

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

**November 14, 2023
9:00 AM**

Altoona Blair County Development Corporation (ABCD Corp.), also via Zoom

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome, Introductions and Call to Order	Jesper Nielsen, SAWDB Chair
Approval of Minutes from August 8, 2023* (Pgs. 1-6)	Jesper Nielsen, SAWDB Chair
Executive Committee Actions*	
• September 12, 2023 (Pgs. 7-11)	
• October 10, 2023 (Pgs. 12 – 16)	
• Staff Report (Pgs. 17 – 21)	
Director's Report	Jennifer Sklodowski, SAWDB Director
• Review of the Budget (Pg. 22)	
• Red/Green Report (Pgs. 23- 24)	
• Outcome of vote via email October 31, 2023	
• Approval of 2024 Calendar* (Pg. 25)	
• Additional Adult Award to Title I Providers*	
Young Adult Council Meeting Actions	Sharon Clapper, Council Chair
Presentation: E&T Recap of Summer Work Experience and BEP Activities	Judy Lutz, E&T IOA Workforce Program Coordinator
Presentation: reSTARt Program	Mindy Rickabaugh, Sr. Coordinator of Reintegration Services, GSA
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
SAWDB Title II Update	Region's Adult Education Providers
Discussion Topic" Outcome of Regional Workforce Symposium	Bradley Burger, GSA
Other Business	Jesper Nielsen, SAWADB Chair
Public Comment	
Adjournment*	

**Requires Formal Action*

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD
Quarterly Meeting
August 8, 2023
Hampton Inn, Altoona and also via Zoom**

MEETING MINUTES

Members in Attendance

Bob Kutz	BBCLC
Craig Schield	OVR
Dave Carey	AFSCME Council 83
Jesper Nielsen	Croyle-Nielsen T.A.
Julia Brulia	Gateway Travel Plaza
Keith Baker	BWPO
Linda Thomson	JARI
Robert Parsons	B&B Design Systems
Ron Aldom	Somerset County Chamber of Commerce
Rosalie Danchanko	Highlands Health
Sharon Clapper	Clapper's Industries
Wade Baumgartner	Regional Council of Carpenters #423
Wendy Melius	CCA

Non-Members in Attendance

Amy Horwath	Goodwill of the Southern Alleghenies
Brad Burger	Goodwill of the Southern Alleghenies
Carter Cerully	Goodwill of the Southern Alleghenies
Dave Grimaldi	JARI
Gwen Fisher	PA CareerLink® Blair/Bedford County
Judy Lutz	E & T
Justinna Brown	AmeriCorps VISTA
Lisa Phillips	Tableland Services
Renee Imgrund	Goodwill of the Southern Alleghenies
Sarah Helman	Goodwill of the Southern Alleghenies
Steve Howsare	SAP&DC
Jennifer Sklodowski	SAP&DC
Tim Baranik	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Renee Best	SAP&DC

CALL TO ORDER

Mr. Jesper Nielsen called the meeting of the Southern Alleghenies Workforce Development Board (SAWDB) to order at 9:00 a.m. and welcomed those in attendance.

APPROVAL OF MINUTES FROM MAY 9 and JULY 13, 2023 MEETINGS

Mr. Jesper Nielsen asked for a motion to approve the minutes from the May 9, 2023 and July 13, 2023 SAWDB meetings. There were no other questions, concerns, or discussions regarding the minutes.

Mr. Sharon Clapper entered a motion to approve the May 9, 2023 and July 13, 2023 SAWDB meeting minutes as presented. Mr. Wade Baumgartner seconded the motion. The motion was carried.

EXECUTIVE COMMITTEE ACTIONS

The Executive Committee Actions from the June 13, 2023 and July 11, 2023 meetings were included on pages 11 and 12 of the meeting packet.

Mr. Dave Carey entered a motion to approve the June 13, 2023 and July 11, 2023 Executive Committee Actions. Mr. Wade Baumgartner seconded the motion. The motion was carried.

STAFF REPORT

The Staff Report included in the meeting packet on pages 13 through 19 provided updates on the Business-Education Partnership Grant, Budget/Expenditure Report, and Performance & Service Delivery-Related Statistics.

DIRECTOR'S REPORT

Red/Green Report

Ms. Jennifer Sklodowski reviewed the Red/Green Report on page 20 of the meeting packet and stated that it reflects expenditures into June for PY'22. Ms. Sklodowski referred to the Youth section reflecting the 80% target and noted that it appears that youth funding was underspent. This is not an accurate picture due to the SAWDB approving additional youth funding that was made available through September 30th in accordance with the current contract. Because it is considered an obligation to the SAP&DC's fiscal department, the report appears that youth was underspent. The SAWDB is currently in compliance with an expenditure rate of 92%, therefore there will be no recapture of funding. Contracts are currently being worked on, and they will revert back to the previous contract timeline that will run from July 1st to June 30th of the following year.

PY'23 Budget

Ms. Jennifer Sklodowski reviewed the Budget Summary and stated that it only reflects the first increment budget due to the budget impasse. Governor Shapiro has since signed the budget so these fundings will now be made available. The SAWDB remains in a strong position with sufficient funding for training requests, classroom training requests, and OJT requests. Classroom Training requests continue to remain low, but Ms. Sklodowski is hopeful that once school starts there will be more requests.

PA Budget Impasse Impact

Ms. Jennifer Sklodowski stated that during the budget impasse, the SAWDB staff continued to monitor the situation throughout the impasse. There was no impact on services for the Southern Alleghenies region. Providers were able to sustain services without applying for any extra lines of credit. There was a sufficient amount of carryover that really helped. Travel for board staff will now be permitted.

A CareerLink® Days

Ms. Jennifer Sklodowski shared information on activities that will be held during the PA CareerLink® Days 2023:

- Somerset County – September 7th at the PA CareerLink® and Somerset Library. The focus will be on STEM careers with live demonstrations.
- Fulton County – September 12th to 14th. There will be a commissioner’s meeting on September 12th for an official declaration for Workforce Development month. On-site recruiting will be held September 13th to 14th.
- Huntingdon County – September 12th to 21st. There will be a commissioner’s meeting on September 12th for an official declaration for Workforce Development month. There will be an annual job fair on September 21st at the Smithfield Fire Hall.
- Cambria County – September 13th at the PA CareerLink® and Cambria County Library. The Focus will be on skilling up and taking the next step.
- Bedford County – September 13th. The focus will be on Apprenticeships with presentations.
- Blair County – September 14th at the PA CareerLink® and Altoona Public Library. There will be a Healthcare Career Fair.

Mr. Keith Baker shared that the PA CareerLink® Huntingdon County will have a table set up at the Huntingdon County Fair from August 6th to 12th.

REVIEW OF YOUNG ADULT COUNCIL ACTIVITIES AND RECOMMENDATIONS

Ms. Sharon Clapper reviewed highlights and discussions that took place during the August 2, 2023 Young Adult Council meeting:

- Mr. Chris Farrell has taken new employment and will no longer be able to serve on the Young Adult Council. Mr. Tim Baranik is working with Penn Highlands to find a replacement for him.
- A presentation was made by Mr. Mike O’Dellick, Administrative Director of the Bedford County Technology Center. He provided information on the available programs, participating school districts, positive outcomes of Career and Technical education, tuition information, articulation agreements, and Co-Op program information to name a few. Mr. O’Dellick will be joining the Young Adult Council.
- Discussed activities that providers coordinated under the BEP grant: Tech Tours, Business & Bytes, Tech Talks, Career Fairs, Drone Workshops, Virtual Reality Job Shadowing, STEM Station Learning Labs. The total number of participants from each county was shared. There were 4,229 new and existing students served during April, May, and June.
- Discussion on out-of-school youth and how this is a hard population to attract. Ms. Clapper complimented the program operators for doing a great job and out of the box thinking to attract this population. There were 40 new WIOA registrations for the past quarter.
- Discussed a possible wage rate increase for the Summer Work Experience program. This topic took place at a previous Young Adult Council meeting and was also discussed at an Executive Board meeting. While the SAWDB would like to increase the wage rate, the fear is raising it only to have to lower it in the event of a funding cut the following year. The program offers many benefits and supportive services that other higher paying jobs do not offer. There was a suggestion made to come up with a monetary amount to

encompass the entire program so that a cash value can be provided for the services offered.

- Mr. Tim Baranik and Mr. Jim Walker shared information on the on-site monitoring that took place this year. Mr. Walker stated that the age group of this program is 14 to 24; this year the majority of youth are 15- to 17-year-olds. To have a successful program it takes employers who want to make a difference in young people's lives, people willing to learn, and providers to make the program work.

Mr. Baranik shared that he was impressed with the participants as they were very engaged, mature, and respectful. The work site supervisors spoke highly of the providers and participants. There were no safety or non-compliance issues found.

Mr. Nielsen asked what is driving the increase in WIOA participants. Ms. Helman stated that Goodwill has seen a lot of success with the SSGS Outreach Campaign, which is the self-service job search. They also hang flyers, promote via word of mouth, reconnect with partners, and reestablish relationships. Ms. Clapper stated that all of the marketing the providers are doing is helping to recruit youth, and they are always looking at new activities.

ONE-STOP OPERATOR UPDATE

Mr. Brad Burger shared that they are working to find a new permanent location for the PA CareerLink® Bedford County. They are governed by the PA Department of Labor & Industry TEGE documents when relocating a center and some of the guidelines they must adhere to are: the lease cannot be longer than the contract period, if there is a reduction or loss in funding the lease can be broken. When looking at potential locations it is challenging because they have to check off all of the required boxes. The public partnerships with libraries and school systems are more understanding of how private funding works and are easier to work with around these constraints.

There will be a regional event at the Blair County Convention Center on November 9th. The event will be about the impact of population and demographics and the relationship to Real GDP within the counties in the region and how we can work together to develop strategies to address some of these issues. If this is done in a coordinated way, there is an opportunity to push against what will be a downward pressure on GDP for our region. The number of employed people in our region has gone down, and it is predicted to continue to go down. New data shows that only two counties in our region are performing at less than prime working age labor participation rates. The other four counties are already at or above the national benchmark.

Invites will be sent out for this event. The theme of the forum will be about how to utilize various productivity tools across a wide spectrum.

Mr. Nielsen stated that the main takeaway is that even though this is challenging and difficult, there is an opportunity. It depends on how the SAWDB approaches it, and if technology and creative thinking can be utilized to take advantage of it. Workforce development is a central part of this; there is a need to make sure that the workforce that is here can help employers and industries take advantage of some of these things. Workforce development has a big say on where the projections go; actionable steps can help the region in terms of GDP and other measures.

Ms. Linda Thomson commended Mr. Burger for the data analyses he has done and for all of the work he has done. It is important to have regional solutions and work together collaboratively.

Ms. Wendy Melius noted that the Community Action agencies see a lot of individuals struggling; this is another organization that the SAWDB needs to collaborate with.

PRESENTATION: CAREER INVESTIGATOR SERIES

Ms. Sarah Helman shared information on the Career Investigator Series which is a part of the BEP Grant. Goodwill was having trouble recruiting youth for job shadowing. They created a series of events that youth had to complete leading up to the job shadow to solidify that the career they were interested in aligned with their interest in aptitude and was considered a high priority occupation. The five activities consist of:

- Career Exploitation
- Industry Tours – in person and/or virtual
- Job Readiness Skills Training
- Skills Assessment
- Mock Interviews
- Job Shadow Experience – these took place mostly in person. Students were excited to see the different types of job within a business.

Ms. Helman shared student testimonials from their job shadow experience. Goodwill had a goal of 30 job shadow participants; to date they have 20 participants. Ms. Helman noted that public transportation in rural areas can be challenging. There were some employers that did virtual job shadows and tours, and some employers went into the schools and did Tech Talks. Ms. Helman shared a video from the Blair County Youth Staff which was a compilation of participants, employer locations, and job duties.

YOUTH SUMMER WORK EXPERIENCE PROGRAM

Ms. Sarah Helman shared a highlight of all of the career planners, students, and work sites. There were more 14- to 17-year-olds participating this summer. This summer there were employers who had an opportunity to give youth some of those more advanced positions.

Updates on the Summer Work Experience Program included:

Ms. Lisa Phillips from Tableland provided an update:

- There were 47 youth deployed in Somerset County.
- Transportation is always a challenge, but they were able to place youth in their communities.
- Tableland typically utilizes community services work crews; this year they participated in the Somerset Lake Nature Preserve Project. There are many more projects that are in the works.
- Work crews took part in the Summer Feeding Program that delivers thousands of meals to children throughout the county.
- The summer program partners with many Start Up Alleghenies entrepreneurial new businesses.
- The Whole Home Repair Program is new this year; youth get to learn about construction and trade fields.

Ms. Judy Lutz from E & T provided an update:

- There were 18 participants in Huntingdon County and 22 participants in Fulton County.
- There were four days of prep classes for youth where they learned soft skills, interview skills, and how to behave in the workplace.

- An Industry Tour event was held on July 21st at JLG, and there was a tour at the Fulton County Medical Center.
- Themes were created in the classes; students came up with a logo for their summer program where a contest is held, and the winner gets their logo printed on the t-shirts.

SPECIAL RECOGNITION – MS. SHARON CLAPPER

Mr. Jesper Nielsen thanked Ms. Sharon Clapper for her amazing service as Vice-Chair of the SAWDB and her commitment to the youth in the region. Mr. Nielsen presented a gift to her on behalf of the SAWDB. Ms. Clapper shared that during her tenure on the board, she has worked with many different board members and has learned from every one of them. She enjoyed the fact that the board is a solution driven board that constantly challenges themselves in creating new programs, new opportunities, and looking at how talent can be retained in our region.

OTHER BUSINESS

Ms. Jennifer Sklodowski recognized Mr. Carter Cerully, Business Services Coordinator at the PA CareerLink® Blair County, for being chosen as one of the Signature Leaders Under 30. Ms. Gwen Fisher stated that she met Mr. Cerully at a job fair; he has a unique way of looking at things that brings a great deal of good to the team and region.

Ms. Clapper thanked the program operators for always being willing to accept new challenges and for being creative and willing to do more.

Mr. Steve Howsare shared information on a Right to Know case that SAP&DC has been involved with for the last few years. He explained the Right to Know Act and how it correlates with the organization being that SAP&DC is a unique organization. SAP&DC followed the guidelines under this Act.

Mr. Howsare provided information on the Right to Know case; an individual requested information and documents regarding the formation of Allegheny Broadband Inc. and usage of funds. He discussed in detail the process of setting up ABI in addition to SAP&DC's involvement with and where funding comes from. The final ruling in the case was in SAP&DC's favor. SAP&DC is not subject to the Right to Know Act as of now, but they will continue to provide information to people as requested.

PUBLIC COMMENT

None

NEXT SAWDB MEETING

The next meeting of the Southern Alleghenies Workforce Development Board is scheduled for November 14, 2023 at the Hampton Inn, Altoona beginning at 9:00 a.m.

ADJOURNMENT

Ms. Sharon Clapper made a motion to adjourn. Mr. Keith Baker seconded the motion. The meeting adjourned at 10:40 a.m.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, September 12, 2023
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 September 12, 2023 at the Southern Alleghenies Planning & Development Commission due to lack of a quorum. A ballot will be sent out for motion approvals.

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

September 12, 2023

**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
Craig Schield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Keith Baker	BWPO
Sharon Clapper	Clapper's Industries

Non-Members

Brad Burger	Goodwill
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Sarah Helman	Goodwill
Steve Howsare	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 also available virtually using Zoom.

Approval of Minutes from July 11, 2023

There was not a quorum, so therefore a motion could not be made to approve the July 11, 2023 Executive Committee meeting minutes. Ms. Jennifer Sklodowski will be sending out a ballot for approval of the minutes.

Director's Report

Review and Approval of the Final PY'23 Budget Summary

Mr. Jesper Nielsen reviewed the final budget for PY'23 and noted that at the May 9th full board meeting there were several actions taken and approval was given for the following:

- Initial Title I awards that were based on previous first quarter expenditures
- Quarter 1 PA CareerLink® costs
- Initial funding for training and supportive services
- Quarter 1 Industry Research Consortium Costs
- North Star Assessments

This action was taken because allocations were not yet received from the PA Department of Labor and Industry. It was questionable as to when the budget impasse would be settled and when allocations would be awarded. Mr. Nielsen shared that there is ample funding and the SAWDB is in a strong fiscal position.

There was not a quorum, so therefore a motion could not be made to approve the PY'23 budget summary. Ms. Jennifer Sklodowski will be sending out a ballot for approval of the budget.

Red/Green Report

Mr. Jesper Nielsen referred to the Red/Green Report and noted that it reflects PY'23 July expenditures as measured against the 80% expenditure requirement. At this point, Adult and DW began with a strong quarter target with E & T falling short. The hope is that youth expenditures will increase when August numbers are available.

Mr. Nielsen 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. At this time, providers have not met this target, but it is still early in the fiscal year.

It is very early into PY'23, and Mr. Nielsen is confident that all providers will reach their target in the coming months.

Finalization of Local/Regional Plan

Mr. Jesper Nielsen shared that the PA Department of Labor & Industry has approved the plans and requested that the necessary information be posted on the SAP&DC website by November 9, 2023. This final step has been completed and is available for partners and community members to access.

Request to Amend ITA Policy

Mr. Jesper Nielsen stated that there is a request to amend the Individual Training Account Policy. The ITA Policy draft was included in the meeting packet for the committee's consideration. The clause "Up to 2 mismatches will be permitted on the Career Scope Interest Inventory" has been deleted and replaced with "Customers are required to complete a Career Scope Interest Inventory Assessment".

Mr. Jim Walker provided background on the ITA Policy. This is the way Title I individuals who are eligible to receive tuition assistance can access tuition assistance funds. There is an evaluation process that they must undergo, an assessment process that is very formal and outlined.

Mr. Walker provided information on the evaluation process. As individuals advance in the process, there are more standardized assessments to determine their suitability for training dollars. One of the standardized instruments is an Interest Inventory which is a licensed product, and there is a charge for it. It is administered throughout the region by the Title I providers. In the Interest Inventory there is another component that includes a matching that is based upon labor market information. This is the facet that will no longer be available through the Career Scope company that administers the Interest Inventory software. The company is now charging an extra fee for Career Scope, so the mismatched component is being removed. The Interest Inventory will remain, but a substitute replacement is being looked at where licenses and costs are involved. The SAWDB is working with Title I providers as to how to proceed.

There was not a quorum, so a motion could not be made to approve the ITA Policy amendment. Ms. Jennifer Sklodowski will be sending out a ballot for approval of the ITA Policy amendment.

SAWDB Staff Report

High Priority Occupations Listing (HPO) and recent newsworthy additions

Mr. Jim Walker shared that the state develops occupations that have high demand statewide based on labor market information. The local area can have occupations added to this list which is an annual HPO demand list, and it changes every year. There is a formal petitioning process that the state requires to add occupations to the list. The draft list is initially released in April; schools and employers should review the list to see if they have needs of occupations that are not on the list. There are thresholds that the petition must meet for an occupation to be added:

- Demand – three letters of endorsements from employers are necessary. At a minimum, each employer must indicate that they will have seven or more openings in the next year for that occupation.
- The employer will agree to pay a wage that is at least the wage of self-sufficiency which is \$36,900 in our region. This wage changes yearly based upon labor market information that is administered statewide.

This year there were two local employers who petitioned to have occupations added to the HPO list; one was a series of occupations related to childcare, and the other was in the Avionics field. This opens the doors for training dollars for individuals. Employers can get subsidized dollars depending on their needs and if occupations are on the list. The website www.workstats.dli.pa.gov includes the HPO list for the Southern Alleghenies region.

Ms. Sharon Clapper shared that she visited Lockheed Martin this summer and noted that they are a strong partner in workforce education.

Mr. Jesper Nielsen shared that there are additional employers in the region that have a drone focus; this will provide a lot of growth potential and high paying jobs going forward.

Special Project – DWG to address the Opioid Crisis

Mr. Jim Walker shared information on a special project that is under consideration. This is a grant related to addressing the opioid crisis and to present employment and training opportunities to individuals who are in recovery. The details are vague at this point as the framework is currently being put together. Components of the grant include:

- Linking up with the centers for excellence.
- Employers provide a series of workshops through Penn State. There will be ten virtual workshops at no cost to any employer who is interested.
- Training dollars to match for occupations that are supportive of individuals who are in recovery.

A decision will be made by this Friday. This is a two-year grant, and it will start on January 1, 2024. Mr. Walker will provide more information as it becomes available.

Bedford County Representation on State Workforce Board

Mr. Nielsen shared that Mr. Mark Thaler, CEO of the Organic Snack Company, has been named to Governor Shapiro's Pennsylvania Workforce Development Board.

Commonwealth Update

Mr. Keith Baker shared an update on the Digital Intake process. The Digital Intake Form is placed onto a kiosk and will be the first check in point for customers visiting a PA CareerLink® office. This data will be compiled into their CWDS participant profile so that all of the PA CareerLink® partners will have access to the information. The purpose is to help reduce redundancy in reporting information. There are five pilot offices; rollout started on June 12th and will continue in phases:

- Phase 2 – started on August 28th
- Phase 3 – starts on September 18th
- Phase 4 – starts on October 30th and will include the Southern Alleghenies region
- Phase 5 – starts on December 11th

The pilots are going well with very little technical issues. There is a standardized foot traffic report available that will track the footprint across the area.

One-Stop Operator Report

Bedford Relocation Update

Mr. Brad Burger provided an update on the relocation of the PA CareerLink® Bedford. They found a temporary location at the Bedford County CTC until a permanent location can be found and will be there until April, 2024. They are currently looking at a few long-term viable facilities.

SA Workforce Ecosystem

Mr. Burger reminded the committee of the November 9th Ecosystem Symposium at the Blair County Convention Center. The agenda will include looking at the future of the region with a shrinking workforce that uses productivity through technology to enhance prosperity for the region. This is something that will be a long-term commitment. There are several speakers lined up for the event.

Mr. Nielsen noted that this event will be beneficial to get the conversation started and continued collaboration is essential. Mr. Bob Parsons suggested that Blue Triangle Sawmill might be interested in speaking at the event.

Mr. Burger shared that he is working with Mr. Baker on a process started to fill the site administrator position for Cambria and Somerset Counties. There are some viable candidates. He thanked Ms. Gwen Fisher for covering the additional counties and for her assistance in relocating the PA CareerLink® Bedford.

Other Business

Ms. Clapper shared that Penn Highlands will be hosting a Workforce Solutions Forum on September 20th. Ms. Jennifer Sklodowski will be one of the presenters.

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, October 10, 2023, 10:00 a.m.**

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

Tuesday, October 10, 2023

**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 10, 2023, 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 September 12, 2023, as presented. Motion was made by Ms. Sharon Clapper and seconded by Mr. Keith Baker. The motion passed with unanimous approval.
2. Motion to approve the support request from PA CareerLink® Bedford in the amount of \$7,803 to help with the center's relocation was made by Ms. Wendy Melius and seconded by Mr. Bob Parsons. The motion passed with unanimous approval.

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

October 10, 2023

**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
Craig Schield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Gateway Travel Plaza0
Keith Baker	BWPO
Sharon Clapper	Clapper's Industries
Wendy Melius	CCA

Non-Members

Amy Horwath	Goodwill
Barb Covert	E & T
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Sarah Helman	Goodwill
Jen Sklodowski	SAP&DC
Steve Howsare	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 also available virtually using Zoom.

Approval of Minutes from September 12, 2023

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the September 12, 2023, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Sharon Clapper made a motion to approve the September 12, 2023, Executive Committee meeting minutes as presented. Mr. Keith Baker seconded the motion. The motion passed with unanimous approval.

Director's Report

Outcome of September Action Items

Mr. Jesper Nielsen reported that there was a lack of a quorum at the September 12, 2023

Executive Committee Meeting. Therefore, Ms. Jennifer Sklodowski sent a ballot via email to the Executive Committee members for motion approval, and eight ballots were received:

- Approval was received for the July 11, 2023 Executive Committee meeting minutes.
- Approval was received for the final PY'23 Budget.
- Approval was received to amend the Individual Training Account Policy.

Review of PY'23 Budget

Ms. Jennifer Sklodowski reviewed the PY'23 Budget Summary and noted that the SAWDB is in a very strong financial position with more than sufficient funding available for approval of training requests. Training requests continue to remain low; for this fiscal year there have been 18 requests to date (Adult - 6, Dislocated Worker - 4, Youth - 8). The two sectors that stood out were truck drivers and information technology.

Mr. Jesper Nielsen asked if there will be additional training requests coming through with the newly approved High Priority Occupation List now that occupations in the childcare and aviation field have been added. Mr. Jim Walker stated that aviation and childcare were two sectors that had courses affiliated with the High Priority Occupation List. On the aviation side, Saint Francis is partnering with Nulton Aviation to develop several courses, but they have not come to fruition yet. Regarding childcare, there were some programs that have been added that were for childcare workers and there are many more programs affiliated with childcare. The schools have to be on board to develop the curriculums.

Ms. Sharon Clapper questioned if the large amount in Reserve should be of concern. Ms. Sklodowski noted that she will be meeting with SAP&DC's fiscal department regarding how much funding can be moved at this time.

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that it reflects two months of expenditures. At this time invoices for the month of September are coming into SAP&DC. This report reflects Title I provider expenditure rates as measured against the 80% expenditure agreement. Adult and Dislocated Worker are on target for the quarter.

Regarding Youth expenditures, E & T is on target, but Goodwill and Tableland are not meeting the quarter target. Even though it is early in the year, providers need to focus on meeting the requirements going forward.

Mr. Nielsen asked Goodwill and Tableland providers if there is anything the Board can do to help them. Ms. Sarah Helman noted that Goodwill is currently recruiting for a staff member in each county, which is hampering their results. Goodwill has seen an influx of OSY registrations.

Ms. Sklodowski stated that all providers met their quarter targets for TANF.

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. Goodwill and E & T are on track for the region to meet the 20% requirement, with Tableland falling short. It is important to monitor results early on so the SAWDB is not subject to recapture of funds in the future.

Request for Support – Bedford Site

Ms. Jennifer Sklodowski reported that the SA WDB has received a request for support in the amount of \$7,803 from the PA CareerLink® Bedford to assist with the center's relocation to the Bedford County Technical Center. Ms. Sklodowski reviewed the expense descriptions in addition to the estimated expenses associated with the move. Ms. Gwen Fisher explained some of the costs associated with continuing to do business when moving to a new location: changes to the building, internet access, fax, phones, printers.

Ms. Wendy Melius made a motion to approve the support request from the PA CareerLink® Bedford in the amount of \$7,803. Mr. Bob Parsons seconded the motion. The motion passed with unanimous approval.

Service Element Evaluation & Monitoring (SEEM) Training – Overview

Mr. Jim Walker provided information on the SEEM training. There were follow-ups on state monitoring and state trainings that were conducted throughout the entire state. They involved file review and are indirectly related to processes related to monitoring that is done for Title I. Eligibility determination goes along with file review that is called data element validation. This was also part of the statewide corrective action that had to be put in place by the PA Department of Labor through the state. Some of the training was for staff monitors as well as local PA CareerLink® staff. This training has been taking place for six months where all PA CareerLink® staff has to participate in.

Ms. Sklodowski gave kudos to her team for pulling the staff training together very quickly for the state and thanked the providers for participating in it.

One-Stop Operator Report

Ms. Lisa Phillips shared that they have been working on the November 9th workforce symposium and securing presenters and data collection.

Ms. Jill Reigh stated that the registration link for the event was sent out on Friday. The event will be held on November 9th, from 7:30 to noon at the Blair County Convention Center. This event will be the beginning of a conversation around reinventing the workforce system and developing a new ecosystem.

Staff Remote Work Decision

Mr. Keith Baker provided an update on the telework plan. BWPO staff that work in the PA CareerLink® offices are now permitted to opt in to telework one day a week, and this is a permanent option. Discussion centered on the benefits and downside of remote work and types of industries where remote work can be done.

Other Business

Ms. Clapper shared that Ms. Sklodowski did a great job presenting at the Penn Highlands Workforce Solutions Forum.

Ms. Clapper also shared that the Somerset County Transition Fair will be held on Thursday at the Somerset County Tech Center, and all of the school districts in Somerset County have been invited. There will be an employer panel, agency panel, and a series of vendors attending. There will be a healthcare expo the following week with UPMC; the goal is to inform students about the many opportunities within the healthcare industry in addition to showcasing jobs that are not often thought of. There will be 60 students attending this event.

Ms. Fisher thanked the Board for their continued support with their job fairs. Results from the recent Blair County job fair were shared: over 83 employers attended, over 400 job seekers attended the event, and 24 job offers were made on the spot. There were four high schools in attendance, and it was a really great event. Ms. Fisher noted that 24% of job seekers were already employed. There are varying things happening within the workforce in each county, and jobs continue to increase in various counties.

Ms. Julie Brulia shared that Gateway Travel Plaza hired five people from the Blair County job fair. She also shared that Dunkin Donuts in Roaring Spring is currently hiring and will be opening on November 20th. Arby's in Roaring Spring will be opening on December 18th.

Ms. Barb Covert thanked the Board for their support. Results from the recent Huntingdon County job fair were shared: 45 employers attended, 111 job seekers in attendance, 22% of job seekers were already employed, one school district in attendance, 74 interviews were scheduled, and over 800 positions were being recruited for.

The Fulton County job fair will be held on October 25th with four school districts attending.

Discussion centered on job fair demographic characteristics and if these statistics are available. Mr. Walker stated that these numbers are often difficult to track, there is a shift of demographics especially in the rural areas. There is a need for workforce development to adopt training methods that can teach basic skills. Enrollment requirements for Title I services were also discussed.

Discussion focused on unemployment statistics and how many individuals have stopped filing for UC or have taken early retirement. Mr. Baker stated that BWPO is working on a project to review the data where UC claimants filed a claim and received at least one payment but are no longer in the workforce. There are currently 426,000 individuals on this list. Surveys will be sent out to them asking why they did not return to the workforce and if they would like to be contacted by PA CareerLink® staff.

It is important to have internal career ladders and for companies to be able to train individuals to move up internally so there is motivation to stay in the workforce above and beyond wages. Mr. Nielsen stated that it is important for the Board and providers to look at what will have the greatest impact and try to focus on this.

Adjournment

There being no further business, the meeting was adjourned at 11:15 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, December 12, 2023, 10:00 a.m.**

Southern Alleghenies Workforce Development Board (SAWDB)
Staff Report
November 14, 2023

Part I: Updates

➤ **Business-Education Partnership Grant (BEP) Update**

The PY '21 Business Education Partnership grant has been a huge success across the Southern Alleghenies workforce region. During this quarter, goals achieved for our provider Goodwill of the Southern Alleghenies included 3 Summer STEM Camps took place-one each in Bedford, Blair, and Cambria County. Each CareerLink partnered with the Pennsylvania Society of Biomedical Research to provide a full day STEM camp for students in grades 6 and 7. Sixty-two students took part in the summer camp events. Activities included DNA extraction and modeling, micro pipetting, and a fly on ice experiment utilizing the scientific method. Eighty-four percent of the students served stated that their knowledge of the material presented increased as a result of participating in the summer camp. Bedford County staff partnered with Hope for Hyndman Charter School to complete the Career Investigator Job Shadow Series that started in the fall and spring of 2022/2023. Students who had previously completed the classroom or one-on-one sessions with staff were set up with virtual and/or in person job shadow opportunities and submitted summaries of their experience. In Blair County, staff partnered with the PA Outdoor Corps to provide the Career Investigator Series for 6 students and will be following up with them to collect their experience summaries next quarter. Our provider in Huntingdon and Fulton counties, Employment and Training, met their goal of delivering a 4-day STEM Camp in August. This camp was hosted at the Huntingdon County Career and Technology Center the week of August 14-17th. The 4-day STEM Camp hosted 35 youth in grades 5th-8th. It was projected that this grant would provide services to approximately 330 youth. To date, 706 youth have participated in the Business Education Partnership grant services. Employment and Training has met and exceeded their goal by almost 200%. For our provider Tableland Services, Inc. in Somerset County-All BEP activities were completed during May 2023 and previously reported. Tableland has exhausted their BEP funds for the BEP PY '21. The Southern Alleghenies Workforce Development Area is just under way with our new Business Education Partnership Grant (BEP PY '22). All 3 of our providers are planning some fantastic BEP events coming up in the 2nd quarter of PY '23.

FISCAL AGENT

➤ ***Budget/Expenditure Report***

Red/Green report included with the meeting packet.

Part II: Performance & Service Delivery-Related Statistics

➤ **Rapid Response Activities**

Activities for the period July through September 2023:

County	Company	Number Affected	Date of Contact	Trade Certified	Closure
Cambria	The Atrium	32	7/24/23	No	Closure
Cambria	Sourcereer	7	7/25/23	No	Layoff
Bedford	YRC Bedford (d/b/a Yellow Freight/ Yellow Trucking)	2	7/31/23	No	Closure
Blair	New Penn Altoona (subsidiary of YRC)	1	7/31/23	No	Closure
Blair	Inlows Drive-In	0	8/7/23	No	Closure Fire
Cambria	Boost Mobile	3	8/18/23	No	Closure
Huntingdon	Mutual Benefit Group	11	8/25/23	No	Layoff
Blair	Lumax Industries	26	8/28/23	No	Closure
Blair	MAG Industries	3	8/28/23	No	Layoff
Bedford	1 st Choice Home Care	TBD	9/6/23	No	TBD
Cambria	Sourcereer	1	9/5/23	No	Layoff
Bedford	LB Foster	TBD	9/13/23	No	Layoff
Cambria	Rite Aid (Johnstown)	8	9/18/23	No	Closure

➤ **Individual Training Accounts**

Training requests supported from July through September 2023:

Customer Group	# of ITAs	Award
Adult	8	\$32,015.00
Dislocated Worker	5	\$18,829.00
Youth	6	\$31,121.00
Total	19	\$81,965.00

➤ **WIOA Exiter Outcome Information**

Customers who have exited from the system with employment for the period July through September 2023:

County	Adult	DW	Youth	Total
Bedford	3	5	----	8
Blair	5	6	5	16
Cambria	11	12	5	28
Huntingdon	4	2	4	10
Somerset	4	-----	-----	4
Total	27	25	14	66

➤ **WIOA Title I Registered Active Customers**

WIOA Title I active registered customers for the region for the period July through September 2023:

County/Provider	Adults	DW	Youth
Bedford (GSA)	19	19	21
Blair (GSA)	33	17	31
Cambria (GSA)	97	63	40
Fulton (E & T)	4	-----	4
Huntingdon (E & T)	18	10	29
Somerset (Tableland)	18	1	23
Region	189	110	148

➤ **WIOA Title I New Customers**

WIOA Title I New registered customers for the region for the period July through September 2023:

County/Provider	Adults	DW	Youth
Bedford (GSA)	4	1	6
Blair (GSA)	6	2	8
Cambria (GSA)	29	24	8
Fulton (E & T)	-----	-----	1
Huntingdon (E & T)	2	2	4
Somerset (Tableland)	4	-----	9
Region	45	29	36

➤ **Trade Adjustment Act (TAA) Update**

WIOA TAA Report for July through September 2023. This represents the number of occupational skills training contracts and their dollar value for individuals utilizing TAA-funded training:

CareerLink	# Contracts	Amount Obligated This Quarter	Amt. Obligated YTD 7/1/22 to 6/30/23
Bedford	-----	-----	-----
Blair	-----	-----	-----
Cambria	-----	-----	-----
Fulton*	-----	-----	-----
Huntingdon	-----	-----	-----
Somerset	-----	-----	-----
Total	-----	-----	-----

*Fulton contracts are normally included in the Huntingdon numbers since the Fulton facility is not a full PA CareerLink.

➤ **On-the-Job Training (OJT) Update**

OJT contracts issued from July through September 2023:

Provider	Employer	Number of Trainees	Funding Source	Hourly Wage Range
GWSA	S&S Auto Salvage	1	Adult	\$15
E&T	McConnellsburg Motor	1	OSY	\$14
TSI	Wheeler Fleet Solutions	1	DW	\$21.37

➤ **WIOA Title I Performance Data—Performance Levels for Quarter 4 PY 22**

BOLD- met or exceeded the standard

	Negotiated Levels	SAWDA Attained Levels
Adult		
Employment (Second Quarter after Exit)	65%	76.4%
Employment (Fourth Quarter after Exit)	64%	75.6%
Median Earnings (Second Quarter after Exit)	\$5,850	\$6,977.00
Credential Attainment Rate	80%	76%
Measurable Skill Gains	65%	60.4%
Effectiveness in Serving Employers		
Dislocated Workers		
Employment (Second Quarter after Exit)	82%	81.2%
Employment (Fourth Quarter after Exit)	77.5%	82.6%
Median Earnings (Second Quarter after Exit)	\$8,400	\$10,011.00
Credential Attainment Rate	66%	70.8%
Measurable Skill Gains	72.5%	84.1%
Effectiveness in Serving Employers		
Youth		
Employment (Second Quarter after Exit)	71.5%	75.4%
Employment (Fourth Quarter after Exit)	70%	66.5%
Median Earnings (Second Quarter after Exit)	\$3,390	\$4,997.00
Credential Attainment Rate	39%	55.7%
Measurable Skill Gains	65.5%	54.5%
Effectiveness in Serving Employers		

WIOA TITLE I OUTCOMES

County	# Place in Unsubsidized Employment	Wage	# Placed in Subsidized Employment*	Wage*	# Receiving ITAs	Adult Credentials	DW Credentials	Youth Credentials	# Electing to Discontinue Services
Bedford	9	\$12.99	4	\$7.70	1	1	2	2	0
Blair	16	\$22.38	1	\$10.00	9	2	6	2	1
Cambria	7	\$8.43	27	\$13.20	5	1	0	0	2
Fulton	1	\$17.00	6	\$10.67	0	1	0	0	0
Huntingdon	8	\$23.89	3	\$10.00	1	0	2	3	0
Somerset	8	\$13.87	11	\$13.46	0	0	0	2	0
Total	49	\$16.43	52	\$10.84	16	5	10	9	3

This information was taken directly from the Quarterly Reports (July through September 2023) submitted by the WIOA Title I subcontractors.

*May include youth placed in subsidized work experience at average wage of \$10.00 per hour.

Southern Alleghenies Workforce Development Area
Budget Summary
For The Year Ending June 30, 2024

	ADULT	YOUTH	DISLOCATED WORKER	RAPID RESPONSE	TANF	TOTAL FUNDING
SA100 SOUTHERN ALLEGHENIES PY23	\$ 1,201,829.47	\$ 1,153,936.30	\$ 1,482,984.38	\$ -	\$ 833,392.75	\$ 4,672,142.90
CARRYOVER FROM PY22	\$ 308,017.52	\$ 381,963.60	\$ 341,585.23	\$ -	\$ 157,565.24	\$ 1,189,121.59
TRANSFER	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -	\$ 135,000.00
FUNDING AVAILABLE	\$ 1,644,846.99	\$ 1,535,889.90	\$ 1,824,569.61	\$ -	\$ 990,957.99	\$ 5,996,264.49

	ADULT	YOUTH	DISLOCATED WORKER	RAPID RESPONSE	TANF	TOTAL FUNDING	% of Total
Administration at 10% of award	\$ 144,616.83	\$ 115,393.00	\$ 184,894.53	\$ -	\$ 126,664.76	\$ 571,569.12	9.53%
Training	\$ 75,000.00	\$ 65,000.00	\$ 75,000.00	\$ -	\$ -	\$ 215,000.00	3.59%
PY23 Training Obligations	\$ 10,130.00	\$ -	\$ 6,774.80	\$ -	\$ -	\$ 16,904.80	0.28%
OJT	\$ 100,000.00	\$ 65,000.00	\$ 200,000.00	\$ -	\$ -	\$ 365,000.00	6.09%
PY23 OJT Obligations	\$ 37,015.00	\$ -	\$ 25,341.19	\$ -	\$ -	\$ 62,356.19	1.04%
Supportive Services	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ 35,000.00	0.58%
Industry Cluster Research Consortium	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ 10,500.00	0.18%
CareerLink Operating Costs*	\$ 134,064.00	\$ 97,500.00	\$ 134,064.00	\$ -	\$ 40,625.00	\$ 406,253.00	6.78%
Service Delivery	\$ 1,081,252.64	\$ 1,033,100.00	\$ 986,553.00	\$ -	\$ 818,609.38	\$ 3,918,515.02	65.33%
WorkKeys License & Assessments	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 300.00	0.01%
North Star Assessments	\$ 817.00	\$ 817.00	\$ 817.00	\$ -	\$ -	\$ 2,451.00	0.04%
Reserve	\$ 53,351.52	\$ 140,479.90	\$ 193,525.09	\$ -	\$ 5,058.85	\$ 392,415.36	6.54%
Total	\$ 1,644,846.99	\$ 1,535,889.90	\$ 1,824,569.61	\$ -	\$ 990,957.99	\$ 5,996,264.49	99.99%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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

ON TARGET

SHORTFALL

Monthly Inroads	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 9,926	\$ 33,471
E&T	\$ 4,009	\$ 15,035
Tableland	\$ 3,575	\$ 13,407
Fund Total	\$ 16,510	\$ 61,913

Quarterly Inroads	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (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% Inroad	75% Inroad	% of Budget Spent	% of Goal Spent	
WIOA YTH - Work Exp																							
Goodwill	\$ 535,538	19,374	16,794	5,985	YES	-	-	-	NO	-	-	-	NO	-	-	-	\$ 41,133	\$ 484,405	\$ 107,108		7.68%	36.40%	
E&T, Inc	\$ 240,552	10,666	21,441	9,867	YES	-	-	-	NO	-	-	-	NO	-	-	-	\$ 41,974	\$ 198,578	\$ 48,110		17.45%	87.25%	
Tableland	\$ 214,510	479,75	1,757	485	NO	0	-	-	NO	0	-	-	NO	-	-	-	\$ 2,722	\$ 211,768	\$ 42,902		1.27%	6.34%	
Total WIOA Youth	\$ 990,600	\$ 29,840	\$ 39,992	\$ 16,317	YES	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 85,829	\$ 904,771	\$ 198,120		8.62%	43.08%	

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% Inroad	75% Inroad	% of Budget Spent	% of Goal Spent	
WIOA YTH - OSY																							
Goodwill	\$ 535,538	52,877	49,326	46,296	YES	-	-	-	NO	-	-	-	NO	-	-	-	\$ 145,449	\$ 387,049	\$ 407,654		27.73%	36.97%	
E&T, Inc	\$ 240,552	22,268	35,408	22,688	YES	-	-	-	NO	-	-	-	NO	-	-	-	\$ 80,244	\$ 160,208	\$ 180,414		33.40%	44.53%	
Tableland	\$ 214,510	11,332.8	11,952	12,768	NO	0	-	-	NO	0	-	-	NO	-	-	-	\$ 36,053	\$ 178,457	\$ 160,883		16.81%	22.41%	
Total WIOA Youth	\$ 990,600	\$ 86,478	\$ 96,686	\$ 81,722	YES	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 264,886	\$ 725,714	\$ 742,950		26.74%	35.65%	

Southern Alleghenies Workforce Development Board

2024 Workforce Meeting Schedule

Board/Committee	Date/Time/Location	
Workforce Development Board	2/13/24	9am Hampton Inn, Altoona
	5/14/24	9am Somerset Country Club
	8/13/24	9am Hampton Inn, Altoona
	11/12/24	9am Hampton Inn, Altoona
Executive Committee:	1/9/24	10am Commission Office
	3/12/24	10am Commission Office
	4/9/24	10am Commission Office
	6/11/24	10am Commission Office
	7/9/24	10am Commission Office
	9/10/24	10am Commission Office
	10/8/24	10am Commission Office
	12/10/24	10am Commission Office
Young Adult Council:	2/7/24	10am Commission Office
	5/8/24	10am Commission Office
	8/7/24	10am Commission Office
	11/6/24	10am Commission Office

A Zoom link will be provided for meetings as well