

**SOUTHERN ALLEGHENIES  
WORKFORCE DEVELOPMENT BOARD (SAWDB)**

**SAWDB EXECUTIVE COMMITTEE MEETING**

**December 10, 2024**

**10:00 AM**

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

**AGENDA**

<b><u>TOPIC</u></b>	<b><u>NAME</u></b>
<b>Welcome and Introductions</b>	<b>Cory Sisto, SAWDB Chair</b>
<b>Approval of Minutes from October 8, 2024 *</b>	<b>Cory Sisto</b>
<b>Director's Report</b> <ul style="list-style-type: none"><li>• <b>Red/Green Report</b></li><li>• <b>WIOA Reauthorization Update</b></li></ul>	<b>Jennifer Sklodowski, SAWDB Director</b>
<b>ITA Policy Review</b>	<b>Jim Walker, SAWDB</b>
<b>New Board AI Policy*</b>	<b>Jennifer Sklodowski, SAWDB Director</b>
<b>Commonwealth Update</b>	<b>Keith Baker, BWPO, Asst. Regional Director</b>
<b>One-Stop Operator Report</b>	<b>Bradley Burger, Lead OSO Representative</b>
<b>Other Business</b>	<b>All</b>
<b>Adjournment</b>	

**\*Requires Formal Action**

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

**Tuesday, October 8, 2024**

**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 October 8, 2024, via the Zoom meeting platform.

1. Approve the minutes of the SAWDB Executive Committee meeting held on September 10, 2024, as presented.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD  
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**Tuesday, October 8, 2024,**

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

**Members Participating**

Brock Kull	Manpower
Cory Sisto	IFC Services
Craig Shield	OVR
Julia Brulia	Holiday Inn
Keith Baker	BWPO
Sharon Clapper	Clapper Industries
Wendy Melius	CCA

**Non-Members**

Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Gwen Fisher	Goodwill
Debbie Ankney	Tableland Services
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Linda Straka	Career Planner for Somerset County
Rebecca Lowery	IFS Services
Sarah Helman	Goodwill
Steven Howsare	SAP&DC
Jen Sklodowski	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Carrie Fisher	SAP&DC

## **Call to Order**

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

## **Approval of Minutes from September 10, 2024**

Mr. Cory Sisto asked for a motion for approval of minutes from September 10, 2024, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Craig Shield entered a motion to approve the September 10, 2024 SAWDB meeting minutes as presented. Ms. Sharon Clapper seconded the motion. The motion was carried.

## **Director's Report**

### Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that invoices are due on the 12<sup>th</sup> of every month. We're still in the early stages but remain in a good position. Quarterly expenditure rates are measured against 80% expenditure requirement.

Ms. Sklodowski referred to page 2 of the Red/Green report and stated that it tracks expenditure rates as measured against the 20% and 75% WIOA expenditure requirements. Expenditures are on track, and there will be a clearer picture during the November meeting.

## **L&I Secretary Visit**

Ms. Jennifer Sklodowski shared news of the Labor and Industry Secretary, Secretary Walker will be visiting the Jaffa Shrine for the Career Link® job fair. Ms. Sklodowski wanted to pass along the itinerary for Secretary Walker.

- At 9:15AM, the Arrival of Secretary Walker.
- At 9:30AM Meet and Greet with board members.
- At 9:45AM Secretary Walker will start a walking tour of the job fair to meet all the employers.
- At 10AM media interviews along the tour path.
- At 11AM round table discussion with board members and the OSO
- At 12AM touring Career Link®
- At 12:30AM departure.

Other Labor and Industry attendees are Mr. Trevor Monk who is the Director of Communications, Ms. Kate Loyd who is Director of Digital Media, and Taylor Tosheff who is the Deputy Director of Digital Media.

Mr. Cory Sisto asked if there would be a focus for discussion for the round table.

Ms. Sklodowski informed the board that when she met with Secretary Walker in March, that Secretary Walker had everything prepared for the discussion.

Ms. Gwenn Fisher shared that when talking to the communications team that it is Secretary Walkers intention to meet with different Workforce Boards. She shared it was an honor for the secretary to visit the Southern Alleghenies.

Mr. Sisto asked if there were anything the board would want to bring to the round table discussion and what unique issues the Southern Alleghenies face.

Ms. Wendy Melius shared about EARN trying to be innovative with AI technologies and having a connection with different programs.

Mr. Brad Burger discussed what makes the Southern Alleghenies unique is there are three providers for the region which makes the Southern Alleghenies agile and responsive because of having three providers. Ms. Sharon Clapper spoke about the importance of the continuation of funding for the BEP grant. She asked if there was a way the large-scale activities could be discussed.

Ms. Wendy Melius discussed childcare being a disconnect for the workforce.

Ms. Jill Reigh informed the group about a pre apprenticeship tied to early child education that will be tied to a registered apprenticeship program through the learning group.

Ms. Wendy Melius shared insight on the apprenticeship and stated that the program is free to students which can then turn into a bachelor's degree in early childhood education. She feels that the program isn't promoted as much as it should be.

Ms. Brad Burger spoke of the shrinking aging population. Labor force participation is one thing that can be done to try and get people to work and to adept to the environment, but when does it hit a point to where there aren't enough individuals for that particular sector. Bringing in technology to take the footprint of the labor force to help spread it out as best as we can.

Mr. Craig Shield spoke about the data already showing that there are more workers needed. What kind of things can we develop and where are we able to get more employers and workers to come to this area and stay. We need to advocate at the federal level for continuing funding and innovation grants.

## **Emerging Workforce**

Ms. Jennifer Sklodowski spoke of the drastic changes from where we were last year and one of them being the emerging workforce. The Southern Alleghenies region that is well known for its beauty, historic industries and tight knit communities, were going to go through a transformation very soon with ongoing demographic shifts and economic challenges. Local businesses are seeking employees who can adapt to evolving industry standards while the region itself faces a possible wave of new residents who bring the potential of those unique needs.

A significant hurdle that is faced by employers in our region is a growing skills gap. Industries such as healthcare, manufacturing and information technology continue to evolve, many of our local workers may not possess the updated skills required for these roles. On the other hand, we have new immigrants that are coming with a diverse range of skills and experience from their home countries, yet their qualifications may not align seamlessly with local industry requirements.

Bridging the local skills gap, we really must focus on upscaling and reskilling initiatives. We have to offer tailored training programs ranging from vocational education to language proficiency, and these can equip both native workers and immigrants with the tools needed to succeed.

Cambria County has already seen a wave of immigrants. Ms. Sklodowski spoke about working with the CEDS and talked about partnerships. Our partnerships between local educational institutions, community organizations, employers themselves and very importantly economic development. There has been talk about workforce partnering with economic development and how important for the board moving forward to know that one isn't going to work without the other.

One point that was interesting was embracing immigrant talent. To meet the needs of our employers we must recognize the valuable contributions that immigrant workers can make to our region. Historically immigrants have played a key role in building Americas economy, the Southern Alleghenies have been no exception. From coal mines from the early 20<sup>th</sup> century to today's farm and factories, immigrants have provided essential labor and innovation. The training programs need to be agile, regularly updated to reflect industry trends and culturally sensitive to accommodate specific challenges that the immigrants face in transitioning to their new job market.

Mr. Cory Sisto asked Mr. Burger is there was data supporting the immigrant shift.

Mr. Burger spoke of his concern with trying to do refugee resettlement due diligence process before, there wasn't enough consensus on the policy side. He hasn't seen an interest in it from a system standpoint and there hasn't been a political wheel to go down that road.

Mr. Craig Shield shared that the community needs education on immigration to help influence policy makers.

Ms. Sklodowski spoke of the benefits of a diverse workforce, it brings fresh perspective, creates problem solving, it brings a wealth of cultural knowledge that can span innovations, it helps to address labor shortages, makes our region more attractive, and we become known as a place where all workers can succeed.

## **Skill Up Southern Alleghenies**

Ms. Jill Reigh spoke of an online learning platform that was introduced three years ago called Skill Up. Skill Up is provided to CareerLink® for job seekers at no cost thanks to Labor & Industry. Labor & Industry encourages job seekers and employers to access and use Skill Up to make the investment worthwhile. Skill Up is free for employers with less than 15 employees which each user has their own login via the Southern Alleghenies Metrix Learning Portal. CWDS tracks the usage through the Southern Alleghenies site for performance measures.

### Benefits for Learners

- Free – no cost for learners to take any of the courses
- Unlimited access to over 7,000 courses for 6 months. (Can be renewed after 6 months)
- Flexible – courses are available 24/7
- Acquire and/or upgrade skills that local employers want
- Access to recognized industry certification courses
- Career Pathways – explore in demand occupations with skill gap analysis
- Technical support available via email and phone Mon – Fri, 9AM-5PM
- Two weekly drop in Customer Tips and Tricks sessions on Tuesdays and Thursdays.

Skill Up uses a self-rating system, and depending on the skill ratings, the courses will be personalized, and courses can be added to your plan. Most skill tracks are 3-5 courses with industry certification, which tracks

what certification were completed and weren't. There are 10-30 courses which equals 20-40 minutes of training per course. Pretests, learning material, and post test are available.

There is Universal Courseware for job seekers who want to be more marketable, have business leadership business and technology, skill trade, and customized training.

The Pathways tool provides customized curriculum based on your skill needs. When first accessing Career Pathways, you'll be asked to rate yourself on different job skills and depending on your skill rating, courses will be recommended for your skill gaps. The Career Pathways tool list industries, and once you have selected a desired occupation, the tool will update the associated skills and indicate in the chart where the skill gaps are. Anything in blue and green means you meet or exceed the skill requirement, and red is a skill gap.

There are four different provider options

1. Skill Soft – Business, IT and Desktop
2. Prove it – assessment of specific skills
3. TPC – trade content
4. Med Video – medical related topics.

All but the med videos have quizzes, and an 80% or higher is required to pass the course.

User Summary

1. 70 new registered accounts
2. 47 clients with one or more access
3. 32 completions
4. 81.8 training hours

January 1<sup>st</sup> – October 3<sup>rd</sup>

1. 189 total registrations
2. 1134 launches
3. 417 hours
4. 260 completions
5. 430 licenses

Mr. Cory Sisto asked if as an employer could create a license or an account that they could then manage for their workforce and create their usernames or does each individual user have to create through the Career Link®

Ms. Reigh informed him that if there were less than 15 employees it would be free to him.

Mr. Sisto asked if employers can have their own independent license.

Ms. Reigh said the progress will be tracked through Career Link®, the license will be through Career Link®. Ms. Barb Covert spoke about Ms. Judy Lutz doing the registrations in Huntington County and offered services to help Mr. Sisto to build his platform.

## **One-Stop Operator Report**

Mr. Brad Burger spoke of the long Shorman union's strike and the two major issues of the strike were compensation and the other was automation. The technology that is being imposed is not emersion technology, it is existing technology. There are fully automated ports across the nation. Mr. Burger feels this is important to

follow on how it turns out. The fully automated ports have offered incentives for early retirement, and downsizing because there are only two positions available by the time they become fully automated, which is maintenance and IT. Trying to integrate automation proactively and collaboratively instead of reactively.

Another thing Mr. Burger spoke of was engagement work, after the pandemic and being able to get back into the centers, while handling UC work, Career Link® started noticing that Jobseeker traffic was down. When starting to do engagement into the community and one of the engagements is Self-Search Outreach Model, which is jobseekers who are in the CWDS system, and we are trying to market to them.

In the first ten weeks of the program year data

1. 1,049 outreaches
2. 245 contacts
3. 50 referred to WIOA or TANF services
4. 19% have enrolled.

The employer and association outreach staff has conducted nine presentations since June and have reached 340 employers and are starting to see dividends are starting to pay for that work.

### **Commonwealth Update**

Mr. Keith Baker spoke of the late summer of 2019 a grant from DOL was received it was called a Reemployment Services Integration Grant, and the grant was designed to make modifications to the online system of CWDS, to better integrate UI customers. With that grant there were a number of enhancements made, one of which was a referral system, so we were able to refer UI claimants as well as any Career Link® customer back and forth between any Career Link® partners. There were essentially two ways to make a referral, one was internal within the CWDS system, then an external referral to which a referral could be made to an outside community partner.

When this started Labor and Industry had reached out to OVR and DHS about partnering with this program, and they weren't interested. Recently, OVR has reached out to learn more about the referral program. OVR and Labor and Industry found that OVR had already had a system in place specifically for OVR, and now they are fixing the program to be able to make referrals within each community partner.

Mr. Baker spoke of the Long Shorman Strike, to which could cost the U.S. economy \$5B a day. Mr. Baker spoke to his staff about the trickle-down effect the strike could have.

Mr. Baker spoke of Proprio and wanted to add ASL sign language into the voice language translation. Currently DWDA has a contract with Proprio and can't add ASL, to which DWDA is currently working on finding a different vendor to do ASL interpretation.

Mr. Baker spoke of BWPO engaged in an information gathering study to investigate different groups of employers. Three different groups of employers were surveyed, employers currently engaged with Career Link®, employers who were engaged with Career Link® and no longer are, and employers who never have engaged with Career Link®. On Tuesday October 15<sup>th</sup>, there will be a presentation to talk about the outcome of the survey.

### **Other Business**

Mr. Craig Shield shared about the OVR history and background, before COVID, OVR funding went through the Federal Government and State Match, and for years OVR had been going along the same predictable way, and then just before COVID hit OVR went into a budget crisis. OVR had to close all three of the categories, which is Most Significantly Disable, Significantly Disabled, and Not Significantly Disabled, to which OVR was working with MSD, and the rest was referred to Career Link®. When COVID hit OVR couldn't provide any services, and

the funding kept building, and OVR had more funding than usual up into the \$3M statewide that needed to be spent. Now onto now, there hasn't been a federal budget since October of 2023, with it being an election year and there are questions on what will happen. OVR is looking into different programs and trying to figure out what to do and are in the process of closing the orders as was done before. OVR director is having a meeting next week, and Mr. Shield said that when he gets the talking points from his director, he will send it to Ms. Sklodowski.

Mr. Brad Burger asked Mr. Shield if OVR had to interrupt service.

Mr. Shield said current customers remain the same, but new applicants will be put on a waiting list. All three categories are open, but OVR doesn't have the funding to service the amount of volume for the categories. The funding is available for the current customers, but OVR is trying to be proactive.

### **Adjournment**

There being no further business, the meeting was adjourned at 12:10 p.m.

*A motion was made by Mr. Craig Shield to adjourn the meeting. Ms. Julia Brulia seconded the motion.*

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, December 10, 2024, 10:00 a.m.**

**PY24 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES  
AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT**

**ON TARGET**

Monthly Targets	Adult	Dw	Youth
Goodwill	\$ 40,000	\$ 37,667	\$ 33,333
E&T	\$ 19,878	\$ 17,925	\$ 18,207
Tableland	\$ 14,309	\$ 11,046	\$ 21,900
Fund Total	\$ 74,187	\$ 66,638	\$ 73,440

**SHORTFALL**

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	\$ 120,000	\$ 113,000	\$ 100,000	\$ 105,758
E&T	\$ 59,634	\$ 53,775	\$ 54,620	\$ 27,000
Tableland	\$ 42,926	\$ 33,137	\$ 65,701	\$ 44,293
Fund Total	\$ 222,560	\$ 199,912	\$ 220,321	\$ 177,051

Provider/Fund	Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	80% Target	% of Budget Spent	% of Goal Spent
<b>Adult</b>																					
Goodwill	\$ 600,000	50,150	48,814	43,532	YES	43,036	-	-	NO	-	-	-	NO	-	-	-	\$ 185,532	\$ 414,468	\$ 480,000	30.92%	38.65%
E&T, Inc	\$ 298,171	21,668	20,373	21,515	YES	20,067	-	-	NO	-	-	-	NO	-	-	-	\$ 83,623	\$ 214,548	\$ 238,537	28.05%	35.06%
Tableland	\$ 214,630	14,136	15,262	13,524	NO	16,026	-	-	NO	-	-	-	NO	-	-	-	\$ 58,948	\$ 155,682	\$ 171,704	27.46%	34.33%
<b>Total</b>	<b>\$ 1,112,801</b>	<b>\$ 85,954</b>	<b>\$ 84,449</b>	<b>\$ 78,571</b>	<b>YES</b>	<b>\$ 79,129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 328,103</b>	<b>\$ 784,698</b>	<b>\$ 890,241</b>	<b>29.48%</b>	<b>36.86%</b>
<b>Dw</b>																					
Goodwill	\$ 565,000	31,445	37,713	35,156	NO	38,697	-	-	NO	-	-	-	NO	-	-	-	\$ 143,011	\$ 421,989	\$ 452,000	25.31%	31.64%
E&T, Inc	\$ 268,875	23,852	22,843	16,766	YES	20,256	-	-	NO	-	-	-	NO	-	-	-	\$ 83,717	\$ 185,158	\$ 215,100	31.14%	38.92%
Tableland	\$ 165,686	10,579	12,466	13,121	YES	15,750	-	-	NO	-	-	-	NO	-	-	-	\$ 51,916	\$ 113,770	\$ 132,549	31.33%	39.17%
<b>Total</b>	<b>\$ 999,561</b>	<b>\$ 65,876</b>	<b>\$ 73,022</b>	<b>\$ 65,043</b>	<b>YES</b>	<b>\$ 74,703</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 278,644</b>	<b>\$ 720,917</b>	<b>\$ 799,649</b>	<b>27.88%</b>	<b>34.85%</b>
<b>Youth</b>																					
Goodwill	\$ 500,000	43,252	49,486	38,335	YES	37,217	-	-	NO	-	-	-	NO	-	-	-	\$ 168,290	\$ 331,710	\$ 400,000	33.66%	42.07%
E&T, Inc	\$ 273,098	19,460	17,053	9,965	NO	15,646	-	-	NO	-	-	-	NO	-	-	-	\$ 62,124	\$ 210,974	\$ 218,478	22.75%	28.43%
Tableland	\$ 328,505	24,750	30,243	26,955	YES	35,766	-	-	NO	-	-	-	NO	-	-	-	\$ 117,714	\$ 210,791	\$ 262,804	35.83%	44.79%
<b>Total</b>	<b>\$ 1,101,603</b>	<b>\$ 87,462</b>	<b>\$ 96,782</b>	<b>\$ 75,255</b>	<b>YES</b>	<b>\$ 88,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 348,128</b>	<b>\$ 753,475</b>	<b>\$ 881,282</b>	<b>31.60%</b>	<b>39.50%</b>
<b>TOTAL WIA</b>	<b>\$ 3,213,965</b>	<b>\$ 239,292</b>	<b>\$ 254,253</b>	<b>\$ 218,869</b>		<b>\$ 242,461</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 954,875</b>	<b>\$ 2,259,090</b>	<b>\$ 2,571,172</b>	<b>29.71%</b>	<b>37.14%</b>
<b>Tanf</b>																					
Goodwill	\$ 528,790	78,863	58,117	24,430	YES	29,079	-	-	NO	-	-	-	NO	-	-	-	\$ 190,489	\$ 338,301	\$ 423,032	36.02%	45.03%
E&T, Inc	\$ 135,000	50,010	5,511	2,924	YES	5,493	-	-	NO	-	-	-	NO	-	-	-	\$ 63,938	\$ 71,062	\$ 108,000	47.36%	59.20%
Tableland	\$ 221,463	24,225	42,159	2,891	YES	3,008	-	-	NO	-	-	-	NO	-	-	-	\$ 72,283	\$ 149,180	\$ 177,170	32.64%	40.80%
<b>Total</b>	<b>\$ 885,253</b>	<b>\$ 153,098</b>	<b>\$ 105,787</b>	<b>\$ 30,245</b>	<b>YES</b>	<b>\$ 37,580</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 326,710</b>	<b>\$ 558,543</b>	<b>\$ 708,202</b>	<b>36.91%</b>	<b>46.13%</b>

**PY23 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES  
AS MEASURED AGAINST 20% & 75% WIOA EXPENDITURE REQUIREMENTS**

ON TARGET

SHORTFALL

Monthly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 8,333	\$ 31,250
E&T	\$ 4,652	\$ 17,069
Tableland	\$ 5,475	\$ 20,532
Fund Total	\$ 18,360	\$ 68,851

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 25,000	\$ 93,750
E&T	\$ 13,655	\$ 51,206
Tableland	\$ 16,425	\$ 61,595
Fund Total	\$ 55,080	\$ 206,551

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
<b>WIOA YTH - Work Exp</b>																							
Goodwill	\$ 500,000	14,004	15,353	8,923	YES	2,897	-	-	NO	-	-	-	NO	-	-	-	\$ 41,177	\$ 458,823	\$ 100,000			8.24%	41.18%
E&T, Inc	\$ 273,098	9,949	11,278	5,315	YES	7,998	-	-	NO	-	-	-	NO	-	-	-	\$ 34,540	\$ 238,558	\$ 54,620			12.65%	63.24%
Tableland	\$ 328,505	5,427	9,160	4,594	NO	7,145	-	-	NO	-	-	-	NO	-	-	-	\$ 26,326	\$ 302,179	\$ 65,701			8.01%	40.07%
Total WIOA Youth	\$ 1,101,603	\$ 23,953	\$ 35,791	\$ 18,832	YES	\$ 18,040	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 96,616	\$ 999,560	\$ 220,321			8.77%	43.85%

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
<b>WIOA YTH - OSY</b>																							
Goodwill	\$ 500,000	43,252	49,486	38,335	YES	37,217	-	-	NO	-	-	-	NO	-	-	-	\$ 168,290	\$ 331,710		\$ 375,000		33.66%	44.88%
E&T, Inc	\$ 273,098	19,460	17,053	9,965	NO	15,646	-	-	NO	-	-	-	NO	-	-	-	\$ 62,124	\$ 210,974		\$ 204,824		22.75%	30.33%
Tableland	\$ 328,505	24,750	30,243	26,955	YES	35,766	-	-	NO	-	-	-	NO	-	-	-	\$ 117,714	\$ 210,791		\$ 246,379		35.83%	47.78%
Total WIOA Youth	\$ 1,101,603	\$ 87,462	\$ 96,782	\$ 75,255	YES	\$ 88,629	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 348,128	\$ 753,475		\$ 826,202		31.60%	42.14%

# Southern Alleghenies Workforce Development Board (SAWDB) AI Policy

## 1. Purpose

The Southern Alleghenies Workforce Development Board (SAWDB) recognizes the transformative potential of Artificial Intelligence (AI) in enhancing workforce development efforts. This policy establishes guidelines for the ethical and effective use of AI technologies to advance the mission of SAWDB while protecting the rights, privacy, and well-being of stakeholders.

## 2. Scope

This policy applies to all workforce board staff, contractors, and partners involved in the use, procurement, or deployment of AI technologies within SAWDB's programs and initiatives. It governs AI applications in program delivery, decision-making, data analysis, and public engagement.

## 3. Guiding Principles

To ensure AI technologies are leveraged responsibly, SAWDB adopts the following principles:

### 3.1. Ethics and Accountability

- AI systems will be used in compliance with federal, state, and local laws.
- Accountability measures will be in place to monitor AI performance and address potential misuse or errors.

### 3.2. Equity and Inclusion

- AI technologies must not exacerbate discrimination or bias.
- Programs utilizing AI will be accessible and inclusive for all individuals, regardless of race, gender, age, disability, or socioeconomic status.

### 3.3. Transparency and Explainability

- Stakeholders must be informed when AI tools are used in decisions affecting them.
- AI decisions should be explainable and understandable to non-technical audiences.

### 3.4. Privacy and Data Security

- Personal data used in AI systems must be anonymized, securely stored, and processed in accordance with applicable privacy laws.
- Data breaches or unauthorized access will be addressed promptly and reported in compliance with regulations.

### 3.5. Workforce Empowerment

- AI systems will complement, not replace, human expertise and decision-making.
- Workforce development staff will receive training on AI applications to enhance service delivery.

## 4. AI Applications in Workforce Development

Examples of AI usage within SAWDB programs include:

- **Job Matching:** AI tools for matching job seekers with relevant opportunities based on skills and preferences.
- **Skill Gap Analysis:** Identifying regional workforce needs and tailoring training programs accordingly.
- **Program Evaluation:** Analyzing program outcomes to improve services.
- **Predictive Analytics:** Forecasting trends to guide strategic planning.

## 5. Implementation and Oversight

### 5.1. Governance

- An AI Oversight Committee will be established to ensure compliance with this policy.
- The committee will periodically review AI systems and their impact on stakeholders.

### 5.2. Vendor Selection and Review

- SAWDB will prioritize vendors with strong ethical standards and proven AI performance.
- All AI tools will undergo a thorough assessment before deployment.

### 5.3. Training and Awareness

- Staff will receive training on the ethical use of AI and its integration into workforce programs.
- Public workshops may be conducted to build awareness about AI