the Youth Council is focused on the redesign of the In School Youth (ISY) program. The emphasis of the new program design will focus on the ISY attaining a high school diploma or GED and subsequent placement in employment, post-secondary education or the military. Recruitment for the program will target youth at least 16 years of age and in 10th through 12th grades. The program will provide youth with structured career development activities, a portfolio and a post high school graduation plan. Availability of summer work experiences, funded with WIA or other sources, is a key tenet of the new model. The goal is to implement the new structure by July 1, 2011.

WIB Election of Officers

Chris Minnich stated that according to WIB protocols, effective January 1, 2011 each of the current officers will move up to the next leadership position leaving the position of Second-Vice Chairperson vacant. Billy Robinson will become the Immediate Past Chairperson, Jamie Aurand will serve as Chairperson, Teri MacBride as Vice Chairperson and Kevin Varano will serve as Treasurer as Chairperson of the Audit/Finance Committee. The Nominating Committee is nominating Dave Zartman, Executive Vice President, Zartman Construction, to serve as Second-Vice Chairperson of the Board for the 2011 calendar year.

- Teri MacBride made a motion to appoint Dave Zartman as WIB Second-Vice Chairperson effective January 1, 2011. Jamie Aurand seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).

Chris reviewed the 2010 Organizational Meeting Resolution which states that the Board considered the election of Officers, Standing Committees and the Annual Meeting of Members (held July 30, 2010).

- Dean Girton made a motion to approve the 2010 Organizational Meeting Resolution. Russ Reitz seconded the motion. The motion was unanimously approved (32 members, including 8 by proxy, voted in favor).

Title II Update

Carol Shefrin, Adult Education Director, TIU #11 and Board member, discussed a new program design for Title II services that places stronger emphasis on employment readiness and transition to higher education. More detail about the new design is available in the publication, *Context*, which Carol provided to members. Carol also provided a list of contacts for agencies currently providing Title II services in region.

Open Discussion

Due to time limitations, information on the following Open Discussion items was provided in the meeting booklets:

- American Recovery and Reinvestment Act (ARRA)
- Pennsylvania's Way to Work Initiative
- Industry Partnerships/Grants
- WorkKeys®
- 2011 WIB/LEO Board Calendar

Date of Next Meeting

The Executive Committee will meet on Friday, December 17, 2010 at the CPWDC office in Lewisburg. The WIB and LEO Board will hold a joint meeting on Friday, February 25, 2011 at the Union County Government Center in Lewisburg.

Adjournment

The meeting was adjourned at approximately 12:00 noon.



Tracy Hower

**Central Pennsylvania Workforce Development Corporation
Workforce Investment Board**

November 19, 2010

Consent Agenda Action Items

Executive Committee

The following motion was approved by a quorum (12 of 14 members) at the October 22, 2010 Executive Committee meeting:

1. Motion to approve the July 1, 2010 – September 30, 2010 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements.

CareerLink® Operations & WorkKeys® Committee

The following motion was approved by a quorum (5 of 7 members) at the October 7, 2010 CareerLink Operations & WorkKeys Committee meeting and by a quorum (12 of 14 members) at the October 22, 2010 Executive Committee meeting:

2. Motion to approve the Summer 2010 TANF Way to Work Adult and Youth Paid Work Experience Monitoring Summary.

Local Management Committee

The following motion was approved by a quorum (10 of 14 voting members) at the September 28, 2010 Local Management Committee meeting and by a quorum (12 of 14 members) at the October 22, 2010 Executive Committee meeting:

3. Motion to write and submit a Request for Proposals (RFPs) for the Central Region EARN program, bidding the contract for program years 2011-2015.

PA CareerLink® Site Selection Committee

The following motions were approved by a quorum (6 of 10 members) at the October 15, 2010 PA CareerLink Site Selection Subcommittee meeting and by a quorum (12 of 14 members) at the October 22, 2010 Executive Committee meeting:

4. Motion to renegotiate existing leases for PA CareerLink® locations in Clinton, Columbia/Montour and Mifflin County and CPWDC's corporate office based on current economic conditions and less core funding available.
5. Motion to issue Requests for Proposals (RFPs) to procure PA CareerLink® facilities in Centre and Lycoming Counties.
6. Motion to recommend that the PA CareerLink® Site Selection Strategic Plan for consolidation/closure of PA CareerLink® facilities be moved to the Executive Committee for recommendation to the full Workforce Investment Board at its November 19, 2010 meeting.

Workforce Trends & Strategy Committee

The following motion was approved by a quorum (12 of 14 members) at the October 22, 2010 Executive Committee meeting:

7. Motion to accept the CPWDC Three-Year Strategic Plan goals and refer to individual committees for the development of specific objectives.