

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Tuesday, July 10, 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, July 10, 2018, at the Southern Alleghenies Planning & Development Commission office.

- 1.** Approved the minutes of the SAWDB Executive Committee meeting held on June 12, 2018, as presented. Motion was made by Mr. Bob Parsons and seconded by Ms. Colleen Woodring. Motion carried.

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EXECUTIVE COMMITTEE MEETING
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Members Participating

| | |
|------------------|----------------------|
| Robert Parsons | B&B Designed Systems |
| Colleen Woodring | OVR |
| Keith Baker | L&I BWPO |
| Sharon Clapper | Clapper Industries |
| Walter Asonevich | PHCC |
| Dave Mrozowski | Tableland Services |
| Brock Kull | Manpower |

Non-Members in Attendance

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

Call to Order

SAWDB Board Vice Chair Ms. Sharon Clapper called the meeting of the Southern Alleghenies Workforce Development Board Executive Committee to order at 10:00 a.m.

Minutes from June 12, 2018

Ms. Sharon Clapper asked for a motion for approval of the minutes from the June 12, 2018, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Mr. Bob Parsons made a motion to approve the June 12, 2018, Executive Committee meeting minutes as presented. Ms. Colleen Woodring seconded the motion. The motion passed with unanimous approval.

Director's Report

Red/Green Report

Mrs. Whisler reported that the largest allocation the board makes each year is to subcontractors for WIOA services. She reviewed fiduciary responsibilities of the Board, including that Workforce must spend or obligate 80% each year. The Red/Green Report tracks the subcontractor spending and goals, shows if sufficient funds needed are available and that all are

meeting the 80% target. We watch closely to spend appropriately because Harrisburg can pull back unspent funds.

These funds have a two-year life, with fiscal year spanning July 1st to June 30th. This money must be 100% spent at the end of the second year with 80% in the first year. Historically, Adult and DW expenditures are consistent monthly unless a large dislocation occurs. Youth has seasonality with paid work experience from spring into summer.

This report is always one month behind because reimbursements are sent after funds are spent and invoiced. At 11 months, all subs are on target to meet or exceed the requirement; no recapture is anticipated. Some Adult, DW and Youth funds will be unspent and recaptured by the Board for reallocation.

Page 2 reflects the 20% requirement for youth work experience of \$157,543 target. As a region, we exceeded our goal. Goodwill is short but is expected to meet the goal. Tableland and E&T have exceeded the 20%.

WIOA also requires 75% of funds for OSY services. As a region we have exceeded the \$590,788 goal so we expect all subs to meet or exceed goal.

Page 3 reflects TANF (Temporary Assistance to Needy Families) funding with in-school youth the focus. Much of WIOA pays for OSY while TANF provides support for ISY. These funds have a one-year life; this year we were told that unspent monies may be retained in the local area. There is \$176,253 remaining after 11 months. Awaiting confirmation that remaining funds after June invoices are paid can remain. Retained funds will be reallocated. TANF funds are used for paid work experience programs to help youth stay in school and for dropout prevention activities.

Financial Position and Initial Budget

Mrs. Whisler referred to the Budget summary – 1st Increment. She reported that this fiscal year begins with a 20% funding increase and strong financial numbers. Because we take a conservative approach to spending and carryover, we are starting Q1 in a very strong position.

The Youth line item includes their full allocation in one increment. For Adult and Dislocated worker, funding is in 2 increments. The first increment represents a small percentage of the total and covers July 1st through September 30th (Q1). This small piece requires carryover funding from the previous program year to meet Q1 obligations including sufficient funds to keep the CareerLink offices open, provide services, and grant training requests.

Known numbers across the top of the budget include leftover Rapid Response money, and POWER funds for unemployed coal miners. POWER funding ends September 30th. Also, new TANF funding at \$654,680. Carryover funds are an estimate at this point and will be confirmed once all June invoices are complete.

Communication Plan for Subrecipient Monitoring Results

Mrs. Whisler reported that program and fiscal monitoring is a highly responsible function. We push a great deal of money to subcontractors. State and Federal guidelines are specific on how we monitor subcontracts for compliance. New state guidance was just released. Auditors spend a great deal of time looking at how we monitor subcontracts.

She referred to the draft monitoring report that includes details regarding On-site visitation, Desk review, and frequent workforce staff visits. Michele Uveges, SAP&DC Financial Analyst, requests hundreds of pages of documents from subcontractors for review. Types of monitoring and how often we do it are listed.

Ms. Whisler will work on providing additional monitoring report data to the Board, noting Quality Assurance and continuous improvement. One of the requirements of new state policy is specific information on how the board wants to receive information.

Staff needs Board feedback on the most efficient and effective way for Board staff to deliver what you need to see. Feedback included:

- Quarterly scorecard of pass/fail with timeline for corrective action.
- Best practices and highlights with other counties.
- 1-4 rating with what we did well or needs corrective action.
- If Board member has a question, staff reply quickly and explain.
- Review of red/green report is helpful. Helps see how subcontractor does in each county.
- Spreadsheet by sub with items/best practices to give subs idea of what they are doing, and our staff can do to provide more.
- Add good accomplishments too

Mrs. Whisler asked members to observe monitoring and best practices in your business and bring ideas to the board meeting.

Northstar Digital Assessment Update

Mr. Martin Culp reported that effective July 16, 2018, CareerLink offices should have access to the Northstar Digital Literacy Assessment system. The sites will act independently. Site administrators provided points of contact to enable them to gain access to the system. Mr. Culp also has access to pull reports from all six sites for the Board. Board will get access information too, eliminating the need for centralized reporting. He submitted the invoice for \$300 per site, totaling \$1,800. This includes 3,500 assessments/site. Staff will have to go through proctoring before they conduct assessments.

Cambria County PA CareerLink® Relocation

Mr. Jeff Dick reported that the Cambria County CareerLink® new location lease is nearly finalized with the Cambria County Library. They will have 3,000 square feet, down from 7,000 at the current location. To compensate, they are considering two remote sites, including the Goodwill Center and a facility in Ebensburg. All sites will be staffed. Technology will be utilized to enhance services.

One-Stop Operator Report

Mr. Brad Burger noted that Mr. Jeff Dick coined the phrase, “CareerLink in your community” to engage each community with their unique needs. The OSO is focused on that agility piece to respond to current and future needs and are conducting strategic discussions on how to adjust the OSO footprint to deploy resources when recession or other changes occur.

Systemic changes being considered are the result of the Future of the American Job Center program that he participated in with Mrs. Whisler and Mr. Keith Baker. A new website is under development. This will include live chat capability. In off-hours, this data can be collected for later follow-up. The new Members Only section will have support materials available for all the

partners. They are actively working on how to engage each unique community,

Goodwill is moving the Somerset store with July 19th grand opening. Unique shopping experience. Co-locating with Dunkin Donuts.

Other Business

Ms. Barbara Covert reported that the Summer youth program in Huntingdon and Fulton counties is doing very well with 30 OSY registered, 16 TANF youth and the SLIP intern program with 26 interns in Huntingdon and 4 in Fulton, totaling 76 youth working this summer in the two counties. State wants to feature the SLIP program through Juniata College.

Ms. Lisa Phillips noted that Somerset deployed 25 youth in informative and interactive work programs. They have TANF youth working plus deployed a summer community service work corps on the Allegheny Passage bike trail. They provide maintenance to this trail that brings 1 million people each year. They become ambassadors for the county and interact with visitors on the trail. More will be deployed later this year.

Mr. Jim Coley reported that there are over 200 youth in programs across the region. August 1 at 10:00 a.m. is the next Young Adult Council meeting.

Ms. Sharon Clapper reported that the Business Ed grant has received discretionary funding throughout the years because of the success we see. Ms. Clapper and Ms. Phillips will meet with Catalyst Connection on the grant process. Ms. Clapper and Mrs. Whisler will meet with selected schools regarding the grants to create a partnership with the local workforce board. This is the missing component to grant applications. They will outline guidelines to schools, so they understand the SAP&DC piece of this connection. We need to market what we accomplish.

Ms. Colleen Woodring reported that OVR has started a new invoicing process through CWDS for job coaching services. It affects the CareerLink®. If get error “not authorized for this process, please see your local CareerLink to discuss,” contact Colleen.

Next Board of Directors meeting is August 14th at 9:00 a.m. at the Hampton Inn, Altoona. Please RSVP.

Adjournment

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

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