

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD (SAWDB)
MEETING
May 13, 2025
9:00 AM
Somerset Country Club, Somerset PA**

AGENDA

TOPIC

NAME

Welcome, Introductions and Call to Order

Cory Sisto, SAWDB Chair

Approval of Minutes from February 11, 2025*

Cory Sisto

Executive Committee Actions*

- March 11, 2025
- April 8, 2025

- **Staff Report**

Director's Report

Jennifer Sklodowski, Director

- Red/Green Report
- Review of Budget and Expenditures
- Additional Service Delivery Awards*
- Method of TANF Funding*
- Rescind Approval of TABE Waiver Policy*
- Final ITA Policy May 2025*

PY 25 Draft Budget* (Handout)

Jennifer Sklodowski and Cory Sisto

Young Adult Council Report

Sharon Clapper, YAC Chair

Election of SAWDB Executive Committee (Handout)

Jennifer Sklodowski

Commonwealth Update

**Keith Baker, Asst. Regional Director
BWPO**

One-Stop Operator Update

**Bradley Burger, OSO Lead
Representative**

Other Business

SAWDB Members

Public Comment

Audience

Adjournment*

Cory Sisto

***Requires Formal Action**

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD
Quarterly Meeting
February 11, 2025
Held via Zoom Meeting Platform**

MEETING MINUTES

Members in Attendance

Bob Kutz	BBCLC
Brock Kull	Manpower
Cory Sisto	IFC
Craig Schield	OVR
Dave Carey	AFSCME Council 83
David Grimaldi	JARI
Josh Hauser	VCI
Keith Baker	BWPO
Pat McCann	Lockheed Martin
Ron Aldom	Somerset County Chamber
Sharon Clapper	Clapper's Industries
Tina Swineford	AASD
Wade Baumgartner	Regional Council of Carpenters 423
Wendy Melius	CCA

Non-Members in Attendance

April Dolgas	Rapid Response
Barb Covert	E & T
Brad Burger	Goodwill of the Southern Alleghenies
Debbie Ankney	Tableland Services
Gwenn Fisher	PA CareerLink® Blair/Bedford
Jeff Schlick	BWPO Rapid Response
Jonathan Juhas	UC
Judy Lutz	E & T
Judyann Ehrenfeld	BWPO CareerLink® Cambria County
Sarah Helman	Goodwill of the Southern Alleghenies
Jennifer Sklodowski	SAP&DC
Tim Baranik	SAP&DC
Jim Walker	SAP&DC
Jill Reigh	SAP&DC
Carrie Fisher	SAP&DC

CALL TO ORDER

Mr. Cory Sisto 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 NOVEMBER 12, 2024 MEETING

Mr. Cory Sisto asked for a motion to approve the minutes from the November 12, 2024, SAWDB meeting. There were no other questions, concerns, or discussions regarding the minutes.

The Executive Committee Actions from the December 10, 2024, and the January 14, 2025, meetings were included in the packet.

Ms. Sharon Clapper entered a motion to approve the November 12, 2024 SAWDB meeting minutes, and The Executive Committee Actions from the December 10, 2024 and the January 14, 2025. Mr. Brock Kull seconded the motion. The motion was carried.

SPECIAL INTRODUCTIONS

Mr. Cory Sisto welcomed and introduced the newest members of the Workforce Board. Mr. Sisto asked the members to introduce themselves and give background.

Mr. Josh Hauser of Veteran Community Initiatives which is a nonprofit based out of Johnstown but covers the same 14 counties that the Altoona VA Medical Center. The organization reaches out to veterans to help them enroll in VA Medical Centers or Veteran Benefits administration. Only about 33% of the veterans in PA are enrolled. VCI holds outreach events to help Veterans what is available, how to complete paperwork, how to sign up, and how their previous employment and their military occupational specialty can benefit the veterans on how to get back into civilian life.

Mr. David Grimaldi Director of Workforce Development of JARI which focuses on helping with employment. Last week there were 8 graduates going into the housing authority units in Johnstown to get people training and employment opportunities and work readiness skills to get people into the workforce. There are various grants that cover training and employment.

Mr. Pat McCann Human Resource Business Partner of Lockheed Martin in Johnstown which fabricates components for F-35 Lightning II which is a 5th generation fighter and is the preferred fighter at NATO, the F16 Fighting Falcon which is a 4th generation fighter and for the C-130 Hercules which has orders going out until the year 2030.

REVIEW OF BUDGET

Ms. Jennifer Sklodowski welcomed and thanked the new members. Ms. Sklodowski spoke of the budget and provided an overview that highlights the financial stability with the Workforce Development Board and the continued commitment to responsible fiscal management. The financial position remains strong. The Board continues to operate with the funding stream while ensuring the keywork force initiative receive the necessary support while remaining mindful of potential shifts in funding, resources and economic positions that may impact the future allocations. As stewards of

these resources the continuation of monitoring financial trends and making necessary adjustments to uphold the boards mission while maximizing the impact within the Southern Alleghenies Region. Ms. Sklodowski shared her appreciation for the board's ongoing support and oversight in ensuring financial responsibility while continuing to drive workforce solutions and events in our region. There is a higher than usual balance in the reserve and within the next couple of weeks she will be conducting a thorough review of the financials to ensure that the funds are effectively utilized. Ms. Sklodowski will review the budget and will be asking the board at a later date to move funds from the reserve into different programs.

DIRECTOR'S REPORT

Red/Green Report

Ms. Jennifer Sklodowski referred to page one of the Red/Green Report which reflects 6 months of expenditures with invoices due on the 12th of every month. This report reflects the month of January. The first page shows Title I expenditures as they are measured against the 80% expenditure requirements. As a region providers are at 55% of the goal spent which means we are moving in the right direction. Goodwill is at 58%, Tableland is at 63% with E&T coming in at 42%. As a region we are at 56% of the goal being spent.

Ms. Jennifer Sklodowski reviewed the second page of the Red/Green Report shows the Title I quarterly rates as measured against the 20% and the 75% WIOA expenditure requirements. WIOA Youth Work Experience being at 55% with E&T making the quarter target. WIOA OSY is at 59% as a region and meeting the quarter targets.

REQUEST FOR SUPPORT - SOMERSET COUNTY JOB FAIR

Ms. Jennifer Sklodowski presented a letter of support from Ms. Heather Saly and the Somerset CareerLink® requesting \$1,800 for the Somerset County Job fair being held on April 2, 2025.

Mr. Brock Kull made a motion to approve the request for support of \$1,800 for the Somerset County Job Fair. Mr. Keith Baker seconded the motion. Ms. Sharon Clapper abstained due to being on the committee. The motion passed with unanimous approval.

ANNUAL REPORT AND LOCAL PLAN UPDATES

Ms. Sklodowski stated that the annual report was submitted to the state at the end of January with copies being included in the packet for the board's review. The Local Plan is due to the state on February 21st. The state will review the plan and then work with the board to make necessary changes which then will be presented to the board for approval before the plan is posted for public comment.

REVIEW OF YOUNG ADULT COUNCIL UPDATE

Mr. Cory Sisto asked Ms. Sharon Clapper to update the board on the Youth Programs. Ms. Clapper recapped the meeting held on February 4th which had a presentation from Kristen Goodfellow who

is the career services and recruitment coordinator at South Hills School of Business and Technology. She had covered a wide array of courses that are available at the school and how the school works with students to bring them into the labor force after graduation.

Ms. Clapper shared that Mr. Tim Baranik the Youth Operations Specialist gave a staff report which included a comparison of program year 23 and program year 24. As a region we have found that the registrations are down for program year 2024 with Somerset being the exception. Several factors came into play for the decline Cambria Counties Youth Program is no longer available, staffing changes, decline in staff, the rate of pay among other factors. Mr. Baranik developed a strategy with providers which helped provide new ideas and strategies which will be followed up on.

Ms. Clapper spoke of the update of the Work Readiness form which takes a look at various skills and is something that when providers coordinate industry tours the employers are asked to talk to the students what the skills they are looking for while hiring. The form is utilized by supervisors after the first two weeks, and then at the end for a final assessment. The board is always looking for updates from providers and employers.

Ms. Clapper also shared the BEP Partnership Grant which provides different activities such as STEM activities, industry tours, career fairs and more. Within this program it gives providers an opportunity to work with students that might not be able to participate in some of the programs due to financial guidelines, but while looking at how many students participated in the BEP Grant there is almost 6000 new and existing students.

REGISTERED APPRENTICESHIP UPDATE

Ms. Cory Sisto introduced Ms. Jill Reigh who provided an update on the registered apprenticeship. Governor Shapiro made a surprise appearance in November of 2023 at the first annual PWDA Apprenticeship Conference to stress how registered apprenticeships can improve the workforce and urged to make apprenticeships a priority.

In 2023 there were only 4 active apprenticeships in the region. In 2024 most of the PA CareerLink® staff attended a half a day training with Mr. Marshall Palmer who is the Apprenticeship Training Office Regional Representative. Mr. Reigh then presented on the opportunities for employers that registered apprenticeships represent.

Ms. Reigh provided a refresher of registered apprenticeships and what they require.

1. Specific occupation that will enhance their workforce.
2. A sponsor who does administrative work
3. Employer with journey Workers that can pass their knowledge on to the apprentice.
4. Qualified Classroom trainer (requires technical Instruction -RTI)
5. Review/Approval by the Apprenticeship Training (ATO) Council
6. Apprentices eager to learn a skilled trade.

The goals for 2024 was to have a regional increase of approximately three registered apprenticeships in the pipeline. The application process can take up to a year. The percentage of engagement of current registered apprenticeships from current levels, while encouraging partnership with CareerLinks® and potential WIOA funds for eligible apprentices.

When the program was started there were seven registered apprenticeship programs in the Southern Alleghenies which included

1. Global Valve – Machinist & Quality Control Inspector
2. KML Carpenters – Carpenters
3. Eastern Elevators -Elevator Constructor
4. Insulator/Pipefitter Union – Pipefitter
5. B&B Designed Systems, Inc – Electrician
6. Sheetz Inc – Software Analyst
7. JWF Machining – Welder & Electrician

As of February 2025 there have been 8 registered apprenticeship programs added which include

1. Clover Creek Farms – Dairy Graizer
2. CLI Transport – CDL
3. Leonard S. Fiore – Carpenter
4. Penn State Ag. Dept – Butcher
5. Mellot Industries – Fitter
6. The learning Lamp – Child Development Specialist & Early Childhood/Pre-K Teacher
7. UPMC – Ophthalmic Medical Technician & Housekeeper
8. Pitt School of Dentistry – Dental Assistant.

Ms. Reigh shared her gratitude towards the providers and the registered apprenticeship and is looking forward to exploring different paths for registered apprenticeships.

Mr. Cory Sisto asked what the process is to become a registered apprenticeship.

Ms. Reigh shared that the business service team talked to employers to make a connection. She also asked Mr. Wade Baumgardner how many classes are held a year.

Mr. Baumgardner shared that there are 238 apprentices. On an average year there are 3 classes with roughly 14 in each class. This year they will be holding seven classes with 14 in each class.

ONE STOP OPERATOR UPDATE

Mr. Brad Burger welcomed new board members and wanted to provide background on the One Stop structure. The providers operate under the Workforce Innovation and Opportunity Act (WIOA). WIOA has required elements that are represented on board, public and private partners that come together to serve the community. The board provides the operators with funds that are used exclusively for technical support, training and outreach. The bulk of support comes from the partners. Anything that is shared cost, each partner pays their own portion and in order to do that the have to be one physical sites in each of the six counties, five of which are called Comprehensive Centers, and one is called an affiliate center in Fulton County. There are three site administrators, which are Ms. Barb Covert, Ms. Gwen Fisher, and Ms. Heather Saly who collaborate well together. Each dollar that is funded to operate the brick-and-mortar structures is a dollar that cannot be

deployed for services and is to pay for the facility. There is always a transition period and are anticipating the funding challenges, which is when operators go back and look at the system and make sure that the residents of the region have accessible entry points into the system. That may be brick and mortar and has been traditionally brick and mortar, but it doesn't always have to be. There are other means to interact with the system, and operators are looking into things such as heat mapping the walk in traffic and correlating between the different facilities, and what is the print inside the facility. Based on what's changing in the external environment with the population change, the use of technology and the anticipated funding cuts, what providers will see over the next couple of months from the operators will be more updates on how the system is being flexed to adjust to the changes. Operators are actively engaged in the changes that might arise.

OTHER BUSINESS

Ms. Jennifer Sklodowski shared her appreciation for the assistance she received while completing the Local Plan. She specifically thanks Ms. Tina Swineford for taking time out of her day, coming to the SAPDC office and assisting with the Local Plan.

PUBLIC COMMENT

None

NEXT SAWDB MEETING

The next meeting of the Southern Alleghenies Workforce Development Board is scheduled for May 13, 2025, at 9AM.

ADJOURNMENT

Mr. Brock Kull made a motion to adjourn. Ms. Sharon Clapper seconded the motion. The meeting was adjourned at 9:50 a.m.

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

Tuesday, March 11, 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 March 11, 2025, via the Zoom meeting platform.

1. Approval of Minutes from January 14, 2025
2. ITA Policy Approval
3. TABE Assessment Waiver Policy Approval
4. WIOA Self Attestation Approval

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

Tuesday, March 11, 2025

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

Members Participating

Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Holiday Inn
Wendy Melius	CCA

Non-Members

Amy Horwath	Goodwill
Barb Covert	E & T
Brad Burger	Goodwill
Gwen Fisher	Goodwill
Dan Hornbake	BWDA Oversight Representative
Debbie Ankney	Tableland Services
Judy Lutz	E & T
Heather Saly	PACL Cambria/Somerset
Linda Straka	Career Planner for Somerset County
Lisa Phillips	Tableland Services
Sarah Helman	Goodwill
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.

Approval of Minutes from January 14, 2025

Mr. Cory Sisto asked for a motion for approval of minutes from January 14, 2025, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Ms. Julia Brulia entered a motion to approve the January 14, 2025 SAWDB meeting minutes as presented. Mr. Craig Shield seconded the motion. The motion was carried.

Director's Report

Red/Green Report

Mr. Jim Walker referred to the Red/Green Report and noted that invoices are due on the 12th of every month. Quarterly expenditure rates are measured against 80% expenditure requirement. Some providers have met the quarter target while others are falling a little short. The goals will be monitored closely. The expenditure rates will show a better picture in April after invoices are in.

Mr. Walker 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. As with the first page of the Red/Green Report, some providers are close to meeting the goal, and others have met their goal. The invoices are due on the 12th and will have a better picture in April.

Request for Support: Cambria County Job Fair

Cambria/Somerset CareerLink offices entered a request for support in the amount of \$500 for the upcoming Cambria County Job Fair scheduled on May 6th at the 1st Summit Arena in Johnstown.

Mr. Jesper Nielsen entered a motion to approve the request for support: Cambria County Job Fair in the amount of \$500, the motion was seconded by Ms. Julia Brulia. The motion carried.

ITA Policy

Mr. Jim Walker spoke of the background of the ITA Policy which stands for Individual Training Account. This is the platform that is used to spend Occupation Skills Training funds for WIOA Title I. The Changes made to the ITA are:

1. The Test of Adult Education (TABE) is the standardized assessment instrument used to assess Basic Skills for customers of WIOA services in the Southern Alleghenies region. ITA candidates must achieve a minimum Reading Level "M" result using the current version of the Reading TABE Locator and score a minimum of a 577 scale score on the Mathematical skills test at the level prescribed by the TABE Locator*.
*Individuals seeking CDL training are not required to take the additional TABE Mathematical skills assessment but are required to take the current version TABE Locator, scoring at least at the M level in Reading and Math.
2. Individuals with Associate, Baccalaureate or Advanced degrees are exempt from skill proficiency assessment requirements. Exemptions from TABE and Interest Inventory assessments for ITA candidates must be approved on a case-by-case basis by staff to the Southern Alleghenies Workforce Board in accordance with the TABE Assessment Waiver Policy for the Southern Alleghenies Workforce Development Area.
3. Dislocated Workers who have not obtained permanent full-time employment equal to 93% of their wage at dislocation or 235% of the Poverty Guidelines

4. Training Caps Increased- If training funds are available, the following limits and restrictions are established for ITA's:

Programs less than one (1) year in length up to \$5,500*

Programs one (1) year up to two (2) years in length not to exceed \$7,000*

*If special training funds are secured these caps may be waived and financial support up to 100% of the cost of training may be provided.

Mr. Cory Sisto asked if there were any other questions or discussions concerning the revisions.

Mr. Jesper Nielsen entered a motion to pass the ITA Policy, the motion was seconded by Mr. Craig Shield.

TABE Assessment Waiver policy

Mr. Jim Walker shared the formal policy of the TABE Assessment Waiver Policy which outlines the administrative procedures that need implemented while implementing the waiver itself.

Mr. Jesper Nielsen entered a motion to adopt the formalized TABE Assessment Waiver Policy, the motion was seconded by Ms. Julia Brulia.

WIOA Self Attestation

Mr. Walker shared the WIOA Self Attestation which indirectly affects the documentation that is gathered for eligibility determination for any WIOA Title I for individualized career services. This tool is used by the state which the local workforce areas have adopted.

Mr. Jesper Nielsen entered a motion to adopt the State Policy WIOA Self Attestation Policy, the motion was seconded by Ms. Julia Brulia.

One-Stop Operator Report

Mr. Brad Burger shared the latest funding issue, with which there would be \$107M cut from the WIOA pilot project, but the formula funding would stay intact through September 30th. There would be a \$75M rescission in the Dislocated Worker fund. The decision on the funding is moving and looks like it will go through. It isn't a traditional clean CR and it is being changed, and there are cuts proposed in the budget. Mr. Burger said when he was at a conference, he heard the starting point was 25%. Mr. Burger shared that there is a state wide rapid response for the federal workers who have been displaced. There has been a larger rapid response than has been seen in previous years. Mr. Burger also wanted to share about the libraries the Cambria and Blair looking to tweak the model with expected funding reductions and trying to keep the facility cost as low as possible and at the same time with any flexibility that keeps dollars

directed towards customer service is not a bad thing. The first one to be tweaked will be Cambria where they want to maintain a career resource center in the library but taking the staff to an off-site building and within the next year Blair will see something similar.

Other Business

Mr. Jim Walker thanked Ms. Jill Reigh for being supportive and everyone else at the meeting for allowing him to host.

Mr. Cory Sisto thanked Mr. Walker and Ms. Reigh for doing a great job.

Adjournment

There being no further business, the meeting was adjourned at 10:36 p.m.

A motion was made by Mr. Jesper Nielsen to adjourn the meeting. Ms. Julia Brulia seconded the motion.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on Tuesday, April 8, 2025, 10:00 a.m.
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**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Tuesday, April 8, 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 April 8, 2025, via the Zoom meeting platform.

1. Approval of Minutes from March 11, 2025
2. Request to move funds from DW to Adult
3. Revised Policy: TABE Waiver Policy for ITA'S

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

Tuesday, April 8, 2025

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

Members Participating

Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Holiday Inn
Keith Baker	BWPO
Sharon Clapper	Clapper Industries

Non-Members

Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Gwen Fisher	Goodwill
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Rebecca Lowry	IFS Services
Jennifer Sklodowski	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	SAP&DC

Call to Order

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

Approval of Minutes from March 11, 2025

Mr. Cory Sisto asked for a motion for approval of minutes from March 11, 2025, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Craig Shield entered a motion to approve the March 11, 2025, SAWDB meeting minutes as presented. Ms. Sharon Clapper seconded the motion. The motion was carried.

Director's Report

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that this report reflects eight months of expenditures. Invoices are due on the 12th of every month. Quarterly expenditure rates are measured against 80% expenditure requirement. With the Adult expenditures, Goodwill is at 80%, Employment and Training is at 73%, and Tableland is a little behind at 64%. Ms. Sklodowski stated providers are close to meeting their requirements as a whole for the region at 75%. The Dislocated worker Program, Employment and Training is at 79%, Tableland is at 77%, and Goodwill is at 66%. The region as a whole is moving a bit slow at 72%. The Youth Program is moving slower than anticipated at 74% for the region. Tableland is at 83%, Goodwill is at 76% and Employment and Training is at 59%. This continues to be a concern for the region. It is important to focus on spending for March, April and May. Ms. Sklodowski does feel that there will be an increase with the upcoming summer programs. Ms. Sklodowski is requesting that each provider sends a plan to her concerning how they are each addressing this moving forward. TANF funding is at 63% of the goal spent for the region, and she believes the goal will be met by June with the upcoming summer program.

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. Regarding Youth Work experience the region is moving along at 72% with WIOA Out of School Youth at 79%. Ms. Sklodowski suggested the providers push ahead and not take their foot off of the gas. It is important to monitor this moving forward.

Anticipated Financial Picture PY'25

Ms. Sklodowski referred to the budget and pointed out that the providers are in a strong financial position. The reserve has a good amount in it and at the full board meeting in May, she will be asking for the boards approval to move some funds from the Youth Reserve as well as \$150,000 transfer from PY'24 DW funds to Adult. She is currently working on the first increment budget to bring for review and approval during the May meeting. Ms. Sklodowski discussed the allocations for PY'24 compared to PY'25.

Adult

PY'24 - \$1,343,053.42

PY'25 - \$1,036,669.37

Loss - \$306,384.05

DW

PY'24 - \$1,472,730.83

PY'25 - \$1,194,611.44

Loss - \$278,119.32

Youth

PY'24 - \$1,293,914.15

PY'25 - \$996,205.44

Loss - \$297,708.71

The total reduction equaling \$882,212.08. During the preparation of the 1st increment budget Ms. Sklodowski will be looking at all financials moving forward to see where cost may have to be cut.

Mr. Craig Shield suggested sharing success stories to legislators to justify funding.

Ms. Sklodowski shared that she will be sending a letter out to business services to talk about WIOA authorization and why its so important.

Legislative and Policy Updates

Ms. Jennifer Sklodowski spoke of the directors event held on March 11-12 at Penn State Dubois. The Pennsylvania Department of Labor and Industry have outline their priorities which are:

1. Addressing the workforce shortages
2. Increasing cross-agency collaboration
3. Continue with State/Local Agreement
4. Improving business engagement
5. Enhancing services in the on-stops.

She also shared that on March 29-April 2 that she attended the National Workforce Board Forum in Washington DC. Spending the day on Capital Hill advocating for workforce development policy for the 119th congress. She requested the following:

1. Fully fund the public workforce system
2. Reauthorize WIOA
3. Reject a one-size fits all federal training mandate
4. Reject new state level set aside in WIOA so workforce boards can meet local business needs.

One-Stop Operator Review

Ms. Sklodowski shared that the review will begin this month and outcome will be reported at the May meeting.

Revised Policy: TABE Waiver Policy for ITA's

Mr. Jim Walker shared the revised policy includes modifications to specific components of the policy to provide clarification and detail. The specific changes as reflected in the revised policy are:

1. Revised policy removes references to On-The-Job Training throughout to align with the existing On-The-Job Training Policy – At this time candidates for WIOA funded OJT are not required to be TABE assessed to access OJT.

2. Page 2- References Reasonable Accommodation in the context of Criteria for Waiver of TABE assessment for candidates of ITA's
3. Page 2 – Policy Component #2 – “Partner organizations involved in the development of the IEP or ISS have reviewed and endorse the waiver request” – Included in the revised policy in this section is additional language related to the need for collaboration and agreement for partners when jointly involved in the development of the participant service plan (IEP/ISS) for participants of WIOA Title services as it pertains to the justification for the submission of the TABE waiver request for the ITA candidate by the WIOA Title I Case Manager. This section also contains categories of partner agencies and staff that are commonly involved in the joint development of service plans for WIOA Title I services whose endorsement of the waiver request is necessary.
4. PAGE 2 – Policy Component # 4 – “Previous Academic Achievement”- Removes “The participant has attained a postsecondary degree, certificate, or diploma demonstrating adequate academic proficiency”. To revised language and replaces this clause with the following: “The participant has attained a post-secondary associate or baccalaureate degree or certificate of completion of a Registered Apprenticeship Program.”
5. Page #3 – “process for Requesting a Waiver” – Reiterates in Bulleted points 2 & 3 the need for partner collaboration and endorsement in the case of ITA candidates whose service plans are jointly developed and shared by partner staff.

Mr. Keith Baker entered a motion to update the Revised Policy: TABE Waiver Policy for ITA, the motion was seconded by Ms. Sharon Clapper .

Job Fair Outcomes

Ms. Sklodowski reviewed the Employer Satisfaction Survey from the Huntingdon Spring Job Fair Highlights that was hosted by PA CareerLink® on March 27, 2025. The key findings are that 27 responding employers reported a combined total of 2,559 open positions they are actively recruiting for. The PA State Civil Service/ Commonwealth of Pennsylvania accounted for more than 600 openings. Substitute Teacher Service of PA reported over 1,000 open positions. The remaining 25 employers are collectively recruiting for 959 positions across various industries. As a result of the job fair 106 follow-up interviews were scheduled by employers at the event, 7 conditional job offers were made on-site during the event and employer feedback was overwhelmingly positive with 26 of the 27 respondents indicating that they plan to participate in the upcoming Fall Job Fair.

The Bedford County Job Fair held on April Second had 59 employers respond, with 1,459 jobs to be filled and 158 job seekers including students. There were 35 students from Bedford and Everett High Schools with teachers reporting that some students secured summer jobs during the event. There were 9 veterans served, 184 follow up calls, 17 job offers made on the spot, 13 referrals collected for PA CareerLink® services, with 39% of the jobseekers being employed. Also on the survey portion of “How did you hear about the event” Facebook was the top outreach used at 28%.

The Somerset County Job Fair there were 63 employers in attendance, with 53 employer surveys completed. The information from the surveys were reported that 1,204 job openings were available which include 600 from the Commonwealth of PA. All employers reported at least 15 job seekers visited their tables with many exceeding 50 plus, with Penn Machine giving an absolute count of 251. This also includes 10 on-site interviews, 2 employers extended offers on the spot, with employers reporting a total of 260 plus follow up interviews to be made. There were no negative reviews with only 2 reporting the event as acceptable, all others were reporting satisfactory or outstanding. Only 3 of the employers surveyed stated that they did not have an interest in working with PA CareerLink® while all other expressed much interest and will be contacting. There were 364 jobseekers who attended with 3 local schools in attendance with 7- total high school students, 13 reported interviews being scheduled, 26 attendees reported being employed, 51 out of 73 reported the job fair met expectations and was satisfied with the job fair.

Ms. Sklodowski thanked providers for a job well done.

One-Stop Operator Report

Mr. Brad Burger shared the one stop operators are trying to navigate the new funding. CareerLinks® are funded through a cost allocation structure to where each partner pays their portion of cost. As the pool of funding gets smaller it could impact full time equivalent positions at the CareerLink® therefore shrinks the amount of staff but not the space and the overhead cost. It will be challenging the next few months to get everything balanced properly. The operators have been talking about the funding and have some ideas. Some of the CareerLink offices are leases and there are ramifications in reductions in funding related to the lease obligations. The planning will take the majority of the next couple of months.

Commonwealth Update

Mr. Keith Baker shared in previous updates where BWPO was working with The Department of Health and through the use of digital intake that was implemented, one of the reasons for that was to ask participants what barriers to employment that they were facing. One of the categories were documents that participants needed. BWPO and the Department of Health created an MOU and Mr. Baker is happy to report that vital records will be able to provide birth certificates for participants on the spot. BWPO will be piloting it on April 28th at the Lancaster Career Fair. Some of the conditions are that the participants have to preregister, and Lancaster is organizing the registration right now. The question was asked about Vital Records coming to CareerLink® days and they can depending on their schedule and availability

Mr. Baker also shared that there are currently over 90,500 federal employees in Pennsylvania currently of that 90K there are 2762 in the Southern Alleghenies region, and he doesn't have the numbers as to how many federal employees have been laid off. What the rapid response team is handling it is going through the unemployment database and picking out every federal worker. On March 12-13th the Rapid Response team held their first virtual rapid response information meeting for federal workers who lost their jobs. The Rapid Response team will reach out to the partners if they plan a information meeting in their area. He asked for providers to pass along contact information to federal employees that they know have been laid off and to collect their information and send it to him.

Mr. Baker was able to attend the Bedford and Somerset Job Fairs and wasn't able to attend the Huntingdon Job Fair but wanted to share that the three job fairs had the best outcome he's ever witnessed. He asked Ms. Barb Covert if the recent job fair was the most highly attended ever.

Mr. Covert shared that it was the most highly attended and they had 30% of the surveys returned, but E&T had 106 follow-up interviews, 7 on the spot job offers were made that day, 26 of the 27 employers were very satisfied, there were over 1900 job openings and 600 were in the Commonwealth. It was the largest employer turnout, they only had 1 out of the 62 employers not show up. The highest number of Veterans attended as well.

Mr. Baker shared that the Bedford County fairgrounds was the perfect facility for a job fair because even with the large number of attendees there was still room to move around. They also had empty tables for on-the-spot interviews. The Somerset event was the first event that was held since Covid, and there was an unbelievable turnout for it. Mr. Baker spoke to the employers and one of the employers was a campground, which held two on the spot interviews and has a handful of people starting part time. He shared that the three job fairs have rivaled and exceeded much larger areas and they all did an outstanding job.

Labor and Industry is holding a workshop forum on April 8th and 9th at the casino.

Ms. Gwenn Fisher thanked the Workforce Board for their support for their job fairs. She wanted to invite everyone to attend the Blair County Job fair on Thursday April 17th at the Jaffa Shrine. There are 95 employers signed up for the event which makes it the largest event ever. In Bedford there were 17 on the spot job offers and the first time there was students who walked away with summer employment. These events are the marquee events where they fulfill their mission in a single day almost. She thanked OVR, Center for Community action and the chambers in funding the events and their manpower.

Other Business

Ms. Sharon Clapper wanted to thank Mr. Brad Burger for speaking at The Somerset County Leadership Education Session on May 19th. There were a variety of speakers, and the program is to familiarize individuals that sign up for the Chambers Leadership program. Mr. Burger did an excellent job, and it was well received.

Adjournment

There being no further business, the meeting was adjourned at 10:54 p.m.

A motion was made by Mr. Keith Baker to adjourn the meeting. Ms. Sharon seconded the motion.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on Tuesday, May 13, 2025, 10:00 a.m.

Southern Alleghenies Workforce Development Board (SAWDB) Individual Training Account (ITA) Policy

POLICY		ITA Policy
NEW	X REVISION	
PURPOSE		To ensure quality service to customers
DATE APPROVED BY SAWDB		February 11, 2020, Revised Sept 2023, Revised March 11, 2025 REVISED MAY 13, 2025

The Individual Training Account (ITA) is a primary funding mechanism through which eligible individuals can access quality training programs that appear on the Eligible Training Provider List (ETPL) to obtain employment in High Demand Occupations (HPOs). ITA's are also used to support the Related Technical Instruction (Classroom Instruction component) of State Approved Registered apprenticeships and State Approved Pre-apprenticeship programs in the Southern Alleghenies Workforce development area. ITA funding is not guaranteed to any participant and is contingent upon funding availability.

Any adult, dislocated worker or youth being considered for training services funded with WIOA Title I funds must have completed the process for determining eligibility and suitability. In the case of WIOA eligible Adult and Dislocated Worker participants, training services are available if it is determined by PA CareerLink® staff after an interview, evaluation or assessment, and career planning that the individual

- Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone;
- Is underemployed;
- Has the skills and qualifications to successfully participate in the selected program.

Procurement for Training services is through an Individual Training account (ITA), a training contract or a combination of an ITA and training contract. Adult customers who had begun attending post-secondary training prior to receiving Basic Career Services will not be eligible to receive ITA funds. However, if an employed individual had begun post-secondary education and then had his/her job eliminated, thus becoming a dislocated worker, they may be considered for ITA funding to complete their education assuming the course of study and training provider meet the other criteria established in this policy.

Guidelines governing the Individual Training Account System include:

- ITAs will only be established for training programs that are on the list of Eligible Training Providers authorized by the Pennsylvania Department of Labor and Industry (L&I).
- Customers are required to complete the Career Scope or other assessment consistent with L&I guidelines as the interest and aptitude assessment instrument. The results must show alignment with the career field they are pursuing.
- *The Test of Adult Education (TABE) is the standardized assessment instrument used to assess Basic Skills for customers of WIOA services in the Southern Alleghenies region. ITA candidates must achieve a minimum Reading Level "M" result using the current version of the Reading TABE Locator and score a minimum of a Scaled Score of 577 on the Mathematical skills test at the level prescribed by the TABE Locator*.*

**Individuals seeking CDL training are required to take the current version TABE Reading and Math Locators, scoring at least at the M level in each, the TABE Mathematics assessment and scoring a minimum Scaled Score of 537 (beginning of 6th grade) and the Career Scope Interest Inventory assessment. "*

- *Exemptions from the TABE Assessment for ITA candidates may be granted and are approved on a case-by-case basis by the Director of the Southern Alleghenies Workforce Board and may be granted under the following conditions include but are not limited to:*
 - *The candidate has an Associate, Baccalaureate or Advanced degree.*
 - *The candidate has a documented disability that significantly impacts the ability to complete the TABE Assessment**
 - *Individuals with documented disabilities will be assessed using reasonable accommodation as outlined in their IEP, 504 Plan or medical record.*

**Examples may include but are not limited to:*

- 1) An adult whose native language is not English, might instead be assessed with the CASAS Reading Steps or CASAS Listening STEPS to assess their English Reading and Speaking Skills*
- 2) An adult whose disability prevents them from demonstrating critical thinking/problem-solving at the 8th grade TABE Math level, might instead be assessed with a different basic skills assessment or a lower Scaled score may be acceptable through consultation with OVR.*

- Participants are required to obtain an acceptance letter of admission into the training program as part of the ITA funding request.
- ITAs will only be established for programs that support occupations that appear on the High Priority Occupation List for the Southern Alleghenies Workforce Development Area. If a chosen training program supports an occupation that appears on the High Priority Occupation List for another workforce development area and the customer indicates a willingness to relocate to that area, an ITA could be established.
- Customers must be able to complete an approved training program within two (2) years.

- If training funds are available, the maximum award is \$7,000.00*
 - * In the event that special training funds are secured these caps may be waived and financial support up to 100% of the cost of training may be provided.
- ITA funds must be used for expenses incurred in completing actual program curriculum coursework. Funds may not be used to cover any prerequisite, repeat, or remedial coursework.
- Employed customers may be eligible for an ITA under the following conditions:
 - Adults whose family income does not exceed 100% of the Lower Living Standard Income Level.
 - Dislocated Workers who have not obtained permanent full-time employment equal to 93% of their wage at dislocation **or 235% of the Poverty Guidelines**
 - In-School, Out of School youth or Older Youth (ages 18-24) who meet the Title I WIOA eligibility criteria.
- If the cost of the training program selected is greater than \$5,500.00, the participant must indicate how the remaining cost of the training will be funded.
- An approved ITA supplements other funding sources for training. Program operators must coordinate the customer's funding arrangements with One-Stop partners and other entities such as but not limited to state-funded training, and Federal Pell grants. Program operators must ensure that all potential partner funding sources are included with an ITA application. Participants may enroll in an ITA funded program while an application for a Pell grant is pending as long as the operator has made arrangements with the training provider and the participant regarding allocation of the Pell Grant (tuition only), if it is subsequently awarded.
- A training program must be job specific and result in a license, certificate, diploma, associate degree or bachelor's degree. This includes individuals who previously started a degree program but did not complete it.
- Complete ITA packages should be submitted to the staff of the Southern Alleghenies Workforce Development Board (SAWDB) at least two weeks prior to the start of training. Any deviations to the timeline need to be coordinated directly with the SAWDB staff.
- Title I providers must not accept referrals from one-stop partners for training programs for adult and dislocated worker customers who have not been registered for WIOA services and who do not have a formalized Individual Employment Plan.
- If training funds are available, the following limits and restrictions are established for ITA's:

Programs less than one (1) year in length	= \$5,500*
Programs one (1) year up to two (2) years in length	= \$7,000*

*In the event that special training funds are secured these caps may be waived and financial support up to 100% of the cost of training may be provided.

- Support for on-line training will be considered on a case-by-case basis. Candidates for ITA training funds in support of On-Line training programs are required to complete the modules associated with the NorthStar digital literacy “Standards for Essential Computer Skills” and “Standards for Essential Software Skills” or by completing a series of assigned courses on the Metrix Learning Management / Skill Up platform that include “Using a Computer” and its related sections and “Microsoft Office” module within one month and prior to the completion and submission of the ITA packet.
- Confirmation that the Provider will remain in contact with appropriate PA CareerLink staff regarding the participant, as they progress through the training program. Regular communication is essential and a program requirement to monitor the progress of the participant for the attainment of WIOA performance objectives that includes credential attainment, employment, and other performance measures.

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	\$ 20,532
Fund Total	\$ 18,360	\$ 68,851

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 25,000	\$ 93,750
E&T	\$ 13,655	\$ 51,206
Tableland	\$ 16,425	\$ 61,565
Fund Total	\$ 55,080	\$ 206,551

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - Work Exp																						
Goodwill	\$ 500,000	14,004	15,353	8,923	YES	2,897	1,804	388	NO	966	3,566	5,151	NO	-	-	-	\$ 52,982	\$ 447,018	\$ 100,000		10.60%	52.98%
E&T, Inc	\$ 273,088	9,849	11,278	5,315	YES	7,998	7,097	9,170	YES	6,431	17,218	9,050	YES	-	-	-	\$ 83,506	\$ 189,592	\$ 54,820		30.59%	152.89%
Tableland	\$ 328,505	5,427	9,160	4,594	NO	7,145	3,495	3,412	NO	3,722	4,495	4,220	NO	-	-	-	\$ 45,670	\$ 262,835	\$ 65,701		13.90%	69.51%
Total WIOA Youth	\$ 1,101,603	\$ 29,553	\$ 35,791	\$ 18,832	YES	\$ 18,040	\$ 12,396	\$ 12,940	NO	\$ 11,059	\$ 25,289	\$ 18,421	NO	\$ -	\$ -	\$ -	\$ 176,731	\$ 919,445	\$ 220,321		16.04%	80.22%

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - OSY																						
Goodwill	\$ 500,000	43,252	49,485	39,335	YES	37,217	29,036	35,795	YES	33,497	38,316	48,481	YES	-	-	-	\$ 355,415	\$ 146,585	\$ 375,000		70.69%	94.24%
E&T, Inc	\$ 273,088	19,480	17,053	9,985	NO	15,946	11,564	17,270	NO	13,507	24,136	20,942	YES	-	-	-	\$ 149,543	\$ 123,555	\$ 204,824		54.76%	73.01%
Tableland	\$ 328,505	24,750	30,243	26,955	YES	35,765	27,235	19,541	YES	26,242	27,310	25,164	YES	-	-	-	\$ 245,206	\$ 85,299	\$ 246,379		74.03%	98.71%
Total WIOA Youth	\$ 1,101,603	\$ 87,482	\$ 96,782	\$ 75,255	YES	\$ 88,928	\$ 67,835	\$ 72,606	YES	\$ 73,246	\$ 89,762	\$ 94,587	YES	\$ -	\$ -	\$ -	\$ 746,164	\$ 355,439	\$ 826,202		67.73%	90.31%

Southern Alleghenies Workforce Development Area
Budget Summary
For The Year Ending June 30, 2025

	ADULT	YOUTH	DISLOCATED WORKER	TANF	TOTAL FUNDING
SA100 SOUTHERN ALLEGHENIES PY24	\$ 1,343,053.42	\$ 1,293,914.15	\$ 1,472,730.83	\$ 789,711.89	\$ 4,899,410.29
CARRYOVER FROM PY23	\$ 293,471.07	\$ 366,074.24	\$ 495,506.78	\$ 237,827.81	\$ 1,392,879.90
TRANSFER	\$ 300,000.00	\$ -	\$ (150,000.00)	\$ -	\$ 150,000.00
FUNDING AVAILABLE	\$ 1,936,524.49	\$ 1,659,988.39	\$ 1,818,237.61	\$ 1,027,539.70	\$ 6,442,290.19

						% of Total
Administration at 10% of award	\$ 163,717.42	\$ 148,780.49	\$ 190,141.96	\$ 78,971.19	\$ 581,611.06	9.03%
Training	\$ 100,000.00	\$ 60,000.00	\$ 75,000.00	\$ -	\$ 235,000.00	3.65%
PY23 Training Obligations	\$ 8,229.00	\$ 19,194.00	\$ 7,920.00	\$ -	\$ 35,343.00	0.55%
OJT	\$ 125,000.00	\$ 65,000.00	\$ 125,000.00	\$ -	\$ 315,000.00	4.89%
PY23 OJT Obligations	\$ 24,047.00	\$ 33,389.00	\$ 7,180.00	\$ -	\$ 64,616.00	1.00%
Supportive Services	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 40,000.00	0.62%
Industry Cluster Research Consortium	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 12,000.00	0.19%
CareerLink Operating Costs*	\$ 136,186.00	\$ 95,332.00	\$ 136,186.00	\$ 40,855.00	\$ 408,559.00	6.34%
Service Delivery	\$ 1,129,979.00	\$ 1,114,076.00	\$ 1,017,220.00	\$ 907,713.51	\$ 4,168,988.51	64.69%
WorkKeys License & Assessments	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 300.00	0.00%
North Star Assessments	\$ 817.00	\$ 817.00	\$ 817.00	\$ -	\$ 2,451.00	0.04%
Reserve	\$ 234,449.07	\$ 104,299.90	\$ 239,672.65	\$ -	\$ 578,421.62	8.98%
Total	\$ 1,936,524.49	\$ 1,659,988.39	\$ 1,818,237.61	\$ 1,027,539.70	\$ 6,442,290.19	99.98%
	\$ -	\$ -	\$ -	\$ -	\$ -	