

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

**SAWDB EXECUTIVE COMMITTEE MEETING**

April 9, 2024

10:00 AM

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

**AGENDA**

<u><b>TOPIC</b></u>	<u><b>NAME</b></u>
Welcome and Introductions	Jesper Nielsen, SAWDB Chair
Approval of Minutes from 3-12-2024*	Jesper Nielsen
Director's Report	Jennifer Sklodowski, SAWDB Director
• Red/Green Report	
• Review of Budget	
• Additional Funding for Title I*	
Governor's Achievement Awards	Gwen Fisher, Site Administrator, GSA
State Update	Keith Baker, Assistant Regional Director, BWPO
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
Other Business	All
Adjournment	

\*Requires Formal Action

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
Tuesday, March 12, 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 March 12, 2024, via the Zoom meeting platform.

1. Approved the minutes of the SAWDB Executive Committee meeting held on January 9, 2024, as presented. The motion was made by Ms. Sharon Clapper and seconded by Mr. Brock Kull. The motion passed with unanimous approval.
2. Motion to approve a \$500 sponsorship for the Cambria County Job Fair, a \$500 sponsorship for the Penn Highlands Careerfest, and a \$500 sponsorship for the Somerset County Ag Days was made by Mr. Keith Baker and seconded by Mr. Cory Sisto. The motion passed with unanimous approval with Ms. Sharon Clapper abstaining from the Somerset County Ag Days sponsorship.

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EXECUTIVE COMMITTEE MEETING**

**Tuesday, March 12, 2024**

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**Members Participating**

Bob Parsons	B & B Designed Systems
Brock Kull	Manpower
Cory Sisto	IFC Services
Craig Schield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Holiday Inn
Keith Baker	BWPO
Sharon Clapper	Clapper's Industries

**Non-Members**

Aaron Thomas	Tableland Services
Amy Horwath	Goodwill
Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Heather Saly	BWPO
Josh Hauser	Veterans Community Initiatives
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Jen Sklodowski	SAP&DC
Steve Howsare	SAP&DC
Carrie Mills	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	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 available virtually using Zoom.

**Approval of Minutes from January 9, 2024**

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the January 9, 2024, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Sharon Clapper made a motion to approve the January 9, 2024, Executive Committee meeting minutes as presented. Mr. Brock Kull seconded the motion. The motion passed with unanimous approval.

## **Director's Report**

### Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that it reflects seven months of expenditures. February invoices are expected to be sent to SAP&DC by March 12<sup>th</sup>. The first page of the report reflects Title I provider expenditure rates as measured against the 80% expenditure requirement.

Regarding Adult, providers are falling short and as a region, providers have spent 54% of their goal. Providers are on track to meet that 80% requirement.

For Dislocated Worker, providers have spent 78% of their goal and have met quarter targets. Providers are not meeting Youth quarter targets as they have spent 67% of their budget, but they will be in a better position as soon as February expenditures come in.

Regarding TANF, providers are spending at a quick rate and are meeting quarter targets. As discussed in prior meetings no client services will be suspended should providers run out of funds.

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. Providers are on track for the region, with 77% of the goal achieved.

### Requests for Support

Ms. Jennifer Sklodowski reported that the SAWDB received three requests for support:

- Cambria County Job Fair to be held at the summit. Request for \$500 support for additional advertising space.
- Penn Highlands Careerfest to be held March 15<sup>th</sup>, April 5<sup>th</sup>, and April 9<sup>th</sup> at the Richland campus. Request for \$500 support for additional advertising space.
- Somerset Ag Days to be held on May 10, 2024. Request for \$500 support for additional advertising space.

Mr. Keith Baker made a motion to approve the requests for support: \$500 request for the Cambria County Job Fair, \$500 request for the Penn Highlands Careerfest, and \$500 request for the Somerset Ag Days. Mr. Cory Sisto seconded the motion. The motion passed with unanimous approval with Ms. Sharon Clapper abstaining from the Somerset Ag Days support request.

### PA CareerLink® Days

Ms. Jennifer Sklodowski shared that the PA CareerLink® Days will be held August 26, 2024, to September 13, 2024. The PA Department of Labor and Industries will give providers in the Southern Alleghenies region up to \$20,000 to use for activities; each county will receive \$3,000. L&I would like to receive information on the events that will be held; this information should be sent to Ms. Sklodowski who will forward on to L&I.

### Commonwealth Workforce Transformation Program

Ms. Jennifer Sklodowski shared that she attended a directors meeting and met with Ms. Nancy Walker, the PA Department of Labor and Industry Secretary. Ms. Nancy Walker spoke of the Commonwealth Workforce Transformation Program and her expectations of the local board. The industries that are going to be impacted are Infrastructure, Clean Energy and Broadband. The workforce program does not play a role in the budget but asks for support for those programs. Ms. Sklodowski brought attention to the Teacher in the Workplace and the SLIP

program and asked Ms. Nancy Walker to investigate bringing them back. Ms. Sklodowski explained how unique our region is and the need for flexibility; Ms. Walker showed interest in how services are promoted in our region.

#### Presentation – Veteran Community Initiatives

Mr. Jesper Nielsen introduced Mr. Josh Hauser, who presented information on Veterans Community Initiatives (VCI).

Mr. Hauser provided an overview and background of the Veteran Community Initiative; points of interest that were shared:

- The Veteran Community Initiative is a private nonprofit organization in Cambria County. He discussed that the funding for the program includes direct donations from many community sources, fundraising efforts, and competitive grants.
- Organizational startup was in 1993 by the founder Tom Caulfield, who prior to startup was working in Labor Relations, HR in corporate America.
- The program assists with:
  - Job search, career counseling, resume preparation, job fairs, workshops, job postings, and networking.
  - Rural Veterans Outreach Program, which brings Services and Programs to rural veterans rather than going to the VA, resources brought to the vets.
  - Veteran Court Program offers Veterans peer mentor training, coordination of Peer Mentors, PA County Recruitment and Veteran Court Start-up Implementations and Training available.
  - Veteran Assistance Care Program (VACP) helps raise awareness and provides services and programs to better improve assistance to needy veterans and the veteran's family. The program includes coaching and mentoring to support physical and mental health challenges.
  - Vet Assistance Outreach Program (VAOP) offers a one-time payment for outstanding bills due to hardships, Financial Hardships Assistance Program is coordinated with VACP and related assistant initiatives.
  - PA is the fourth highest in veteran population with about 80,000 vets in the state.
  - The website for the Veterans Community Initiative is [www.vciinc.org](http://www.vciinc.org).

Mr. Hauser shared that one of the goals of the VCI is to get assistance from legislation to provide one free birth certificate for the veterans. Veterans should never have to pay for these resources.

Mr. Nielson discussed the value of connecting the PA CareerLink® centers and operators to community resources, such as VCI.

#### **One-Stop Operator Report**

Mr. Brad Burger stated that the WIOA Reauthorization is bipartisan, and legislators are open to input, and it has a good chance of passing this year. If it does pass, there will be several flexibility options that are needed to be able to adapt our system to the current and future reality.

Mr. Burger shared highlights from the Tegal 10-23 which is published from the PA Department of Labor. The topic was to use the maximum flexibility available to serve the community. Areas may choose to screen more heavily, reducing the number of clients. They look at the pool of candidates and will remove them if they do not match criteria.

The PA CareerLink® Bedford will remain at the Bedford Career and Technology Center for an additional three years with an additional build out to make it more comfortable.

Mr. Burger and Ms. Lisa Phillips are looking to put together a continuum of service to discuss document barriers.

Mr. Nielson suggested a position paper to be distributed to different agencies. PWDA has the information and is the best; Ms. Sklodowski will send this information to the board.

### **Other Business**

Ms. Sharon Clapper thanked Mr. Brad Burger for agreeing to be the keynote speaker on April 11<sup>th</sup> at Penn Highlands. She also congratulated the program operators for a well-organized Construction Trades Fair that was held on February 29<sup>th</sup> at the Somerset Technology Center. Students learned of different job types, types of equipment, and scholarship programs that are available.

Mr. Keith Baker shared that a statewide digital intake was implemented in the One Stop centers which collects demographic information and barriers to employment. Official documents are a big barrier for employment. Mr. Baker noted that vital assistance could be coming to the career fairs to print out the official documents.

### **Adjournment**

There being no further business, the meeting was adjourned at 11:00 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, April 9, 2024, 10:00 a.m.**

PY23 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES  
AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	\$ 127,117	\$ 103,000	\$ 107,108	\$ 122,577
E&T	\$ 61,276	\$ 47,458	\$ 48,110	\$ 25,689
Tableland	\$ 49,493	\$ 29,387	\$ 42,902	\$ 28,761
Fund Total	\$ 237,886	\$ 179,845	\$ 198,120	\$ 177,027

Monthly Targets	Adult	Dw	Youth
Goodwill	\$ 42,372	\$ 34,333	\$ 35,703
E&T	\$ 20,425	\$ 15,819	\$ 16,037
Tableland	\$ 16,498	\$ 9,796	\$ 14,301
Fund Total	\$ 79,295	\$ 59,948	\$ 66,041

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 Goal Spent
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Adult	\$ 535,585	49,200	38,657	39,538	37,878	47,367	39,538	37,878	NO	42,365	35,848	-	NO	-	-	-	\$ 329,953	305,632	\$ 508,468	51.91%
Goodwill	\$ 306,362	11,903	19,608	14,201	18,674	14,248	15,407	18,674	NO	19,086	28,993	-	NO	-	-	-	\$ 142,110	164,272	\$ 245,106	46.38%
E&T, Inc	\$ 247,463	12,396	14,048	16,232	15,197	15,468	16,045	15,197	NO	17,221	15,998	-	NO	-	-	-	\$ 122,605	124,858	\$ 197,970	49.54%
Tableland	\$ 1,189,430	73,489	72,313	69,533	71,749	77,083	70,990	71,749	NO	78,672	80,829	-	NO	-	-	-	\$ 594,668	594,762	\$ 951,544	50.00%
Total	\$ 1,189,430	\$ 73,489	\$ 72,313	\$ 69,533	\$ 71,749	\$ 77,083	\$ 70,990	\$ 71,749	NO	\$ 78,672	\$ 80,829	\$ -	NO	\$ -	\$ -	\$ -	\$ 594,668	\$ 594,762	\$ 951,544	50.00%

Dw	\$ 515,000	48,345	52,001	49,373	YES	51,338	45,619	48,526	YES	52,951	45,740	-	NO	-	-	-	\$ 389,902	121,098	\$ 412,000	76.49%
Goodwill	\$ 237,288	12,608	23,343	17,662	YES	17,405	18,067	22,500	YES	9,860	13,040	-	NO	-	-	-	\$ 134,485	102,803	\$ 189,830	56.68%
E&T, Inc	\$ 146,933	11,521	12,579	11,730	YES	17,207	12,501	12,628	YES	14,606	13,889	-	NO	-	-	-	\$ 105,661	40,272	\$ 117,546	72.59%
Tableland	\$ 899,221	72,474	87,923	78,765	YES	85,950	76,186	83,654	YES	77,427	72,869	-	NO	-	-	-	\$ 635,048	264,173	\$ 719,376	70.62%
Total	\$ 899,221	\$ 72,474	\$ 87,923	\$ 78,765	YES	\$ 85,950	\$ 76,186	\$ 83,654	YES	\$ 77,427	\$ 72,869	\$ -	NO	\$ -	\$ -	\$ -	\$ 635,048	\$ 264,173	\$ 719,376	70.62%

Youth	\$ 535,538	52,877	49,426	46,186	YES	33,791	23,771	26,405	NO	32,222	33,683	-	NO	-	-	-	\$ 288,361	237,177	\$ 428,430	55.71%
Goodwill	\$ 240,552	22,268	35,408	22,668	YES	15,048	10,423	18,211	NO	16,695	16,526	-	NO	-	-	-	\$ 157,247	83,305	\$ 192,442	65.37%
E&T, Inc	\$ 214,510	11,333	11,951	12,769	NO	15,616	18,918	24,396	YES	29,815	29,465	-	YES	-	-	-	\$ 154,263	60,247	\$ 171,608	71.91%
Tableland	\$ 990,600	86,478	96,785	81,623	YES	64,455	53,112	69,012	NO	78,732	79,874	-	YES	-	-	-	\$ 609,871	380,729	\$ 792,480	61.57%
Total	\$ 990,600	\$ 86,478	\$ 96,785	\$ 81,623	YES	\$ 64,455	\$ 53,112	\$ 69,012	NO	\$ 78,732	\$ 79,874	\$ -	YES	\$ -	\$ -	\$ -	\$ 609,871	\$ 380,729	\$ 792,480	61.57%

TOTAL WIA	\$ 3,079,251	\$ 232,451	\$ 257,021	\$ 229,921	\$ 227,488	\$ 200,288	\$ 224,415	\$ 234,831	\$ 233,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,839,587	\$ 1,239,654	\$ 2,463,400	59.74%
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Tanf	\$ 612,884	65,247	59,484	18,467	YES	22,189	21,376	18,853	NO	24,038	23,405	-	NO	-	-	-	\$ 253,059	359,825	\$ 490,307	41.29%
Goodwill	\$ 128,444	26,605	29,781	5,131	YES	3,204	4,228	8,905	NO	1,692	1,671	-	NO	-	-	-	\$ 81,167	47,277	\$ 102,755	63.19%
E&T, Inc	\$ 143,806	31,695	35,878	39,490	YES	5,899	11,520	7,434	NO	791	262	-	NO	-	-	-	\$ 132,959	10,837	\$ 115,045	92.46%
Tableland	\$ 885,134	123,547	125,093	63,088	YES	31,292	37,124	35,192	NO	26,521	25,338	-	NO	-	-	-	\$ 467,195	417,939	\$ 708,107	52.78%
Total	\$ 885,134	\$ 123,547	\$ 125,093	\$ 63,088	YES	\$ 31,292	\$ 37,124	\$ 35,192	NO	\$ 26,521	\$ 25,338	\$ -	NO	\$ -	\$ -	\$ -	\$ 467,195	\$ 417,939	\$ 708,107	52.78%

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 - OST (75%)
Goodwill	\$ 8,926	\$ 33,471
E&T	\$ 4,009	\$ 15,035
Tableland	\$ 3,575	\$ 13,407
Fund Total	\$ 16,510	\$ 61,913

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OST (75%)
Goodwill	\$ 26,777	\$ 100,413
E&T	\$ 12,028	\$ 45,104
Tableland	\$ 10,726	\$ 40,221
Fund Total	\$ 49,531	\$ 185,738

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	Summ. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
WIOA YTH - Work Exp																							
Goodwill	\$ 535,538	18,274	16,794	5,965	YES	5,361	1,232	1,233	NO	2,769	8,105	-	NO	-	-	-	\$ 58,844	\$ 475,694	\$ 107,108	\$ 107,108	11.17%	55.87%	
E&T, Inc	\$ 240,552	10,866	21,441	9,867	YES	5,808	16,709	10,091	YES	10,955	7,833	-	YES	-	-	-	\$ 95,170	\$ 145,362	\$ 48,110	\$ 48,110	39.56%	197.82%	
Tableland	\$ 214,510	479,75	1,757	485	NO	570	624	5,474	NO	4582.09	4,506	-	NO	-	-	-	\$ 18,473	\$ 196,032	\$ 42,902	\$ 42,902	8.51%	43.07%	
Total WIOA Youth	\$ 990,600	\$ 29,040	\$ 39,992	\$ 16,317	YES	\$ 11,739	\$ 20,555	\$ 16,796	NO	\$ 18,317	\$ 20,244	\$ -	NO	\$ -	\$ -	\$ -	\$ 173,012	\$ 817,108	\$ 198,120	\$ 198,120	17.47%	87.33%	

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	Summ. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
WIOA YTH - OST																							
Goodwill	\$ 535,538	52,877	49,326	46,286	YES	33,791	23,771	26,408	NO	32,219	33,683	-	NO	-	-	-	\$ 298,361	\$ 237,177	\$ 401,654	\$ 401,654	55.71%	74.28%	
E&T, Inc	\$ 240,552	22,268	35,408	22,668	YES	15,046	10,423	16,211	NO	16,695	16,526	-	NO	-	-	-	\$ 157,247	\$ 83,305	\$ 180,414	\$ 180,414	65.37%	87.16%	
Tableland	\$ 214,510	11332.8	11,952	12,768	NO	15616	18,918	24,386	YES	29814.92	29,465	-	YES	-	-	-	\$ 154,253	\$ 60,247	\$ 160,893	\$ 160,893	71.91%	95.88%	
Total WIOA Youth	\$ 990,600	\$ 86,478	\$ 86,686	\$ 81,722	YES	\$ 64,455	\$ 53,112	\$ 69,015	YES	\$ 78,729	\$ 78,674	\$ -	NO	\$ -	\$ -	\$ -	\$ 609,871	\$ 380,729	\$ 742,950	\$ 742,950	61.57%	82.09%	



