

## Central Pennsylvania Workforce Development Corporation

### Board of Directors (WIB) Special Meeting July 29, 2011

The Central Pennsylvania Workforce Development Corporation's Board of Directors (Workforce Investment Board (WIB)) held a special meeting via conference call on Friday, July 29, 2011.

#### WIB Members Participating:

Jamie Aurand  
Marc Baranouski  
Diane Belusko  
Davie Jane Gilmour  
Dean Girton  
Rich Merkle  
Rob Postal  
Russ Reitz  
Billy Robinson  
Carol Shefrin  
Susan Swartz  
Dave Zartman

#### WIB Members Voting by Proxy:

Harry Adrian  
Dave Capperella  
Chris Minnich  
Dennis Robinson  
Kevin Varano

#### Non-Voting WIB Members Participating (to be reappointed on August 26, 2011):

Tim Gage  
Robyn Long  
Teri MacBride  
Michele McCardle  
Bill Moulfair  
Jim Nemeth  
Ted Wurfel

#### WIB Staff Attending:

Shannon Miller  
Erica Mulberger  
Rachel Smith

#### Guests Attending:

Tom Bossert  
Jeff Wheeland  
Frank Sawicki

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

Jamie Aurand, WIB Chairperson, called the meeting to order at approximately 10:05 a.m. Shannon Miller, CPWDC Executive Director, conducted a roll call of those present on the conference call. Shannon explained that due to an administrative oversight, a motion to call the Annual Meeting of the Members did not occur during the April 15, 2011 WIB meeting. Eleven WIB members need to be reappointed as their membership terms expired on June 30, 2011. They will be reappointed and able to vote during the August 26, 2011 WIB meeting.

#### **Public Comment**

There was no public comment.

#### **WIB Action Items**

- Russ Reitz made and Dave Zartman seconded the following motions:
  - Motion that in the absence of the Board Second-Vice Chair, Tracy Hower is appointed the Assistant Secretary and shall have the authority to act and carry out all functions of the Secretary.
  - Motion to extend the contract with Young, Oakes, Brown & Co., PC to conduct single audit services for CPWDC for the Fiscal Year ending June 30, 2011.
  - Motion to approve the Resolution to call the 2011 Annual Meeting of Members on August 26, 2011.

All three motions were unanimously approved (17 members, including 5 by proxy, voted in favor).

The lease for CPWDC's office at 1610 Industrial Boulevard., Lewisburg, as well as the lease for the adjacent space used by CSO, expires in November 2011. Shannon has notified the current landlord of

plans to end the lease for the CSO space. CPWDC issued an RFP to procure 3,500 to 5,000 square feet of office space that is located within 20 miles north or south and/or 5 miles east or west of the intersection of Interstate 80 and Route 15 to be centrally located for Board members. RFPs are due on August 15, 2011. (*This date was subsequently extended to August 22, 2011.*) The Site Selection Committee hopes to bring a recommendation to the WIB on August 26, 2011 or recommend that the Board give the authority to negotiate to the Site Selection Committee. The current landlord is eligible to respond to the RFP but there is the potential that other agencies are interested in the space.

- Billy Robinson made a motion to issue a Request for Proposals (RFP) to procure office space for CPWDC. Davie Jane Gilmour seconded the motion. The motion was unanimously approved (17 members, including 5 by proxy, voted in favor).

### **Fiscal Year 2012 (FY12) Budget Update**

Shannon provided an update to WIB members and Local Elected Officials via email on July 7, 2011 detailing the FY12 funding status. CPWDC did not receive its EARN allocation until June 29, 2011 (one day prior to the end of the fiscal year). CPWDC was projecting a 20% cut in EARN funding, but the actual allocation is almost 50% less than FY11. Combined, the Title I subcontractors (Central Susquehanna Opportunities, Inc. (CSO) and the Tuscarora Intermediate Unit (TIU)) had 19 staff layoffs and did not fill 5 vacant positions due to the funding cuts. Layoffs occurred prior to July 1, 2011 so that accrued paid time off and other expenses could be charged to FY 2011. Four regional positions on CSO's payroll were consolidated into two. CPWDC eliminated the Office/Board Coordinator position and subsequently laid-off one staff person. In addition, three vacancies – Fiscal Assistant, Grant Project Coordinator and Youth Coordinator - remain unfilled.

CPWDC will present an initial FY12 budget at the Audit/Finance Committee and the full WIB meetings in August. The budget will include CPWDC's operational costs, the regional budget and the Title I/EARN subcontractor budgets. CPWDC's budget has been reduced from \$1.4 million to \$1 million (a 28.5% reduction). TIU and CSO will see shifts in funding for specific programs, but overall their funding is not dramatically decreased, which was possible because of the decreases in the regional costs for the Resource Sharing Agreement Budgets and a reduction in the amount of money held back for Individual Training Accounts and On the Job Training Contracts.

CPWDC is planning a \$75,000 reserve to be built into four components of the budget – CPWDC's operational budget, the regional budget and the allocation awarded to each of the two subcontractors. For Adult, Dislocated Worker and Youth funds, CPWDC will retain 11% for its operational budget, but hold less than 10% in other programs. The total \$300,000 in reserve is meant to provide carryover funds for FY13 or for other unplanned activities that may occur during the year.

### **Open Discussion**

Jamie recognized four WIB members who have chosen not to be nominated for another 3-year term: William "Joe" Agosta, Jason Dugan, David Reed and Mike Wilson.

Shannon reminded the WIB about the Annual Meeting of the Members. As part of CPWDC's bylaws, the members of the corporation are all 27 county commissioners. Annually, these members vote to appoint a class of WIB members for a three-year term and approve the selection of an auditor.

### **Date of Next Meeting**

The Annual Meeting of the Members will be held on Friday, August 26, 2011 at 8:30 a.m. The Local Elected Officials (LEO) Board will meet at 9:00 a.m. followed by the quarterly WIB/LEO meeting at 10:00 a.m. All meetings will be held at the Union County Government Center, Lewisburg, PA on that date.

### **Adjournment**

The meeting was adjourned at approximately 10:35 a.m.

*Rachel V. Smith*

Rachel Smith  
Assistant Director