

**Central Pennsylvania Workforce Development Corporation**

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

**Joint Meeting  
February 25, 2011**

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, February 25, 2011, at the Union County Government Center in Lewisburg, Pennsylvania.

WIB Members Attending:

Harry Adrian  
Joe Agosta  
Jamie Aurand  
Diane Belusko  
Dave Frey  
Fred Gaffney  
Dean Girton  
Dennis Greenaway  
Robyn Long  
Teri MacBride  
Rich Merkle  
Chris Minnich  
Bill Moulfair  
David Reed  
Dennis Robinson  
Roger Sheets  
Carol Shefrin  
Susan Swartz  
Kevin Varano  
Dave Zartman

WIB Members Voting by Proxy:

Marc Baranouski  
Eric Hussar  
Harry Mathias  
Michele McCardle  
Rob Postal  
Russ Reitz  
Billy Robinson  
Mike Wilson

WIB Members Excused:

Dave Capperella  
Jason Dugan  
Tim Gage  
Dave Jane Gilmour  
Jim Nemeth  
Pete Rickert  
Harry VanSickle  
Ted Wurfel

LEO Board Members Attending:

Tom Bossert  
Malcolm Derk  
Dave Kovach  
John Mathias  
Otis Riden  
Frank Sawicki

LEO Board Members Excused:

Trevor Finn  
Rich Rogers  
Jeff Wheeland

WIB Staff Attending:

Bill Berry  
Sandie Fairman  
Stacey Kifolo  
Korrie Lucas  
Shannon Miller  
Erica Mulberger  
Laura Seward  
Rachel Smith

Guests Attending:

Megan Bair  
Michael Baron  
Scott Barto  
Kymberly Best  
Jessica Bilger  
Vinny Clausi  
John Demsko  
Sue Greene  
Courtney Hamm  
Penny Hess  
Nicole Johnson  
Bruce Jones  
Joe Kantz  
Dale Massie  
Jamie Mercaldo  
Larry Michael  
Denise Rill  
Peggy Chamberlain Roup  
Sue Snyder  
Shane Strohecker  
Bernadette Taylor  
Tom Werstler  
Rob Wheary  
Carol Yagle

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

Jamie Aurand, WIB Chairperson, called the meeting to order at approximately 10:00 a.m. He introduced new WIB member Fred Gaffney, President, Columbia Montour Chamber of Commerce/Columbia Alliance for Economic Growth.

Jamie provided WIB members with a letter from Senator Gordner in response to the WIB's decision to consolidate PA CareerLink® facilities.

Jamie reminded WIB members of the Conflict of Interest Code they must adhere to as Board members.

### **Public Comment**

There was no public comment.

### **WIB & LEO Board Presentation**

Bernadette Taylor, Regional Representative, Rapid Response Coordination Services, provided an overview of services available to both employers and employees. Last year, Rapid Response served over 400 workers in the Central Region. This is a low estimate because the number of individuals served is only recorded when a formal presentation is conducted.

Bernadette stressed that Rapid Response services are free for everyone. After hearing about a layoff, a Rapid Response Coordinator will respond to the specific company (and union if applicable) within 48 hours to gather preliminary information (company and workforce profile, list of workers, trade petition filing, etc.). A Dislocated Worker Transition Team, which is comprised of employees being dislocated, is put together as a support system for that company. If there is employer involvement, during on-site company meetings, individuals are provided with information such as: Rapid Response Coordination Services, PA CareerLink®, Unemployment Compensation, credit/budget counseling, community services, healthcare/CHIP. Workers are also surveyed to assess their individual needs.

Tom Werstler, Regional Representative, Rapid Response Coordination Services, provided an overview of the Trade Act. There is no cost to the employer for Trade Act services. The purpose of the program is to provide reemployment services although individuals can use services to obtain training. Once a petition is certified, a Benefits Right Interview (BRI) meeting is held to gather a list of workers affected by a layoff, company information and to provide information on Rapid Response Coordination Services, PA CareerLink® and Unemployment Compensation. Tom stressed that Trade Adjustment Act (TAA) services are available only through the PA CareerLink®. Services include job search allowance, re-employment services, relocation allowance and training. Trade Readjustment Allowance (TRA) is a weekly cash benefit payable to eligible workers. Alternative Trade Adjustment Assistance (ATAA) provides assistance to eligible trade affected workers 50 or older who obtain new employment that pays less than their current employment; maximum benefit total is \$12,000. Employees may also be eligible for a health tax credit, Health Coverage Tax Credit (HCTC), up to 65%.

Dale Massie, Manufacturing Director, Steel Valley Authority/Strategic Early Warning Network, provided an overview of the Strategic Early Warning Network (SEWN) which is committed to saving the jobs of Pennsylvania's advanced manufacturing sector. Early warning is a multi-stakeholder approach to identifying companies at risk for layoffs. SEWN is focused on providing a wide variety of consulting services to companies at no charge (i.e. labor/management relations, financial restructuring, buyouts, high performance workplace strategies, operations and cost management, succession planning and ownership transition). SEWN works with the Pennsylvania Department of Labor and Industry and Dunn & Bradstreet to predict closures. In the Central Region, SEWN has worked with a number of manufactured housing companies.

### **LEO Board Action Items**

Commissioner Tom Bossert reported that the LEO Board met prior to the joint WIB/LEO Board meeting.

- Dave Kovach made a motion to approve the minutes from the November 19, 2010 joint WIB/LEO Board meeting. Frank Sawicki seconded the motion. The motion was unanimously approved (6 members voted in favor).

Commissioner Bossert reported that a hearing before Senator Gordner is scheduled in March focusing on workforce development. Commissioners Malcolm Derk, Frank Sawicki, Dave Kovach and Tom Bossert have been invited to testify.

#### **WIB Action Items**

- Joe Agosta made a motion to approve the minutes from the November 19, 2010 joint WIB/LEO Board meeting. Dave Zartman seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

#### Non-Consent Agenda

- Dennis Greenaway made a motion to approve the February 25, 2011 Consent Agenda Action Items. Rich Merkle seconded the motion. The motion was approved (27 members, including 8 by proxy, voted in favor, 1 abstention).

Jamie stated that per WIB protocol, the WIB Chairperson appoints committee members to each of the WIB's standing committees. The Executive Committee assignments must be approved by the WIB. A copy of all committee assignments was provided in the meeting packets.

- Dean Girton made a motion to approve the 2011 Executive Committee assignments. Teri MacBride seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

Shannon Miller, CPWDC Executive Director, reported that the agreement with CPWDC's solicitor was terminated. CPWDC recently released a Request for Quotes (RFQ) for legal counsel.

- Bill Moulfair made a motion to give the WIB Chairperson, Vice Chairperson and Second Vice Chairperson the authority to select a solicitor for the WIB effective immediately upon selection. Harry Adrian seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

#### Audit/Finance Committee

Kevin Varano, Committee Chairperson, provided the Audit/Finance Committee update. The Audit/Finance Committee met on February 22, 2011. Their next meeting is scheduled for March 18, 2011.

- Kevin Varano made a motion to approve the Audit/Finance Committee's goals and objectives for the CPWDC Three-Year Strategic Plan. Diane Belusko seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

Kevin stated that 10 out of 13 copier leases will expire by the end of the fiscal year. A funding out clause will be included with all new copier leases.

- Kevin Varano made a motion to approve releasing a Request For Quotes (RFQ) for new copier leases. Rich Merkle seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

Kevin stated the Department of Public Welfare has approved purchasing a used van not to exceed \$13,340 from the EARN budget for Columbia County. The ideal van would seat at least seven passengers.

- Kevin Varano made a motion to approve releasing a Request For Proposals (RFP) for the purchase of a used van with EARN funds not to exceed \$13,340. Dave Zartman seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

Kevin presented the CPWDC Fiscal Year 2011 Year to Date Expenditure reports:

*Budget to Actual Program Expenditures* – American Recovery and Reinvestment Act (ARRA) funds end June 30, 2011. CSO and TIU plan to serve at least 45 Out of School Youth in an eight week work experience using the remainder of the ARRA Youth funds. Industry Partnership programs are beginning

and their expenditures will be reported at the end of the fiscal year. A Request for Quotes (RFQ) was issued to support mini-grants for summer camps or other activities benefitting youth, parents or teachers with Regional Career Education Partnership (RCEP) funds and expenditures will be reported at the end of the fiscal year. The first group of participants began the FIT 4 Green Careers program last week, which is being funded by the PA Department of Labor and Industry through a USDOL ARRA-funded grant focused on state energy sector partnerships. CPWDC received notification last week of an additional \$31,080 to fund two additional FIT 4 classes and staff time needed for reporting requirements.

*Regional Cost Pool* – The Resource Sharing Agreement Budget (RSAB) was increased \$17,656 due to other partners decreasing their full-time equivalents.

*Operational Cost Pool* – Professional fee expenditures will increase after CPWDC receives invoices for the recently completed Fiscal Year 2010 Single Audit and legal work.

#### CareerLink Operations & WorkKeys® Committee

In absence of the Committee Chairperson, Shannon reported that the CareerLink Operations & WorkKeys® Committee did not meet in February. Their next meeting is scheduled for March 3, 2011.

#### Local Management Committee

Diane Belusko, Committee Chairperson, provided the committee update. The Local Management Committee met on February 22, 2011. Their next meeting is scheduled for March 22, 2011.

- Diane made a motion to select Central Susquehanna Opportunities, Inc., (CSO), and Tuscarora Intermediate Unit 11, (TIU), as the successful respondents of the Central Region EARN program. The LMC and CPWDC will continue to negotiate with both CSO and TIU to ensure that the established program aligns with the regional strategy of CPWDC. Dean Girton seconded the motion. The motion was approved (27 members, including 8 by proxy, voted in favor, 1 abstention).

#### Workforce Trends & Strategy Committee

Teri MacBride, Committee Chairperson, provided the Committee update. The Workforce Trends & Strategy Committee met on February 17, 2011. Their next meeting is scheduled for April 14, 2011.

Teri provided a Communication Strategy developed by the Committee that looks at CPWDC's goals and objectives and identifies targets to improve communications with WIB members, LEO Board, state and federal legislators, other key stakeholders (economic development, education, chambers of commerce, etc.) and the general public.

#### Youth Council

In absence of the Committee Chair, Rachel Smith, CPWDC Assistant Director, provided the committee update. The position of CPWDC Youth Project Coordinator is currently vacant. The Youth Council did not meet in February. They will be meeting in March.

#### **Fiscal Year 2012 Budget Outlook**

Shannon reported that HR1, the Continuing Resolution passed by the House on February 19, 2011, zeros out all funding for Workforce Investment Act Adult, Dislocated Worker and Youth funding. She noted that it is highly unlikely that HR1 will make it through the Senate and will then be sent to conference. This funding is not related to Temporary Assistance for Needy Families (TANF).

The President's budget for next fiscal year proposes several funding cuts. It is unclear right now how Pennsylvania will be impacted. Shannon noted that Pennsylvania's unemployment rate is not as high as other states, which may further decrease the allocation received by the Pennsylvania Department of Labor and Industry.

In light of this, CPWDC is proceeding with cautiously operating the agency. CPWDC is ensuring that all leases contain funding out clauses. Moving forward, all facility leases will contain specific language that if a certain amount of funding is lost, CPWDC will be able to terminate the lease.

Shannon stated that Pennsylvania's Fiscal Year 2012 funding will be based on an allocation formula. CPWDC will develop scenarios for 25% and 50% reductions in WIA funds.

#### **PA CareerLink® Site Selection Committee**

Jamie stated that the WIB was presented with a petition of approximately 1,300 signatures from Northumberland County of individuals that would like to keep the PA CareerLink® in Shamokin open.

Shannon reported that at the August 27, 2010 WIB meeting, the PA CareerLink® Site Selection Committee was formed to respond to the current fiscal situation regarding funding for PA CareerLink® operations and to make recommendations to the WIB regarding infrastructure costs. The 10 members of the subcommittee include a representation from each county in the Central Region, a representative from the Department of Labor and Industry's Bureau of Workforce Development Partnership and two LEO Board members. 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.

CPWDC experienced a \$1 million decrease in funding for Fiscal Year 11 for its core programs (Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth and Department of Public Welfare (EARN)) that operate in the PA CareerLink®. Since its peak in 2007, CPWDC realized a 21% decrease in core funding.

With the proposed activity recommended by the subcommittee, CPWDC expects to realize a 20% reduction (at least \$518,000) in the Resource Sharing Agreement Budgets (RSAB) by 2013.

#### Clinton County

A new lease has already been renegotiated for a 7% reduction. The two year lease will run January 1, 2011 – December 31, 2012.

#### Columbia/Montour Counties

CPWDC will enter into negotiations to reduce rent at that facility and will likely issue a Request for Proposals (RFP) for leasable space closer to the lease expiration.

#### Mifflin County

CPWDC does not hold the lease for this facility; rather the Tuscarora Intermediate Unit (TIU) does. 21% of customers being served at that facility are from Juniata County; there may be opportunities for cost sharing with another Workforce Investment Area.

#### Lycoming County

The lease for this facility expires June 30, 2011. CPWDC issued an RFP for leasable space in Lycoming County and received three proposals. The selected location, 329 Pine Street, Williamsport, will represent at least a 16% savings over the current location.

#### Centre County

The lease for this facility expires June 30, 2011. CPWDC issued an RFP for leasable space within ten miles of downtown State College or in downtown Bellefonte.

#### Union/Snyder/Northumberland Counties

The leases for the Union/Snyder County and Northumberland County locations expire December 2011 and June 2011, respectively. An RFP for a regional hub in Sunbury was issued with three proposals received.

Based on the actions taken to date, CPWDC projects savings of \$239,500 or 46% of the total savings goal.

Dean Girton presented the PA CareerLink® Site Selection Committee's recommendations. After reviewing six proposals (none received for the Bellefonte area), the PA CareerLink® Centre County will remain at the current location with a 19% reduction in rent. The extension of the current lease will allow CPWDC to

maintain the current funding out clause. CPWDC will not incur any moving costs and the short time period of the lease will allow CPWDC to continue to evaluate future needs.

- Dean Girton made a motion to give CPWDC the authority to extend the lease with D. Michelle Kelley for leasable space at 1300 Benner Pike, State College for the PA CareerLink<sup>®</sup> Centre County. Rich Merkle seconded the motion. The motion was unanimously approved (28 members, including 8 by proxy, voted in favor).

Dean stated that the Committee is also reviewing three proposals that were received for a regional hub in Sunbury. The Committee has determined that additional time is needed to thoroughly evaluate all of the options for providing services in a consolidated location to serve Snyder, Union and Northumberland Counties. While the RFP indicated that the target date for a decision was today, it also stated that all dates were subject to extension.

The Committee is not removing the current options from consideration. The RFP stated that anticipated occupancy would occur between June 25 and August 26, 2011 and there is still time to negotiate within that time period. No details on the three proposals received by CPWDC will be discussed because of ongoing negotiations.

The planned consolidation would affect two current sites with different lease termination dates. The lease with Northumberland County for the Shamokin site expires on June 30, 2011 while the lease with Snyder County for the Selinsgrove site does not expire until December 14, 2011. The Committee recommends negotiating with Northumberland County, if needed, for a month-to-month lease for July 1, 2011 and beyond. This will provide CPWDC the flexibility to extend the current lease in Shamokin if more time is needed to reach a decision or make necessary accommodations for relocating the facility.

- Dean made a motion to negotiate with Northumberland County, if needed, for a month-to-month lease effective July 1, 2011 for 2 East Arch Street, Shamokin for the PA CareerLink<sup>®</sup> Northumberland County. Dennis Greenaway seconded the motion. The motion was approved (27 members, including 8 by proxy, voted in favor, 1 abstention).

Teri MacBride extended her appreciation to the Committee for addressing these issues.

Commissioner Malcolm Derk asked if CPWDC would consider affording the regional hub with a 10 mile radius within downtown Sunbury to potentially expand the proposals received. Shannon stated that the PA CareerLink<sup>®</sup> Site Selection Committee will discuss reopening the RFP and the parameters set forth in the RFP. Commissioner Derk also encouraged the Committee to negotiate existing leases at the current facilities.

Northumberland County Commissioner Vinny Clausi asked why the current facility in Shamokin was not kept as a PA CareerLink<sup>®</sup> when the County proposed dropping the current rent by 45%. He also stated his concerns with individuals being unable to travel to receive services.

Joe Agosta inquired about the impact on current employees. Shannon stated that the initial plan is that the regional hub would accommodate all current staff; however, she noted that future budget uncertainties may have an adverse impact on staff, just as it does each year as allocations for this segment of operations continue to decline.

### **Open Discussion**

Rachel provided an updated ARRA status report as of January 31, 2011. CPWDC expects to fully expend these funds by June 30, 2011.

Rachel also provided an update on special grants procured by CPWDC. She noted that new legislation has been introduced that would create a line item for Industry Partnerships through the PA Department of Labor and Industry.

Shannon reported that over 3,800 Career Readiness Certificates (CRC) have been issued in the Central Region.

Jamie noted that a Statement of Financial Interests form was provided 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 1, 2011. The form should be completed for the previous calendar year, in this case the 2010 calendar year.

Jamie also provided an updated CPWDC staff listing, WIB and LEO Board membership list and PA CareerLink<sup>®</sup> locations.

**Date of Next Meeting**

The Executive Committee will meet on Friday, March 25, 2011 at the CPWDC office in Lewisburg. The WIB and LEO Board will hold a joint meeting on Friday, May 20, 2011 at the Union County Government Center in Lewisburg (*this meeting was subsequently rescheduled to Friday, April 15, 2011*).

**Adjournment**

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

A handwritten signature in cursive script that reads "Laura Seward".

Laura Seward  
Assistant Secretary

**Central Pennsylvania Workforce Development Corporation**

**Workforce Investment Board (WIB)  
February 25, 2011**

**Consent Agenda Action Items**

**Executive Committee**

*The following motion was approved by a quorum (13 out of 14 members) at the December 17, 2010 Executive Committee meeting:*

1. Motion to accept Malizia & Associates, PC's quote for general legal counsel services for the Workforce Investment Board (WIB) ending June 30, 2011 with the option of extending the contract an additional four years.

**Audit/Finance Committee**

*The following motions were approved by a quorum (6 out of 8 members) at the January 25, 2011 Audit/Finance Committee meeting and by a quorum (15 out of 15 members) at the January 28, 2011 Executive Committee meeting:*

2. Motion to approve the CPWDC Budget Modification #1 for Fiscal Year 2011.
3. Motion to approve the October 1, 2010 through December 31, 2010 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements.

**CareerLink® Operations & WorkKeys® Committee**

*The following motions were approved by a quorum (7 out of 8 members) at the December 2, 2010 CareerLink® Operations & WorkKeys® Committee meeting and by a quorum (13 out of 14 members) at the December 17, 2010 Executive Committee meeting:*

4. Motion to approve the On-the-Job Training (OJT) Policy and Procedures, effective December 1, 2010, for Title I Adults, Dislocated Workers, Youth and Welfare Participants.
5. Motion to approve the On-the-Job Training Policy and Procedures addendum relating specifically to the National Emergency Grant (NEG). This addendum will remain in effect until the funding expiration on June 30, 2012.
6. Motion to approve the October 2010 monitoring summaries for PA CareerLink® Mifflin County and PA CareerLink® Northumberland County.

**Local Management Committee**

*The following motions were approved by a quorum (10 out of 18 members) at the December 21, 2010 Local Management Committee meeting and by a quorum (15 out of 15 members) at the January 28, 2011 Executive Committee meeting:*

7. Motion to approve CPWDC's Three Year Strategic Plan objectives for the Local Management Committee for Calendar Year 2011 – 2013.
8. Motion to submit a request for additional funding to the Bureau of Employment and Training Programs in order to support the transportation needs of the EARN program throughout the Region.

**Personnel Committee**

*The following motions were approved by a quorum (7 out of 9 members) at the January 5, 2011 Personnel Committee meeting and by a quorum (15 out of 15 members) at the January 28, 2011 Executive Committee meeting:*

9. Motion to approve Aflac as CPWDC's Flexible Spending Account (FSA) vendor at a cost not to exceed \$1,600 per year.
10. Motion to approve a 2.5% salary increase for calendar year 2011 effective January 1, 2011 using performance to determine the percent of the increase awarded on an individual basis.
11. Motion to approve a 2.5% increase to CPWDC's salary structure effective July 1, 2011 and complete a benchmarking survey of comparative occupations.

**Youth Council**

*The following motions were approved by a quorum (7 out of 13 members) at the December 8, 2010 Youth Council meeting and by a quorum (13 out of 14 members) at the December 17, 2010 Executive Committee meeting:*

12. Motion to award \$201,580 in remaining ARRA Youth funds to CSO and TIU to continue to offer work experience opportunities for at least 45 out of school youth through June 30, 2011 at an allocation split of 75% to CSO and 25% to TIU.
13. Motion to approve the WIA In School Youth Redesign Conceptual Framework.