

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
Tuesday, October 9, 2018  
Southern Alleghenies Planning & Development Commission  
Altoona, Pennsylvania**

**ACTION SUMMARY**

Following are the major actions taken and items ratified by the SAWDB Executive Committee at its regular meeting held on Tuesday, October 8, 2018, at the Southern Alleghenies Planning & Development Commission office.

- 1.** Approved the minutes of the SAWDB Executive Committee meeting held on September 11, 2018, as presented. Motion was made by Mr. Bob Parsons and seconded by Ms. Sharon Clapper. Motion carried.
- 2.** Motion to move forward with the Updated Communication Plan to complete for the first quarter but consider it a constantly revolving document was made by Ms. Sharon Clapper and seconded by Mr. Bob Parsons. Motion carried.
- 3.** Motion to require requesters of on-line training support to successfully complete the NorthStar assessment within one month, continued communication with educational provider and career planner, quarterly face to face with career planner. Staff to approve on a case by case basis with \$15,000 allocated for PY18 was made by Ms. Colleen Woodring and seconded by Mr. Brock Kull. Motion carried.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
Tuesday, September 11, 2018**

**Members Participating**

Robert Parsons	B&B Designed Systems
Colleen Woodring	OVR
Dave Mrozowski	Tableland Services
Brock Kull	Manpower
Jesper Nielsen	Croyle-Nielsen Therapeutic
Dr. Walter Azonevich	PHCC
Sharon Clapper	Clappers Building Materials

**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
Renee Imgrund	Goodwill
Denise Hancock	E&T Inc.

**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 September 11, 2018**

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the September 11, 2018, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Mr. Bob Parsons made a motion to approve the September 11, 2018, Executive Committee meeting minutes as presented. Ms. Sharon Clapper seconded the motion. The motion passed with unanimous approval.

**Director's Report**

**Red/Green Report**

Mrs. Whisler reported that current spending is at an appropriate level. The report reflects first increment only, so too early to see trends. The full increment is expected in the next few days, so these numbers will change considerably for the next meeting.

Page 2 reflects a strong work experience expenditure trend. We are on track to exceed the 20% goal. However, OSY need to increase. Hope to see increased expenditures. It is still too early to

determine solid trends and nothing concerning.

#### Updated Communication Plan for Subrecipient Monitoring Results

Mrs. Whisler referred to the updated Communication plan. After considerable discussion at the last meeting, her staff went back and tweaked the report to reflect Committee recommendations. You can expect more iterations to be incorporated as we progress. Added CAP (Corrective Action Plan) completion date. Areas for review include what we are monitored on by the state, and much correlates to the monitoring plan we submit to the state. We plan to present the plan quarterly. This will be an ongoing, rolling process; a snapshot in time with where we are with that provider. There is a seasonality to some of the monitoring, so you will not see complete monitoring for a sub. The Plan will be presented for the November Board meeting.

Ms. Sharon Clapper made a motion to move forward with Updated Communication Plan to complete for the first quarter but consider it a constantly revolving document. Mr. Bob Parsons seconded the motion. The motion passed with unanimous approval.

#### Online Training Investments

Mrs. Whisler reported that a moratorium for Online Training was placed for one year because of less than stellar performance. The Board decided to better utilize training dollars after reports showed that of the 31 Adults and DWs enrolled in online training totaling \$91,000, only 6 completed the training. Of the 6, only 2 found employment in a related field of study. Interest is now being shown, including some from the EARN program participants.

Discussion focused on:

- How appropriate it is for the population we serve and how to handle this going forward.
- Take the whole picture into account and develop a better fit for more accountability by provider and student; more skin in the game. When training is free, no one is accountable.
- Online works best when employer sponsored. Or if within industry, guaranteed hiring upon completion.
- Some still think classroom experience works better.
- Our goal is to reach far ends of the region, so online education becomes necessary.
- Case manager follows up every 30 days.
- Difficult for some students to do the work without personal assistance in a classroom; it depends on the individual.
- Required to follow up at intervals and a year later.
- Learning style is the bottom line and that's not in our system.
- Administer competency tests (NorthStar) before they start online training to determine learning style and competency levels.
- Online fees must be paid in full in Q1 of training. That's the requirement by provider. No drop/add period.
- Training for online is much less than the \$4500 - \$6,000 paid for one year classroom training.
- Apprenticeship programs pay the student if get a good grade; get better participation and better results.
- Some students take out loans to complete the course.
- Classroom training is a tremendous success. Nearly 90% in field of study after graduation.
- Must use eligible provider trainer list. Students/Counselors should look at provider credentials and be credible to potential employers to provide necessary skills for position student aspires to.

- Students must demonstrate need for training.
- Online reporting will show percent completed, number of hours online. Synchronist versus non-synchronist – synchronist training is monitored by instructors.
- Develop system that requires a chain of command before approving training.  
Suggestion: Have limited program of 5 people who want to compete for one of the 5 spots.

Ms. Colleen Woodring made a motion to require NorthStar assessment to be passed within one month, continued communication with educational provider and career planner, quarterly face to face with career planner, approve on case by case basis, set aside \$15,000 for five approvals for students seeking online training. Mr. Brock Kull seconded the motion. The motion passed with unanimous approval.

### **Data Requests from 9/11/18 Meeting**

Mrs. Whisler referred to the handout requested at the last meeting showing data on participant characteristics including Adult, DW, ISY and OSY. Barriers are identified in the law and so are measured. Statistics reviewed included serving 35% youth with disabilities, 26% of Adult and DW are 55+ age. Many we serve are at or below the poverty level. To understand who we serve, must understand poverty in detail.

**ACTION:** Jesper will bring Cindy from Diocese in at next Board meeting to talk.

**ACTION:** Dave will investigate mini simulation or staff to give life lessons at May Board meeting in Somerset.

Mr. James Coley referred to the WIOA Youth Out of School Program report requested at the September meeting. The report shows:

- Of those that exited for positive or negative reasons, 42 were noncompliers (dropouts) of the 489 served, totaling 8.5% across the region.
- Of these 42 drops, reasons give more perspective:
  - 6 had medical issues
  - 2 died
  - 10 incarcerated.
- Those 3 reasons are neutral reasons to State when measuring performance since not within participant's control. Others are dropouts:
  - 5 moved away.
  - 19 of 42 non completors either cannot be located via social media, family/friends and other ways to track, or we know where they are, but they are unresponsive. If won't respond, can't know reason; a complex situation.
- On Youth side, system used to measure income; now primary focus with OSY are barriers to employment.
  - We are tasked with the role of assisting OSY, a high-risk group who are at higher risk of not being successful.
  - They lead complex lives. No permanent residence, other barriers.
  - Barriers must be addressed with this most difficult set.
- With Somerset non completor numbers at 25 and Cambria at 3, can one area learn from another?
  - Start streams of communication to learn from each other's experiences.
  - Youth builds relationship with their counselor and know it's a supportive

relationship and that helps with trust building.

### **One-Stop Operator Report**

Mr. Brad Burger reported that they are working on how to track more in the system. Mr. Jeff Dick reported that the Cambria CareerLink® relocation is progressing. They are in the library. Staff have space; assembling cubicles. Library opened up computer lab. Phones are now working. Electrical cabling was delayed due to the storm in North Carolina yet moving forward. Ebensburg site has a signed lease. Moved material in; hired greeters at library. Phones live next week. Goodwill Center is operational. No UC phone at library yet. Exceeding numbers already without sign or marketing. Grand Opening October 25th. CTC donating cubicle walls for supervisors. Saving \$60,000-100,000. Conemaugh donated 25 parking spaces; save \$15,000/year.

Congratulations to Jeff Dick on being awarded the Somerset Workforce Education Star for 2018. Mr. Brad Burger noted that they are doing due diligence with space planning at the Blair CareerLink®. He added that their team is working on additional functionality for the website.

### **Other Business**

Ms. Sharon Clapper thanked Susan Whisler for speaking at the First Women in Business Conference at Seven Springs with 100 women in attendance. Susan spoke about resources for employers and job seekers. Yesterday, Sharon coordinated an industry tour for Somerset teachers who toured Global SFC valve and CVS. Not an employer that doesn't say we need more workers. Mr. Jesper Nielsen said that as a Board, we need to address those who fall outside the statistics and how to get them back into the system.

### **Adjournment**

There being no further business, the meeting adjourned at 11:46 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, December 11, 2018, 10:00 a.m.** at the Commission's office, 3 Sheraton Drive, Altoona, PA.