

# Central Pennsylvania Workforce Development Corporation

## Local Elected Official Board Meeting Minutes

August 26, 2011

The Local Elected Official (LEO) Board of the Central Pennsylvania Workforce Development Corporation (CPWDC) held a meeting on August 26, 2011 at the Union County Government Center in Lewisburg, PA.

### Members Attending:

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

### Staff Attending:

Bill Berry  
Shannon Miller  
Erica Mulberger

### **Call to Order & Approval of Minutes**

Commissioner Tom Bossert, LEO Board Chairman, called the meeting to order at approximately 9:00 a.m. and immediately adjourned to Executive Session. The public meeting reconvened at 9:15 a.m. He noted that a quorum was present.

There were no additions or corrections to the meeting minutes from the previous meeting.

***Malcolm Derk made a motion to approve the May 19, 2011 LEO Board meeting minutes. John Mathias seconded the motion. The motion was unanimously approved.***

### **Public Comment**

There were no public comments.

### **Fiscal Update**

Erica Mulberger, CPWDC Fiscal Manager, provided an update on several fiscal reports.

From the *Budget to Actual Expenditures* report, CPWDC had a total budget (total grant funding) of \$14.8 million during Fiscal Year (FY) 2011, with an expenditure of \$11.7 million. Unspent funds, with the exception of Industry Partnership and EARN funding, both of which ended 6/30/2011 and have been de-obligated to the State, are carried over into FY 2012.

For the *CPWDC Operational Cost Pool* expenditures report, CPWDC had an operational cost of \$1.0M, or 6.9% of the total revenues available.

The *Subcontractor Core Funding Expenditures* report represents spending by Central Susquehanna Opportunities, Inc. (CSO) and Tuscarora Intermediate Unit (TIU). Both subcontractors, CSO and TIU, came in under budget for FY11.

From the *Resource Sharing Agreement Budgets (RSAB)*, which cover PA CareerLink<sup>®</sup> operations, the total expenditures were \$2.4M, which came in at 5.7% under budget. The Title I share was \$1.1M, or 45% of the total operational costs.

Erica noted that there were 107 training contracts (Individual Training Accounts and On-the-job Trainings) and 514 ARRA training contracts issued in the Central Region.

***Dave Kovach made a motion to accept the Central Region Final Expenditures Fiscal Year 2011 report. Frank Sawicki seconded the motion. The motion was unanimously approved.***

Erica presented the FY12 budget documentation, which is based on a revenue projection of \$9.1M, which is a decrease of 38% from FY11.

Erica presented the *ARRA 1512 Expenditure* reports from April 1, 2011 through June 30, 2011. Shannon noted that a majority of expenditures were for training contracts.

There was lengthy discussion about the importance of drug testing requirements for job seekers requesting training funds through CPWDC to address safety concerns and to ensure that training funds are not spent on customers who may be subsequently unemployable due to the inability to pass an employer-required drug test or who could pose a safety risk in an employment or training situation.

***Frank Sawicki made a motion that individuals scheduled to be trained under CPWDC programs shall be drug tested and required to be found "clean." A positive test of an illegal drug removes the individual from the training program." Dave Kovach seconded the motion. The motion was unanimously approved.***

Ryan Tira, CPWDC Solicitor, clarified that approval from L&I would be necessary to enact such a motion.

#### **2008 Form 5500 Audit Update**

Shannon noted that the request for information from the IRS is an ongoing issue that she is attempting to resolve.

#### **PA CareerLink<sup>®</sup>/WorkKeys<sup>®</sup> Update**

Shannon provided an update on WorkKeys<sup>®</sup>. Over 4,000 National Career Readiness Certificates (NCRCs) have been issued in the Central Region, and 50 percent of NCRC holders are employed.

#### **Open Discussion**

Dave Kovach noted that RR Donnelley will be closing in Bloomsburg, dislocating 300 employees due to decreased demand for bookbinding.

The meeting was adjourned at approximately 10:00 a.m.

*Notes compiled by Bill Berry.*