

Central Pennsylvania Workforce Development Corporation

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

**Joint Meeting
April 15, 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, April 15, 2011, at the Union County Government Center in Lewisburg, Pennsylvania.

WIB Members Attending:

Harry Adrian
Joe Agosta
Jamie Aurand
Diane Belusko
David Capperella
Fred Gaffney
Tim Gage
Davie Jane Gilmour
Dean Girton
Dennis Greenaway
Eric Hussar
Robyn Long
Teri MacBride
Rich Merkle
Michele McCardle
Chris Minnich
Bill Moulfair
Jim Nemeth
David Reed
Russell Reitz
Billy Robinson
Dennis Robinson
Susan Swartz
Kevin Varano
Dave Zartman

WIB Members Voting by Proxy:

Marc Baranouski
Jason Dugan
David Frey
Harry Mathias
Rob Postal
Roger Sheetz
Carol Shefrin
Harry VanSickle
Mike Wilson
Ted Wurfel

WIB Members Excused:

Pete Rickert

LEO Board Members Attending:

Tom Bossert
Malcolm Derk
Dave Kovach
John Mathias
Frank Sawicki

LEO Board Members Voting by Proxy:

Otis Riden

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:

Sara Bartlett
John Demsko
Sue Greene
Penny Hess
Denise Rill
Doug Schmidt
Sue Snyder
Ryan Tira

Call to Order and Welcome

Jamie Aurand, WIB Chairperson, called the meeting to order at approximately 10:05 a.m. He introduced CPWDC's solicitor, Ryan Tira of McNerney, Page, Vanderlin & Hall.

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

Public Comment

There was no public comment.

PA CareerLink[®] Site Selection Committee

Billy Robinson, Site Selection Committee Chair, reviewed the committee's purpose to reduce CPWDC's liability for the Resource Sharing Agreement Budgets (RSABs) by 20 percent by 2013 by renegotiating current leases, relocating PA CareerLink[®] sites and looking at consolidation of sites. The Committee is comprised of 10 representatives, one from each county, including two representatives from the Local Elected Officials Board, and one regional representative from the Bureau of Workforce Development Partnership. The Committee was established in response to the \$1 million funding cut in Title I and EARN allocations that CPWDC experienced in Fiscal Year 2011.

Shannon Miller, CPWDC Executive Director presented a PowerPoint outlining the actions and savings to date. CPWDC's liability for the shared costs included in the RSABs is approximately \$2.5 million to operate seven (7) sites. Although other partners contribute toward almost 50% of the shared costs, CPWDC is liable for all costs as the leaseholder in all but the Mifflin County site. Nearly half of the liability is spent on facility costs (47%) (i.e. rent, utilities, building maintenance, insurance and property tax).

The Site Selection Committee identified a five-year vision for the regional PA CareerLink[®] system to include regional hubs located in Williamsport, Sunbury and Lewistown with smaller, localized sites in Centre, Clinton and Columbia counties. To date, the following actions have occurred and resulted in savings:

- CPWDC renegotiated the lease for the PA CareerLink[®] Clinton County resulting in a savings of 7% per square foot.
- CPWDC issued a Request for Proposals (RFP) for a location in Centre County. The current site was selected resulting in a savings of 19% per square foot.
- CPWDC issued a RFP for a location in Lycoming County. A new site was selected resulting in a savings of 20% per square foot.

The Site Selection Committee has recommended the closure of the PA CareerLink[®] Union/Snyder Counties in Selinsgrove and the PA CareerLink[®] Northumberland County. Those sites would be consolidated into a centralized PA CareerLink[®] Northumberland/Snyder/Union Counties in Sunbury. Regional staff employed by Central Susquehanna Opportunities, Inc. (CSO) would relocate from their office in Lewisburg to the Sunbury location. Shannon presented a demographic comparison showing the potential population to be served within a 30-minute drive of the current and proposed PA CareerLink[®] sites.

CPWDC issued a RFP to identify space in Sunbury; the proposal that meets the requirements of the RFP and results in a cost savings was submitted by the City of Sunbury for space at 225 Market Street. The proposal includes:

- \$6.50 per square foot for a total of \$97,500/year.
- Cost is based on 15,000 square feet, but the space provides 16,289 square feet.
- Downtown location with 48 free +4 handicap accessible spaces, 45 free permits for staff and 150+ metered parking within walking distance. \$1 day parking permits and monthly permits are also available as needed.
- The site is move in ready with minimal technology wiring required.

By consolidating two sites into a new location, CPWDC estimates the following savings over a 12-month period:

- Operating cost savings of \$106,000 or 25%
- Facility cost savings of \$140,000 or 58%

Upon recommendation of the Site Selection Committee,

- Dean Girton made a motion to give CPWDC the authority to finalize negotiations and enter into a lease with the City of Sunbury for space at 225 Market Street, Sunbury for the PA CareerLink[®] Northumberland/Snyder/Union Counties. David Capperella seconded the motion. The motion was approved (32 members, including 10 by proxy, voted in favor and 3 members abstained).

In response to questions by Local Elected Officials, Shannon clarified that the lease agreement would be for five (5) years. The first two (2) years would remain at \$6.50/square foot. There would be no more than a 3% increase in each of the three (3) additional years. The cost savings do not include the elimination of any staff, but rather remove several positions from the shared costs on the RSABs. Moving costs are currently estimated at \$10,000; actual savings may be reduced if moving expenses are higher.

- Commissioner Frank Sawicki made a motion to make a subsidiary motion to table the preceding WIB motion. He suggested taking the PowerPoint presentation back to county boards of Commissioners for review prior to a final decision. The motion was seconded by Malcolm Derk.

Ryan Tira, CPWDC's solicitor clarified that the motion was being made as an LEO Board motion, not as a WIB motion. It is the WIB Chair's decision whether to allow the motion.

- Malcolm Derk subsequently withdrew his second to the motion. For lack of a second, the motion died.

LEO Board Action Items

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

- John Mathias made a motion to approve the minutes from the February 25, 2011 joint WIB/LEO Board meeting. Malcolm Derk seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).
- Dave Kovach made a motion to extend the Title I WIA Youth contract to the Administrative Consortium from July 1, 2011 to June 30, 2012. Malcolm Derk seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).
- Frank Sawicki made a motion to approve the January 1, 2011 through March 31, 2011 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements. John Mathias seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).

The LEO Board discussed their recommendations to require pre-training drug testing for individuals receiving training funds from CPWDC.

- Frank Sawicki made a motion to accept the changes made to the LEO Board Solicitor RFQ and post for responses. Dave Kovach seconded the motion. The motion was unanimously approved (6 members, including 1 by proxy, voted in favor).

WIB Action Items

- Dennis Greenaway made a motion to approve the minutes from the February 25, 2011 joint WIB/LEO Board meeting. Rich Merkle seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

Non-Consent Agenda

- Billy Robinson made a motion to approve the April 15, 2011 Consent Agenda Action Items. Davie Jane Gilmour seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

Audit/Finance Committee

Kevin Varano, Committee Chairperson, provided the Audit/Finance Committee update. The Audit/Finance Committee met on April 12, 2011. Their next meeting is scheduled for May 17, 2011. Kevin reviewed CPWDC's Fiscal Year 2011 Budget Modification #2. The revenue projections were increased to reflect the receipt of \$350,000 in Rapid Response funding, of which \$100,000 will be set aside for training. CPWDC's Operational Budget includes several line item adjustments including a decrease in the salary/benefits and vehicle line items with an equal increase in the professional services line item due to additional legal and audit fees. The subcontractor budget also includes the transfer of \$11,800 in EARN transportation funds from TIU to CSO.

- Kevin Varano made a motion to approve CPWDC Budget Modification #2 for Fiscal Year 2011. Dean Girton seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).
- Teri MacBride made a motion to approve the January 1, 2011 through March 31, 2011 fiscal supporting documentation for completion of ARRA Section 1512 reporting requirements. Dave Capperella seconded the motion. The motion was approved (34 members, including 10 by proxy, voted in favor. There was one abstention.)

Kevin encouraged LEO Board members to consider participating on the Audit/Finance Committee. Commissioners Malcolm Derk and John Mathias volunteered. Shannon noted that CPWDC committee meetings are open to the public.

CareerLink Operations & WorkKeys® Committee

Davie Jane Gilmour, Committee Chairperson, reported that the CareerLink Operations & WorkKeys® Committee did not meet in April. Their next meeting is scheduled for June 2, 2011.

- Davie Jane Gilmour made a motion to approve the CareerLink Operations and WorkKeys® Committee's objectives for the CPWDC Three-Year Strategic Plan. Tim Gage seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

Local Management Committee

Diane Belusko, Committee Chairperson, reported that their next meeting is scheduled for April 26, 2011.

Workforce Trends & Strategy Committee

Teri MacBride, Committee Chairperson, reported that their next meeting is scheduled for May 12, 2011.

- Eric Hussar made a motion to approve the Workforce Trends and Strategy Committee's objectives for the CPWDC Three-Year Strategic Plan. Dave Zartman seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

Youth Council

Eric Hussar, Committee Chairperson, reported that their next meeting is scheduled for May 18, 2011.

- Eric Hussar made a motion to approve the Youth Council's objectives for the CPWDC Three-Year Strategic Plan. Billy Robinson seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

WIB Presentation – Fiscal Year 2012 Budget and Strategic Plan

Shannon provided an update on the projected Fiscal Year 2012 budget. HR1 passed Congress resulting in a cut of 10.34% across Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth funding on the federal level.

To date, there has been no official guidance on funding for the EARN program.

Shannon and Rachel Smith, CPWDC Assistant Director presented CPWDC's Three Year Strategic Plan outlining the goals and objectives for 2011 to 2013. Shannon stated that funds used to operate PA CareerLink® facilities are only one piece of CPWDC operational budget; 42% of CPWDC's funds are competitively procured. The strategic planning process began with the WIB approval of the strategic priorities and goals. Each committee was responsible for developing a set of objectives related to one or more of the strategic priorities. Once the full plan is approved by the WIB, each committee will develop an annual work plan and report progress to the WIB.

The four strategic priorities identified in the plan include:

- Service delivery goals for the PA CareerLink®
 - Position PA CareerLink as central resource of Marcellus Shale jobs
 - Reframe the role of the PA CareerLink during economic recovery
- Funding goals
 - Contain and/or reduce overall CPWDC costs
 - Secure competitive funding to address current workforce gaps
- Strategic/policy goals
 - Contribute to workforce development policy during administrative and legislative changes
 - Implement and evaluate policies to maintain or increase customer volume and performance outcomes
 - Lead effort to support the statewide implementation of WorkKeys® and increase regional demand
 - Foster collaboration with school districts and businesses to promote career education and work readiness
- Organizational (CPWDC)
 - Develop and implement a strategic communication plan
 - Assess CPWDC Research Consortium model for relevance to partners, products and cost effectiveness
 - Review and modify CPWDC's internal structure and work processes to reflect staff and organizational changes
 - Evaluate all internal fiscal processes and controls to increase efficiency and ensure compliance

CPWDC encourages its subcontractors, CSO and TIU, to review and incorporate the WIBs goals into their organization strategic planning.

- Russ Reitz made a motion to approve the CPWDC Three-Year Strategic Plan (2011-2013). Tim Gage seconded the motion. The motion was unanimously approved (35 members, including 10 by proxy, voted in favor).

Open Discussion

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

Rachel also provided an update on special grants procured and submitted by CPWDC. She announced an upcoming talent management seminar with Dr. David DeLong hosted by the region's industry partnerships.

Shannon reported that over 3,960 Career Readiness Certificates (CRC) have been issued in the Central Region.

Rachel noted that the meeting packets contained unemployment rate information for February 2011 (the most recent data available). CPWDC's website now includes webinars: *Living and Working in Central PA* (a demographic and economic snapshot of the region) and *Understanding Labor Market Information* (how to dissect the monthly labor market status reports).

Jamie announced an upcoming WIB member orientation scheduled for Thursday, April 21, 2011. New and veteran members, Local Elected Officials and the public are invited to attend.

Jamie reminded WIB members 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.

Shannon noted that on March 11, 2011, CPWDC did receive written notification of the requirement to comply with Pennsylvania's Right to Know Act. Erica Mulberger, CPWDC Finance Manager, has been appointed as the Open Records Officer and information on the Act has been added to www.cpwdc.org.

Shannon reported that Governor Corbett has appointed the following acting secretaries: Julia Hearthway, Acting Secretary, Pennsylvania Department of Labor and Industry and Gary Alexander, Acting Secretary, Pennsylvania Department of Public Welfare.

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

Date of Next Meeting

The Executive Committee will meet on Friday, May 20, 2011 at the CPWDC office in Lewisburg. The WIB and LEO Board will hold a joint meeting on Friday, August 26, 2011 at the Union County Government Center in Lewisburg.

Adjournment

The meeting was adjourned at approximately 12:00 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)

April 15, 2011

Consent Agenda Action Items

Executive Committee

The following motion was approved by a quorum (11 out of 15 members) at the March 25, 2011 Executive Committee meeting:

1. Motion to award a contract not to exceed \$15,000 to Full Capacity Marketing to assist in the development of a WorkKeys® employer focused marketing portfolio and outreach strategy.

The following motion was approved by a quorum (10 out of 15 members) by email vote:

2. Motion to give CPWDC the authority to enter into the lease with Liberty Hospitality Partners, LP for leasable space at 329 Pine Street for the PA CareerLink® Lycoming County.

CareerLink® Operations & WorkKeys® Committee

The following motions were approved by a quorum (6 out of 8 members) at the March 3, 2011 CareerLink® Operations & WorkKeys® Committee meeting and by a quorum (11 out of 15 members) at the March 25, 2011 Executive Committee meeting:

3. Motion to approve the Individual Training Account (ITA) Policy and Procedures, effective April 1, 2011, for Title I Adults, Dislocated Workers, Youth and EARN participants.
4. Motion to accept WorkKeys® Career Readiness Certificate (CRC) goals for January 1, 2011 through December 31, 2011.
5. Motion to release a Request for Proposals (RFP) for marketing WorkKeys® to employers, including the development of a strategy and materials.
6. Motion to approve the PA CareerLink® Columbia/Montour Counties CareerLink Operations monitoring report.

Youth Council

The following motions were approved by a quorum (7 out of 13 members) at the March 16, 2011 Youth Council meeting and by email vote and by a quorum (11 out of 15 members) at the March 25, 2011 Executive Committee meeting:

7. Motion to direct at least \$120,000 in Fiscal Year 2011 TANF Youth Development funding and \$270,000 in Fiscal Year 2012 funding (upon award) to support a summer employment experience for at least 250 in school youth.
8. Motion to extend the Title I WIA youth contract to the Administrative Consortium from July 1, 2011 to June 30, 2012.
9. Motion to award Regional Career Education Partnership (RCEP) Mini Grants to the following organizations: Williamsport Area School District (\$4,692), Tuscarora Intermediate Unit (\$4,905), Penn State Learning Center Mifflin County (\$4,725), Bloomsburg University (\$5,000), SUN Area Technical Institute (\$4,983), Indian Valley High School (\$3,594) and Central Susquehanna Opportunities, Inc. (\$5,000) subject to negotiations around program requirements.