

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

**SAWDB EXECUTIVE COMMITTEE MEETING**

January 14, 2025

10:00 AM

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

**AGENDA**

<b><u>TOPIC</u></b>	<b><u>NAME</u></b>
Welcome and Introductions	Cory Sisto, SAWDB Vice- Chair
Approval of Minutes from December 10, 2024*	Cory Sisto
Director's Report	Jennifer Sklodowski, SAWDB Director
<ul style="list-style-type: none"><li>• Red/Green Report</li><li>• Request for Support: Bedford, Blair and Huntingdon Counties*</li><li>• Board Approval of Local Plan*</li><li>• AI Policy Approval*</li></ul>	
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, December 10, 2024  
Southern Alleghenies Planning and Development Commission, also available via Zoom  
Meeting Platform  
Altoona, Pennsylvania**

**ACTION SUMMARY**

Following are the major actions taken by the SAWDB Executive Committee at its regular meeting held on December 10, 2024, via the Zoom meeting platform.

1. Approve the minutes of the SAWDB Executive Committee meeting held on October 8, 2024, as presented.
2. Approval of the New Board AI policy.

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

**Tuesday, December 10, 2024,**

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**Members Participating**

Brock Kull	Manpower
Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielson	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Holiday Inn
Keith Baker	BWPO
Rosalie Danchanko	Highlands Health
Sharon Clapper	Clapper Industries
Wendy Melius	CCA

**Non-Members**

Amy Horwath	Goodwill
Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Gwen Fisher	Goodwill
Debbie Ankney	Tableland Services
Judy Lutz	E & T
Heather Saly	PACL Cambria/Somerset
Lisa Phillips	Tableland Services
Rebecca Lowery	IFS Services
Sarah Helman	Goodwill
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 October 8, 2024**

Mr. Cory Sisto asked for a motion for approval of minutes from October 8, 2024, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Jesper Nielson entered a motion to approve the October 8, 2024 SAWDB meeting minutes as presented. Ms. Sharon Clapper 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 to date we are approaching the midway point to which expenditures should be at 50% of the 80%. The invoices have not been processed for the month of December. January is a pivotal time for having a better picture. We're still in the early stages but remain in a good position. Quarterly expenditure rates are measured against 80% expenditure requirement.

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.

Mr. Walker spoke of the reauthorization of WIOA. There has been an agreement reached through the House and the Senate. It will be referred to as The Stronger Workforce for America act. This has not been put into legislation but has been agreed to by the House and the Senate. He wanted to give an overview of the authorization that could be happening. There will be a lot more prescription in the new law related to percentages and how funds are used. There are certain parameters that must be met related to expenditures, like 80% of our total allocation, and 20% must be used towards work experience and 70% towards Youth. In the new proposal there are additional mandates which mandates that 42% of the total regions allocation must be allocated and leveraged to meet training services. Training services are defined as Occupational Skills, On the Job training, Apprenticeships, Pre apprenticeships as well as incumbent worker. In addition there are some shifts to authority from Washington to the state. The governors discretion has increased considerably. 10% of the states allocation for WIOA must be supported at the state level through Critical Industry Skill fund or Industry Set to Partnership and Career Pathways to Development Fund which is at the discretion of the Governor. Another area of knowledge is the reauthorization requires the Governors to execute a review of an existing local workforce development areas every three years, after the 3<sup>rd</sup> program year.

Mr. Walker spoke of the 40% of the Youth funding must be allocated to work experience also 12% is to be used for apprenticeship and apprenticeship programs for Youth.

In general, many of the requirements of the ACT will come into effect July 1, 2025 if the legislation is passed. However, the legislation provides for what is known as an orderly transition which essential means there will be a year deferred until July 1, 2026 for full implementation.

Some other notes about the law that is being proposed is there will be greater flexibility for local coordination and alignment around services, especially around the use and maintenance around the One Stops.

Opportunity for Youth will replace Out of School Youth, the funding cap will go from 75% to 70% which will allow greater flexibility for individual training accounts.

Mr. Walker said that Ms. Sklodowski will be reaching out to the Board to hear their concerns and get suggestions.

### **ITA Policy Review**

Mr. Cory Sisto spoke of Ms. Tina Swineford and wanted to take a look at the outline of the goals and policies before the ITA Policy is presented to the board.

Mr. Walker stated there are 30 Workforce Policies in the region. The comprehensive regional plan of all 23 of the current workforce areas must have a local plan approved by the state every four years. In the plan as an attachment will be all of the local policies for PY'25 that must be approved by the board. Ms. Swineford requested an overlook of the expenditures for training. There are CAPS that are listed with terms and conditions, when compared to other regions it is quite liberal and generous.

The proposal of revised CAPS are:

1. Programs less than (1) year in length = \$5500
2. Programs One (1) year up to two years in length = \$7000

This would raise the cost of training from \$4500 to \$5500, and \$6000 to \$7000.

The majority sector that training dollars were spent on is CDL training. Over the last two program years there were 62 participants, of the 62, 19 were for CDL training. There are 38 CDL programs which cost between \$5K - \$7K. On average, it cost \$6,800 for CDL training across the state. Trainees were sent outside of our region for CDL training, 15 or the 19 CDL trainees were sent out of our region.

Mr. Walker spoke of the testing for the ITA, anyone who is qualified for ITA must go through basic skill assessment using the Testing of Adult Education. Exemptions from the TAE will be approved on a case-by-case basis.

Ms. Barbara Covert asked what the exemptions would be.

Ms. Walker said post-secondary education experience, advanced degrees, work experience, and others. Which is subjective.

Ms. Covert spoke of CNA and CDL careers do not require a high school diploma, which has caused participants to not continue with the ITA because of the testing.

Mr. Walker shared the board should consider putting a policy to where the occupations that do not require a diploma should be exempt.

Mr. Jesper Nielson shared that there shouldn't be a blanket requirement and take into consideration what the requirements are. With the shrinking of the workforce the board should work on drilling down the needs to different positions.

Mr. Cory Sisto asked if there is a comfort level of the provider to submit a request for the requirement to be waved.

Mr. Brad Burger there a step in between that is not the industry standards, the TAE was implemented to make sure the reading requirements are meant.

Mr. Judy Lutz shared that the reading level requirements aren't an issue, but math is where the issues lie.

Mr. Jesper Nielson mentioned that since certain providers do not require a high school diploma, is there a way to combine ONET with specifics provided by specific industry standards to ensure the highest level of skill required is met.

Mr. Judy Lutz shared the TAE should still be given to show they have reading proficiency. But if there isn't a requirement, it can be added to ONET to be exempt.

Mr. Jim Walker shared that the ITA was up for review, and it will be revised and presented at the next meeting. He also spoke of the dislocated worker who have no obtained permanent full-time employment equal to 93% of their wage at dislocation or 200% of the Poverty guideline.

Ms. Barb Covert shared that TAE will be updated in June of 2025, and that the policy will need to be updated.

Mr. Craig Shield stated that who has the authority to waving. It should be outlined in the policy.

### **New Board AI Policy**

Mr. Cory Sisto spoke of Ms. Sklodowski wanting to meet with the board to bring the board up to speed on the AI Policy that was drafted with an AI committee. Ms. Qwen Fisher and Mr. Brad Burger gave a presentation to give talking points while drafting the policy. That were respecting privacy, how information is siloed, what the goals are, that it is supporting labor force. There will be bullet points added and we are learning as we go. Ms. Sklodowski wanted the board to enter a motion on the policy today.

Mr. Jesper Nielson shared his concerns with Section 3.2 Equity and Inclusion – AI technologies must not exacerbate discrimination or bias. Chat GPT has been shown to show bias. How are we to ensure that the policy is followed with that, even given the large players in the space can't meet that standard.

Mr. Brad Burger spoke of in a realm that a chance of bias will be limited. Goodwill has training for the staff to identify it if they see it.

Mr. Cory Sisto for now were going to rely on the committee and getting feedback and if its not adaptable enough, something will be changed policy wise.

Mr. Jesper Nielson feels that since there is a very binary set up here, it's a yes or no. Some of these technologies are very sticky, meaning that its pretty difficult to switch to a different

technology down the road. He thinks we need to leave some room to act on ensuring that any sort of bias is mitigated.

Mr. Sisto asked if it would be sufficient to enter a modification that discrimination or bias through the use of AI must be mitigated by ongoing oversight.

Mr. Nielson agreed to the change.

Mr. Craig Shield mentioned that Governor Shapiro is passing an executive order and once it is approved, maybe we can look at what the state has in the executive order.

Mr. Burger shared he is concerned that because of its ability to do things efficiently that it will be used without bias.

Mr. Nielson mentioned that it is uncharted territory and doesn't want to be painted into a corner, and modifying it as we go along and mitigating the policy against discrimination or bias.

Mr. Sisto asked for a motion updating that we will mitigate section 3.2 to the best of our ability with ongoing review and oversight.

Mr. Keith Baker entered a motion to pass the AI Policy with changes to section 3.2, the motion was seconded by Mr. Brock Kull.

### **Commonwealth Update**

Mr. Keith Baker provided an update on BWPO and the sister borough BWDA had a meeting and broke down the bill, and the teams got together and did an impact analysis. They reviewed the section called Establishment of the One Stop Delivery System, Identification of Eligible Trading Services, Eligible Training Providers of Youth Workforce Investment Activities, and they broke down what area will be impacted, who are the stakeholders, and what actions will be needed. There will be a lot of policy revision, and it appears they are pushing for virtual services over brick and mortar. They are looking at infrastructure funding to create satellite locations. The impact analysis needed submitted to the governor's office by the end of the day December 10<sup>th</sup>.

Ms. Nielson asked if it would make sense to update that ITA Policy with any kind of boundary requirement or is it contrary to what the state is looking for going forward.

Mr. Jim Walker explained different counties have the right to choose what they can give to a participant. Boundaries are not going to effect where the participant is served from.

Mr. Nielson asked if the boundaries will be distinguished.

Mr. Baker shared that they are trying to make it less cumbersome.

Mr. Barbara Covert shared that anyone can come in from the commonwealth for the ITA. They can go to school wherever they want. But when a participant comes in from a different county, they are sent back to that county.

Mr. Baker spoke of CareerLink® Days at the Somerset CareerLink, Mr. Baker and Ms. Marybeth Ferguson took a tour and met Mr. Pat Mccan. Mr. Mcann is interested in an apprenticeship along with other employers. The goal is to create a robust and sustainable advanced manufacturing training program that meets local workforce needs by developing a home-grown group of apprenticeship programs. The plan is a collaboration between the apprenticeship and training office, JARI, BWPO, Tableland, Lockheed Martin and other employers. It will be called National Tooling and Machining Association, which is exploring expansion in Somerset and Johnstown. They already have a registered apprenticeship program that they can implement. National Tooling and Machining Association is willing to partner with local schools and CTC's that have the compacity to host. Somerset CTC has expressed interest and JARI is also involved in exploring sponsorship opportunities.

Ms. Heather Saly shared that JARI is putting it on hold until January. They are looking to get training with MTNI and adding more expertise training.

Ms. Gwen Fisher asked if there is any outreach to other counties as well.

Ms. Saly said that's definitely an avenue that can be explored.

Ms. Reigh said they can always build the model and get the apprenticeship approved.

Mr. Baker asked Ms. Sarah Helman to share about the Opioid Program and supporting recovery in the workplace.

Mr. Sarah Helman shared about a grant to fight the stigma of individuals with opioid addictions or individuals in recovery and families that may have been impacted by that in the workplace. There are employer education series called ECHO, which helps employers become more educated on how to have a more inclusive workplace for individuals in recovery as well as tools and resources that might be available to them through the CareerLinks®. It also works with local recovery centers to generate referrals to the CareerLinks® so that individuals in recovery can have work as part as their plan, which drastically increases the positive outcome for those individuals for they don't relapse. Then there is also a piece to educate the public about individual training account funding, and the ability for Labor and Industry to increase that funding or match it for areas that are in need, like EMT, Nurses, dental hygienist, those sort of industries that are seeing a decline in that workforce so we can get people in recovery by providing a more professional job.

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

Mr. Brad Burger spoke of launching another employer service initiative around assisting employers with helping build productivity by doing consultative outreach to them by looking at what types of digital automation they have available to their teams. We did an initial launch a couple of weeks ago, Mr. Sisto and Ms. Sklodowski attended. It went very well and were taking



it very slowly. It will start out with a set a questions and will be facilitated person to person, and you take the responses to CHAT GPT, and then it will form a recommendation report back to the employers on where they may be able to provide additional support to their staff. All of the reports that are developed will be reviewed by Mr. Burger.

### **Other Business**

None.

### **Adjournment**

There being no further business, the meeting was adjourned at 11:35 p.m.

*A motion was made by Mr. Jesper Nielson 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, January 14, 2025, 10:00 a.m.**



WIOA YTH - Work Exp. (20%)

Monthly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 8,333	\$ 31,250
E&T, Inc	\$ 4,552	\$ 17,068
Tableland	\$ 5,475	\$ 20,522
Fund Total	\$ 18,360	\$ 68,861

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 25,000	\$ 93,750
E&T	\$ 13,655	\$ 51,208
Tableland	\$ 16,425	\$ 61,595
Fund Total	\$ 55,080	\$ 206,551

WIOA YTH - OSY

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Inact	Exp Jan	Exp Feb	Exp March	QTR Inact	Exp Apr	Exp May	Exp June	Cumm. YTD Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
WIOA YTH - Work Exp	\$ 500,000	14,004	15,353	8,523	YES	2,897	1,804	-	NO	-	-	-	NO	-	-	-	\$ 42,981	\$ 100,000	\$ 100,000	8.60%	42.98%	
Goodwill	\$ 273,098	9,949	11,278	5,315	YES	7,988	7,087	-	YES	-	-	-	NO	-	-	-	\$ 41,637	\$ 54,620	\$ 54,620	15.25%	76.23%	
E&T, Inc	\$ 328,505	5,427	9,180	4,504	NO	7,145	3,495	-	NO	-	-	-	NO	-	-	-	\$ 29,821	\$ 85,701	\$ 85,701	9.08%	45.39%	
Tableland																						
Total WIOA Youth	\$ 1,101,603	\$ 23,953	\$ 35,791	\$ 18,832	YES	\$ 18,040	\$ 12,389	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 109,012	\$ 220,321	\$ 220,321	9.80%	49.43%	

WIOA YTH - OSY

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Inact	Exp Jan	Exp Feb	Exp March	QTR Inact	Exp Apr	Exp May	Exp June	Cumm. YTD Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent	
WIOA YTH - OSY	\$ 500,000	43,252	49,486	38,335	YES	37,217	29,036	-	NO	-	-	-	NO	-	-	-	\$ 197,326	\$ 375,000	\$ 375,000	39.47%	52.62%	
Goodwill	\$ 273,098	19,480	17,053	9,865	NO	15,646	11,564	-	NO	-	-	-	NO	-	-	-	\$ 73,683	\$ 204,824	\$ 204,824	26.98%	35.98%	
E&T, Inc	\$ 328,505	24,750	30,243	26,855	YES	35,786	27,235	-	YES	-	-	-	NO	-	-	-	\$ 144,842	\$ 246,379	\$ 246,379	44.12%	58.83%	
Tableland																						
Total WIOA Youth	\$ 1,101,603	\$ 87,462	\$ 96,782	\$ 75,255	YES	\$ 88,629	\$ 67,835	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 415,893	\$ 826,202	\$ 826,202	37.76%	50.35%	

ON TARGET

SHORTFALL



PA CareerLink® Huntingdon County  
54 Pennsylvania Avenue  
Huntingdon, PA 16652  
<https://www.pacareerlink.pa.gov/>

Phone: 814-641-6408  
Fax: 814-641-6414 TTY: 1-866-395-0149  
Hours: Mon. – Friday 8am to 4pm

Dear Mrs. Sklowdowski,

The Business Service Team of the PA CareerLink® Huntingdon County, will be hosting the annual spring Job Fair on Thursday March 27, 2025 at the Smithfield Fire Hall.

The Business Service Team with the PA CareerLink® Huntingdon is excited to once again host this annual event. The team members are expecting strong participation from our local employers, and are gearing up with high expectations of hosting 50 plus employers this spring. As in the past the first half of the event will be open to Veterans only in order to ensure Veteran's Preference is honored and recognized.

I would like to request assistance for this event in the amount of \$650.00. The Smithfield Fire hall continues to be a strong community partner, and once again will be the venue. The funds will be utilized to support this event by increasing outreach and promotion efforts, and purchasing supplies to make the event possible.

If approved by the WDB, your name and logo will be added to the outreach material as an additional sponsor. Thank you for your consideration in helping to sponsor this event in 2025.

Sincerely,

*Barbara Covert-Site Administrator*

A proud partner of the  American Job Center network

*PA CareerLink® Huntingdon County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services available at no cost. Workforce Innovation and Opportunity Act (WIOA) programs are funded with federal dollars. For detailed information see <https://sapdc.org/stevens-amendment/>*

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## WF Board Funding Requests - for January 2025

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From Gwen Fisher <gfisher@gogoodwill.org>

Date Fri 12/27/2024 1:54 PM

To Jennifer J. Sklodowski <jsklodowski@sapdc.org>

Hi Jen:

I'm requesting support from you and the WFB for these Spring job fair expenses. If you are in agreement, it would be great to get these in front of the Executive Board in January.

These job fairs continue to be our marquee branding events. The key part of our mission that involves connecting job seekers to employers is significantly enabled by these one day events. These job fairs will continue to be co-sponsored by financial commitments from the Chamber, Economic Development and CTCs. PACL budgets cover outreach efforts through media, social media, flyers and staff planning efforts. Partner engagement from OVR and Center for Community Action has enabled on-site internet services and job fair event-day assistance. These are true collaborative efforts.

### **#1. Funding for the Blair County PA CareerLink Spring job fair - April 17th, 2025.**

- **Requesting \$1,500 for the Jaffa Shrine hall rental**
- Supporting statistics from the Fall 2024 Job Fair:
  - 88 - employers
  - 433 - attendees, our largest turnout ever
  - 1,180 - open jobs reported by employers
  - 2,391 - conversations took place between job seekers & employers
  - 268 - interviews held during the fair, on the spot
  - 30 - conditional job offers were made!
  - 134 - referrals - potential candidates for WIOA services

### **#2. Funding for the Bedford County PA CareerLink fall job fair - April 9th, 2025.**

- **Requesting \$1,817 for the Fairgrounds Jordan Hall Rental + Table/Chairs rental**
- Supporting statistics from the Fall 2024 Fair
  - 119 - attendees: (includes students)
  - 51 - employers: 100% attendance
  - 443 - # Jobs being recruited for at this fair (reported by employers)
  - 89 - # Follow up calls/interviews scheduled: (not counting the employers who require online applications)
  - 7 - conditional job offers made on the spot
  - 13 - referrals - potential WIOA registration candidates

**Thank you so much for bringing these requests to the board.**

Respectfully submitted,

Gwen

--

**Gwen Fisher - GCDF I Site Administrator**

PA CareerLink® Blair County

1600 5th Avenue, Altoona, PA 16602

Office: 814-940-6201 | Cell: 814-254-5992

Fax: 814-940-6234 | TTY: 814-569-1066

and

PA CareerLink® Bedford County

203 Pennknoll Rd. Everett, PA 15537

Office: 814-623-6107 | Cell: 814-254-5992

Fax: 814-285-3112 | TTY: 814-623-6029

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# Southern Alleghenies Workforce Development Board (SAWDB) AI Policy

## 1. Purpose

The Southern Alleghenies Workforce Development Board (SAWDB) recognizes the transformative potential of Artificial Intelligence (AI) in enhancing workforce development efforts. This policy establishes guidelines for the ethical and effective use of AI technologies to advance the mission of SAWDB while protecting the rights, privacy, and well-being of stakeholders.

## 2. Scope

This policy applies to all workforce board staff, contractors, and partners involved in the use, procurement, or deployment of AI technologies within SAWDB's programs and initiatives. It governs AI applications in program delivery, decision-making, data analysis, and public engagement.

## 3. Guiding Principles

To ensure AI technologies are leveraged responsibly, SAWDB adopts the following principles:

### 3.1. Ethics and Accountability

- AI systems will be used in compliance with federal, state, and local laws.
- Accountability measures will be in place to monitor AI performance and address potential misuse or errors.

### 3.2. Equity and Inclusion

- **Assurance through on-going oversight and review that AI technologies must not exacerbate discrimination or bias**
- Programs utilizing AI will be accessible and inclusive for all individuals, regardless of race, gender, age, disability, or socioeconomic status.

### 3.3. Transparency and Explainability

- Stakeholders must be informed when AI tools are used in decisions affecting them.
- AI decisions should be explainable and understandable to non-technical audiences.

### 3.4. Privacy and Data Security

- Personal data used in AI systems must be anonymized, securely stored, and processed in accordance with applicable privacy laws.
- Data breaches or unauthorized access will be addressed promptly and reported in compliance with regulations.

### 3.5. Workforce Empowerment

- AI systems will complement, not replace, human expertise and decision-making.
- Workforce development staff will receive training on AI applications to enhance service delivery.

## 4. AI Applications in Workforce Development

Examples of AI usage within SAWDB programs include:

- **Job Matching:** AI tools for matching job seekers with relevant opportunities based on skills and preferences.
- **Skill Gap Analysis:** Identifying regional workforce needs and tailoring training programs accordingly.

- **Program Evaluation:** Analyzing program outcomes to improve services.
- **Predictive Analytics:** Forecasting trends to guide strategic planning.

## **5. Implementation and Oversight**

### **5.1. Governance**

- An AI Oversight Committee will be established to ensure compliance with this policy.
- The committee will periodically review AI systems and their impact on stakeholders.

### **5.2. Vendor Selection and Review**

- SAWDB will prioritize vendors with strong ethical standards and proven AI performance.
- All AI tools will undergo a thorough assessment before deployment.

### **5.3. Training and Awareness**

- Staff will receive training on the ethical use of AI and its integration into workforce programs.
- Public workshops may be conducted to build awareness about A