



Central Pennsylvania Workforce Development Corporation

Workforce Development Board (WDB) and
Local Elected Officials (LEO) Board

Joint Meeting
March 14, 2018

The Central Pennsylvania Workforce Development Corporation's Board of Directors (WDB) and Local Elected Official (LEO) Board held a joint meeting on Wednesday, March 14, 2018 at Playworld®, Lewisburg, Pennsylvania.

WDB Members Attending:

Jay Alexander
Sue Auman
Jamie Aurand
James Beamer
Lisa Brown
Annette Camuso-Sarsfield
Dean Girton
KayLynn Hamilton
Bruce Jones
Keith Koppenhaver
Michelle McCardle
Jim Nemeth
Jim Stopper
Steven Stumbris
Todd Taylor
Suzanne White

WDB Members Excused:

Steve Bennett
Lynn Kuhns
Susan Swartz
Dave Zartman

LEO Board Members Attending:

Stephen Dunkle
Lee Knepp
David Kovach
John Mathias
Richard Mirabito
Robert "Pete" Smeltz

LEO Board Members Excused:

Kenneth Holdren
Michael Pipe
Richard Shoch

WDB Staff Attending:

Alexa DeBaro
Sandie Fairman
Brooke Gessner
Korrie Lucas
Erica Mulberger

Guests Attending:

Megan Bair
Meghan Bowes
Adele Craig
Judy Fitzgerald
Sharon McIntyre
Mary Mingle
Richard Parry
Stacie Snyder
Ryan Tira
Katherine Vastine
Jill Walter
Gale Zalar

Call to Order and Welcome

Jay Alexander, CPWDC Chair, called the meeting to order at 10:04 a.m. and welcomed everyone. He stated there are two meetings occurring simultaneously; the Workforce Development Board and Local Elected Official Board will each take actions from their respective agendas.

Commissioner Pete Smeltz, LEO Chair, welcomed all members and guests. He shared a change in LEO Board membership where Commissioner Lee Knepp of Snyder County has replaced Malcolm Derk. Commissioner Smeltz welcomed Commissioner Knepp to the meeting.

Public Comment

No comments were made.

PA CareerLink® Operator Update

Adele Craig, Director of Community Education & Workforce Services for the Tuscarora Intermediate Unit 11, presented on behalf of the PA CareerLink® Operator Consortium. She began by referencing the PA CareerLink® Activity Reports for November 2017 through January 2018. Adele then highlighted lessons learned during the first six months of PA CareerLink® operations including an overview of modified goals and timelines that take into account the time necessary to assist and oversee the PA CareerLink® Administrators. She reported a draft work plan incorporating lessons learned and a self-monitoring tool to reflect on what has been done and how to move forward are being created for CPWDC review. Adele provided an update on recent work to develop a mission statement for the PA CareerLink® sites across the Central Region.

WDB Updates and Action Items

- **Dean Girton made a motion to approve the minutes from the December 13, 2017 joint WDB/LEO Board meeting. Keith Koppenhaver seconded the motion. The motion was unanimously approved.**
- **Jim Beamer made a motion to approve the March 14, 2018 Consent Agenda Action Items. Annette Camuso-Sarsfield seconded the motion. The motion was unanimously approved.**

WDB Updates and Action Items

PA Office of Unemployment Compensation- Resolution Discussion

Jay Alexander directed members to a draft resolution regarding the Pennsylvania Office of Unemployment Compensation (UC). Jay explained the resolution would allow CPWDC to negotiate with Pennsylvania's Department of Labor & Industry, Office of Unemployment Compensation, to improve offerings. Erica Mulberger, CPWDC Executive Director, provided an overview of the issues surrounding extended wait times and disgruntled customers attempting to directly connect with the UC Office personnel through the courtesy phones located at each of the PA CareerLink® sites across the region.

Erica explained customers who come to the PA CareerLink® are promised a direct connection to the UC call center, but due to limited staffing, there are long wait times. Issues particularly rise during times of seasonal and transitional employment, such as during the month of January. A major concern of Erica's is the wellbeing of the PA CareerLink® brand since customers directed to the PA CareerLink® for the purpose of the UC courtesy phones do not receive prompt service from UC and may then develop a picture of the whole system being inadequate.

Bruce Jones shared that in January, Deputy Secretary Eileen Cipriani took steps to actively communicate with local areas about the issues and to try to resolve problems. KayLynn Hamilton inquired whether or not there have been potentially dangerous situations to which Adele Craig explained there have been times individuals have demonstrated aggressive behavior. Despite the spike in UC claimants in January, Bruce Jones commended the PA CareerLink® Administrators for handling the situations effectively and professionally. Members deliberated the need for the resolution and discussed how it may be used to help improve customer service to those who need action on their UC claims. Removal of the courtesy phones from the PA CareerLink® sites must be a last resort and the resolution must be used in coordination with other local areas to help improve service quality.

- **Sue Auman made a motion to approve the resolution for the Central Pennsylvania Workforce Development Corporation to authorize its Executive Director to discuss and negotiate with the**

Pennsylvania Department of Labor & Industry, to secure necessary and immediate improvements for the dedicated telephone service that is offered by the Office of Unemployment Compensation at the PA CareerLink® offices, to remedy the security concerns and damages of CPWDC through its PA CareerLink® offices, and if not remedied to take necessary steps to remove UC telephones from the PA CareerLink® offices. Michelle McCardle seconded the motion. There was one abstention and one opposition. The motion carried.

Audit/Finance Committee

Jim Stopper, Audit/Finance Committee Chair, provided the following updates.

Fiscal Year 2018 Expense Reports through December 31, 2017

The reports are for the first two quarters, therefore, the anticipated expenditure rate is 50%.

Jim presented the Contract Expense and Obligation Report showing the total funding available, amount expended, and amounts obligated and unobligated for active funding streams. Additions from last quarter included newly received Rapid Response grants.

The CPWDC Operating Budget to Actual Report shows CPWDC's budget and actual costs with an overall expenditure rate of 42.94% of its operating budget. Salaries and benefits were less than budgeted due to staff vacancies.

Jim explained the Consolidated RSAB Expense Report shows the total expenditures and revenue for the PA CareerLink® sites. Payment has not yet been received from the Office of Vocational Rehabilitation (OVR) or the Office of UC for FY17. FY18 expenses have also not been paid and staff is working towards agreements with both offices.

The Subcontractor Budget to Actual Comparison shows expenses for each of the contracted service providers. Jim noted exceptions to the 50% anticipated expenditure rate explaining the end dates of those grants differ from the fiscal year end.

FY18 Consolidated Training Contract Obligations

Jim reported as of March 1st, 92 participants have been approved for individual training account (ITA) contracts and 21 for on-the-job training (OJT).

Fiscal Year 18 Budget Update

Jim reported an increase in FY18 revenues in the amount of \$144,663; adjustments represent the additional Rapid Response funds received, the return of unspent NEG Disaster Grant funding and new Next Generation Industry Partnerships grants for healthcare and manufacturing.

CPWDC's available budget increased by \$24,840 as a result of adjustments including: a decrease in TANF Year Round as funds were moved to support services, additional Rapid Response funds received, the return of unspent NEG Disaster Grant funds, a realignment of Community Based Partnership funding, and the addition of the new Next Generation Sector Partnership grants for healthcare and manufacturing.

CPWDC's share of the RSAB budget increased by \$951 due to state revisions on the approved RSAB.

Central Susquehanna Intermediate Unit's (CSIU) WIOA Youth budget increased due to CSIU being awarded the Out-of-School Youth (OSY) contract for Centre, Clinton, Lycoming and Mifflin counties. ResCare's OSY budget decreased due to their contract ending in March.

The Regional Budget increased just over \$75,000 due to the following: increase in regional technology for network and security updates, increase in regional outreach for the production of EARN videos, and increase to regional vehicles for additional work on The Link.

Single Audit

Jim shared the CPWDC single audit was completed January 24th with a summary available in the meeting packet. The audit resulted in no findings. Dan Bradley with Young, Oakes, Brown and Company reviewed the full audit report with Audit Finance Committee and Jim reported the Committee also had time to speak with the auditor without CPWDC staff present. The Audit Finance Committee accepted the report on February 23rd. A copy of the audit is available, contact Brooke Gessner, CPWDC Finance Manager.

- ***Jim Stopper made a motion to accept the Single Audit for Fiscal Year 2017 as presented by Young, Oakes, Brown and Company P.C. Bruce Jones seconded the motion. The motion was unanimously approved.***

Development of Career Experience Matching Website

Jim explained CPWDC is in the process of developing a career experience matching website and released a request for proposals for development. The cost of the project exceeds \$25,000, therefore, Workforce Development Board approval must be sought prior to a contract being signed.

Erica presented information on the website development and winning proposal, including functionality that will allow businesses to post availability of career experiences including but not limited to job shadowing, company tours, and guest speaking engagements and allow students and teachers to easily find those opportunities. Erica illustrated the benefits the website will have for businesses and for local school districts.

Erica provided information on the background of the initiative and shared a kick off meeting occurred late spring of 2017 including representation of the career and technical education directors throughout the nine-county region along with Jim Beamer and Keith Koppenhaver, PA CareerLink® staff and CPWDC staff. The goal was to determine how to promote the skilled trades which then expanded to providing quality information to students on all career opportunities throughout the Central Region. Erica noted the Every Student Succeeds Act and the Future Ready PA Index requirements state every student must have career experiences in 3rd, 5th, 8th and 11th grades and how the proposed website will allow school districts to meet those requirements in a more streamlined fashion.

- ***Dean Girton made a motion to award a contract to Pixel & Hammer in the amount of \$34,284 for the development, training, hosting and launch of a new career experience matching website. KayLynn Hamilton seconded the motion. The motion was unanimously approved.***

The next Audit/Finance Committee meeting is to be determined.

Governance Committee

Dean Girton, Governance Committee Chair, provided the following updates.

Statement of Financial Interest

Dean directed all of the WDB members to a Statement of Financial Interest Form. He explained members appointed to Local Workforce Investment Boards meet the definition of public official or public employee as outlined in the Governor's Office, Commonwealth of Pennsylvania Management Directive 205.10, and Financial Disclosures Required by the Public Official and Employee Ethics Act (Act 93) of 1998, 65 Pa. C.S. Sections 1101-1113. Dean asked members to complete the form by May 1, 2018 in order for the Board to remain in compliance to receive federal and state funding from the Commonwealth.

Meeting Schedule

Dean explained CPWDC is still trying to coordinate a schedule for the remaining three meetings this year. Erica will be sending a new poll with more date and time options in order to finalize a schedule. The next meeting is anticipated for June.

Vice Chair Vacancy

Dean reported there is still a vacancy for a Vice Chair, and the Committee will be looking at WDB private sector members for candidates. Ideally, the Vice Chair will be in the role for two years and will transition into the Chairperson role for an additional two years.

WDB Member Reappointments

Dean explained the Governance Committee will be assisting the LEO Board in reviewing current WDB members whose terms end on June 30, 2018. By the end of April, those members whose terms are ending will be contacted by CPWDC regarding their interest in reappointment to the WDB for a three year term.

Local Management Committee (LMC)

Korrie Lucas, CPWDC's Senior Operations Manager, on behalf of Steve Bennett, Local Management Committee Chair, provided the following updates.

The LMC last met November 14, 2017 and a report of that meeting was provided at the December Board meeting. Korrie referred to the Consent Agenda action to form an EARN Committee and provided background information

including language in the revised Department of Human Services EARN Manual. There is an expectation that future LMC meetings be less focused on EARN and performance and more focused on collaboration and problem solving with community agencies for all TANF recipients. The Department of Human Services is allowing local areas to determine how to vote on EARN related business such as program changes and procuring providers. Since CPWDC intends to comply with the new vision for the LMC by July of this year, having a WDB committee focused on EARN will assure responsibility regarding CPWDC's contract for EARN is given to appropriate parties. Korrie suggested that members with an interest or expertise in serving individuals with barriers consider serving on the EARN Committee.

Enrollment Rate

Korrie explained the county assistance office (CAO) determines whether an individual requesting TANF cash assistance must report to the EARN program. It is the responsibility of CPWDC's subcontractor to successfully enroll the clients the CAO refers which can be a challenging task. Currently, CPWDC has about a 65% enrollment rate. During the last fiscal year, July 1, 2016 through June 30, 2017, there were 306 new enrollments. Of those new enrollments, 132 unique people "failed to report"; therefore, they did not successfully enroll.

After a number of discussions with the Local Management Committee and the WDB, CPWDC released a request for proposals for professional production companies to create brief, high quality videos in which EARN participants, past or present, share their story and their experience with EARN. In particular, CPWDC set out to capture participants sharing their struggles and how EARN helped them improve their lives and the lives of their children. Korrie shared the goal of the videos is for individuals directed to EARN to relate to the people who are highlighted and see EARN as an opportunity to improve their lives too.

EARN performance funds were used to contract with Orionvega LLC. CPWDC worked closely with Orionvega to develop videos which will be shown to CAO clients at the time of referral, to help them see EARN as a positive opportunity for themselves and their children and increase the enrollment rate. Korrie explained the videos are unscripted, and what is shared resulted from genuine conversations CPWDC staff held with participants to learn about their backgrounds, their children, and what they think about EARN. Korrie thanked Alexa DeBaro, CPWDC Senior Workforce Coordinator, for her dedication and vast contributions to the project. She also recognized Central Susquehanna Opportunities, Inc. (CSO) noting that their high quality of services are reflected in the stories captured on video. Korrie thanked Steve Bennett, LMC Chair, for his involvement and support of this innovative project. Each of the three videos were then played.

The next LMC meeting is tentatively scheduled for March 28, 2018.

Personnel Committee

Annette Camuso-Sarsfield, Personnel Committee Chair, provided the following updates.

Renew CPWDC Benefits

CPWDC received a renewal notification for vision benefits that would not increase premiums for a two year period.

- ***Annette Camuso-Sarsfield made a motion to renew CPWDC's vision policy effective May 1, 2018 through April 30, 2020 at the same rates as the current plan year. Michelle McCardle seconded the motion. The motion was unanimously approved.***

Similarly, Annette explained CPWDC received a renewal notification for life, disability, and dental insurance for a one year period with no increases to the premiums.

- ***Annette Camuso-Sarsfield made a motion to renew CPWDC's life, disability, and dental insurance policies effective May 1, 2018 through April 30, 2019 at the same rates as the current plan year. Jim Beamer seconded the motion. The motion was unanimously approved.***

Market Analysis of CPWDC Salary Structure

Annette explained the Personnel Committee has tasked Erica with completing a market analysis of CPWDC's current pay structure to ensure employee salaries are properly aligned with the market. Erica received quotes from two vendors with HR Consultants having the lowest costs. HR Consultants was also selected in 2014 to provide the

service. Because this is a professional service, CPWDC's Procurement Policy requires WDB approval before staff can contract for the service.

Sue Auman inquired as to the reason for the analysis if it was completed in 2014 to which Annette explained that market analyses should be complete every 3 years institutionally, adding that 5 years is too long, so the Personnel Committee determined 4 years is reasonable.

- **Annette Camuso-Sarsfield made a motion to procure HR Consultants, Inc. to complete a market analysis of CPWDC's salary structure in the amount \$2,250 and provide additional services on an as needed basis at a rate of \$157.50 per hour. Suzanne White seconded the motion. The motion was unanimously approved.**

Policy & Performance Committee

Jim Beamer, Policy & Performance Committee Chair, provided the following updates.

The Policy & Performance Committee met February, 7, 2018.

PA CareerLink® Mission Statement

As part of the PA CareerLink® certification process, the Operator drafted a mission statement for all PA CareerLink® sites in the Central Region. The Policy & Performance Committee reviewed the draft statement and, with a few changes, made a motion to approve a mission statement for the Central PA CareerLink® system.

- **Jim Beamer made a motion to approve the following mission statement for the Central PA CareerLink® network: "The Central PA CareerLink® network is committed to linking people to successful careers and linking businesses to a qualified workforce." KayLynn Hamilton seconded the motion. The motion was unanimously approved.**

Exit Report

Jim reviewed outcomes for Adult and Dislocated Worker participants who exited between July 1 and December 30, 2018. The top graph for each provider illustrates outcomes for those who did not access training, the middle graph illustrates outcomes for those who did access trainings, and the bottom graph summarizes all exits. Jim explained the Policy & Performance Committee expects to see high employment outcomes for customers who accessed training funds. Seventy-five percent of CSO's training customers exited with employment, and 88% of TIU's training exits were with employment.

Adult Priority of Service Report – PY17, 2nd Quarter

The Pennsylvania Workforce Development Plan requires at least 51% of Adult participants who access individualized career and training services be in a priority of service category. CPWDC is exceeding the requirements as of the second quarter with 73% of Adults having met statutory priority of service and another 11% met discretionary levels which were developed locally.

ITA and OJT Funding Outcomes Report – PY17, 2nd Quarter

Jim provided highlights from the report, including budget, participants served and outcomes. More ITA contracts were funded to train CDL Drivers, LPNs and Certified Nurses Assistants than any other occupations. Jim referred to the illustration of costs to attend each of the programs along with the percentage of participants who entered training related employment. Thus far, six people were retained at their OJT employer after the contract ended at a cost of \$35,807.

Monitoring Activity between December and February

Jim informed the members that staff conducted monitoring of four OJT contracts and provided highlights of those visits. CPWDC also monitored the Out-of-School Youth program operated by the Central Susquehanna Intermediate Unit in Columbia, Montour, Northumberland, Snyder and Union Counties. Jim explained CPWDC is required by the PA Department of Labor & Industry to monitor the Operator and survey PA CareerLink® partners regarding awareness and effectiveness of the Operator. To accomplish this, CPWDC sent the Operator a questionnaire to assess their level of progress and a survey was also sent to PA CareerLink® partners. Results will be used to determine steps for continuous improvement. Jim reported the PA Department Labor & Industry's Bureau of Workforce Development Administration monitored CPWDC contracts and requests for proposals with no concerns. Currently, CPWDC governance is being monitored.

The next Policy and Performance meeting is scheduled for May 2, 2018.

Youth Council

Korrie Lucas, CPWDC's Senior Operations Manager, provided the following updates.

In-School Youth Contract

Central Susquehanna Opportunities, Inc. (CSO) is in the midst of recruiting new sophomores. CSO is meeting with juvenile probation, children and youth offices, OVR, foster care agencies and key personnel within the school districts including guidance, transition coordinators and athletic directors throughout the Central Region in order to recruit In-School Youth (ISY).

Korrie shared that CSO is also gearing up for summer activities, including Camp STEAM (science, technology, engineering, arts, math) which is offered to newly enrolled sophomores and paid work experience offered to juniors. ISY staff and the business services teams (BST) at each PA CareerLink® site are collaborating to determine local businesses willing to host tours and volunteer as guest speakers for youth in Camp STEAM and to host youth in summer paid work experiences linked to their career goals.

With an unexpected special TANF Youth allocation received for summer 2017, there are remaining funds available through June 30, 2018. CPWDC historically uses the funding to support the summer activities of the WIOA ISY, but with extra funds, CPWDC recognized an opportunity to impact additional youth outside of the Title I Youth program. Additional TANF eligible youth will participate in year-round paid work experience opportunities and additional Camp STEAM activities. CSO hired a part time staff person to oversee these activities to be complete by June 30, 2018.

Out-of-School Youth Contract- Centre, Clinton, Lycoming and Mifflin Counties

Korrie shared the contract with ResCare Workforce Services is terminated early based on performance, effective Friday, March 16, 2018.

On February 2, 2018, the Executive Committee made a motion to award Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth (OSY) services in Centre, Clinton, Lycoming and Mifflin Counties to Central Susquehanna Intermediate Unit (CSIU) with a start date of February 5, 2018 and full services that begin March 19, 2018 through June 30, 2019, with a maximum budget for \$832,000 and an option to extend annually with a modified 12-month budget through June 30, 2020.

CPWDC has been working with both ResCare and the CSIU to ensure an effective and smooth transition of services by monitoring ResCare's caseload each week and providing technical assistance regarding services so that young adults in the program receive proper services in order to continue to define and meet their goals and remain engaged in the program. Additionally, letters were sent to all current active and follow-up young adults participating in ResCare's program regarding the transition with information pertaining to the CSIU's plans to make contact with them. Contact information for the CSIU was provided and the letter was written in a tone intended to let the OSY know CSIU is excited to meet them and learn how they can help.

Youth Council membership is being reviewed and will be revamped. The next meeting is to be determined.

LEO Action Items

Commissioner Smeltz reminded all members the following motions are voted on by LEO members only. The following motions were made.

- **Commissioner Steve Dunkle made a motion to approve the minutes from the December 13, 2017 joint WDB/LEO Board meeting. Commissioner Rich Mirabito seconded the motion. The motion was unanimously approved.**
- **Commissioner David Kovach made a motion to award Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth services in Centre, Clinton, Lycoming and Mifflin counties to Central Susquehanna Intermediate Unit (CSIU) with a start date of February 5, 2018 and full services to begin March 19, 2018 through June 30, 2019, with a maximum budget for \$832,000 and an option to extend annually with a modified 12-month budget through June 30, 2020. Commissioner Lee Knepp seconded the motion. The motion was unanimously approved.**

Pete announced the LEO had an opportunity to speak directly with the auditor and took action to accept the Single Audit for Fiscal Year 2017 as presented by Young, Oakes, Brown & Company P.C. in their morning meeting. Pete congratulated the staff on the exemplary findings.

Executive Director's Update

Erica Mulberger, CPWDC's Executive Director, provided the following updates.

State Initiatives:

Governor Wolf is proposing plans to support PAsmart, a new workforce development initiative that helps connect Pennsylvanians with resources for working and training in Pennsylvania. The Governor's budget proposal includes \$50 million to support STEM (science, technology, engineering, math) and computer science education, apprenticeship opportunities, industry partnerships, career and technical education (CTE) and STEM career pathways, and partnerships between employers and higher education for the development of education programs that prepare students for the high demand jobs. Erica explained funding will likely flow directly to local school districts; however, the one component that local boards could possibly see is the funding for industry partnerships.

Erica also reviewed an announcement from Governor Wolf outlining equipment grants for 38 different CTE providers across the commonwealth including SUN Area Technical Institute and Lycoming CTC in our region.

CPWDC Fiscal Year 2018 Competitive Funding Portfolio:

Erica reviewed new grants awarded to CPWDC since the last meeting, including Next Generation Industry Partnerships. Two applications were submitted; one for healthcare and the other for manufacturing with the goal of bringing industry leaders together to collectively determine needs and advance solutions.

Erica shared the manufacturing team launched on January 24, 2018. Twenty-one companies were represented as the two co-champions, Ronn Cort from SEKISUI-SPI and Rob Bargo from Videon Central set the tone for the meeting while a third party facilitator ran the meeting. Erica explained the central concept for this collaboration is to determine what is keeping business leaders up at night, and how we can collectively move the industry forward rather than tackling everything individually. Leaders honed in on four areas that require action: 1) how to strengthen career development programs and build career pathways 2) how to strengthen business-to-business networking and create opportunities to learn from each other 3) increase awareness of manufacturing opportunities and 4) promote Central PA as a great place to live and work.

Erica also provided details from the healthcare launch meeting where co-champions, Kendra Aucker of Evangelical Community Hospital, Steve Johnson of UPMC, Tom Sokola of Geisinger and Jamie Aurand of Susque-View Homes lead the healthcare collaborative. The four action items this team developed include: 1) workforce development and career pathways 2) technology and the need for broadband throughout the region such as to allow for remote service provision 3) improving employee retention and 4) asset analysis.

Erica commented the initiatives are well received. While the focus is currently on manufacturing and healthcare, there is an opportunity to learn and adapt the Next Generation model to other important industries in the region.

Engage!

Erica reviewed the new Engage! business focused project. SEDA-COG is the grant recipient and CPWDC will partner with them to develop strong rapport with specific companies as part of a state-wide effort to retain and expand business. Erica explained her role will include interviewing business to understand their needs and then match them to resources. The project differs from Next Generation Partnerships due to focus on individual businesses, rather than sectors.

"Interest in CTE: We're Promoting It Here"

Erica attended a round-table discussion at Keystone Central School District that was attended by Congressman Glenn T. Thompson. Discussion focused on Perkins funding renewal at the federal level and how to build CTE in the region.

State/Local Internship Program (SLIP)

Erica reported this demonstration project will allow interested businesses and non-profits across the region to be reimbursed for the wages and fringe benefits of internships. Interest forms are being collected in order to submit an appropriate request for funding in the application for the grant; she encouraged Board members to consider hiring an intern with available funding this summer.

Open Discussion

Jay invited open discussion.

Kaylynn Hamilton provided an update on a project that the PA Department of Labor & Industry applied for regarding technical assistance projects around the future of American Job Centers (AJCs) and enhancing co-enrollments. There will be two teams participating in brainstorming committees.

Jay thanked KayLynn for sharing and encouraged all members to communicate openly with Erica regarding initiatives and opportunities to work together.

Date of Next Meeting

The next meeting is to be determined. The Executive Committee will meet on April 6, 2018 at CPWDC.

Adjournment

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Alexa DeBaro
CPWDC Senior Workforce Coordinator