

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

SAWDB EXECUTIVE COMMITTEE MEETING

July 8, 2025

10:00 AM

Southern Alleghenies Planning and Development Commission

Altoona, PA

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome and Introductions	Cory Sisto, SAWDB Chair
Approval of Minutes from June 10, 2025*	Cory Sisto
Employer Insights – Informing Workforce Development Strategy – Presentation and Discussion	Local Employer and Board Members
Director’s Report <ul style="list-style-type: none">• Red/Green Report• Local/Regional Plan Update• Request for Support – Blair and Bedford PY’25 Fall Job Fairs	Jennifer Sklodowski, SAWDB Director
Board Bylaws Assessment and Discussion	Cory Sisto and Jennifer Sklodowski
Commonwealth Update	Keith Baker, Asst. 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, June 10, 2025

**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 June 10, 2025, via the Zoom meeting platform.

1. Approval of Minutes from April 8, 2025
2. PY25 Approved Budget Handout

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
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Members Participating

Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Joshua Miller	Somerset Trust Company
Keith Baker	BWPO
Pat McCann	Lockheed Martin
Sharon Clapper	Clapper Industries
Wendy Melius	CCA

Non-Members

Amy Horwath	Goodwill
Barb Covert	E & T
Brad Burger	Goodwill
Dan Hornbake	BWDA Oversight Representative
Debbie Ankney	Tableland Services
Glenn Ponas	Aerium
Heather Saly	BWPO PA Career Link®
Lisa Phillips	Tableland Services
Jennifer Sklodowski	SAP&DC
Steven Howsare	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	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. Mr. Sisto welcomed new members of the executive committee, Mr. Joshua Miller and Mr. Pat McCann.

Approval of Minutes from April 8, 2025

Mr. Cory Sisto asked for a motion for approval of minutes from April 8, 2025, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Jesper Nielsen entered a motion to approve the April 8, 2025, SAWDB meeting minutes as presented. Mr. Keith Baker seconded the motion. The motion was carried.

The Emergence of Drone Application in Everyday Life – Aerium

Mr. Cory Sisto introduced the Executive Director of Aerium Mr. Glenn Ponas.

Mr. Ponas shared that Aerium is a 501 C3 based out of Johnstown PA. There are two primary roles in aviation. One is to foster innovation with respect to everything aviation, aerospace, but particularly to UAVs or unmanned aerial vehicles, advanced Air Mobility and cruise flight. Aerium is the organization that leads the way in bringing companies to do new things with drones that are already doing different things with drones and AAM promoting companies from outside of the state to come into PA. Essentially helping lift the entire economic infrastructure of the Southern Alleghenies through innovation. The second role is workforce development and having the workforce fully prepared both with the technical and soft skills to make an impact within those organizations, bringing those companies to bear will mean nothing if they do not have a workforce. Ensuring the students are being prepared through regional collaboratives, through what Aerium calls spoken hub models, through adult education and through apprenticeship and the transition from military into civilian life enforces the vision of Aerium which is shared with the Southern Alleghenies Planning and Development Commission.

The partnership with the Southern Alleghenies Planning and Development Commission is a key component in making the emerging impact that drones have on our everyday lives and the implications are for the workforce development.

There are two key components we are going to look at today. The first is, we're going to identify some of the way that's drones have and will continue to change the way we live, work and play. Then we're going to look at the implications for our regional workforce development efforts. Beginning with the joint program with the Southern Alleghenies Planning and Development Commission which is the Drone814.com project that's where you can get information on drones. The smart grant project is to test the efficiency of using drones to assist first responders by delivering needed medical supplies in advance to their arrival. On Friday Aerium held a demonstration at the Johnstown Senior High school to show the effectiveness of the nine-point response which was shown on the news. In the video the drone dropped a box within the box external defibrillator, Narcan, oral glucose, Epi pens, and tourniquets which were delivered within a matter of seconds to minutes after a call comes into 911. Aerium will be installing high-tech sensors to ensure they are hyper accurate so that Aerium, every pilot, air traffic control, etc. know exactly where the drones are as well as every other aircraft. Medical delivery is just the beginning and in some rural communities there are blood products and medical delivery are occurring between various centers. The Conemaugh Health System is a level one trauma center and in the event of a mass casualty, if they are running out of blood products or particular supplies, the idea becomes one of that drones can deliver between the centers. Phase two of the project is to ensure that 911 call response expands to multiple trauma centers and emergency products. There has been discussion with the center for organ recovery and education regard to organ transplant. This will ensure dozens of jobs being able to deliver things on behalf of mass casualty events.

Aerium is working with the University of Pittsburgh on another project which works with emergency patient transport on what is called a casualty evacuation on a large scale with ambulance type drives providing transport of patients over standard medevac today and utilizing AI based autonomous patient stabilization technology developed at the University

of Pittsburgh combining those together to ensure a better outcome at a lower price for any rural emergency where someone needs to be transported to a level one trauma center.

Aerium is trying to make the Southern Alleghenies a center for this type of innovation and ensuring that the drones are tested in our area. The goal is to make our region the leader in the development and testing of the drones.

As a sole representative of the Career and Technical Education Coalition for Workforce Development and working closely with the CTE on behalf of the area to ensure that the needs of all the career clusters are being met. There are 16 career clusters, and almost all jobs fall within one of the areas, whether it be construction, supply chain, distribution, etc. There is not a single career cluster in which drones are not being used.

The first is public service and safety because we began with first responders and with respect to 911. Versions of response in that there is some sort of large scale national disaster. The drone is able to capture storm damage, identify where people may be trapped, and able to provide first responders and emergency management teams with the information needed for triage and ensure that the right emergency responses to the right place on time. Another example is search and rescue and having infrared cameras on the drones to be able to spot someone who is lost because of their thermal signature. Firefighters are using drones with inverted cameras that capture the house fire and determine where the hot spots are.

By looking at the construction industry, drones can help with site surveying, community modeling, and track progress. With HVAC technicians are able to see through thermal imaging can pinpoint where the hot spots to accurately bid and prepare for the job.

Agriculture in the Southern Alleghenies is a major component of the economy. With agriculture drones aid in crop monitoring, soil analysis, irrigation management, spraying, livestock monitoring and mapping.

Energy and Natural Resources is another big market in the Southern Alleghenies Region within that; the fracking pipelines can be monitored by the drones with ultraviolet sensors or a sensor for chemicals that can test different volatile compounds to ensure that there's not a leak.

Eight years ago, there was not a single commercial drone pilot in the United States because the certification with the FAA did not exist. Today there are 430K commercial drone pilots. In three years, there will be 500K which means the total number of commercial drone pilots will exceed the total number of manned pilots from recreational pilots to airline transport pilots.

Regionally what does that look like? There have been verbal and written commitments from a number of companies, most of which are outside of Pennsylvania, including Horizon Aerobotics out of Houston Texas who received a contract for railway inspections across the entire United States utilizing drones. The remote operations will be based at the Johnstown Airport. This will mean a minimum of 50 full time drone pilot jobs and an opportunity for students from our community to work along side of Horizon Aerobotics. They will fly drones along railways as far as 4000 miles away. The state will help develop more opportunities and ensure that our students get opportunities at the Greater Johnstown

Technology Center to be able to get their drone pilot certification as early as 16 years old and become a commercial drone pilot.

Mr. Jesper Nielsen asked how we are positioned as a region to compete against some of these companies and technology as it develops.

Mr. Ponas shared the challenge is one of where do we position ourselves as a region and if we were to look at the work that's happening in the Pittsburgh and Philadelphia regions there are many robotic and drone companies in those regions. The testing in urban areas is complicated and with our testing ground for these new technologies as the place where people come to improve efficacy, begin to develop the professional development protocols, and training protocols. The Johnstown Airport is well positioned for training and testing for certifications and protocols.

Mr. Pat McCann shared that from the beginning, this group is extremely dynamic and forward thinking. There are a lot of benefits from our area, and one is the local school systems. The unique thing about Johnstown is the area to allow the drone flying and testing with commercial properties, railways, windmills and pipelines which are necessary for proper training. This will attract other companies to our area.

Mr. Ponas agreed with Mr. McCann and the capacity at Lockheed Martin to represent the defense industry. Everything that has been talked about is civilian applications and Aerium is actively pursuing the military component. There will be another set of resources through the National Guard and the Johnstown air traffic control is operated by the military. The tower is not an FAA tower, which makes it unique. With the Black Hawk squadron that's at Johnstown Airport, there is an opportunity to develop what is called a UAV UGV joint testing center. In addition, in Europe they operate remote air traffic control towers, which haven't been approved in the USA currently, but the intention is to establish multiple boat air traffic control tower at Altoona, Somerset, and Johnstown to be able to go through the testing process for FAA approval. Once the approval happens, then we have the capacity to bring more air traffic into our regional airports beyond the control tower at Johnstown which will increase the number of flights and will provide new locations for companies to grow because there is the capacity to bring in larger aircraft, a higher volume of aircraft, and in a safer manner. Homburg has agreed to establish the first of the remote air traffic control towers at Johnstown as proof of concept and then immediately build remote towers in Altoona and other locations within the Southern Alleghenies Region to begin to test the notion of being able to do it remotely. If we can be the nexus force, promote a company like Homburg, get FAA approval, the region will be seen as a leader in the next generation air traffic control and keeping the air safer.

Mr. Sisto asked if area support helps in getting the FAA certification to operate drones or is there a partner that helps.

Mr. Ponas shared that Aerium has multiple partners including the Pennsylvania Department of Education, The Bureau of Career and Technical Education, of which Judge Pittman who is the director of the BCTE, spoke at a breakout session and was one of the closing session speakers. There is also support from the SAP&DC along with a number of other agencies to ensure that Aerium has the classification of instruction program codes. Aerium is doing national groundbreaking work with the Greater Johnstown Career and Technology Center, where John Augustine and his team have rolled out an elective to get the pat 107 certification, that

commercial remote pilot certification. There are currently close to 30 students that cross all of his career fields, automotive, tech, HVAC, beauticians that are getting their drone pilot certification via a one credit course. The upper Bucks County CTC in the eastern part of the state is implementing an aviation maintenance preparation elective for automotive technicians for the 26/27 school year which means when completing a two-credit sequence, they will receive a set of certifications from the curriculum company that can be take to St. Francis University and translated into the first seven months of their 24 month aviation maintenance program free of charge. They will take the first of three exams on day two and be seven months into a 24-month program on day two, saving the money and getting them to jobs as aircraft technicians more quickly. We are going to need 143,000 new aviation technicians nationwide in the next 20 years and will need 75,000 of them in the next five years. Somerset Career and Tech Center is doing what is called the choose aerospace program, the aviation maintenance curriculum, to ensure that Lockheed Martin and other aviation manufacturing companies have the people they need.

Director's Report

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that this report reflects ten months of expenditures. Invoices are due on the 12th of every month. Quarterly expenditure rates are measured against 80% expenditure requirement. Whiling looking at Adult you can see that Goodwill spent 82% of their budget with over 100% of their goals being spent, E&T and Tableland are a little behind with E&T at 71% of their budget spent and 88% of their goals being spent, and Tableland is at 62% of the budget spent and 78% of their goals spent. Moving on to the Dislocated Worker column, Goodwill is behind, with 66% of their budget spent, but at 83% of their goal being met. E&T and Tableland are closer to their budgets and have exceeded the 80% of their goals being spent. Lastly looking at the Youth column Goodwill is at 85% of the budget being spent and over 100% of their goal being spent. Tableland is at 81% of the budget being spent, and over 100% of that goal being spent. Lastly, Tableland is at little shy of 61% of their budgets being spent with being a little closer at 76% of the goal being met for this region. Providers are meeting their spending goals with the additional service delivery awards that was pushed out to the providers.

The spending rate for TANF is moving along. It is Ms. Sklodowski estimate that the summer program will raise expenditures especially for May and June and the summer programs.

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. The Youth Work Experience the percentages of the budget spent are very low at 17%, and at this time the Southern Alleghenies is at 87% of the goal being spent by the providers, the WIOA, OSY, which has a 75% expenditure requirement, is just above the target, with 77% and over 100% of their holdings.

PY'25 Approved Budget Modification

Ms. Sklodowski shared the new budget modification. On Thursday May 22 our region received a modification to the budget after the approval of the budget for this fiscal year. Its Tegel 1124 and it was an updated allocation summary regarding PY'25 which decreased the commonwealth youth allocation by just under 1% from the estimate that was released in December that was agreed upon. The final adult and dislocated worker allocations have minor changes to the estimates given previously, as well as in prior discussions regarding PY'25 estimates the commonwealth wheel allocations decreased by 10% in PY'24 . Additionally, the PA Department of Labor and Industry increased rapid response reserve to 15% which is a 2% increase over last year. The Pennsylvania Workforce Development Board then amended the allocation formula to add 130% stop gain factor to permit funding stability, migrate funding inequities, buffer against any data volatility, facilitate predictable budgeting and support long term budget objectives. The department of Labor and Industry has decided to provide 70% of the Dislocated Worker funding available to the commonwealth to the local areas. Keep in mind, 100% of that dislocated worker funding can be transferred to Adult and vice versa. Funding has been made available if needed for more rapid response in the community.

Mr. Keith Baker entered a motion to approve The PY'25 Approved Budget Modification. Mr. Jesper Nielsen seconded the motion. The motion was carried.

HPO List Submissions

Ms. Sklodowski gave an update on HPO submissions for this fiscal year. The HPO with our region was received by staff to the board on April of this year. There were several new additions as well as a few drop-offs. Elementary school teachers and special education for kindergarten and elementary were the two that drew some attention for our local area. Ms. Sklodowski submitted petition letters on the board's behalf to the CWIA concerning this matter, attached with justification from local school districts, which show a total job openings within our region. The total for elementary school teachers the needs for our region was 10 and 14 for special education. She is planning on meeting with local superintendents to talk to them and discuss how they can use CareerLink® and their role in utilizing our services within their region.

Th second was the Airfield Operations Specialist, and many thanks to Aerium for a wonderful presentation at the beginning of the meeting. Ms. Sklodowski had the opportunity to attend the symposium along with Ms. Heather Saly that was held at the Johnstown Airport at the end of May. She shared that she was amazed with the work that is being done in our region by this group. All of her questions were answered concerning the need for airfield operations specialist to be petitioned and added to the HPO list for our region. She has submitted a petition for this occupation to be added to the HPO list with the justification of local collaboration.

Local Plan

Ms. Sklodowski reviewed the current local plan, on June 3rd the board met with the state to discuss recommendations concerning the local plan revisions that were suggested. We are in the process of making the recommended adjustments. Four of our original responses were highlighted as potential promising practices. One is a special populations committee. Ms. Sklodowski is looking for committee members. The adjustments are due to the state by the

end of June, once we receive them, the approval and the okay from them to move forward, this document will be posted for public comment for 30 days. After which time there will be a special meeting of the board to approve the plan.

Bylaw Review

Ms. Sklodowski shared that as a part of the ongoing commitment to strong governance and board accountability, she asks that everyone take time to review the current bylaws to ensure that we are operating in full alignment with the structures and responsibilities that are outlines within. Any input and suggestions are welcome during the next meeting discussion in July.

Provider Update – Additional Funding Plan

Ms. Barbar Covert updated that in Huntingdon they will be utilizing these funds for the new towers, the software, the installation and the maintenance of those new towers. They will be installed soon. Goodwill has them and are currently working on the software installation. In addition to that, the new TABE materials, 13 and 14, have been ordered for Huntingdon and Fulton County. The funds will be divided 50% for Title II, 50% for adult, dislocated worker, and youth through the Title I program. They are putting additional funding towards support of transitional work and support additional opportunities there to support staffing for the summer program. The administrative assistant in the Fulton County office accepted a new position which prompted the hiring of a new administrative assistant. The extra funds to support extra time to get the worksites set up. They are continuing to recruit for OSY, and hoping to have 10 started in the summer program and are continuing the recruitment process with open entry and additional classes to be held throughout the summer. The Fulton office has seen a lot of the Dislocated Worker money for staff time and have seen an 89% increase in foot traffic since April going from 90 people a month to about 170 people a month.

Ms. Amy Kimmel updated that their focus has been on staffing. They have rewritten several of the job descriptions, have increased wages, and are trying a different approach to recruiting. There are still maybe two positions open and they are close to fully staffed. They have also increased their outreach efforts in terms of targeted, strategic outreach campaigns, and looking to make sure they can add a few additional platforms, particularly for a summer push. The summer program does kick off this week on all locations. Yesterday was Altoona, and today is Cambria.

Ms. Lisa Phillips shared that they have implemented an additional career planner in the last program year which has increased the outreach that was conducted to the youth programming which has resulted in high youth numbers in Somerset County, both in school and out of school as well. Currently there are 55 young adults that are ready to deploy. Regarding adults, there has been an increase in the OJT appointments. The funds will help continue to conduct outreach, but will help with transitional work experience, which proves as a valuable tool in helping those two populations.

One-Stop Operator Report

Mr. Brad Burger shared they are watching intently on what's occurring on the federal level with funding. They are looking at data with traffic flows and costs for centers and some that's going to happen opportunistically, they are beginning the process of really having some significant agility plans so that is a more significant reduction in funding that we can be agile and adjust. Some of them are occurring already, but we just want to make sure that we're serving the most people in the most effective way. The customers we do see are the least able to do self-service types of activities remotely, and that's who we are generally helping.

Commonwealth Update

Mr. Keith Baker shared that the Department of Health and Vital Records has been working for a year on a digital intake kiosk and collected data on what the barriers are for the participants we are serving. They noticed a high demand for official documents such as a driver's license, photo ID, social security card, or a birth certificate. The Department of Health can now provide birth certificates on the spot. The Department of Health wants participants to complete an application ahead of time and schedule a time. They had a pilot and weren't able to get all of the timeslots filled, and handled the 13 walk in request, all 13 walked out with a Birth Certificate and a smile on their face. Mr. Baker shared that the CareerLink® vital records are available through an email to him, but three dates need to be provided.

Rapid response group which is a group of people who rapidly respond to a situation where employers might be closing or significantly lay off workers, they present those employers with different options to try to avoid laying off, or closing and if they can't avoid closing or layoffs, they then work with the employees and provide them with resources that are available to them as a dislocated worker. When an employer is close to a lay off or closing, they are required to submit what's called a WARN notice which stands for Worker Adjustment and Retraining Notices. Employers are required to give a 60-day notice in to the state before they take action. Since January there have been 40 companies that have submitted WARN notices, and over 9,000 workers under those 40 notices statewide.

Part of the US Department of Labor budget that has put a pause in operations for the job corps in the nation. They are initiating an orderly transition for students and staff in the local communities. Some youth will be returning home whenever the center closes, which some do not have a home to go to when the center is closed. They had a call with Job Corps last week and were informed there are around 25,000 students nationwide. They asked for a list of students in the Job Corps center in Pennsylvania. When the list is provided the CareerLink staff will look the students up in the CWDS and see if they have a registration and how we will be able to work with them appropriately. There are two groups of people with these centers. The students which Career Link will be going out and working with that group, but there is also staff. The Rapid Response Unit is working with the Job Corps staff and plan to have an in person meeting and bring UC Connect to help people get signed up for unemployment. In PA alone there are four Job Corps centers, one in Sullivan County, Luzerne County, Allegheny County and Philadelphia County, with approximately 1,000 students in Pennsylvania alone. What started out as the Job Corps Centers were to be closed and have students return home by Friday of last week, but they were given an extension until this coming Friday. However, the Job Corps had their funding appropriated until

the end of June 2026 and if the funding has already been appropriated, it can't be rescinded. Job Corps filed a petition that will be voted on, on the 17th.

Other Business

Ms. Barb Covert shared that four years ago a student from the career development class at Juniata Valley named Jacob who came to work us the summer of 2021 and placed at HCBI with Ms. Christa Mcgeary, and he helped do a lot of the office functions. While he was there, he was curious about starting his own business and worked along side Ms. Mcgeary while attending Susquehanna University through the ROTC program. He now has his own business making customized fishing lores which are shipped worldwide. Jacob recently contacted E&T because he couldn't keep up with orders by himself and now Jacob is a summer worksite, mentoring and supervising the youth who are learning to custom paint the lores. He is teaching them marking, how to do their website, how to fulfill orders, customer service, the shipping process, and everything else that comes along with owning a business. Jacob is also coming to speak about how the program has impacted him and changed his life.

Adjournment

There being no further business, the meeting was adjourned at 11:25 p.m.

A motion was made by Mr. Jesper Nielsen to adjourn the meeting. Mr. Keith Baker seconded the motion.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on Tuesday, July 8, 2025, 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, Inc	\$ 19,878	\$ 17,925	\$ 18,207	
Tableland	\$ 14,309	\$ 11,046	\$ 21,900	
Fund Total	\$ 74,187	\$ 66,638	\$ 73,440	

Quarterly Targets	Adult	Dw	Youth	Tanf
	\$ 120,000	\$ 113,000	\$ 100,000	\$ 105,758
Goodwill				
E&T	\$ 59,634	\$ 53,775	\$ 54,820	\$ 27,000
Tableland	\$ 42,926	\$ 33,137	\$ 55,701	\$ 44,283
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
Adult																				
Goodwill	\$ 600,000	50,150	48,814	43,532	YES	43,036	44,635	50,182	YES	55,329	48,309	44,504	NO	60,961	49,394		- \$ 538,746	\$ 61,254	\$ 480,000	89.79%
E&T, Inc	\$ 298,171	21,668	20,373	21,515	YES	20,067	18,946	27,582	YES	21,625	22,044	18,434	YES	18,572	21,037		- \$ 237,865	\$ 66,306	\$ 238,537	77.76%
Tableland	\$ 214,630	14,136	15,262	13,524	NO	15,026	12,872	11,345	NO	12,360	14,285	11,941	NO	11,356	11,568		- \$ 144,675	\$ 69,955	\$ 171,704	67.41%
Total	\$ 1,112,801	\$ 85,954	\$ 84,449	\$ 78,571	YES	\$ 78,129	\$ 76,455	\$ 89,105	YES	\$ 89,314	\$ 84,638	\$ 74,879	YES	\$ 90,789	\$ 81,999	-	- \$ 915,286	\$ 197,515	\$ 890,241	82.25%

Dw																				
Goodwill	\$ 565,000	31,445	37,713	35,156	NO	38,697	36,594	41,335	YES	45,912	31,964	37,411	YES	38,746	36,363		- \$ 413,335	\$ 151,664	\$ 452,000	73.16%
E&T, Inc	\$ 268,875	23,652	22,843	16,766	YES	20,256	18,985	26,379	YES	20,097	21,751	13,603	YES	18,884	19,497		- \$ 223,915	\$ 45,960	\$ 215,100	82.91%
Tableland	\$ 165,886	10,579	12,466	13,121	YES	15,750	12,377	13,065	YES	11,629	13,240	10,782	YES	10,409	10,544		- \$ 133,962	\$ 31,724	\$ 132,549	80.85%
Total	\$ 999,761	\$ 65,676	\$ 73,022	\$ 65,043	YES	\$ 74,703	\$ 67,956	\$ 80,779	YES	\$ 77,638	\$ 66,955	\$ 61,798	YES	\$ 68,039	\$ 68,404	-	- \$ 770,213	\$ 229,348	\$ 799,649	77.06%

Youth																				
Goodwill	\$ 500,000	43,252	49,486	38,335	YES	37,217	29,036	35,795	YES	33,497	38,316	48,481	YES	58,842	43,782		- \$ 455,039	\$ 43,961	\$ 400,000	91.21%
E&T, Inc	\$ 273,098	19,460	17,053	9,965	NO	15,846	11,564	17,270	NO	13,507	24,136	20,942	YES	17,132	20,155		- \$ 186,830	\$ 86,268	\$ 218,478	68.41%
Tableland	\$ 328,505	24,750	30,243	25,955	YES	33,786	27,255	19,541	YES	26,242	27,310	25,164	YES	22,699	19,398		- \$ 285,303	\$ 43,202	\$ 262,804	86.65%
Total	\$ 1,101,603	\$ 87,462	\$ 96,782	\$ 75,255	YES	\$ 86,829	\$ 67,855	\$ 72,606	YES	\$ 73,246	\$ 89,782	\$ 94,587	YES	\$ 98,673	\$ 83,335	-	- \$ 928,172	\$ 173,431	\$ 881,262	84.26%

TOTAL WIA	\$ 3,213,955	\$ 239,292	\$ 254,253	\$ 218,869		\$ 242,461	\$ 212,246	\$ 242,494		\$ 240,198	\$ 241,355	\$ 231,254		\$ 257,501	\$ 233,738	-	- \$ 2,613,671	\$ 600,294	\$ 2,571,172	81.32%
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Tanf																				
Goodwill	\$ 528,760	78,863	58,117	24,430	YES	29,079	28,577	26,212	NO	24,615	22,904	24,829	NO	25,490	36,158		- \$ 379,274	\$ 149,516	\$ 423,032	71.72%
E&T, Inc	\$ 135,000	50,010	5,511	2,924	YES	5,483	5,028	5,374	NO	3,404	(4,688)	11,054	NO	5,413	4,806		- \$ 94,349	\$ 40,651	\$ 108,000	69.89%
Tableland	\$ 221,463	24,225	42,159	2,891	YES	3,008	1,145	1,754	NO	3,728	4,708	5,369	NO	6,851	9,397		- \$ 105,245	\$ 116,218	\$ 177,170	47.52%
Total	\$ 885,223	\$ 153,098	\$ 105,787	\$ 30,245	YES	\$ 37,590	\$ 34,750	\$ 33,340	NO	\$ 31,747	\$ 22,944	\$ 41,252	NO	\$ 37,764	\$ 50,361	-	- \$ 578,868	\$ 306,385	\$ 708,202	65.36%

Total	\$ 5,000,000	\$ 1,690,000	\$ 1,750,000	\$ 1,400,000		\$ 1,400,000	\$ 1,400,000	\$ 1,400,000		\$ 1,400,000	\$ 1,400,000	\$ 1,400,000		\$ 1,400,000	\$ 1,400,000			\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
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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	\$ 4,552	\$ 17,069
Tableland	\$ 5,475	\$ 20,592
Fund Total	\$ 18,360	\$ 68,951

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 25,000	\$ 93,750
E&T	\$ 13,655	\$ 51,205
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
WIOA YTH - Work Exp																					
Goodwill	\$ 500,000	14,004	15,353	8,923	YES	2,867	1,804	356	NO	906	3,586	5,161	NO	3,704	8,259	-	\$ 64,945	\$ 435,055	\$ 100,000	12,95%	64.95%
E&T, Inc	\$ 273,098	9,949	11,278	5,315	YES	7,998	7,097	9,170	YES	6,431	17,218	9,050	YES	7,338	12,679	-	\$ 103,623	\$ 169,375	\$ 64,820	37.91%	169.53%
Tableland	\$ 328,505	5,427	9,160	4,594	NO	7,145	3,495	3,412	NO	3,722	4,495	4,220	NO	4,817	5,367	-	\$ 55,854	\$ 272,651	\$ 65,701	17.00%	85.01%
Total WIOA Youth	\$ 1,101,603	\$ 29,953	\$ 35,791	\$ 18,832	YES	\$ 18,040	\$ 12,396	\$ 12,940	NO	\$ 11,059	\$ 25,299	\$ 18,421	NO	\$ 15,859	\$ 26,305	\$ -	\$ 218,895	\$ 877,381	\$ 220,321	19.87%	99.35%

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
WIOA YTH - OSY																					
Goodwill	\$ 500,000	43,252	49,466	38,335	YES	37,217	29,036	35,795	YES	33,497	39,316	48,481	YES	56,842	43,782	-	\$ 455,039	\$ 43,961	\$ 375,000	91.21%	121.61%
E&T, Inc	\$ 273,098	19,480	17,053	9,965	NO	15,846	11,564	17,270	NO	13,507	24,136	20,942	YES	17,132	20,155	-	\$ 186,830	\$ 86,268	\$ 204,824	68.41%	91.21%
Tableland	\$ 328,505	24,750	36,243	26,855	YES	35,766	27,235	19,541	YES	26,242	27,310	25,164	YES	22,689	19,398	-	\$ 285,303	\$ 43,202	\$ 246,379	86.85%	115.80%
Total WIOA Youth	\$ 1,101,603	\$ 87,482	\$ 96,762	\$ 75,255	YES	\$ 88,829	\$ 67,835	\$ 72,606	YES	\$ 73,246	\$ 89,762	\$ 94,587	YES	\$ 96,073	\$ 83,335	\$ -	\$ 928,172	\$ 173,431	\$ 826,202	84.26%	112.34%

**THE SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD (SAWDB)
BYLAWS/OPERATING GUIDELINES**

Article I – Name

Section 101 - The name of the organization shall be the Southern Alleghenies Workforce Development Board of the Southern Alleghenies Workforce Development Area (hereinafter referred to as The BOARD) and shall include the Counties of Bedford, Blair, Cambria, Fulton, Huntingdon, and Somerset.

Article II- Establishment

Section 201 The Board is organized and exists under the provisions of the Workforce Innovation and Opportunity Act of 2014 (Hereinafter referred to as WIOA).

Article III – Purpose and Responsibilities

Section 301 – The BOARD shall develop and promote a Workforce Development vision and appropriate strategies to ensure that individuals attain the skills necessary for employability and to help employers develop the skilled workforce needed for competitiveness in a global economy.

In support of this purpose, the BOARD shall identify and broker resources within the Southern Alleghenies Workforce Development Area to include funds made available under the WIOA.

Section 302 – The BOARD, in partnership with the chief elected officials and as outlined in the LEO SAWDB Agreement, shall promote and implement the provisions of and authorize the disbursement of funds made available under the WIOA, and inspect and supervise the programmatic application of such funds.

Section 303 – The BOARD shall carry out the specific responsibilities listed below:

303.1 Preparation of Strategic, Comprehensive and Other Plans - The BOARD shall be responsible for the preparation of plans as required to meet its obligations as provided in the WIOA and by the Pennsylvania Workforce Development Board.

303.2 Program Oversight – The BOARD will authorize oversight of the programs established by, and in accordance with, federal monitoring procedures and the WIOA. In order to accomplish this task, the BOARD shall maintain access to all information that it deems necessary for this purpose. The BOARD will also ensure that the System of Record Policy, WSP No 1-2015 Change 1 is followed and that all individual participant data and financial data is captured using CWDS/PA CareerLink.

303.3 Structure of Program Review - The BOARD will provide a structure and format for the review of proposals for all potential service providers within the Southern Alleghenies Workforce Development Area, including the establishment of guidelines for the approval or disapproval of said proposals based upon designated goals and objectives of the BOARD.

303.4 Allocation of Funds – In concert with the LEO-designated Fiscal Agent, The BOARD shall be responsible for the allocation of all WIOA funds received on behalf of the Southern Alleghenies

Workforce Development Area. The Administrative Entity will utilize these funds as necessary for operation of the program.

Article IV – Membership

- Section 401 – The BOARD shall consist of members nominated and appointed pursuant to the WIOA of 2014.
- Section 402 – Members shall be appointed initially to staggered terms (1, 2 or 3 years) and may serve until their successors or the members are re-appointed. Thereafter, appointments shall be made for three-year terms.
- Section 403 – A member of the BOARD may be removed from membership by the Chief Local Elected Officials upon failure to attend three consecutive meetings of the BOARD without just cause and after being properly notified by the chairperson of the BOARD.
- Section 404 – A member of the BOARD may be removed from membership by the Chief Local Elected Official whenever that member no longer represents the partner agency for which he/she was appointed.
- Section 405 – In the event of a vacancy due to death, resignation or otherwise, such vacancy shall be filled for the balance of the unexpired term through appointment by the Chief Local Elected Officials. Said appointment shall be made within 60 days.

Article V – Election of Officers

- Section 501 – The BOARD shall elect a Chairperson, Vice-Chairperson, selected from among the Private Sector membership of the BOARD. At its initial meeting, the BOARD will select said Chairperson, Vice-Chairperson, for a 2 year term. It is expected that the Vice Chair will assume the Chair's position and a new Vice Chair will be elected to the Executive Committee. All terms will commence on July 1st of each year.
- Section 502 – At least 30 days prior to the annual reorganization meeting of the BOARD, the Chairperson of the BOARD shall designate individuals to serve on a Board Development Committee. The purpose of the Board Development Committee shall be to identify, mentor and groom individuals to be nominated for office at the annual reorganization meeting.
- Section 503 – Officers shall be entitled to serve two successive terms after which time they may not serve until a two year term has elapsed.
- Section 504 – Vacancies in office shall be filled as soon as possible by the BOARD at any regular or special meeting called for that purpose.
- Section 505 – The duties of the Chairperson shall include:
- 506 To preside at regular and special meetings of the BOARD
 - 506.1 To establish BOARD committees as necessary, and to appoint committee members as approved by the BOARD.
 - 506.2 Assure that all orders and resolution of the BOARD are implemented

506.3 Participate in the selection of all chairpersons and members of the BOARD committees

506.4 Ensure necessary collaboration between BOARD committee chairpersons in preparation of the meeting agendas

506.5 Provide support, in conjunction with the Board Development Committee, for BOARD member's adequate orientation to their role as a BOARD member as well as ongoing education relative to their responsibilities

506.6 Ensure the BOARD receives all such information as may be necessary to it in its deliberations

506.7 Perform such other duties as may be generally attributed to the office of the chairperson and to

506.8 have such other and further duties and authority as may be prescribed elsewhere in these bylaws or by statute or from time to time by the BOARD

Section 507 – The Vice Chairperson shall act as Chairperson in the absence of the Chair and, when so acting, shall have the power and authority of the Chairperson. The Vice Chairperson shall be an ex officio member of all committees except the Board Development Committee. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson.

Article VI – Voting

Section 601 – Each BOARD member shall have one vote.

Section 602 – All official actions of the BOARD must be passed by a majority vote. Only members are eligible to vote, and this will be done in the form of a roll call vote, written ballot or a show of hands.

Section 603 – A quorum of the BOARD at any regular or special meeting shall be a majority of voting members.

Section 604 – Proxy voting by BOARD members is not permitted.

Article VII – Meetings

Section 701 – The BOARD shall meet quarterly at the call of the chairperson. The final quarterly meeting shall be the annual reorganization meeting and shall be in May of each year.

Section 702 – Special meetings of the BOARD may be held at the call of the Chairperson as deemed necessary.

Section 703 – No less than ten (10) days advance notice shall be given for the call of any BOARD meeting.

Section 704 – All meetings at which official action is taken shall be open to the general public and subject to the Sunshine Act .

Section 705 – Unless otherwise specified, Roberts Rules of Order shall govern all proceedings and meetings of the BOARD.

Article VIII - Committees

Section 801 – The BOARD shall have the following permanent standing Committees:

Executive Committee
Young Adult Council
Finance Committee

Section 802 – Ad Hoc committees may be established periodically as deemed necessary by the Chairperson and approved by the BOARD.

Section 803 – Unless specified otherwise, membership on the aforementioned committees will be determined by the Chairperson of the BOARD and the committees shall serve in an advisory capacity only. Membership on the aforementioned committees will be determined at on annual basis before the first meeting of the program year. A staff member of the administrative entity will be assigned to work with each respective committee

Section 804 – An Executive Committee shall be responsible for acting on behalf of the BOARD when the BOARD is not in session. The Executive Committee's authority shall include carrying out the policies of the BOARD in addition to other authorities granted by the BOARD. The Executive Committee will report its activities, if any, to the BOARD at each regular BOARD meeting.

804.1 Membership on the Executive Committee shall be confined to BOARD members and shall consist of at least one (1) Private Sector member from each county and four (4) Non-Private Sector members. Executive Committee members shall be elected by the BOARD; committee membership shall not exceed twelve (12) members.

804.3 The term of office of each Executive Committee member, except for the Chair, and Vice Chair, shall be one (1) year, beginning July 1st of each year and expiring on June 30 of the following year.

804.4 Voting procedures and attendance requirements of the Executive Committee shall be the same as for the BOARD as set forth in Article III.

804.5 A quorum of the Executive Committee shall consist of 51% of the Committee membership.

804.6 The Executive Committee shall meet in accordance with a schedule adopted annually by its members.

804.7 Membership on the Young Adult Council shall include members of the BOARD and others with special interest and expertise in services to youth and young adults. The Council will make recommendations related to youth services, appropriate providers, and review performance data to ensure established outcomes are achieved.

804.8 Membership in the Finance Committee shall include members of the BOARD with expertise in financial matters and assist in the local coordination and responsible use of grants associated with and under the purview of the BOARD.

804.9 Membership in the Special Populations Committee shall include members of the BOARD and others with special interest and expertise in serving those with the greatest barriers to

employment. The Committee will review services provided to target populations with a goal of increasing their use of the public workforce system and thereby improving their employment opportunities.

Article IX – Amendments

Section 901 – These operating guidelines shall be subject to amendment and revision by a two-thirds vote of the required quorum. Notice of a proposed change to the Operating Guidelines must be made by mailing such notice, together with the proposed change, to each member of the BOARD at least ten (10) working days before the date of any meeting upon which an amendment appears on the agenda of the meeting.

901.1 Any member of the BOARD may propose an amendment to the agreement.

Article X – Conflict of Interest

Section 1001 – No member of any BOARD under this Act shall cast a vote or participate in any decision making capacity that would provide direct financial benefit to the member or the member's immediate family or on matters of the provision of services by the member of entity the member represents.

Section 1002 – No member shall participate in the discussion and the voting during that portion of a meeting of the BOARD, or its Committees or Subcommittees, in which a contract, proposal or transaction is considered between the BOARD and the member, or an organization in which the member has a direct or indirect financial interest, unless requested by the Chairperson. Any member so affected shall publicly state reasons for non-participation.

Section 1003- All BOARD members must avoid even the appearance of a conflict of interest. Prior to taking office, members must sign the Conflict of Interest Code form, provided and maintained by BOARD staff.

Section 1004- As BOARD members meet the definition of a public official, as outlined in Commonwealth of Pennsylvania Management Directive 205.10, all members must complete and file, prior to May 1 for the prior calendar year, the Statement of Financial Interest form, provided and maintained by BOARD staff.

Article XI- Compensation

Section 1101- No member will be compensated for their service while carrying out their BOARD-related responsibilities during their tenure on the BOARD.

Article XII- Compliance with the Law

Section 1201- In execution of its business, members of the BOARD will comply with the WIOA and its corresponding regulations as well as policies and directives from the Pennsylvania Department of Labor and Industry and the Pennsylvania Workforce Development Board.

Article XIII – Resolution of Non-Concurrence

Section 1301 – In the event of non-concurrence between the BOARD and the Chief Local Elected Officials, on any matter, each group shall designate three (3) representatives to meet and resolve the issue.

The decision of these representatives shall be final. If the non-concurrence cannot be resolved, the issue will be referred to the Governor's office for final resolution.

July 2018