

## Central Pennsylvania Workforce Development Corporation

### Local Elected Official Board Meeting Minutes

April 15, 2011

The Local Elected Official (LEO) Board of the Central Pennsylvania Workforce Development Corporation (CPWDC) held a meeting on April 15, 2011 at the Union County Government Center, Lewisburg, PA.

#### Members Attending:

Tom Bossert  
Malcolm Derk  
Dave Kovach  
John Mathias  
Frank Sawicki

#### Staff Attending:

Shannon Miller  
Erica Mulberger  
Laura Seward  
Rachel Smith

#### Members Voting by Proxy:

Otis Riden

#### Guests:

Jamie Aurand  
Dean Girton  
Peggy Chamberlain Roup  
Ryan Tira

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

Commissioner Tom Bossert, LEO Board Chairman, called the meeting to order at approximately 9:05 a.m.

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

***John Mathias made a motion to approve the March 24, 2011 LEO Board meeting minutes. Dave Kovach seconded the motion. The motion was unanimously approved.***

#### **Public Comment**

Shannon Miller, CPWDC Executive Director, introduced Ryan Tira, attorney with the law firm McNerney, Page, Vanderlin & Hall. The firm was recently selected as CPWDC's solicitor.

#### **LEO Board Solicitor**

Shannon provided a draft Request for Quotes (RFQ) for an LEO Board Solicitor. Commissioner Frank Sawicki suggested that each respondent should be required to complete a Pennsylvania State Ethics Commission Statement of Financial Interests to eliminate any conflicts of interest. Dean Girton added that Workforce Investment Board members are required to complete this form each year along with a Conflict of Interest Code. It was noted that the Minimum Qualifications section states that a respondent may not represent the LEO Board if they currently provide representation to the WIB or County governments that comprise the Central Region.

***Frank Sawicki made a motion to require all respondents to the LEO Board Solicitor Request for Quotes complete a Statement of Financial Interests. Dave Kovach seconded the motion. The motion was unanimously approved.***

Shannon noted that soliciting requests for bids instead of the current procurement policy could potentially be costly. CPWDC will follow the Request for Proposal/Quotes (RFP/Q) process outlined in the Procurement Manual.

#### **CPWDC IRS Audit – 2008 Form 5500**

Shannon reported that CPWDC's Form 5500 (Annual Return/Report of Small Employee Benefit Plan) for the plan year ended December 31, 2008 is being audited.

The IRS agent conducting the audit stated that there are no issues on CPWDC's part of administering the 401(k) plan. The former provider has been given until April 25, 2011 to provide the following information:

1. All amendments that have been made to the plan since the original adoption of the plan.
2. A copy of the determination letter.
3. A copy of safe harbor notifications or testing that was done.
4. A copy of the valuation report.

***The meeting was adjourned to Executive Session.***

#### **LEO Board Action Items**

Rachel Smith, CPWDC Assistant Director, explained that CPWDC is required to procure Title I WIA youth services. In 2007 CPWDC issued a Request for Proposals (RFP) and awarded the youth contract to the TIU and CSO. The contract was written to allow for an extension of services based on performance. The Youth Council has recommended an extension through Fiscal Year 2012. Rachel further explained that the Central Region's youth program has exceeded all performance measures and served the third largest group of youth in the state. The youth program is currently being redesigned to be more career oriented. Rachel provided the ARRA 1512 Expenditure Report. The report includes a comprehensive list of all ARRA expenditures by funding stream (ARRA Adult, ARRA Dislocated Worker and ARRA Youth) that occurred between January 1 and March 31, 2011. The transaction descriptions were changed to provide more detail.

Commissioner Bossert inquired if commercial truck driver training candidates who intend to work for the Natural Gas industry are subject to drug testing. Rachel Smith, CPWDC Assistant Director, reported that Pennsylvania College of Technology requires drug testing for FIT 4 Natural Gas candidates but drug testing is not a requirement for an Individual Training Account (ITA); although CPWDC does require a clean driving record and an Act 34 clearance.

#### CPWDC 2010 Single Audit

Shannon stated that the LEO Board contacted Dan Bradley via telephone at their March 24, 2011 meeting to discuss Young, Oakes, Brown & Company, P.C.'s draft audit report for CPWDC for Fiscal Year ended June 30, 2010. Shannon encouraged the Board to enter into Executive Session to discuss the 2010 Audit preliminary report without staff present. An additional fee added to the cost of the audit was questioned by Shannon and the following motion was made:

***Dave Kovach made a motion to empower John Mathias to resolve the additional fees charged by Young, Oakes, Brown & Company, P.C. Frank Sawicki seconded the motion. The motion was unanimously approved.***

Commissioner Mathias added that Shannon will be included in that conversation with the auditor.

#### Fiscal Update

Erica Mulberger, CPWDC Finance Manager, reported that the State has prepared an analysis of Pennsylvania's Fiscal Year 2012 allocation based on the allocation formula used for Fiscal Year 2011 and based on reductions of \$5 million and \$13 million in WIA funding compared to Fiscal Year 2011.

CPWDC used this information as the basis for projecting its Fiscal Year 2012 revenue. In addition to the \$5 million and \$13 million reduction scenarios, CPWDC also ran projections for 25% and 50% reductions in WIA funds. Fiscal Year 2012 projections include a projection of 10% carryover for adult, dislocated worker and youth.

#### **Adjournment/Next Meeting**

The next LEO Board meeting is scheduled for May 19, 2011 at 1:30 p.m. at the CPWDC office in Lewisburg.

The meeting was adjourned at approximately 9:50 a.m.

*Notes compiled by Sandie Fairman.*