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, June 10, 2015 at Union County Government Center, Lewisburg, Pennsylvania.

WIB Members Attending:
Jay Alexander
Jamie Aurand
Cynthia Bagwell
James Beamer
Tracy Brundage
Annette Camuso-Sarsfield
Dean Girton
Dennis Greenaway
KayLynn Hamilton
Teri MacBride

WIB Members Excused:
Steve Bennett
Dave Capperella
Fred Gaffney
Phil Johnson
Bruce Jones
John Kurelja
Sandra Lauver
Dan Long
Michele McCardle
Rob Postal
Dennis Robinson

LEO Board Members Attending:
Malcolm Derk
Steve Dershem
Dave Kovach
Otis Riden
Rich Shoch

LEO Board Members Excused:
Trevor Finn
John Mathias
Jeff Rauff
Pete Smeltz

WIB Staff Attending:
Vina Davis
Karen Gehers
Erica Mulberger
John Paul

Guests Attending:
Megan Bair
Mike Baron
Adele Craig
Dennis Gilbert
Mike Glazer
Lisa Kipple
Barry McLaughlin
Jill Walter
Tom Werstler
Call to Order and Welcome
Dave Zartman, WIB Chair, called the meeting to order at 10:02 a.m. Mr. Zartman welcomed Mike Glaser representing U.S. House Representative Glenn “GT” Thompson, and Lisa Kipple representing PA House Representative Linda Schlegel Culver to the meeting. Mr. Zartman welcomed two new WIB members to the board: Mr. Jamie Aurand, Administrator Susque-View Home and Donald Wilver Jr., Director of Human Resources Susquehanna Health.

Commissioner Otis Riden, LEO Chair, welcomed all the members and guests to the meeting.

Public Comment
No public comments were made.

PA CareerLink® Consortium Update
Susan Swartz, District Administrator for Office of Vocational Rehabilitation, provided an update on behalf of the Consortium.

Lycoming County Updates:
- Staff members attended the annual PA Workforce Development Association conference in Hershey. Two nominations from Lycoming County received awards; Primus Technology was presented the Governor’s Job Creation Award and EARN participant Thaisa Williams was presented the Governor’s Achievement Award.
- Habitat for Humanity created a permanent position for an out-of-school youth (OSY) participant after the completion of a paid work experience.

Clinton County Updates:
- The site met with Keystone Central School District and First Quality to identify ways to increase student awareness of local employment opportunities. The goal is to develop a pipeline from the school to local businesses by educating parents and students on programs and job opportunities available in the area.

Northumberland/Snyder/Union County Updates:
- Randal Hollenbach, Disabled Veteran’s Representative at Sunbury/Bloomsburg has worked to secure local access to VA clinic services at Sunbury Community Hospital.
- The Sunbury business services team continues to provide labor market information, including wages and benefits offered in the area, in an effort to assist employers in adjusting wages and benefits so businesses are competitive and attracting qualified applicants.
- The Bloomsburg site hosted a large job fair at the Danville Elks with 39 vendors.

Centre County Updates:
- The site Veterans Representative and the Director of Centre County Veterans Affair office participated in a radio interview which included discussion on Veteran issues and services available in Centre County.
- A Rapid Response was held at Child Development & Family Council of Centre County on June 3.
- An employer seminar on Unemployment Compensation Appeals and Hearings was held on June 5.
- A “Meet the UC Representative” event was held on May 15.
- Three dislocated workers of Woodcraft successfully completed HVAC/R Program training through CPI.

Mifflin County Updates:
- A rapid response was held for United Community Behavioral Health. Several sites are being closed impacting 88 employees across Mifflin, Centre, Clinton and Huntingdon Counties.
- The site hosted five employer recruitments in May; 54 applicants were in attendance.
- The initial meeting of the Advance Manufacturing Industry Partnership was held on May 13. A representative of Strategic Early Warning Network (SEWN) presented information about layoff aversion services, and a representative of Innovative Manufacturers’ Center (IMC) presented information about services that assist companies in becoming more innovative and profitable.
- Several businesses attended the “Getting a Grip on Gen Y” luncheon sponsored by EAC, on May 19.
- Seventeen business representatives attended a Lunch & Learn Series training, “The PITA Principal: Navigating Difficult Personalities in the Workplace” presented by Dr. Robert Orndorff, Senior Director of Penn State Career Services on May 27th.
FY 16 Budget Presentations
Erica Mulberger, CPWDC Executive Director, and Karen Gehers, CPWDC Finance Manager, provided a PowerPoint presentation of the Central Region Fiscal Year 2016 (FY 16) Budget.

Erica explained the Audit/Finance Committee approached the FY16 Budget by starting with amounts that were allocated in FY15. The budget is based on what is known, with an emphasis on maximizing resources for direct service delivery, training and maintaining current operations with an allowance for flexibility to shift services delivery needs if needed. The Central Region FY16 core funding allocations are $523,914 (12%) less than FY15; Dislocated Worker funding decreased by 18% while Adult and Youth funding both decreased by approximately 10%.

Erica directed Board members to the following reports in the meeting packet:
- Definitions of CPWDC Operational Budget Line items
- CPWDC Fiscal Year 2016 Operating Budget (July 1, 2015 through June 30, 2016)
- Central Region Fiscal Year 2016 Budget (July 1, 2015 through June 30, 2016)
- Central Region Fiscal Year 2016 Budget Narrative

Karen presented the expenditures and distribution of FY16 expenses.

Following the FY16 Budget presentation, members of the WIB and LEO Board engaged in a question and answer session.

WIB and LEO Board Action Items
- WIB Non Consent Agenda and Committee Reports
  - Dennis Greenaway made a motion to approve the minutes from the March 11, 2015 joint WIB/LEO Board meeting. Jim Nemeth seconded the motion. The motion was unanimously approved (20 members voted in favor).
  - Teri MacBride made a motion to approve the June 10, 2015 Consent Agenda Action Items. Mark Morgenfruh seconded the motion. The motion was unanimously approved (20 members voted in favor).
  - Dean Girton made a motion to adopt the Resolution to call the 2015 Annual Meeting of the Members. Tracy Brundage seconded the motion. The motion was unanimously approved (20 members voted in favor).

Audit/Finance Committee
Dean Girton, Audit/Finance Committee Chair, reported that the Committee met on May 26. He reported the Committee discussed transferring Program Year 2014 Dislocated Worker (DW) funds to Program Year 2014 Adult funds. Dean explained DW funds can only be used for serving eligible dislocated workers while Adult funds can be used for both, giving the program more flexibility.

- Dean Girton made a motion to transfer $333,890 from Program Year 2014 Dislocated Worker funds to Program Year 2014 Adult funds to improve flexibility of programs. Mark Morgenfruh seconded the motion. The motion was unanimously approved (20 members voted in favor).

The WIB members discussed and asked CPWDC for the number of individuals being trained and the total being spent on training. Members suggested the information might be used as marketing material and a way to brand the services being provided through the PA CareerLink.

KayLynn Hamilton noted that while CPWDC can provide the information requested, it will not show all training, including from partners like Title II. The WIB asked CPWDC to create a reference sheet in a bullet point format that includes the information requested including other training funds available through Title II and other entities.

The Committee discussed the expiration of the contract with CPWDC’s auditor to complete the single audit and the need to issue an RFP for a new contract. According to new financial regulations, this will be a one year
contract with option to extend for two additional years. Jim Stopper and Todd Taylor volunteered to be on the selection Committee.

- Dean Girton made a motion to release a Request for Proposal for the Central Pennsylvania Workforce Development Corporation Single Audit. Billy Robinson seconded the motion. The motion was unanimously approved (20 members voted in favor).

The Committee discussed the PA CareerLink® lease renewals for Clinton, Columbia/Montour, Northumberland, Snyder and Union Counties. Dean noted the current lease for each site expires on June 30, 2015.

- Dean Girton made a motion to exercise the final 1-year extension clause of the lease agreement with Mariano Rentals for the PA CareerLink® Columbia/Montour Counties located at 415 Central Road, Bloomsburg PA effective July 1, 2015 through June 30, 2016 upon the same terms and conditions as the original lease. Dennis Greenaway seconded the motion. The motion was unanimously approved (20 members voted in favor).

- Dean Girton made a motion to exercise the final 1-year extension clause of the lease agreement with Paul and Diane Mahoney for the PA CareerLink® Clinton County located at 8 North Grove Street, Lock Haven PA effective July 1, 2015 through June 30, 2016 upon the same terms and conditions as the original lease. Jim Beamer seconded the motion. The motion was unanimously approved (20 members voted in favor).

- Dean Girton made a motion to exercise the final 1-year extension clause of the lease agreement with the City of Sunbury for the PA CareerLink® Northumberland, Snyder and Union Counties located at 225 Market Street Sunbury PA effective July 1, 2015 through June 30, 2016 upon the same terms and conditions as the original lease. Russ Reitz seconded the motion. The motion was unanimously approved (20 members voted in favor).

The Committee discussed the purchase of two EARN Vans. A van currently being used to transport Clinton County participants to the Lycoming County site for services needs to be replaced. In addition, a second van is needed to transport EARN participants from Snyder and Union Counties to program services in Sunbury. The motion passed by the Local Management Committee and Executive Committee call for Central Susquehanna Opportunities Inc. to use EARN performance funds to cover the cost of the vans.

- Dean Girton made a motion for Central Susquehanna Opportunities Inc. (CSO) to use EARN performance funds for the purchase of two passenger vans; the van currently serving Clinton County EARN participants will be replaced and a second van will be purchased in order to transport EARN participants from Snyder and Union Counties to program services in Sunbury. Russ Reitz seconded the motion. The motion was unanimously approved (20 members voted in favor).

- Dean Girton made a motion to approve the Fiscal Year 2016 Central Pennsylvania Workforce Development Corporation Central Region budget. Cynthia Bagwell seconded the motion. The motion was unanimously approved (20 members voted in favor).

Dean reviewed the financial reports through March 31, 2015. He referred to the footnotes at the bottom of each page to explain significant items.

The Committee is scheduled to meet again on August 26.

**Employer Strategies Committee**

Mark Morgenfruh, Employer Strategies Committee Chair, reported the Committee met on May 18. Discussion included the development of a Strategic Business Engagement Blueprint aimed at improving employer engagement in the workforce system. The Blueprint would provide a foundation for expanding the service offerings to business, create stronger regional economic partnerships, and establish new performance metrics.

Mark reported a survey will be sent to the full WIB to help establish a vision and mission for the Employers Strategies Committee. The final results will be shared with the WIB for review.
Mark reported the Committee’s work continues in establishing a registered apprenticeship for Mechatronics in the Central Region. CPWDC was part of a statewide proposal for the USDOL American Apprenticeship grant to support creation of apprenticeships in the region. He reported the Jobs 1st grant concludes in June and to date 73 companies have taken advantage of the training subsidies while 497 incumbent workers and job seekers have received training.

The Committee will meet again in August.

**Governance Committee**
Chris Minnich, Governance Committee Chair, reported the Committee met via conference call on June 3rd. The Committee reviewed reappointment applications for WIB members whose terms expire June 30, 2015 and made recommendations on the reappointments to the Local Elected Officials (LEO). Chris reported the Committee is waiting to receive two new member applications; one for Mifflin County private sector and one for a labor representative. With the appointment of these two members, the new Workforce Development Board (WDB) will have 27 members effective July 1, 2015 and will be in compliance with the Workforce Innovation and Opportunity Act (WIOA).

After consultation with Ryan Tira, CPWDC Solicitor, the Committee has elected to wait to change the by-laws and Articles of Incorporation until there is confirmation that additional changes will not be necessary to stay in compliance with WIOA.

The Committee will continue to meet as needed in 2015.

**Local Management Committee**
Erica Mulberger reported that the Local Management Committee met on May 19th. She explained the Department of Human Services (DHS) provided draft refinements to the EARN pay for performance model effective July 1, 2015 and reviewed each potential change.

Erica reviewed the EARN performance based funds distribution report as of May 31, 2015 and provided updated information regarding how some of the performance funds will be spent. CSO has purchased a training series that will provide EARN participants individual soft skills training from an employer perspective including include customer service and employer expectations. TIU plans to add smart boards to the EARN program, and the LMC is reviewing a possible purchase of bicycles for EARN participants with transportation needs.

- Dean Girton made a motion to approve the Central Susquehanna Opportunities, Inc. proposed program design to enhance services to EARN participants by offering a soft skills curriculum. Terri MacBride seconded the motion. The motion was unanimously approved (20 members voted in favor).

**Personnel Committee**
Teri MacBride, Personnel Committee Chair, reported that the Committee met via conference call on May 12th. She reported no changes to the vision benefit cost for May 1, 2015 through April 30, 2016 and a 5% increase in dental coverage, which is an increase of $18 to CPWDC per employee and $39 per family.

The Personnel Committee approved a dress code change allowing staff to wear jeans and casual attire on Fridays. Staff will be required to dress in business attire when attending meetings out of the office or if there are visitors scheduled in the office. Changes to the policy were taken from the Gettysburg College Dress Code policy and adapted for CPWDC needs. The policy revisions are included in the board book.

- Teri MacBride made a motion to approve the dress code changes in the Central Pennsylvania Workforce Development Corporation Personnel Manual. Russel Reitz seconded the motion. The motion was unanimously approved (20 members voted in favor).

Teri reported the Personnel Committee also approved a pilot program for a compressed work week which would offer a fixed scheduled that allows staff the benefit of scheduling 80 hours of work across nine work days during each pay period. This will allow employees flexibility to balance their work and personal life. Participating staff
(non-exempt) will have alternating Friday’s off; exempt staff could have other days since the overtime rules won’t apply. The pilot program is from July 17th through October 9th.

The WIB asked how CPWDC would address the overtime issue. Erica explained that the pay period will end in the middle of the day on Fridays. The hours worked in the morning would apply to that work week, and the hours worked in the afternoon would apply to the following work week so there would be no overtime in a given week. This pay period format was taken from the USDOL website.

- Teri MacBride made a motion to approve Central Pennsylvania Workforce Development Corporation’s pilot of a Compressed Work Week Policy. Motion to approve the dress code changes in the Central Pennsylvania Workforce Development Corporation Personnel Manual. Russel Reitz seconded the motion. The motion was unanimously approved (20 members voted in favor).

Teri also reported the Committee supported the approval of a treadmill desk.

Policy & Performance Committee
Jim Beamer, Policy & Performance Chair, reported the Committee last met in April. He reviewed the Centre County Relocation Report provided by Margie Eby, Administrator. The report highlighted the positive changes that resulted from the October consolidation of the Bellefonte and State College PA CareerLink® sites.

Jim reviewed the CPWDC Monitoring Updates and noted corrective action plans received from CSO and TIU were adequate. Jim also reviewed the 3rd Quarter Program Year 2014 Adult & Dislocated Worker Common Measures Report and reported performance for three measures are currently being exceeded: DW Entered Employment Rate and Six Month Retention for both Adult and DW programs.

The Committee will schedule an August meeting to discuss goals in addition to Common Measures, for the PA CareerLink® and Adult and Dislocated Worker Programs.

Youth Council
Jay Alexander, Youth Council Chair, reported the Youth Council met on April 2. The Committee discussed the current Youth Support Services Policy and the need to make changes in order to align with WIOA and meet the needs of participating youth.

The following changes to the policy were approved as part of today’s Consent Agenda:
- Allow support services to be provided in the follow up phase which is emphasized in WIOA performance measures
- Include additional allowable support services: certification and testing fees, uniforms and necessary attire for work or training, childcare, college application fees, personal hygiene.
- Set a limit of $700 per youth for driver’s education
- Set a limit of $250 per youth for all other support services

Jay reported out-of-school contracts with both CSO and TIU expire June 30, 2015. At a previous Youth Council meeting, CSO and TIU were directed to submit plans for the implementation of WIOA which the Youth Council examined and discussed during April’s meeting; based on their plans, the Youth Council approved a motion to extend their contracts to December 31, 2015.

On December 31, 2015, both CSO and TIU will have exhausted their contract renewal option. The Youth Council approved a motion to release a request for proposal for the OSY program services to begin January 1, 2016. Jay explained the OSY request for proposal will align with WIOA including the following:
- 75% of total youth funding will be spent on out-of-school youth compared to 30% required by WIA
- Increased age limit to 24
- 20% of youth funding will be spent on work experiences
- Additional core program elements will be required

Jay directed the Board to the 3rd Quarter Program Year 2014 WIA Common Measures for Youth in the meeting packets. He reported performance for all three measures: Youth Placement, Youth Attainment of Degree or
Certificate, and Youth Literacy/Numeracy, are currently exceeding the negotiated rates. The Youth Council will continue to closely monitor these measures as well as other measures.

The next meeting date is to be determined.

**LEO Action Items**

- Steve Dershem made a motion to approve the minutes from the March 11, 2014 Joint WIB/LEO Board meeting. Dave Kovach seconded the motion. The motion was unanimously approved (5 members voted in favor).

- Rick Shoch made a motion to amend the Youth Support Services policy effective July 1, 2015 to align it with WIOA performance and ensure youth participant needs are met with a maximum of $700 for driver's education and $200 for other support services. Malcolm Derk seconded the motion. The motion was unanimously approved (5 members voted in favor).

- Dave Kovach made a motion to extend the Out-Of-School Youth contracts to Central Susquehanna Opportunities, Inc. (CSO), and Tuscarora Intermediate Unit 11 (TIU) for the period of July 1, 2015 through December 31, 2015. Steve Dershem seconded the motion. The motion was unanimously approved (5 members voted in favor).

- Malcolm Derk made a motion to release a request for proposal for Out-of-School Youth program services to begin January 1, 2016. Rick Shoch seconded the motion. The motion was unanimously approved (5 members voted in favor).

- Dave Kovach made a motion to release a Request for Proposal for the Central Pennsylvania Workforce Development Corporation Single Audit. Steve Dershem seconded the motion. The motion was unanimously approved (5 members voted in favor).

- Rick Shoch made a motion to approve the Fiscal Year 2016 Central Pennsylvania Workforce Development Corporation Central Region budget. Malcolm Derk seconded the motion. The motion was unanimously approved (5 members voted in favor).

Commissioner Dershem inquired about the armed guard in Lycoming County and expressed concerns regarding the expense when funding is decreasing in 2016. Erica provided information on why the guard was placed in the site. The Department of Labor & Industry approved the hiring of the armed guard based on the information provided by local authorities. She noted the cost is shared by all the partners, the total cost is roughly $43,000 per year, and CPWDC pays for approximately 50% of it.

Erica noted that guards were utilized in the past at all the PA CareerLink® sites but they were removed when the RSAB no longer included the expense. She explained that the armed guard commitment was for six months, and we have the option to change to a non-armed guard reducing the costs in the future.

Susan Swartz noted the state has a zero tolerance for workplace violence and employee safety and well-being is a priority.

**Executive Director’s Update**

Erica Mulberger provided the updates and referred to reports included in the meeting packets.

**CPWDC FY 2015 Competitive Funding Portfolio**

Applications for the Career & Technical Education Innovation Grant through the PA Department of Education are due on July 15, 2015. The $400,000 grant will partner CPWDC with Career & Technical Education (CTE) schools across the region. CPWDC secured the Business & Education Partnership Grant for $100,000 to provide students in each county the opportunity to interact with local business prior to graduation and help guide the student’s career path with an emphasis on STEM.
The STEM Career Advancement Project issued 181 scholarships to unemployed or underemployed adults to date; 107 have completed training, and 26 scholarships have been awarded to incumbent workers, 15 of which have completed training.

**Labor Market Updates**
The unemployment rate from April increased to 5.1% from 5.0% in March 2015. The April labor market reports are available on CPWDC’s website.

**WorkKeys®**
To date the number of WorkKeys® examinees is 5,502. There has been a steady decrease in the number of examines each year in 2014.

**Issues to Watch**
The requirement for all volunteers to have criminal background checks and clearances prior to working with youth was discussed at several CPWDC committee meetings. To provide further clarification on who is required to have clearances prior to working with or being a host site for youth activities, the following materials were included in the board book.

- Pennsylvania Department of Human Resources
  - Employees Having Contact with Children Frequently Asked Questions
  - Volunteer Frequently Asked Questions

Erica explained that comments to the WIOA Notice of Proposed Rule Making are due June 12th. She will be meeting with other WIB Directors to discuss what comments will be sent through the Pennsylvania Workforce Development Association (PWDA) on behalf of the local directors.

Diane Bosak was named Deputy Secretary for Workforce Development at Department of Labor & Industry, and former Pennsylvania Representative Mike Fleck was named Director of Bureau of Workforce Partnerships.

**Open Discussion**
Dave Zartman acknowledged and thanked the WIB members whose terms will expire on June 30. Some of the members are continuing as voting members on CPWDC Committees but will not be board members helping CPWDC maintain compliance with WIOA and the goal of reducing the size of the board.

Certificates thanking WIB members for their dedication and service were presented to:
- Dave Capperella
- Phil Johnson
- John Kurelja
- Rob Postal
- Billy Robinson
- Russ Reitz

Billy, Dave, Rob and Russ have been members since CPWDC was formed in 1999.

**Date of Next Meeting**
The Executive Committee will meet on Friday, August 14, 2015 at the CPWDC office in Lewisburg.
The WDB/LEO Board will meet on Wednesday, September 9, 2015 at the Union County Government Center in Lewisburg.

**Adjournment**
The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

*Vina A. Davis*