



Central Pennsylvania Workforce Development Corporation

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

Joint Meeting
September 19, 2018

The Central Pennsylvania Workforce Development Corporation's Board of Directors (WDB) and Local Elected Official (LEO) Board held a joint meeting on Wednesday, September 19, 2018 at Union County Government Center, Lewisburg, Pennsylvania.

WDB Members Attending:

Jay Alexander
Jamie Aurand
Lisa Brown
Michele Foust
Dean Girton
Bruce Jones
Keith Koppenhaver
Lynn Kuhns
Jim Nemeth
Steven Stumbris
Todd Taylor
Dave Zartman

WDB Members Excused:

Sue Auman
James Beamer
Steve Bennett
Annette Camuso-Sarsfield
KayLynn Hamilton
Jim Stopper
Susan Swartz
Suzanne White

LEO Board Members Attending:

Stephen Dunkle
Lee Knepp
Robert "Pete" Smeltz

LEO Board Members Excused:

Kenneth Holdren
David Kovach
John Mathias
Richard Mirabito
Michael Pipe
Richard Shoch

WDB Staff Attending:

Jacob Conklin
Sandie Fairman
Brooke Gessner
Korrie Lucas
Erica Mulberger
Cheryl Reish

Guests Attending:

Megan Bair
Judy Fitzgerald
Cheryl Johnson
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 10:02 a.m., welcomed everyone, and confirmed a quorum. 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 reported the LEO did not have a confirmed quorum therefore there would be no official actions taken.

Public Comment

No comments were made.

PA CareerLink® Operator Update

Cheryl Johnson, Executive Director of Private Industry Council of the Central Corridor (PICCC), presented highlights from the Operator on behalf of the PA CareerLink® Operator Consortium.

Cheryl highlighted special events and partnering that took place over the previous quarter including the following. New training workshops were offered to PA CareerLink® customers via partnerships made with the Pennsylvania Department of Banking and Securities, Pennsylvania State Employees Credit Union, and Cricket Wireless. Staff from the PA CareerLink® and The LINK participated in the Little League Grand Slam Parade with thousands in attendance in Williamsport. New initiatives to connect veterans with resources were held in both Centre and Mifflin counties. Out-of-School Youth success stories were publicized and multiple visits were made to the region by the Secretary of Labor and Industry. Literacy partners are planning a cross training with other WIOA staff. Literacy partners are also gearing up to implement a new TABE 11 and 12 assessment test in 2019.

Success in the New Economy/Business Education Partnerships

Leading up to a discussion on potential activities the WDB or LEO may be interested in pursuing in regard to an opportunity to apply for a Business and Education Partnership grant, Erica Mulberger, CPWDC Executive Director, showed Dr. Kevin Fleming's video, "Success in the New Economy." Dr. Fleming illustrates how expecting a four year degree for all is not practical and does not guarantee success. After showing the video, Erica invited board members for their thoughts in regard to how to help students make well informed decisions about their future and how the new grant application might be developed to do so. Discussion ensued as follows.

Dave Zartman shared that although he is involved with various associations, it is almost impossible to effectively reach all the schools and recommended both educators and guidance counselors must be reached. Erica recalled some of the activities that CPWDC has recently funded to help in that regard, such as Teacher in the Workplace. Jim Nemeth added to the discussion offering that a teacher visited Autoneum as part of that initiative and now his staff are visiting that school. Keith Koppenhaver shared that he has an equipment simulator he takes to the schools on career days so students can experience what it might be like to operate machinery and echoed Dave's sentiments about reaching educators and guidance counselors. Lisa Brown added that parents must be targeted as well to which Erica agreed and reported CPWDC has secured funding to support a campaign to educate parents.

Erica inquired as to whether an evening trade show might be one way to help connect business and education. Bruce Jones remarked that perhaps students are exposed to the trades, but the deliverer of the message is sometimes lost. He suggested that the message would be more meaningful to students if, for example, someone in the trades who drives a nice truck was the one talking to them.

Erica added that the career and technical education partners have been asked for success stories as part of the plan with current funding. Todd Taylor offered that Central Pennsylvania Institute of Science and Technology (CPI) is currently working to persuade employers to visit students earlier in their schooling to sponsor them with paid externships and job shadows and this might be one strategy to try region-wide. Erica added to this by sharing that the Next Generation Manufacturing Sector Partnership aims to have signing days where job offers to high school students are publicly celebrated.

Commissioner Smeltz remarked that many issues prevent guidance counselors from having the time to provide career guidance to students and questioned when and how a student knows where they excel, what careers they want to pursue, and what training or education level they need suggesting the grant might be used to help in this regard. Erica responded saying that schools are tasked with new career exploration requirements though it doesn't mean the schools have more resources to do so. She shared that in addition to staff in schools from

which students are enrolled, CPWDC's WIOA in-school youth (ISY) program has just one staff-person who visits all 30 districts; maybe a second person is needed for that especially since Future Ready requirements have resulted in increased requests to provide career services in the schools.

Steve Stumbris added that Bucknell sponsors career exploration programs such as Project Lead the Way, Summer Lead the Way, and an Engineering Camp that help connect students to careers.

Commissioner Dunkle said there are still parents who believe that going to The Academy is not a good decision and therefore discourage their children from attending. Mifflin County is currently in discussion with The Academy to see what can be done to provide better opportunities for technical and medical arts training. He suggested integrating the districts and the counties as a cohesive unit would be beneficial and added that this should be addressed by the State Legislature.

Jim Nemeth emphasized a need for career and technical education to have more autonomy in funding. He noted attending an apprenticeship conference and learned the percentage of funding towards technical education is a "drop in the bucket" compared to other countries.

Jay thanked everyone for robust discussion and instructed members to read the information provided about the grant opportunity and send suggestions to Erica.

WDB Updates and Action Items

- ***Keith Koppenhaver made a motion to approve the minutes from the June 25, 2018 joint WDB/LEO Board meeting. Jim Nemeth seconded the motion. The motion was unanimously approved.***

Youth Committee

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

Out-of-School Youth (OSY) Contract

Korrie reported YES to the Future is currently serving 281 young adults between the ages of 16-24. She offered additional data in regard to program statistics from July 1, 2018 to the present including that 23 active YES to the Future participants have attained unsubsidized employment. She also reported 4 young adults are participating in an on-the-job training (OJT) while 7 are currently in a paid work experience (PWE); she further explained OJT and PWE occur throughout program participation as the young adults are ready for those services.

In-School Youth (ISY) Contract - Summer Activities

Korrie referenced an article highlighting Camp STEAM written by the Sun-Gazette and reported 159 students across the region successfully completed. Camp STEAM was offered to WIOA ISY and was expanded to serve additional young people via TANF Youth Development funds and the Business-Education Partnership grant awarded to CPWDC. Korrie expressed gratitude to 95 employers for supporting the youth by offering company tours or speaking to them during the camps. She thanked Commissioner Dunkle for speaking to youth in Mifflin County and Commissioner Young for presenting to youth from Columbia-Montour Area Vo-Tech. In addition to Camp STEAM activities, Korrie reported summer paid work experiences were provided to 60 youth at 47 unique employer sites based on career goals that were developed; at least five of those students were then hired in part time positions by their employers.

Korrie shared the implementation of the PA Future Ready Index has increased demand for PA CareerLink® youth services as schools are more frequently requesting relevant workshops, industry tours, career fairs and additional support to ensure their students graduate "career ready."

For example, a career exploration day at South Williamsport High School will be held with support from the ISY program and the PA CareerLink® Business Service Team on September 26th with 500 students from Lycoming County schools already signed up to participate. Similarly, industry tours are being coordinated for all 10th graders at Milton High School as part of a college and career readiness day on October 10th.

EARN Committee

Korrie Lucas provided updates on behalf of Committee Chair Steve Bennett.

The EARN Committee last met on September 18, 2018. Members were able to focus on EARN with discussion about performance, fiscal outlook, and program delivery. The Local Management Committee (LMC) and its structure going forward was also discussed.

The LMC is the meeting mandated by the Department of Human Services and may not be focused on EARN, rather it is a gathering of partners who can collaborate to improve services and meet the needs of all individuals who receive TANF.

Korrie recalled Steve Bennett's update at the last WDB meeting wherein he announced that an initial meeting of the new LMC was held in June to gather information about what partners wanted from it. The major takeaway was that there are already county-wide coalitions and partnerships in place; thus eliminating the apparent need for a regional meeting. The EARN Committee discussed that CPWDC's contract obligations to ensure an LMC meeting takes place can be met by taking part in the county-level meetings as confirmed by the Director of Employment Programs at DHS. CPWDC staff will be responsible for becoming active members or asking the EARN subcontractor to be and for helping other partners connect to those meetings as well. In addition, if projects or issues in county-level meetings are identified as being regional in nature, CPWDC will consider its role to be part of the solution. The EARN Committee voiced support of the plan to move forward.

The next meeting of the EARN Committee is December 18th.

Audit/Finance Committee

Brooke Gessner, CPWDC Finance Manager, provided the update on behalf of Committee Chair Jim Stopper.

Financial Reports through June 30, 2018

The reports are for all four quarters of fiscal year 2018 (FY18), therefore the anticipated expenditure rate is 100%. Brooke explained footnotes on the bottom of each report provide detail regarding items of significance.

The Contract Expense and Obligation Report showed the total funding available, amount expended, and amounts obligated and unobligated for active funding streams. Additions from the last quarter include the State and Local Internship Program (PY17 SLIP), PY17 Business and Education Partnership, Teacher in the Workplace, Apprentice Capacity, and the PY17 Strategic Innovation grants.

The CPWDC Operating Budget to Actual shows 84.39% of the FY18 operating budget was spent.

Brooke explained the Consolidated RSAB Expense Report shows total expenditures and revenues for the PA CareerLink[®] sites. Brooke noted payment was received for the Office of Unemployment Compensation (UC) and UC Board Review for the entirety of FY19. Payment has also been received from OVR for FY18 and FY19.

The Subcontractor Budget to Actual Comparison shows expenses for each of the contracted service providers. Brooke noted the CSO ISY contracts go through September 2018 and therefore are not fully expended. She explained the CSO Adult and Dislocated Worker numbers reflect only the amounts paid through WIOA funding via CPWDC; expenses beyond those agreed upon amounts were covered by CSO.

FY18 Consolidated Training Contract Obligations through the end of the fiscal year shows 116 participants received individual training accounts (ITA) and 31 participants had on-the-job training (OJT). Brooke also presented FY19 training statistics for July 1st through September 14th showing 46 participants were approved for an ITA and 20 for OJT.

Fiscal Year 2019 Budget Update Reports

Brooke reported increased revenues from the budget presented at the June 25, 2018 meeting in the amount of \$1,064,791 due to adjustments from predicted to actual carryover and the addition of the Opioid Grant. The Training Budget increased by \$485,011 due to Rapid Response and Strategic Innovation 2015 carryover and award of the Opioid grant.

Brooke explained WIOA Dislocated Worker funding use is restricted to only Dislocated Workers, while Adult funding can be used to serve both Adults and Dislocated Workers. She further explained availability of Rapid Response funds which can serve Dislocated Workers. She recommended a funds transfer of \$300,000 from WIOA PY2018 Dislocated Worker to WIOA PY2018 Adult to increase flexibility in the use of funding. Along with this, she recommended the Board consider a request of \$300,000 in Rapid Response Additional Assistance funds from the PA Department of Labor & Industry to back fill and make whole the funding for WIOA Dislocated Worker services.

- ***Dean Girton made a motion to request a transfer of \$300,000 in WIOA PY 2018 Dislocated Worker Funds to WIOA PY 2018 Adult to increase flexibility in the use of funding. Dave Zartman seconded the motion. The motion was unanimously approved.***
- ***Todd Taylor made a motion to request \$300,000 in Rapid Response Additional Assistance funds from PA Department of Labor & Industry to make whole the funding for Dislocated Worker***

services to be used for program staff, operations, dislocated worker training and incumbent worker training as part of layoff aversion strategies. Dave Zartman seconded the motion. The motion was unanimously approved.

The next meeting date is to be determined.

Policy & Performance Committee

Erica provided the update on behalf of Jim Beamer, Policy and Performance Committee Chair.

Exit Report – PY17, 4th Quarter

Adult and Dislocated Worker outcomes for participants who exited during PY17 were shown. Erica noted that 77% of CSO's training customers exited with employment and 83% of TIU's training customers exited with employment.

Adult Priority of Service Report – PY17, 4th 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 these requirements as 70% of Adults met statutory priority of service; another 14% met discretionary priority of service levels that were developed by the Committee.

Monitoring Activity between June and August

CPWDC staff visited the Centre County Correctional Facility where three OJT contracts for corrections officers were in place. Since that visit, one participant resigned but the other two are still employed and are doing well in their placements.

In addition, CPWDC staff monitored 33 worksites where ISY/TANF Youth were in paid work experiences, plus Camp STEAM sites were visited. A report is forthcoming.

Finally Erica shared a file review was conducted for the Adult and Dislocated Worker programs. A report is forthcoming.

PY17 ITA and OJT Funding and Outcomes Report – PY17, 4th Quarter

A profile of job seeker funding over the past three years showed a slight decrease from PY16. Incumbent worker funding and participants per year by funding stream showed an overall increase in the number of participants. Outcomes for participants who completed their ITAs by June 30th were illustrated. Outcomes and costs were detailed for the four most popular training programs: CDL, LPN, CNA, and Medical Records. Outcomes for participants who did not finish training were listed and fortunately, most of them still obtained employment.

OJT contracts that ended by June 30th were profiled. Outcomes, funds spent, and occupations revealed a wide range of skills learned. Dispositions of OJTs that ended unsuccessfully, as of July, were listed.

PY17 Common Measures Report

Erica reported the Central Region met or exceeded all expected levels in PY17 in WIOA Adult, Dislocated Worker and Youth Programs.

The next Policy and Performance meeting is scheduled for November 7, 2018.

Executive Director's Update

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

CPWDC FY 2019 Competitive Funding Portfolio

Erica provided an overview of grant progress as well as an overview of the newly secured National Health Emergency Dislocated Worker Demonstration Grant to Address the Opioid Crisis.

Issues to Watch

Erica referred to an article for members to read at their leisure entitled "Trump Should Look Local to Help Shrink the Skills Gap" written by Ron Painter. Mr. Painter is president of the National Association of Workforce Boards.

Another article provided for members to read was in regard to Secretary of Labor & Industry Jerry Oleksiak's visit to the PA CareerLink[®] Northumberland/Snyder/Union Counties.

Labor Market Information (LMI)

Erica noted the extensive LMI available in the meeting packet noting members may contact CPWDC staff with any questions.

Next Generation Sector Partnerships

Ronn Cort, President and COO of SEKISUI-SPI and co-chair of the CPWDC manufacturing partnership is generously bringing Dr. Gustavo Grodnitzky, an expert trainer on generational workforce issues, to his peers and others at the Pennsylvania Workforce Development Association (PWDA) October Symposium. Erica reminded board members they are welcome to attend the presentation and/or the conference and referred to an invitation that was sent.

Commissioner Engagement

Erica submitted comments to PWDA for an article they were writing for County Commissioners Association of Pennsylvania (CCAP) regarding commissioner participation in workforce activities beyond serving on the LEO Board. Commissioner Smeltz was highlighted for his engagement level and sharing information about the State Local Internship Program (SLIP) with the economic development agency and businesses in Clinton County to spur involvement. Commissioners Dunkle and Young were highlighted for volunteering to participate in Camp STEAM thereby impacting young people in the community.

Open Discussion

Bruce Jones acknowledged Mike Baron, BWPO Supervisor at Bloomsburg, who retired September 7th after 41 years of service with the Commonwealth.

Date of Next Meeting

The next WDB/LEO meeting is set for December 19, 2018 at a location to be determined. The Executive Committee will meet October 5, 2018 at CPWDC.

Adjournment

The meeting was adjourned at 11:54 a.m.

Respectfully submitted,

Sandie Fairman