

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, March 12, 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, March 12, 2019, at the Southern Alleghenies Planning & Development Commission office. (Note the number of SAWDB Board members in attendance for the meeting was not sufficient for a quorum therefore no formal actions were taken. The action summary of items listed were presented to SAWDB Executive Committee members in email correspondence for consideration.) All items listed below will be ratified by the SAWDB Executive Committee at its next scheduled SAWDB Board meeting April 9, 2019.

- 1.** Approved the minutes of the SAWDB Executive Committee meeting held on January 8, 2019, as presented. Motion was made by Ms. Sharon Clapper and seconded by Mr. Bob Parsons. Motion carried.

- 2.** A motion to approve the transfer of \$45,000.00 from WIOA Title I Adult Reserve Funds into the WIOA Adult Service Delivery to support an Adult Work Experience Program, and to approve the transfer of \$45,000.00 from WIOA Title I Dislocated Worker Reserve funds into the WIOA Dislocated Worker Service Delivery to support a Dislocated Worker Work Experience Program. \$7,500 would be allocated for each county and appropriate WIOA Title I provider in order to carry out the program. Motion includes a recommendation to continue to re-assess the financial status of the budgeted Reserve line item. Motion was made by Mr. Robert Parsons and seconded by Ms. Sharon Clapper. Mr. Dave Mrozowski abstained.

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Members Participating

Robert Parsons	B&B Designed Systems
Dave Mrozowski	Tableland Services
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Keith Baker	BWPO by telephone
Sharon Clapper	Clapper Industries by telephone

Non-Members in Attendance

Susan Whisler	SAP&DC
Jim Coley	SAP&DC
Martin Culp	SAP&DC
Jim Walker	SAP&DC
Dan Bowers	SAP&DC
Michelle Uveges	SAP&DC
Jill Gordon	SAP&DC
Barbara Covert	E&T Inc., PA CareerLink® Huntingdon
Denise Hancock	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. The number of SAWDB Board members in attendance for the meeting did not constitute a quorum therefore no formal actions were taken. The action summary of items listed were presented to SAWDB Executive Committee members in email correspondence for consideration. All items requiring Committee action will be ratified by the SAWDB Executive Committee at its next scheduled meeting on April 9, 2019.

Minutes from January 8, 2019

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the January 8, 2019, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Sharon made a motion to approve the January 8, 2019, 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 overall with 7 months into the program year expenses are on track and we expect to reach the required 80% expenditure rate; staff will continue to monitor the progress. Lisa Phillips, Director of Community Services Tableland reported that as a result of

enhanced recruitment for Youth services, progress is being made toward the attainment of required expenditure levels in Somerset County

Grant Submission Update

Business Education Partnership Grant - Mrs. Whisler reported that the state recently announced the awards for Business Education Partnership Grant applications; we will receive \$108,813. This funding is 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 is the 4th BEP the region has received.

Teacher in the Workplace Grants - Mrs. Whisler presented an update on the progress of current Teacher in the Workplace Grant for the region awarded to Tyrone Area School District. Eighteen faculty are participating in grant funded activities. Visits to businesses have concluded Participants are now engaged in curriculum design to incorporate the employer input obtained from the business visitation into the curriculum. In December 2018, an additional round of grant funding became available from the state and three additional applications for grant funding were submitted from the region. Included in the second round of funding requests from the region are Tyrone (2nd year), Altoona Area School District, and Somerset County via Catalyst Connection and the Chamber of Commerce leading a county-wide initiative. The state has not made a decision on the applicant awards for the second round of grant applications

SLIP (State and Local Internship Program Grant – Mrs. Whisler announced the award from the state in the amount of \$221,841 to the region for the provision of internship opportunities. The award is sixth highest in the State. The grant is planned to provide paid Internship opportunities to 50 post-secondary education candidates throughout the region. The grant includes the requirement of a 25% employer match. Internships would be for eight weeks at 40 hours per week.

US Department of Labor WIOA Study

Mrs. Whisler reported that representatives from Mathematica Policy Research and Social Policy Research Associates visited the region on Tuesday, March 5, 2019, and met with numerous partners and stakeholders to conduct an evaluation of the implementation of the WIOA. The day long visit included interviews with local staff, the One-Stop Operator and selected partners. 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. Ms. Whisler expressed appreciation to all those who participated, for their time and input provided when meeting with representatives of this project.

Alleghenies Ahead -Creating an Entrepreneurial Spirit in the Workplace

Mrs. Whisler presented an update on the “Alleghenies Ahead -Creating an Entrepreneurial Spirit in the Workplace” conference scheduled for June 5, 2019, at the Blair County Convention Center. This daylong conference will include a series of breakout sessions and key note speakers on a variety of subjects targeted to business leaders of business with 100 or less employees excluding the retail sector; entrepreneurs, political leaders, and the economic development and workforce development community. Break-outs session will focus on topics such as attracting talent with the right skill set; fostering multigenerational employee relationships; preparing companies and employees for the impact of AI innovation; building a more collaborative and entrepreneurial culture. The conference will feature key note speaker including Jeff Tobe author

of “Coloring Outside the Lines Business Thoughts on Creativity, Marketing and Sales”, a panel discussion comprised of three local employers and conclude with a networking activity modeled after a speed dating concept. Registration fee for the entire conference is \$20.

Work Experience Program for Adult and Dislocated Workers-Program Proposal and Funding allocation

During the Southern Alleghenies Workforce Development Board meeting of February 26, 2019, staff to the board were asked to present recommendations for the design of a WIOA Title I Work Experience Program for Adults and Dislocated Workers. Ms. Whisler presented an update on the planning and development of this service. The update included an overview of key facets of the proposed program including:

- A duration of 12 weeks at 28-40 hours per week,
- An hourly wage rate of \$8.00 to \$12.00 for participants (based upon job type and comparable to wages of those in similar positions in the company, but less than the OJT wage), and be targeted to those individuals with little or no job experience, ex-offenders or those recently released from incarceration, those trying to attain employment to leave public assistance, and Dislocated Workers who through no fault of their own have lost their job in an industry that is no longer hiring or are looking to change career paths.
- Supportive Services to cover expenses including background checks, transportation assistance, work attire, etc.

Mrs. Whisler extended appreciation to Ms. Jacki Trexler of Goodwill of the Southern Alleghenies, Ms. Denise Hancock of E&T Huntingdon and Ms. Debbie Ankney of CAPFSC/Tableland for their input. Ms. Whisler asked the committee for approval of the program concept along with a recommendation as to the amount of funds to allocate for the program that included a funding allocation methodology and the permission to transfer funds from the “Reserve” line items for the Adult and Dislocated Worker WIOA budgets.

Motion was made by Mr. Robert Parsons to approve the transfer of \$45,000.00 from budgeted WIOA Adult “Reserve” Funds to support an Adult Work Experience Program, and to approve the transfer of \$45,000.00 from WIOA Dislocated Worker “Reserve” funds in to support a Dislocated Worker Work Experience Program. \$7,500 would be allocated for each county and appropriate WIOA Title I provider in order to carry out the program. Motion includes a recommendation to continue to re-assess the financial status of the budgeted “Reserve” line item, and seconded by Ms. Sharon Clapper. Mr. Dave Mrozowski abstained

One-Stop Operator Report

Mr. Brad Burger provide an update on the Blair County PA CareerLink® relocation to the Blair County Library. Mr. Burger reported the relocation is on track, it’s anticipated that a lease will be executed in the next week. In addition, efforts are underway for the creation an affiliate site to be located in Duncansville

Mr. Brad Burger reported that the One Stop Operator Consortium has taken actions to support health and safety activities in the PACL. Mr. Burger also reported that the agenda of One Stop Operator meeting scheduled for later that day would focus on a “Digital Skill Review”. The meeting will be conducted using a virtual format to enable participation of attendees from remote locations. The objective of the meeting is two-fold; to obtain input on the provision of additional

support for individuals who score low on the NorthStar Digital Assessment, and to increase customer participation in taking the assessment.

Mr. Burger also expressed appreciation to Renee Imgrund, Denise Hancock and Jim Walker for their efforts in the planning and delivery of the recently held staff training on the application of the Online IEP/ISS. This training was the first to be conducted region-wide using a virtual platform

Mr. Burger recognized Mr. Chuck McClellan for his service and contribution to workforce development over the years in his role as site administrator for both the Blair County and Bedford County PA CareerLinks. Ms. Gwen Fisher has been named the new site administrator for both sites and she will begin her duties on March 18, 2019.

Other Business

None

Adjournment

There being no further business, the meeting adjourned at 11:15 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held **on Tuesday, April 9, 2019, 10:00 a.m.** at the Commission Office, 3 Sheraton Drive, Altoona, PA.