

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, January 8, 2019
Southern Alleghenies Planning & Development Commission
Altoona, Pennsylvania

ACTION SUMMARY

Following are the major actions taken by the SAWDB Executive Committee at its regular meeting held on Tuesday, January 8, 2019, at the Southern Alleghenies Planning & Development Commission office.

- 1.** Approved the minutes of the SAWDB Executive Committee meeting held on October 9, 2018, as presented. Motion was made by Mr. Keith Baker and seconded by Mr. Bob Parsons. Motion carried.
- 2.** A motion to approve the Individual Training Account Policy Modifications to read:
 1. Individuals with Associate, Baccalaureate and Advanced degrees may be exempt from skill proficiency assessment requirement.
 2. In the event that special training funds are secured these caps may be waived and financial support up to 100% of the cost of training may be provided was made by Mr. Brock Kull and seconded by Ms. Colleen Woodring. The motion passed with unanimous approval.
- 3.** A motion to approve the Dislocated Worker Supportive Services Policy Modification to read: In the event that special training-related funds are secured, these supportive services may be expanded to mirror state accepted/approved supportive services and eligible dislocated workers may receive transportation as well as childcare assistance was made by Mr. Bob Parsons and seconded by Mr. Dave Mrozowski. The motion passed with unanimous approval.
- 4.** A motion to approve award of additional Title I and TANF Funding to the following in the stated amounts: Goodwill at \$44,172 TANF & \$61,982 WIOA, E&T \$4,600 TANF, Tableland \$13,549 TANF & \$11,076 WIOA as recommended by the Youth Council subcommittee was made by Mr. Bob Parsons and seconded by Mr. Brock Kull. Mr. David Mrozowski abstained. The motion passed with one abstention.

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Members Participating

Robert Parsons	B&B Designed Systems
Colleen Woodring	OVR
Dave Mrozowski	Tableland Services
Brock Kull	Manpower
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Keith Baker	BWPO
Cheryl Rose	Fulton County Medical Center

Non-Members in Attendance

Jim Coley	SAP&DC
Martin Culp	SAP&DC
Jim Walker	SAP&DC
Susan Whisler	SAP&DC
Jill Reigh	SAP&DC
Steve Howsare	SAP&DC
Dan Bowers	SAP&DC
Barbara Covert	E&T Inc., PA CareerLink® Huntingdon
Brad Burger	Goodwill
Jeff Dick	CareerLink® Cambria & Somerset
Lisa Phillips	TSI/CAPFSC
Chuck McClellan	Blair County CareerLink®

Call to Order

SAWDB Board Chair Jesper Nielsen called the meeting of the Southern Alleghenies Workforce Development Board Executive Committee to order at 10:00 a.m.

Minutes from October 9, 2018

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the October 9, 2018, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Mr. Keith Baker made a motion to approve the October 9, 2018, Executive Committee meeting minutes as presented. Mr. Bob Parsons seconded the motion. The motion passed with unanimous approval.

Director's Report

Red/Green Report

Mrs. Whisler reported that the report reflects five months of expenditures, so providers should be 40% expended. However, expenditures through 1st quarter are usually lower than subsequent quarters because subcontractors only have a small percentage of their A & DW funding available to them in Q1. Overall, expenses are tracking higher. No concerns with 80% expenditure rate at this time and will continue to monitor progress.

Page 2 reflects 20% Youth Work Experience Expenditure Requirement. The target is \$185,973

and we are at 74% of goal so we fully expect to meet or exceed that expenditure requirement. Tableland has brought on additional work experience participants so expect increase. We were at 48% this time last year, thereby showing more emphasis this year by sub-contractors. The 75% OSY Expenditure Requirement target is \$697,400 and we are at nearly 50% of goal; we were at 44% last year. The subcontractors are on track to exceed requirement.

Page 3 illustrates five months of TANF expenditures. This is approximately 58% of goal. We receive a significant amount of funding through the Department of Human Services and in October of 2018, they changed the way eligibility is determined. Originally done by subcontractors, they now must upload information to Harrisburg, where Human Services personnel make the determination. Lag time between submission and approval is at least one month. This is a cumbersome process that will challenge our ability to serve youth and spend funding. This funding for in-school youth is vital since Title I funds are reserved for serving out of school youth. Members can see how expenditures have dropped significantly, going from support of 400 youth to 15. Discussion followed on what sparked the change. The committee urged communication with Labor and Industry noting the new challenges caused by the change in eligibility determination.

Grant Submission Update

Economic Transition Grant - Mrs. Whisler reported that on November 29, 2018, we submitted grant application in the amount of \$262,844 to Labor & Industry; if approved, funding will cover 100% of training costs and supportive services for those dislocated workers from retail, hospitality, and service industries, all of whom are lower wage workers who often find themselves in the layoff/rehire cycle. On Friday, January 4, they held a Rapid Response event at the Altoona Kmart, which will close permanently at the end of the week. Staff met with workers and promoted this resource. At least three workers are interested in pursuing training. Mrs. Whisler received unofficial word from L&I that the grant request was approved. She noted that they took a conservative approach in the requested amount, with the ability to request additional funds once these funds are obligated/expended. This grant ends June 30, 2020.

SLIP Grant – Mrs. Whisler reported requesting SLIP Grant funds totaling \$131,065 to fund 71 paid internships. This would be double the number of internships from last year. No indication of approval yet. Internships would be for eight weeks at 40 hours per week.

Business Education Partnership Grant - Mrs. Whisler reported making application for \$108,813 intended for in-school youth to connect them with local employers, and new/expanded partnership with career and technology centers. This is flexible money without eligibility constraints and if funded, will be the 4th BEP the region has received.

Teacher in the Workplace Grants - Mrs. Whisler reported supporting three grants in December. The Commission must act as fiscal agent and lead applicant. The three schools are Tyrone (2nd year), Altoona Area School District, and Somerset County via Catalyst Connection and the Chamber of Commerce leading a county-wide initiative.

US Department of Labor WIOA Study

Mrs. Whisler reported that the US DOL contracted with Mathematica Policy Research and Social Policy Research Associates to conduct an evaluation of the implementation of the WIOA. The purpose of the three-year study is to examine variations in how states implement key provisions. Pennsylvania was selected for a site visit and Southern Alleghenies, along with Chester County,

were recommended by PA L&I for inclusion in the visit. This day-long visit will include interviews with local staff, OSO and selected partners. Ours is scheduled for March 5th. A conference call this Friday will provide details on the visit and how to prepare.

Individual Training Account Policy Modifications

Mrs. Whisler referred to the handout with draft policy modifications. Two modifications require discussion and a vote. First, the TABE assessment is used to determine basic skills deficiency and requirement of 9th grade reading level, which clients must have before being placed into training. More individuals are coming to CareerLink® with post-secondary degrees. This first modification would waive the TABE requirement for those individuals; this recommendation was discussed with and supported by the Title I and adult literacy providers. Discussion followed related to determining validity of a customer's degree, and verification on the authenticity of diploma. The second modification would allow us to incorporate funding through our Economic Transition Grant. Current policy caps training at \$6,000. This language will allow us to support training at 100% for eligible individuals.

Mr. Brock Kull made a motion to approve the Individual Training Account Policy Modifications to read:

3. Individuals with Associate, Baccalaureate and Advanced degrees may be exempt from the skill proficiency assessment requirement.
4. In the event that special training funds are secured these caps may be waived and financial support up to 100% of the cost of training may be provided.

Ms. Colleen Woodring seconded the motion. The motion passed with unanimous approval.

Dislocated Worker Supportive Services Policy Modification

Mrs. Whisler referenced the last section of the draft policy included with the packet on DW Supportive Services Policy. The current policy has an either/or clause – a customer can receive transportation or childcare assistance. She asked for flexibility to expand services and the dollar amount (if coordinated across the state) in the event that special funding is secured.

Mr. Bob Parsons made a motion to approve the Dislocated Worker Supportive Services Policy Modification to read: In the event that special training-related funds are secured, these supportive services may be expanded to mirror state accepted/approved supportive services and eligible dislocated workers may receive transportation as well as childcare assistance. Mr. Dave Mrozowski seconded the motion. The motion passed with unanimous approval.

Award of Additional Title I and TANF Funding

Mrs. Whisler reported that at the November SAWDB meeting, action was taken to release additional WIOA Youth and TANF funding to our Title I providers. They submitted requests – reviewed by a subcommittee of the Young Adult Council, who recommended fully funding each.
Goodwill at \$44,172 TANF & \$61,982 WIOA
E&T \$4,600 TANF & \$0 WIOA
Tableland \$13,549 TANF & \$11,076 WIOA

Mr. Bob Parsons made a motion to approve the award of additional Title I and TANF funding to the following in the stated amounts: Goodwill at \$44,172 TANF & \$61,982 WIOA, E&T \$4,600 TANF & \$0 WIOA, Tableland \$13,549 TANF & \$11,076 WIOA as recommended by the Young Adult Council. Mr. Brock Kull seconded the motion. Mr. David Mrozowski abstained. The motion passed with one abstention.

Other Updates

Mrs. Susan Whisler reported that her staff continue working on the monitoring scorecard. They have incorporated the committee's recommendations while identifying improvements to increase the value of the tool. They are also developing a spreadsheet/action plan based on the recommendations that followed the November Board meeting breakout session. Plans are to review these at the February Board meeting on February 12th.

One-Stop Operator Report

Mr. Jeff Dick provided update on Cambria CareerLink®. All phone lines and UC lines are working. Good foot traffic, allowing them to provide intensive services to even more customers. The Ebensburg affiliate site had 80 customers and that is without any marketing. Staff are working with the Johnstown Library to plan special events. Given the significant number of customers coming in to use the UC phones, pagers purchased like those in restaurants; clients can use the library until UC lines are open.

Mr. Brad Burger reported that the Blair CareerLink® is working closely with the Altoona Library and school district on a similar move for the Blair one-stop. Work will need to be done, including the requirement for an architect stamp work but no major issues should arise with Code enforcer if we use a cubicle design. Mr. Chuck McClellan is working on parking issues. Affiliate sites are planned for the Tyrone and Hollidaysburg libraries. The One-Stop Operator and PA CareerLink® leadership are being methodical in their work. Trainings on how to collaborate virtually and provide services are being conducted. Johnstown is the test site.

Other Business

None

Adjournment

There being no further business, the meeting adjourned at 11:04 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held **on Tuesday, March 12, 10:00 a.m.** at the Commission Office, 3 Sheraton Drive, Altoona, PA.