SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD (SAWDB)

SAWDB EXECUTIVE COMMITTEE MEETING

October 12, 2021 10:00 AM

Southern Alleghenies Planning and Development Commission, also available via Zoom Meeting Platform Altoona, PA

AGENDA

TOPIC

NAME

Welcome and Introductions

Jesper Nielsen, SAWDB Chair

Approval of Minutes from September 14, 2021*

Jesper Nielsen

Director's Report

- Red/Green Report
- EEO 2021 Review
- Economic Transition Grant Wrap Up

Susan Whisler, SAWDB Director

Out-of-School Youth Services Discussion

- Recruitment & Retention Strategies/Challenges
- Resource Allocation*

WIOA Title I Providers & Committee

Members

One-Stop Operator Report

Bradley Burger, Lead OSO

Representative

Other Business

All

Adjournment

*Requires Formal Action

Tuesday, September 14, 2021
Southern Alleghenies Planning and Development Commission, also available via Zoom
Meeting Platform
Altoona, Pennsylvania

ACTION SUMMARY

Following are the major actions taken by the SAWDB Executive Committee at its regular meeting held on Tuesday, September 14, 2021, at the Southern Alleghenies Planning & Development Commission office, participation via Zoom as well.

- 1. Approved the minutes of the SAWDB Executive Committee meeting held on July 13, 2021, as presented. Motion was made by Ms. Rosalie Danchanko and seconded by Ms. Sharon Clapper. The motion passed with unanimous approval.
- 2. Motion to approve the final SAWDB Budget was made by Mr. Brock Kull and seconded by Mr. Bob Parsons. Mr. Dave Mrozowski abstained. The motion passed with unanimous approval.
- 3. Motion to approve the \$500 sponsorship for the Cambria County Job Fair was made by Mr. Bob Parsons and seconded by Mr. Brock Kull. The motion passed with unanimous approval.

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Tuesday, November 14, 2021

Members Participating

Bob Parsons B & B Design Systems

Brock Kull Manpower Colleen Woodring OVR

Dave Mrozowski Tableland Services

Jesper Nielsen Croyle-Nielsen Therapeutic Associates

Keith Baker BWPO

Rosalie Danchanko Highlands Health Sharon Clapper Clapper Industries

Wendy Melius CCA

Non-Members

Amy Horwath Goodwill

Barbara Covert E&T Inc., PA CareerLink® Huntingdon

Brad Burger Goodwill

Denise Hancock E&T Inc., PA CareerLink® Huntingdon

Gwen Fisher PA CareerLink® Blair & Bedford
Jeff Dick PA CareerLink® Cambria & Somerset

Lisa Phillips Tableland Services

Susan Whisler SAP&DC
Steve Howsare SAP&DC
Dan Bowers SAP&DC
Jen Sklodowski SAP&DC
Jim Walker SAP&DC
Jill Reigh SAP&DC
Renee Best SAP&DC

Call to Order

SAWDB Chair, Mr. Jesper Nielsen, called the meeting of the Southern Alleghenies Workforce Development Board Executive Committee to order at 10:00 a.m. and roll call was taken. The meeting was open to the public and also available virtually using Zoom.

Minutes from July 13, 2021

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the July 13, 2021, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Rosalie Danchanko made a motion to approve the July 13, 2021, Executive Committee meeting minutes as presented. Ms. Sharon Clapper seconded the motion. The motion passed with unanimous approval.

Red/Green Report

Ms. Susan Whisler reviewed the Red/Green Report that was shared prior to the meeting stating that we are one month into the new program year so only the first increment award is reflected for Adult & DW and therefore too early to determine any trends. We rely heavily on any carryover for Adult & DW, as the majority of these funds are not received until October 1st.

The Youth award reflects the majority of the money awarded for youth services. For July, expenditures are low, and we really need to emphasize WIOA Out of School Youth services. This money is used to serve OSY who are the hardest to find, serve, and keep engaged.

Ms. Whisler reviewed the TANF results and noted that the full award was made based on each county's TANF population. She had discussions with Tableland leadership, and they have already expended their entire award in the first two months. Tableland provided a very robust work experience program this year; there were 65 young people working. Ms. Whisler has looked at the administrative funds and will be able to reprogram some money there to support their year-round program. Ms. Whisler also reached out to Goodwill with a request to examine their budget, as recipient of the largest allocation, to see if they could relinquish any funding in support of additional services for Tableland.

Ms. Lisa Phillips shared that Tableland had so many kids wanting to work this year that they did not have to recruit. This was just another result of the pandemic.

Ms. Whisler referred to the second page of the report which reflects the 20% work experience noting the low expenditures and the focus on out of school youth. Given that last year's expenditures fell short of 20%, it is absolutely essential that we not only meet but exceed the target. We have two years to meet this requirement, and this is year two. The same holds true for the 75% out of school youth target. We fell short of this requirement last program year, so it is incumbent upon our providers to meet the 75% requirement this year. Ms. Whisler shared that the providers are working together to share strategies that are working, and many young people are looking to work.

Ms. Whisler shared that she will take part in the annual Symposium of Workforce Development Boards from across the state next week and is hopeful to hear good strategies and practices that she will be able to share with providers.

Mr. Jesper Nielsen questioned if the moratorium on recapturing unspent funds has been lifted. Ms. Whisler stated that in speaking with state leadership, they were looking closely at expenditures for this year and were focusing on any areas that fell below 70% as opposed to 80% overall. Fortunately, we did meet those levels. Ms. Whisler does not anticipate any pull back of funds for the year that ended on June 30th but does not know about the current year.

Mr. Jesper Nielsen would like to brainstorm new strategies to attract more youth and increase the expenditures. He is looking for suggestions as to how to handle; whether it be discussed at today's meeting or providers could do this amongst themselves and present to the board. We need to think and strategize outside of box. Ms. Sharon Clapper suggested that the providers work on this first and then come back to the board with ideas and strategies. The consensus of the group was for the providers to meet to discuss strategies and then present to the board.

Ms. Whisler suggested a mid-October timeline so the providers have time to come up with strategies and practices. These strategies can be presented at the October 14th Executive Committee meeting in addition to the Young Adult Council meeting on November 3rd where they could make awards of additional funding. This could then get the final approval at the full Board meeting on November 9th, and contracts could be modified to increase allocations. Ms. Jen Sklodowski will set up the Zoom meeting for the providers.

Full SAWDB Draft Budget

Ms. Whisler reviewed the full draft budget and noted that it reflects the second increment award of Adult & DW funds. The amounts reflect increases we saw in our allocation for Adult & DW as well as the significant carryover funding. At this time, the budget does not reflect any additional award for youth, but with over \$500,000 in reserve we must make additional awards. We need to push out an additional \$350,000 into service delivery. This topic will be on the agenda at the November 3rd Young Adult Council meeting. It is anticipated that Ms. Whisler will get requests to move money from reserve up to supportive services. We may see an increase in training requests, and OJT continues to be heavily utilized. At the end of the year, Ms. Whisler would like the reserve amount to be between \$100,000 and \$125,000 and no more than \$150,000. The reserve amount cannot be too much due to the 80% requirement. Ms. Whisler reviewed the budget in detail.

Ms. Sharon Clapper shared that there were various employers who made complimentary comments in relationship to the younger workers taking part in the summer program. These youth had a limited amount of work skills. Ms. Clapper attended the Somerset County Workforce Symposium on August 18th and all of those who attended are interested in in-person career activities.

Mr. Brock Kull entered a motion to approve the PY21 full SAWDB draft budget as presented.
Mr. Bob Parsons seconded the motion. Mr. Dave Mrozowski abstained. The motion passed with unanimous approval.

Request for Cambria County Job Fair Sponsorship

Ms. Susan Whisler shared that the SAWDB received a request in the amount of \$500 from Mr. Jeff Dick, PA CareerLink® Cambria County Administrator, to sponsor the 24th Annual Cambria County Job Fair to be held at the Frank J. Pasquerilla Conference Center on September 28, 2021.

Mr. Bob Parsons made a motion to approve the \$500 sponsorship for the Cambria County Job Fair. Mr. Brock Kull seconded the motion. The motion passed with unanimous approval.

Commonwealth Initiatives Update

Mr. Keith Baker shared that the Commonwealth currently has many initiatives going on and provided the following updates:

- Developing a common digital intake where common information will be collected and shared across all the partners in the One Stop System. Customer surveys have been conducted, staff is reaching out to customers for feedback; this common digital intake should be in place by this fall or early spring.
- Digital Literacy Project The vendor conducted interviews with job seekers with PA CareerLink® staff. Surveys were sent out to employers and PA CareerLink® staff to try to come up with strategies to support and empower job seekers who have lower digital

- analyzed. This project has identified a need for additional training for PA CareerLink® staff. Recommendations for additional training should be wrapped up sometime in September, and then data will be analyzed to develop training.
 - If a company closes or lays off workers due to foreign competition, the company can file a petition through the Trade Adjustment Assistance Program. If it is approved, workers are potentially eligible for training or wage reimbursement through the Trade Program. With each company that files a petition, BWPO is doing outreach to the lists of workers to advise of benefits available.
 Mr. Baker provided an update on the Appvion layoff. There were about 300 workers who were trade certified, and the BWPO staff conducted outreach to inform them of trade services and training available. There were 45% interested in training, 75 individuals were TABE tested through Title II partners, and 45 individuals are in remedial training with Title II. This procedure is being modeled as best practice and being replicated statewide.
 - SkillUP PA All registrants in the PA CareerLink® system have access to this training, and it helps jobseekers acquire or upgrade skills that employers want. This is at no cost to the jobseeker.
 - UC Updates In order to combat UC fraud, ID.me was implemented as a way for a new claimant to verify the person filing the claim is actually who they say they are. This requires significant literacy skills that many folks do not have. The PA CareerLink® staff was spending a majority of their time helping these folks with the process. Because of this, the UC staff instituted an online manual verification form that PA CareerLink® staff can use which will then be sent directly to UC.

Mr. Nielsen asked if the state is making an effort to make employers aware of the SkillUP PA training program, and if there are certifications available. Mr. Baker stated that the courses will have certificates of completion, and there is a cost for certifications. The BWPO's central office is working to determine if WIOA funds can be used to pay for these credentials. BWPO is reaching out to the local workforce development areas asking them to join in to help get the word out regarding this program and asking them to recruit a minimum of three partners which could be employers. Mr. Nielsen stated that for it to really have an effect it is important for employers to understand what the program is, and how it better qualifies the candidates.

Additional Jobseeker Services Discussion

Ms. Susan Whisler stated that there were discussions at the last full board meeting given the change in environment, if the services we provide are still relevant or are there other services we should be providing to get job seekers better connected to family sustaining jobs in our region.

Mr. Nielsen asked for input from the committee members and items of discussion included:

- Discussion centered on changes in the workplace, productivity, and accountability issues.
 Hard skills are not the issue, employers just want workers to show up. The employers have to be reeducated as well.
- Mr. Brock Kull spoke of a program he developed to help employers and supervisors
 understand that everyone wants to be treated differently. The success factors for the
 workers are getting the job, keeping it, and growing in that position. It is more people
 focused now.

- The basics are missing on the employer side, EQ Skills are missing, and the why is not understood. What can be done to help with this and how as a workforce development organization can we get better at explaining the why to workers coming into a certain field. The workers need to see how they fit into the larger picture and how their performance fits in with the team.
 - Discussion on the company REI and how they are employee focused, there is a personal
 aspect. They hold special events and offer perks for their employees. From a workforce
 board standpoint, we could visit these types of employers in order to teach that to the
 employers. Our staff could also be taught of the qualities of those employers. Turnover
 is not as great at these types of jobs.
 - Ms. Whisler stated that the labor market information is shared often with workforce partners, taking a look at who the unemployed people are. The significant numbers of those were coming from hospitality, tourism, retail, trade, food services, and leisure. They were the low wage, earning between \$15,000 and \$27,000 per year. In many cases they were earning more on unemployment with the extended benefit. We have to be thinking of how to get those people in, and what types of skilled training we can offer to make them good employees.
 - The state should have a single trade apprenticeship program; should offer online as opposed to in person classroom training. Vo-Techs across the state use different classroom programs.
 - Discussion on how to bring jobseekers into the fold; EQ and skill building in the PA CareerLinks® and how to provide more of those services. It is a supply and demand of the human resource. The seeker level is starting to pick up, but it is not where it was prepandemic. Many workshops are offered for youth and young adult; soft skill type workshops are also offered. There is an enormous amount of referral capability to online classes. There are many ways to refer people to learn to get to the next level.
 - A deeper dive is needed with the customers and job seekers we have. This is necessary among the team, and there needs to be more of an explanation on the value of what employment looks like with different positions. There should be more outreach, youth want higher wages and older employees want benefits. Career Planners and staff within the PA CareerLinks® should have the ability to speak to things related to EQ and convey this to our customers. There might be a need for professional development opportunities.
 - Discussion on EQ skills and the need to put hard data behind it to show job seekers how
 and why it is important to their success. This could be incorporated into the OJT process
 with an EQ workshop. It is important for employers to be more focused on the worker
 now.
 - Mr. Brad Burger shared an Unemployed Job Seekers per Opening Report noting that we
 currently are in the steepest decline in the United States and the Northeast. There should
 begin to build some market forces to get some stability back over the next few months.
 We need to adjust to the market forces. The trend line is down but will not stay, and it
 will stabilize in the near future.
 - Ms. Sharon Clapper suggested taking a look at businesses with low turnover rates and find out why they are successful. Mr. Nielsen would like to have a selection of those companies to attend the November 9th full board meeting to talk about their successes or any suggestions they might have.

Mr. Nielsen stated that this needs to be a continuing discussion and would like the PA CareerLink® staff and operators to consider interactions with clients and to come up with ideas and strategies to be shared at the November 9th full board meeting.

One-Stop Operator Report

Mr. Brad Burger reported that the Blair County CareerLink® has moved back into the Altoona Library and operating at full capacity.

They are looking at ways to improve space issues at the Cambria Library Center as there are some noise issues. The plan is to reduce staff density, reconfigure the space, and add some type of sound deadening physical additions to the space which could include full walls if possible. They will be working on this over the next few weeks.

Regarding the Appvion layoff and the success of, they have been approached to present at the PA Workforce Conference. Mr. Jeff Dick and Ms Apryl Dolgas will be making the presentation.

Other Business

Ms. Gwen Fisher shared that there will be a job fair on October 6th at the Jaffa Shrine which was rescheduled from April 2019. Currently there are 60 hiring agencies with the possibility of 20 more. Some area high school classes are interested in attending.

Adjournment

There being no further business, the meeting adjourned at 11:52 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday**, **October 12**, **2021**, **10:00** a.m.

PY21 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT

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48.17%	100.00%	33.10%	39,99%		****	36.28%		17.38%	23.73%	14.62%	17.06%		63.46%	77.13%	65.44%	58.77%		69.30%	69.94%	83.91%	63.35%	% of Goal Spent						

PY21 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES AS MEASURED AGAINST 20% & 75% WIOA EXPENDITURE REQUIREMENTS

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Fund Total \$ 13,110 \$ 49,160

Quarterly Targets	Work (20%)	Work Exp (20%)	S N	WIOA YTH - OSY (75%)
Goodwill	GO .	22,923	69	85,960
E&T	co	10,641	69.	39,903
Tableland	60	5,765	60	21,617
Fund Total	60	39,329	60	147,480

Total WIOA Youth \$	Tableland	E&T, Inc	WIOA YTH - OSY Goodwill	Provider/Fund	***************************************	Total WIOA Youth \$	Tableland	E&T, Inc	WIOA YTH - Work Exp Goodwill	Provider/Fund
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18.22%	25.31%	15.60%	17.66%	% of Goal Spent	***	18.49%	26.84%	24.61%	13.55%	% of Goal Spent