Central Pennsylvania Workforce Development Corporation

Workforce Investment Board (WIB) and Local Elected Officials (LEO) Board

Joint Meeting
March 11, 2015

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 Wednesday, March 11, 2015 at Union County Government Center, Lewisburg, Pennsylvania.

WIB Members Attending:  
Harry Adrian  
Jay Alexander  
Tracy Brundage  
Annette Camuso-Sarsfield  
Fred Gaffney  
Dean Girton  
KayLynn Hamilton  
Bruce Jones  
Sandra Lauver  
Dan Long  
Chris Minnich  
Mark Morgenfruh

WIB Members Excused:  
Cynthia Bagwell  
James Beamer  
Steve Bennett  
Dave Capperella  
Dennis Greenaway  
Phil Johnson  
John Kurelja  
Teri MacBride  
Michele McCardle  
Russ Reitz  
Dennis Robinson  
William Robinson

LEO Board Members Attending:  
Steve Dershem  
Dave Kovach  
John Mathias  
Otis Riden  
Rich Shoch  
Pete Smeltz

LEO Board Members Excused:  
Malcolm Derk  
Trevor Finn  
Jeff Rauff

WIB Staff Attending:  
Vina Davis  
Korrie Lucas  
Erica Mulberger

Guests Attending:  
Mike Baron  
Erika Bozyk  
Rebecca Charles  
Margie Eby  
Mike Glazer  
Sue Greene  
Courtney Hamm  
Cheryl Johnson  
Barry McLaughlin  
Nancy Smithbauer  
Holly Stoltzfus  
Tom Werstler
**Call to Order and Welcome**
Dave Zartman, WIB Chair, called the meeting to order at 10:05 a.m. Mr. Zartman welcomed Mike Glaser, representing U.S. House Representative Glenn “GT” Thompson for attending today’s meeting.

Commissioner Otis Riden, LEO Chair, welcomed all the members, and guests to the meeting. Commissioner Riden was pleased to announce three new appointments to the WIB; Jamie Aurand, Administrator Susque-View Home, Bruce Jones, Assistant Regional Director Bureau of Workforce Partnerships and Operations, and Donald Wilver Jr., Director of Human Resources Susquehanna Health.

**Public Comment**
Dave Zartman called for public comment. No public comments were made.

**PA CareerLink® Consortium Update**
Bruce Jones reported the following information on behalf of the Consortium.

**Lycoming County Updates:**
- The spring job fair is scheduled for March 19th in partnership with iHeart Media at Lycoming College.
- Staff are meeting with Williamsport/Lycoming Chamber of Commerce to partner in providing future employer trainings.
- The site continues to host additional employer recruitments and special events for job seekers.
- Transportation Tuesday continues with various educational providers.

**Clinton County Updates:**
- The spring job fair is scheduled for April 23rd in partnership with STEP, Inc. at the Community Center in Lock Haven.
- Clinton and Lycoming County are partnering on upcoming employer trainings.
- The site continues to host additional employer recruitments and workshops.

**Northumberland/Snyder/Union County Updates:**
- The site hosted a late night employer recruitment for ConAgra.
- A rapid response event was held for Sunbury prison in Northumberland County.
- Transportation Tuesday continues with various educational providers and employers.

**Centre County Updates:**
- The Centre County Correctional Facility is considering providing remediation to their population using the WIN software through CPWDC and allowing those individuals to take the WorkKeys® assessments.
- Steve Hays, Diversity and Inclusion Coordinator Penn State, presented to individuals interested in obtaining jobs at Penn State.
- A PennDOT career fair is being scheduled.
- The spring job fair is scheduled for April 16th with the Central Pennsylvania Institute of Science and Technology.

**Mifflin County Updates:**
- A Tips and Tools workshop on using Jobgateway® is scheduled for late March.
- Upcoming events for April include; Driving Strategic and Starting Your Own Business.
- The spring job fair is scheduled for April 23rd, with 30 employers.
Presentation: STEM Career Advancement Project Presentation

Erica Mulberger, CPWDC Executive Director, introduced Cheryl Johnson, Director, Holly Stoltzus, Career Consultant, and Erika Bozyk, STEM participant, as guest speakers from Private Industry Council of Centre County (PICCC) who gave a presentation on the STEM Career Advancement Project. Cheryl provided everyone with copies of STEM Explore, Educate and Employ material. The presentation included an overview of PICCC, the STEM grant, and the challenges associated with building a pipeline of talent for the regions employers; meeting the demands, and filling the skill gaps.

Erika Bozyk shared her personal struggles during nursing school and how the STEM grant provided her with the opportunity to continue her education; receiving her Associated Degree in Nursing. She is working fulltime at Sunbury Hospital as a psychiatric nurse and plans to go back to school to complete her BSN and obtain her psychiatric credentials.

Holly provided success stories spotlighting individuals who have received STEM grants.

Erica noted that STEM applications are located on CPWDC website along with additional information about the program.

Mr. Zartman thanked Cheryl, Holly and Erika for their time and the valuable information and material.

WIB and LEO Board Action Items

- WIB Non Consent Agenda and Committee Reports

  Todd Taylor made a motion to approve the minutes from the December 10, 2014 Joint WIB/LEO Board meeting. Jay Alexander seconded the motion. The motion was unanimously approved (18 members voted in favor).

  Robert Postal made a motion to approve the March 11, 2015 Consent Agenda Action Items. Chris Minnich seconded the motion. The motion was unanimously approved (18 members voted in favor).

  Dean Girton made a motion to adopt the Resolution to call the 2015 Annual Meeting of the Members. Mark Morgenfruh seconded the motion. The motion was unanimously approved (18 members voted in favor).

Erica provided an overview on the motions to change the bylaws and CPWDC Articles of Incorporation. Under the Workforce Innovations Opportunities Act (WIOA), CPWDC has the option to reduce the WIB to 19 members. She discussed the difficulty in managing a large board and getting a quorum to take action. The plan is to have community members involved on the WIB Committees without being on the WIB. During the January Executive Committee meeting a discussion occurred to realign the WIB to meet WIOA. WIOA has several membership requirements including; majority private sector business, Wagner Peyser, Vocational Rehabilitation, education and labor representatives. WIOA requires 20% of the WIB be labor representatives; therefore the number of labor representatives increases as the size of the Board increases. We currently have four labor representatives, two from labor unions and two from other organizations categorized under labor representatives per WIOA. Reducing the WIB will keep CPWDC in compliance with current bylaws, and allow CPWDC to meet the labor representative requirement.

Erica explained the LEO board currently requires two private sector members from each county and reducing that requirement to one is necessary to reduce the size of the Board. She noted the board size will decrease from natural attrition over time.
Dave noted the changes being made are to the minimum number of members only. This will ensure any future changes to WIOA or other workforce laws will not require additional changes to CPWDC bylaws or Articles of Incorporation. The Governance Committee will provide CPWDC with guidance on the number of WIB members.

- Mark Morgenfruh made a motion to allow CPWDC’s Governance Committee to revise the current bylaws to align the minimum board membership levels with the current applicable laws. Dan Long seconded the motion. The motion was unanimously approved (18 members voted in favor).

- Mark Morgenfruh made a motion to support the LEO Board members’ position to reduce the required number of private sector WIB members to one from each county. Jay Alexander seconded the motion. The motion was unanimously approved (18 members voted in favor).

Ryan Tira noted the first step is for the WIB to pass a resolution that will be presented to the LEO Board in June.

Ryan discussed the verbiage on the articles of incorporation that state an 80% membership present, but the bylaws say 2/3. Ryan recommends the articles of incorporation be amended to match the bylaws.

- Chris Minnich made a motion to adopt the Resolution to change CPWDC Articles of Incorporation. Tracy Brundage seconded the motion. The motion was unanimously approved (18 members voted in favor).

**Audit/Finance Committee**

Dean Girton, Audit/Finance Committee Chair, provided the following updates. The Audit/Finance Committee met on January 29th and reviewed the FY 14 Single Audit Report with Dan Bradley from Young, Oakes, Brown & Company. A Summary of the Auditor’s Results is included in the WIB book. He reported an unmodified report was issued and the financial statements did not disclose any non-compliance to CPWDC’s financial statements; noting there were no findings or material weaknesses in internal controls. The major programs tested were WIA Adult, Dislocated Worker and Youth programs. Dean reported the Committee held an Executive Session with Dan without staff prior to approving the Single Audit. Dean complimented Erica and staff on a job well done.

- Dean Girton made a motion to accept the Single Audit for Fiscal Year 2014 as presented by Young, Oakes, Brown & Company P.C. KayLynn Hamilton seconded the motion. The motion was unanimously approved (18 members voted in favor).

The Audit/Finance Committee approved a motion to increase Henkels & McCoy’s contract award based on the Youth Council motion that was approved during the December 11th WIB meeting that extended their contract to provide Basic Skills remediation through September 30, 2015. The Committee reviewed the performance based contract and current enrollment and expenditures in determining the increase in Henkels & McCoy’s contract.

Erica provided additional information, clarification on performance funds, and when the amounts are released.

- Dean Girton made a motion to increase Henkels & McCoy’s WIA Out-of-School Youth contract by $238,874 to provide Basic Skills Remediation to 170 youth through September 30, 2015. Mark Morgenfruh seconded the motion. The motion was approved (17 members voted in favor, KayLynn Hamilton voted against).

The Audit/Finance Committee also approved a motion to adjust Central Susquehanna Opportunities Inc. (CSO) In-School-Youth (ISY) and Out-of-School Youth (OSY) contract amounts. The majority of CSO’s ISY staff elected to waive their medical insurance keeping CSO from fully expending their budget by June 30th. CSO has requested the funds be transferred to operate their OSY program.

- Dean Girton made a motion to transfer $30,000 from the Central Susquehanna Opportunities Inc. FY 15 In-School-Youth contract to their FY 15 Out-of-School Youth contract. Jay Alexander seconded the motion. The motion was unanimously approved (18 members voted in favor).
CPWDC and subcontractor staff have participated in demonstrations for various video conference equipment and software programs to identify the best product to meet the needs of the region. The Audit/Finance Committee approved a motion for CPWDC to continue negotiations to purchase equipment and software within a maximum budget based on the costs proposals from various vendors.

- Dean Girton made a motion to allow CPWDC staff to continue negotiations and purchase video-conferencing equipment for six PA CareerLink® sites and the CPWDC office at a price not to exceed $54,500 and annual software subscription not to exceed $5,500. Rob Postal seconded the motion. The motion was unanimously approved (18 members voted in favor).

Dean reviewed the financial expense reports through December 31, 2015 located behind tab 5. He noted the footnotes on the bottom of each page explain any significant items.

The Subcontractor Budget to Actual Comparison report shows Central Susquehanna Opportunities (CSO) and Tuscarora Intermediate Unit (TIU) expense. TIU's operating expenditure rate is 49% and they are on target to expend their contract budget by June 30, 2015. CSO's operating expenditure rate is 43%. CPWDC requested an expenditure plan through June 30, 2016 on how CSO would spend all Adult and Dislocated Worker funds by the end of the year. The response from CSO included the following; CSO did not receive an increase in health insurance costs, reduced information technology expenses, and received a refund check for Worker's Compensation. CSO has requested to deobligate funds.

Both Dean and KayLynn Hamilton complemented CSO on their ability to reduce costs, and deobligate funds for needed training.

- Dean Girton made a motion to deobligate $100,000 of Adult and $100,000 of Dislocated Worker funds that can be used for training and other needs. Todd Taylor seconded the motion. The motion was unanimously approved (18 members voted in favor).

The FY15 Consolidated Training Obligation report through January 31st shows the need for additional training funds. To date, 102 individual training account (ITA) scholarships have been awarded for classroom training this year and 23 participants are receiving on-the-job training (OJT). The budget available for both Adult/Dislocated Workers is extremely low, and we continue to work under the priority of service requirements; veterans and low income. With the deobligation of $200,000 from CSO, funds can be added to the training budget to serve more participants through June 30, 2015.

- Dean Girton made a motion to increase the FY15 WIA Adult and Dislocated Worker ITA and OJT training budgets by $75,000 each from the FY15 unallocated funds. KayLynn Hamilton seconded the motion. The motion was unanimously approved (18 members voted in favor).

The Audit/Finance Committee is scheduled to meet on April 22, 2015.

**Employer Strategies Committee**

Mark Morgenfruh, Employer Strategies Committee Chair, provided the following updates. The Committee has not met but work continues with establishing a registered apprenticeship for Mechatronics in the Central Region. CPWDC will be applying for USDOL grant with the Pennsylvania Workforce Development Corporation to support the creation of apprenticeships in the region.

Jim Nemeth, Autoneum Human Resource Director, noted that the Secretary of Labor recently announced funding for apprenticeship programs across the United States. The partnership is working to assemble a group of business from Columbia County. The next steps will be to partner with educational providers like Pennsylvania College of Technology and Luzerne Community College.
CPWDC will soon release a request for proposal for specialized training in response to training needs identified by business leaders who completed the JOBS1st Training Assessment surveys.

The Employer Strategies Committee is scheduled to meet on April 9, 2015.

**Governance Committee**

Chris Minnich, Governance Committee Chair, provided the following updates. Due to Eric Hussar’s resignation from the WIB, there is a vacancy for the WIB Vice Chair effective January 1, 2015. The Committee reviewed the current WIB membership and the requirements for the WIB Vice Chair and supports CPWDC recommendation to nominate Annette Camuso-Sarsfield as Vice Chair for the remaining term, and transition to WIB Chair effective January 1, 2016. Annette is currently on the Policy & Performance Committee and the Executive Committee.

- Chris Minnich made a motion to elect Annette Camuso-Sarsfield as Vice Chair for the term March 11, 2015 to December 31, 2015 due to Eric Hussar’s resignation. Dean Girton seconded the motion. The motion was unanimously approved (18 members voted in favor).

All WIB members received a copy of the Statement of Financial Interest form that must be completed by all current and former members appointed to the Local Workforce Investment Board. The forms are due back to CPWDC by May 1, 2015.

**Local Management Committee**

Korrie Lucas, CPWDC Operations Manager, reported that the Committee met on February 24th and provided the following updates. The Committee discussed current membership and vacancies; Terri Krause was named Bureau Workforce Partnership Operations Program Supervisor for Mifflin and Centre Counties. The Local Management Committee approved a motion to invite Terri to join the Local Management Committee.

The Local Management Committee continues to monitor performance; Placement Target 50%, Retention Target 30% and Increased Hours Worked Target 7.5%. The most current performance based funds update is included behind tab 6. The information summarizes the amounts available to CSO and TIU. The Local Management Committee reviewed the information as part of the discussion on the use of performance funds.

The Local Management Committee discussed ideas on the use of performance funds like The Work Number database that holds all of the employment information needed to document participants hours for performance. The County Assistance Offices (CAO) have been accessing the Work Number Database for the subcontractors, but the CAO access is now limited and the CAO’s can no longer provide the subcontractors with the information needed to meet EARN performance. The Committee discussed CPWDC signing a contract with The Work Number giving the subcontractors access to the information needed for EARN participants. The cost associated with The Work Number is a $75.00 onetime only activation fee, and the cost per validation is $12.95.

Korrie noted that the costs were minimal compared to the amounts paid for performance measures. For example, the amount received for one Placement is $445.75.

- Dean Girton made a motion to require Central Susquehanna Opportunities Inc. and Tuscarora Intermediate Unit 11 to use EARN performance funds to cover the cost associated with accessing The Work Number for EARN Participants in their respective programs each month. Mark Morgenfruh seconded the motion. The motion was unanimously approved (18 members voted in favor).

The Local Management Committee is scheduled to meet on May 19, 2015.

**Policy & Performance Committee**

Erica Mulberger reported that the Committee met on January 23rd at Playworld Systems. The Committee reviewed the following reports that are included in the board book behind tab 6.
Monitoring Updated from December 2014 - February 2015
Adult/Dislocated Worker reports: CSO had four corrective actions and three recommendations and TIU had six corrective actions and one recommendation. The PA CareerLink® in Clinton County had two corrective actions, two recommendations, and one promising practice. The promising practice was for the partnering of the PA CareerLink® with STEP Community Center.

Included in the monitoring is the Bureau of Workforce Development Administration (BWDA) oversight monitoring of CPWDC for Program Year 2013. There was one corrective action required by CPWDC regarding Youth Performance Measures, which has been satisfied.

Second Quarter Common Measures Report
The report shows four Adult and Dislocated Worker measures were met and two measures, Adult Six Month Retention and Dislocated Worker Entered Employment Rate, were exceeded.

Compared Expenditures and Participation of ITAs and OJTs between PY 2013 and the first 6 months of PY 2014. The training summary shows the increase in participants and funding for ITAs and OJTs. The training outcomes show how many participants reported employment after completing training. The top four ITA programs profiled were CDL Training, LPN, Nurse Aide and Roustabout. The last page provides a list of occupations obtained via OJTs.

The Policy & Performance Committee is scheduled to meet on April 10, 2015.

Youth Council
Jay Alexander, Youth Council chair reported that the Youth Council met on January 29th and provided the following updates. Dr. Jeannette Carter retired from Penn College in December, and one of her colleagues, Paul Watson II reached out to CPWDC asking if he could serve in Dr. Carter’s place. A motion was made to recommend Mr. Watson as a Youth Council member.

The Youth Council reviewed Common Measure performance and questioned CSO and TIU regarding the first Quarter Placement Rate which was not met. The Youth Council has asked both CSO and TIU to review each Youth participant that didn’t meet the measure and explain why it was not met. The Youth Council recommended to CSO and TIU to take their reviews to the next level to identify what the program can do differently to achieve better results. Also included in the book is the Second Quarter Common Measures report.

The Youth Council adjourned to Executive Session to discuss In-School Youth (ISY) contracts. The Youth Council asked CPWDC to visit each ISY staff person and report back. The ISY contracts for both CSO and TIU expire on September 30, 2015. With the upcoming changes in WIOA, the Youth Council recommended a request for proposal be released.

- Jay Alexander made a motion to release an RFP for In-School Youth program services to begin October 1, 2015. Chris Minnich seconded the motion. The motion was unanimously approved (18 members voted in favor).

- Jay Alexander made a motion to require Central Susquehanna Opportunities, Inc. and Tuscarora Intermediate Unit 11 to submit formalized plans to the Youth Council on how each subcontractor will implement Workforce Innovation & Opportunities Act (WIOA) Out-of-School Youth programs; plans are due to CPWDC by March 16, 2015. Dan Long seconded the motion. The motion was unanimously approved (18 members voted in favor).

The Youth Council is scheduled to meet on March 26, 2015.

LEO Action Items
Steve Dershem made a motion to approve the minutes from the September 10, 2014 Joint WIB/LEO Board meeting. Rick Shoch seconded the motion. The motion was unanimously approved (6 members voted in favor).

John Mathias made a motion to approve the minutes from the December 10, 2014 Joint WIB/LEO Board meeting. Rick Shoch seconded the motion. The motion was unanimously approved (6 members voted in favor).

Dave Kovach made a motion to accept the Single Audit for Fiscal Year 2014 as presented by Young, Oakes, Brown & Company P.C. Steve Dershem seconded the motion. The motion was unanimously approved (6 members voted in favor).

Rick Shoch made a motion to increase Henkels & McCoy’s WIA Out-of-School Youth contract by $238,874 to provide Basic Skills Remediation to 170 youth through September 30, 2015. John Mathias seconded the motion. The motion was unanimously approved (6 members voted in favor).

Dave Kovach made a motion to transfer $30,000 from the Central Susquehanna Opportunities Inc. FY 15 In-School-Youth contract to their FY 15 Out-of-School Youth contract. John Mathias seconded the motion. The motion was unanimously approved (6 members voted in favor).

Dave Kovach made a motion to recommend Paul Watson II, Dean of Academic Services and First Year Programs at Pennsylvania College of Technology to the Central Pennsylvania Workforce Development Corporation (CPWDC) Youth Council. Rick Shoch seconded the motion. The motion was unanimously approved (6 members voted in favor).

Executive Director’s Update
Erica Mulberger provided the following updates.

CPWDC FY 2015 Competitive Funding Portfolio
CPWDC applied for a $100,000 Business & Education Partnership Grant through PA Department of Labor & Industry. The grant ensures a partnership between business and education in each of the nine counties. Some of the grant funds will provide funding for summer camps around the region in STEM related fields. Additional funding will be used so students in each county will have the opportunity to interact with local businesses via job shadowing and mentoring prior to graduation to help guide them on a career path. CPWDC is awaiting notification from Labor & Industry regarding the award.

The American Apprenticeship grant through USDOL will be a collaborative application with other WIBs in the state for mechatronics apprenticeship programs. The application is due by April 30, 2015.

Labor Market Updates
The January labor market reports were made available after the board books were assembled. The January reports are available on CPWDC’s website. The unemployment rate for January increased to 5.1% from 4.7% in December 2014.

WorkKeys®
To date the number of WorkKeys® examinees is 5,448. Erica is in discussion with the Centre County Correctional Facility on providing WorkKeys® assessments to inmates. The contract is being finalized and a training schedule is being created for corrections staff. During today’s Local Elected Officials meeting, Erica discussed the opportunity to provide assessments to other correctional facilities in the region.

Issues to Watch
The following reports were included in the book.
Erica reported on the event held for Representative Glen ‘GT’ Thompson. PWDA hosted the round table discussions between educational providers, CPWDC staff and 10 Workforce Investment Board Members.

Governor Tom Wolfe named Katherine (Kathy) Manderino as Secretary for the Department of Labor & Industry. Deputy Secretary Michelle Staton’s last day is in March, as of today no replacement has been named.

**Open Discussion**
Dave commented on the success of the round table discussion with Representative Glen Thompson and acknowledged Commissioner Rick Shoch’s involvement in chairing the community college movement in Northumberland County.

**Date of Next Meeting**
The Executive Committee will meet on Friday, April 3, 2015 at the CPWDC office in Lewisburg.
The WIB/LEO Board will meet on Wednesday, June 10, 2015 at the Union County Government Center in Lewisburg.

**Adjournment**
The meeting was adjourned at 11:59 a.m.

Respectfully submitted,

*Vina A. Davis*