

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

SAWDB EXECUTIVE COMMITTEE MEETING

July 9, 2024

10:00 AM

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

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome and Introductions	Cory Sisto, SAWDB Chair
Approval of Minutes from 6-11-2024*	Cory Sisto
Director's Report	Jennifer Sklodowski, SAWDB Director
<ul style="list-style-type: none">• Red/Green Report• OSO Review Outcome• Opioid Grant• Local Performance Negotiations• Comprehensive Economic Development Strategy (CEDs) – Workforce Goals and Objectives	
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, June 11, 2024

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

ACTION SUMMARY

There were no formal actions taken by the SAWDB Executive Committee at its scheduled meeting held on June 11, 2024 at the Southern Alleghenies Planning & Development Commission due to lack of a quorum. A ballot will be sent out for motion approvals.

1. Approve the minutes of the SAWDB Executive Committee meeting held on April 9, 2024, as presented.
2. Approve the proposed OSO Firewall Policy
3. Request for partial funding of \$4,200 for the OSO outreach programs.
4. Request for \$1,500 for the Blair Fall Job Fair.
5. Request for \$1,840 for the Bedford Fall Job Fair.

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

Tuesday, April 9, 2024

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

Members Participating

Bob Parsons	B & B Designed Systems
Cory Sisto	IFC Services
Jesper Nielson	Croyle-Nielsen Therapeutic Associates
Keith Baker	BWPO
Wendy Melius	CCA

Non-Members

Barb Covert	E & T
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Heather Saly	BWPO
Lisa Phillips	Tableland Services
Sarah Helman	Goodwill
Steven Howsare	SAP&DC
Jen Sklodowski	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	SAP&DC

Call to Order

SAWDB Vice Chair, Mr. Cory Sisto, 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.

Mr. Sisto turned the meeting over to Mr. Jesper Nielson who congratulated Mr. Sisto on a successful vote as the new SAWDB Chair and turned the meeting back to Mr. Sisto.

Approval of Minutes from March 12, 2024

Mr. Cory Sisto asked for any comments or questions regarding the minutes from April 9, 2024. There were not

Director's Report

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that invoices are due on June 10, 2024. All expenditures have been met by providers. Ms. Sklodowski thanked the providers. 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. Providers have exceeded the goals set forth. Ms. Sklodowski thanked the providers for exceeding the goals.

OSO Firewall Policy

Ms. Jennifer Sklodowski spoke of the OSO Firewall policy that was brought forward by the State. Ms. Sklodowski created an OSO Firewall contract to be submitted pending approval by the board. It was presented to the board, for questions or concerns.

Mr. Cory Sisto asked if there was any feedback from the distribution of the policy. There was not any feedback or questions from the distribution.

Partial Funding Request – OSO Outreach

The OSO requested \$4,200 from SAWDB for outreach partnership with the YaZo group. The former expense was \$1,000 a month, and the new expense is \$1,350 a month due to content development, increased labor cost, and digital platforming expenses. The annual cost will be \$16,200. OSO will continue to pay \$12K of the cost if it's in the budget but are requesting since the PY'25 budget has already been submitted to the state, the site administrators are requesting \$4,200 from the Workforce Development Board.

Request for Funds- Blair Fall Job Fair

Blair is requesting \$1,500 for the Fall Job Fair.

Request for Funds – Bedford Fall Job Fair

Bedford is requesting \$1,840.

Discussion – Board Artificial Intelligence Policy

Mr. Cory Sisto wanted to discuss the option of a work group regarding the AI policy and how to move forward.

Ms. Jennifer Sklodowski spoke of the One-Stop Operator and their interest in using Artificial Intelligence as a tool to assist employers that need more information on the policy. Ms. Sklodowski asked Ms. Gwen Fisher to provide an overview of the project.

Ms. Fisher spoke of the workforce shrinking with demographic changes, and new technologies with fewer workers to keep up with demand. Therefore, Kai is a tool available for employers to use for building their workforce. Employers would tell the Business Services their challenges and feed the problems into Kai to which Kai will generate suggestions available. Business Services will still offer traditional services to which Kai will be used as an additional tool.

Ms. Sklodowski spoke of developing a work group through the board and then asked for any concerns, questions, and feedback.

Mr. Jesper Nielson stated that a policy is needed to where there is no recommendation for tools to displace workers and to integrate AI for higher efficiency with a balance on mission to help workforce with upscaling of current workforce. Mr. Nielson asked how to approach AI intelligently to grow the workforce.

Mr. Cory Sisto spoke about having guiderails for navigating AI with the employers and asked about the work group.

Mr. Jesper Nielson, Ms. Jill Reigh, Mr. Keith Baker, and Ms. Gwen Fisher volunteered for the AI work group. Ms. Sklodowski is to send out an email to invite other board members to the work group.

One-Stop Operator Report

Ms. Gwen Fisher spoke of the new Bedford Career Link® phone system. She also spoke of September 4th, the grand opening of the newly renovated Bedford Career Link®.

She also thanked the Workforce Board for the funding.

Special Recognition

Ms. Jennifer Sklodowski is planning a special recognition for the August meeting. She thanked Mr. Jesper Nielson for his service and the impact he has made on the program. She thanked him for his support and being with her every step of the way.

Mr. Jesper Nielson thanked the board for the recognition and offered to be available for help.

Other Business

None.

Adjournment

There being no further business, the meeting was adjourned at 10:34 a.m.

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

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

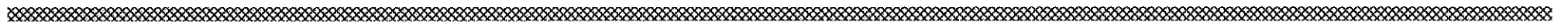
ON TARGET

SHORTFALL

Monthly Targets	Adult	Dw	Youth
Goodwill	\$ 42,372	\$ 40,167	\$ 35,703
E&T	\$ 20,425	\$ 15,819	\$ 19,037
Tableland	\$ 16,498	\$ 15,629	\$ 17,301
Fund Total	\$ 79,295	\$ 71,615	\$ 72,041

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	\$ 127,117	\$ 120,500	\$ 107,108	\$ 112,677
E&T	\$ 61,276	\$ 47,458	\$ 57,110	\$ 30,689
Tableland	\$ 49,493	\$ 46,887	\$ 51,902	\$ 33,761
Fund Total	\$ 237,886	\$ 214,845	\$ 216,120	\$ 177,027

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
Adult																					
Goodwill	\$ 635,585	49,200	38,657	39,100	NO	47,367	39,538	37,878	NO	42,365	35,848	41,189	NO	64,065	58,270	-	\$ 493,477	\$ 142,108	\$ 508,468	77.64%	97.05%
E&T, Inc	\$ 308,382	11,903	19,608	14,201	NO	14,248	15,407	18,674	NO	19,086	28,983	28,153	YES	25,893	30,918	-	\$ 227,074	\$ 79,308	\$ 245,106	74.11%	92.84%
Tableland	\$ 247,463	12,396	14,048	16,232	NO	15,468	16,045	15,197	NO	17,221	15,998	13,205	NO	11,542	11,472	-	\$ 158,824	\$ 88,639	\$ 197,970	64.18%	80.23%
Total	\$ 1,189,430	\$ 73,499	\$ 72,313	\$ 69,533	NO	\$ 77,083	\$ 70,990	\$ 71,749	NO	\$ 78,672	\$ 80,829	\$ 82,547	YES	\$ 101,500	\$ 100,660	\$ -	\$ 879,375	\$ 310,055	\$ 951,544	73.93%	92.42%
Dw																					
Goodwill	\$ 602,500	48,345	52,001	49,373	YES	51,338	45,618	48,526	YES	52,961	45,740	50,328	YES	36,962	38,282	-	\$ 519,474	\$ 83,026	\$ 482,000	86.22%	107.77%
E&T, Inc	\$ 237,288	12,608	23,343	17,662	YES	17,405	18,067	22,500	YES	9,860	13,040	10,844	NO	14,385	15,995	-	\$ 175,709	\$ 61,579	\$ 189,830	74.05%	92.56%
Tableland	\$ 234,433	11,521	12,579	11,730	NO	17,207	12,501	12,628	NO	14,806	13,889	13,250	NO	10,416	8,483	-	\$ 138,810	\$ 95,623	\$ 187,546	59.21%	74.01%
Total	\$ 1,074,221	\$ 72,474	\$ 87,923	\$ 78,765	YES	\$ 85,950	\$ 76,186	\$ 83,654	YES	\$ 77,427	\$ 72,669	\$ 74,422	YES	\$ 61,763	\$ 62,760	\$ -	\$ 833,993	\$ 240,228	\$ 859,376	77.64%	97.05%
Youth																					
Goodwill	\$ 535,538	52,877	49,426	46,186	YES	33,791	23,771	26,405	NO	32,222	33,683	34,007	NO	30,474	38,064	-	\$ 400,906	\$ 134,632	\$ 428,430	74.86%	93.58%
E&T, Inc	\$ 285,552	22,268	35,408	22,668	YES	15,048	10,423	18,211	NO	16,695	16,526	13,397	NO	11,935	15,753	-	\$ 198,332	\$ 87,220	\$ 226,442	69.46%	86.82%
Tableland	\$ 259,510	11,333	11,951	12,769	NO	15,616	18,918	24,396	YES	29,815	28,465	27,884	YES	20,562	11,810	-	\$ 214,519	\$ 44,991	\$ 207,608	82.66%	103.33%
Total	\$ 1,080,600	\$ 86,478	\$ 96,785	\$ 81,623	YES	\$ 64,455	\$ 53,112	\$ 69,012	NO	\$ 78,732	\$ 79,674	\$ 75,288	YES	\$ 62,971	\$ 65,627	\$ -	\$ 813,767	\$ 286,843	\$ 864,480	75.31%	94.13%
TOTAL WIA	\$ 3,344,251	\$ 232,451	\$ 257,021	\$ 229,921		\$ 227,488	\$ 200,288	\$ 224,415		\$ 234,831	\$ 233,172	\$ 232,257		\$ 226,234	\$ 229,047	\$ -	\$ 2,527,125	\$ 817,126	\$ 2,675,400	75.57%	94.46%



Tanf																					
Goodwill	\$ 562,884	65,247	59,484	18,467	YES	22,189	21,376	18,853	NO	24,038	23,405	22,302	NO	25,923	31,878	-	\$ 333,162	\$ 229,722	\$ 450,307	59.19%	73.99%
E&T, Inc	\$ 153,444	26,605	29,731	5,131	YES	3,204	4,228	8,905	NO	1,692	1,671	2,149	NO	7,468	7,823	-	\$ 98,407	\$ 55,037	\$ 122,755	64.13%	80.17%
Tableland	\$ 168,806	31,695	35,878	39,490	YES	5,899	11,520	7,434	NO	791	262	46	NO	64	1,250	-	\$ 134,329	\$ 34,477	\$ 135,045	79.58%	99.47%
Total	\$ 885,134	\$ 123,547	\$ 125,093	\$ 63,088	YES	\$ 31,292	\$ 37,124	\$ 35,192	NO	\$ 26,521	\$ 25,338	\$ 24,497	NO	\$ 33,455	\$ 40,751	\$ -	\$ 565,898	\$ 319,236	\$ 708,107	63.93%	79.92%