

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, September 11, 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, September 11, 2018, at the Southern Alleghenies Planning & Development Commission office.

- 1.** Approved the minutes of the SAWDB Executive Committee meeting held on July 10, 2018, as presented. Motion was made by Mr. Keith Baker and seconded by Mr. Bob Parsons. Motion carried.
- 2.** Motion to continue work on the Communication Plan for Subrecipient Monitoring report format with changes that were discussed, including CAP completion, was made by Mr. Brock Kull and seconded by Mr. Bob Parsons. Motion carried.

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Members Participating

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

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

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 July 10, 2018

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the July 10, 2018, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Mr. Keith Baker made a motion to approve the July 10, 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 with just 1 month of activity, all service providers met their monthly anticipated expenditure level; some have already met the quarterly level. It is too early to determine if expenditures are at appropriate levels.

Page 2 reflects the 20% expenditure level requirement that must be met for youth work experience. WIOA also requires 75% expenditure for OSY be spent for youth who have transitioned out of the school system. They must also have significant barriers to employment.

Our providers report that finding and keeping the youth engaged is a big challenge. They did well last year, and we anticipate similar outcomes this year.

There was discussion on how to measure the effectiveness of the program, including the program retention rate as well as how many youth drop out of school. This information would be beneficial for the Board to know. Currently providers do track participants that end services without ending successfully. It is a very small percentage of the youth being served. Most leave early because of new employment opportunities.

ACTION: Jim Coley will prepare a demographic snapshot of who we are serving, including the number of barriers. For retention, he will include the number of OSY youth in the program that graduate or drop out of the program before completion. The report purpose is to determine retention rates and give snapshot of demographics of adult and DW.

Financial Position and Initial Budget

Mrs. Whisler referred to the Budget summary – First Increment. She reported that the first increment for Adult is \$210,868 plus Carryover reserves for Adult at \$317,888 for a total of \$528,756 budgeted. If that carryover did not exist, we would only be able to keep the CareerLink offices open but could not provide training or supportive services. It is important to build carryover so that no services are interrupted through the first quarter. To start the first increment at training levels of over \$50,000 is unheard of. We are starting in a strong financial position.

PY18 Training Commitment:

Mrs. Whisler reported that nearly \$260,000 has already been committed for training this year, \$60,000 more than PY17. That's just classroom training. There are more adult and more youth OJTs than last year. \$67,000 in OJTs are committed and will provide more services and training, without having to move funds, putting us in a very strong position.

Mr. Jesper Nielsen started discussion on what training needs will look like in the long term, using driverless trucking as an example of Artificial Intelligence (AI). Industry people want those with experience in CDL. Those newly educated won't be as attractive to employers.

Discussion focused on:

- How to balance short term needs of students, adult clients, while meeting required Federal benchmarks with an eye on long term perspective of AI.
- Providers think about training and placement. Counselors know what is needed.
- The Board function is a combination of looking ahead as well as right now. It was suggested to have a strategy team from the Board that looks to the future.
- Majority of what we do is the foreseeable future.
- Be proactive so don't react; be ready.
- Biggest challenge of workforce is AI and where things are moving in this region. Changes are happening now, giving opportunities to straddle both worlds.
- We are putting a lot of people through training now to get in workforce.
- These AI jobs are happening now.
- Look toward education, including the Business Education partnership program with youth.
- Provide more education and hands on opportunities to talk to students about earning potential if educated in trades including electrical, robotics, and other skilled trades.
- Governor's STEM program. Ways to introduce future job fields.

- Future jobs will be more technical so training will be more complex and longer.
- Is our education system prepared?
- AI will require mastery of mathematics. Students need to be capable at that level.
- Educators need to learn that trades are a good option.
- Programs that will reach students on what to expect and how it differs from their current perspective.
- Work with school districts, hold workshops with guidance counselors. They see three options: military, college or work.
- All schools must meet Career Standards. Young Adult Council sent surveys to schools in all six counties to see identify what services they provide and how the workforce system can help close service gaps.

Mr. Jim Coley provided handouts detailing the October Careers in Demand Month Celebration. It was sent to junior and senior high school principals and features industry clusters that are drilled down into high priority occupations in our region.

Mr. Jesper Nielsen stressed the need to be visible as a Board to join in activities and events. This gives the Board a face to build a bridge and show what we do and the impact we have.

Communication Plan for Subrecipient Monitoring Results

Mrs. Whisler had previously shared with the Board the state requirement to share more results of comprehensive monitoring. The Board discussed developing a single sheet scorecard to lay out the areas that we monitor, amount of allocation, number of customers, and if the reviews were successful. She referred to a draft template and stressed the need for input, with recommendations that would enhance service delivery.

CAP is a Corrective Action Plan. There was discussion regarding follow-up on the CAP, which includes an action plan that is submitted to SAWDB staff within 30 days of receipt of the monitoring letter. Usually the subcontractors begin addressing any issues at the conclusion of the monitoring visit.

Discussion continued on ways to utilize this as a Board level tool, as the data is already reviewed by Susan and her staff. The document being developed can include a Comments section to indicate Go, No Go and compliance detail, along with a quarterly summary comparing spending this year to last year.

Mr. Brock Kull made a motion to continue to work on the report format with some changes that were discussed, including CAP completion. Mr. Bob Parsons seconded the motion. The motion passed with unanimous approval.

Update on SAWDB/Startup Alleghenies Conference

Mrs. Whisler provided an update on the SAWDB/Startup Alleghenies (SUA) conference, adding that the Board set aside \$10,000 to support the conference. The conference is June 5, 2019, at the Blair County Convention Center. The target audience are business leaders, entrepreneurs, political leaders and economic and workforce development people. Estimating between 200-250 in attendance, running from 8:00 a.m. until 3:30 p.m. The day will begin with a dynamic world class speaker on the future of work, focusing on AI. Suggestions for speakers is encouraged. There are two breakout sessions with three tracks in each: 1. Entrepreneur 2. Young/emerging companies 3. Established business, followed by box lunch with networking, then panel

presentation. Ideas include hiring your first employee, legal structure, creating a healthy work environment, marketing/social media, cybersecurity, multigenerational mixing and believing in your ideas, focused on how to create an entrepreneurial culture within your company. Networking is the final event designed like speed dating and will give entrepreneurs the opportunity to connect with established business people.

ACTION: Give other ideas on tracks that would be **different** and impactful to Mrs. Whisler, plus speaker suggestions.

ACTION: Board members who would like to serve on the conference planning committee can volunteer to Mrs. Whisler.

One-Stop Operator Report

Mr. Brad Burger reported on permitting roadblocks to the Cambria expansion at the public library. Additional locations will be in the lower level of the Young Peoples' Community Center in Ebensburg and the Goodwill office in Johnstown. Labor and Industry approved the purchase of laptops, headphones, cell phones and Skype so their state counselors can be mobile. These more accessible locations will cost less than what we pay for single site in Cambria. Labor and Industry are excited about this move and watching its progress very closely. The L&I press office is looking to support the grand opening, with the Secretary and possibly the Governor in attendance.

The OSO is continuing their due diligence on the possible Blair CareerLink move to the Altoona Public Library. Discussion will be part of OSO meeting today. Systemically, looking on building functionality to website to connect with young folks digitally driven. Moving into uncharted territory through live chat. Mrs. Whisler reported that each county CareerLink will look different, based on individual county needs. The Somerset CareerLink holds events every week in different housing authority or food bank locations; Huntingdon as well. Going to the people rather than waiting for them to come in.

Other Business

None

Adjournment

There being no further business, the meeting adjourned at 11:08 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held **on Tuesday, October 9, 2018, 10:00 a.m.** at the Commission's office, 3 Sheraton Drive, Altoona, PA.