

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

**SAWDB EXECUTIVE COMMITTEE MEETING**

**April 8, 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 March 11, 2025 *	Cory Sisto
Director's Report <ul style="list-style-type: none"><li>• Red/Green Report</li><li>• Anticipated Financial Picture PY'25</li><li>• Request to move funds from DW to Adult*</li><li>• Legislative and Policy Updates</li><li>• OSO Review Update</li><li>• Revised Policy: TABE Waiver Policy for ITA's*</li><li>• Job Fair Outcomes</li></ul>	Jennifer Sklodowski, SAWDB Director
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
Commonwealth Update	Keith Baker, Asst. Regional Director, BWPO
Other Business	All
Adjournment	

**\*Requires Formal Action**

**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 12<sup>th</sup> 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 12<sup>th</sup> 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 6<sup>th</sup> at the 1<sup>st</sup> 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 30<sup>th</sup>. 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.**

PY24 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT																					
ONTARGET				Monthly Targets	Adult	Dw	Youth		Quarterly Targets	Adult	Dw	Youth	Tanf								
SHORTFALL				Goodwill	\$ 40,000	\$ 37,667	\$ 33,333		Goodwill	\$ 120,000	\$ 113,000	\$ 100,000	\$ 105,758								
				E&T	\$ 19,878	\$ 17,925	\$ 18,207		E&T	\$ 59,634	\$ 53,775	\$ 54,620	\$ 27,000								
				Tableland	\$ 14,309	\$ 11,046	\$ 21,900		Tableland	\$ 42,926	\$ 33,137	\$ 65,701	\$ 44,293								
				Fund Total	\$ 74,187	\$ 66,638	\$ 73,440		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	% of Goal Spent
Adult																					
Goodwill	\$ 600,000	50,150	48,814	43,532	YES	43,036	44,635	50,182	YES	55,329	48,309	-	NO	-	-	-	\$ 388,887	\$ 216,013	\$ 480,000	64.00%	80.00%
E&T, Inc	\$ 298,171	21,668	20,373	21,515	YES	20,067	18,948	27,582	YES	21,625	22,044	-	NO	-	-	-	\$ 179,822	\$ 124,349	\$ 238,537	58.30%	72.87%
Tableland	\$ 214,630	14,136	15,262	13,524	NO	16,026	12,872	11,345	NO	12,360	14,285	-	NO	-	-	-	\$ 109,810	\$ 104,820	\$ 171,704	51.16%	63.95%
Total	\$ 1,112,801	\$ 85,954	\$ 84,449	\$ 78,571	YES	\$ 79,129	\$ 76,455	\$ 89,109	YES	\$ 89,314	\$ 84,638	\$ -	NO	\$ -	\$ -	\$ -	\$ 667,819	\$ 445,182	\$ 890,241	59.99%	74.99%
Dw																					
Goodwill	\$ 565,000	31,445	37,713	35,156	NO	38,697	36,594	41,335	YES	45,912	31,964	-	NO	-	-	-	\$ 288,818	\$ 266,184	\$ 452,000	52.89%	66.11%
E&T, Inc	\$ 268,875	23,852	22,843	16,766	YES	20,256	18,985	26,379	YES	20,097	21,751	-	NO	-	-	-	\$ 170,929	\$ 97,946	\$ 215,100	63.57%	79.46%
Tableland	\$ 165,686	10,579	12,466	13,121	YES	15,750	12,377	13,065	YES	11,629	13,240	-	NO	-	-	-	\$ 102,227	\$ 63,459	\$ 132,549	61.70%	77.12%
Total	\$ 999,561	\$ 65,876	\$ 73,022	\$ 65,043	YES	\$ 74,703	\$ 67,956	\$ 80,779	YES	\$ 77,638	\$ 66,955	\$ -	NO	\$ -	\$ -	\$ -	\$ 671,972	\$ 427,589	\$ 799,649	57.22%	71.53%
Youth																					
Goodwill	\$ 500,000	43,252	49,486	38,335	YES	37,217	29,036	35,795	YES	33,497	38,316	-	NO	-	-	-	\$ 304,834	\$ 195,066	\$ 400,000	60.99%	76.23%
E&T, Inc	\$ 273,098	19,460	17,053	9,965	NO	15,646	11,564	17,270	NO	13,507	24,136	-	NO	-	-	-	\$ 128,801	\$ 144,497	\$ 218,478	47.09%	58.86%
Tableland	\$ 328,505	24,750	30,243	26,955	YES	35,766	27,235	19,541	YES	26,242	27,310	-	NO	-	-	-	\$ 218,042	\$ 110,463	\$ 262,804	66.37%	82.97%
Total	\$ 1,101,603	\$ 87,462	\$ 96,782	\$ 75,255	YES	\$ 88,629	\$ 67,835	\$ 72,606	YES	\$ 73,246	\$ 89,762	\$ -	NO	\$ -	\$ -	\$ -	\$ 661,677	\$ 450,026	\$ 881,282	59.15%	73.94%
TOTAL WIA	\$ 3,213,986	\$ 239,292	\$ 264,263	\$ 218,889		\$ 242,481	\$ 212,248	\$ 242,494		\$ 246,198	\$ 241,566	\$ -		\$ -	\$ -	\$ -	\$ 1,891,168	\$ 1,322,787	\$ 2,671,172	68.84%	73.05%
Tanf																					
Goodwill	\$ 528,790	78,863	58,117	24,430	YES	29,079	28,577	26,212	NO	24,615	22,904	-	NO	-	-	-	\$ 282,787	\$ 235,993	\$ 423,032	55.37%	69.21%
E&T, Inc	\$ 135,000	50,010	5,511	2,924	YES	5,493	5,028	5,374	NO	3,404	(4,668)	-	NO	-	-	-	\$ 75,078	\$ 61,924	\$ 108,000	54.13%	67.66%
Tableland	\$ 22,1463	24,225	42,159	2,891	YES	3,008	1,145	1,754	NO	3,728	4,708	-	NO	-	-	-	\$ 83,818	\$ 137,845	\$ 177,170	37.76%	47.20%
Total	\$ 885,933	\$ 153,098	\$ 105,787	\$ 30,245	YES	\$ 37,580	\$ 34,750	\$ 33,340	NO	\$ 31,747	\$ 22,944	\$ -	NO	\$ -	\$ -	\$ -	\$ 448,681	\$ 435,762	\$ 708,202	50.78%	63.47%
Total Award																					
Goodwill	\$ 2,193,790																Total Expenses				
E&T	\$ 975,144																Goodwill	\$ 1,280,534			
Tableland	\$ 930,284																E&T	\$ 546,428			
																	Tableland	\$ 513,697			

Provider/Fund	WICA Youth Budget	Exp. July	Exp. Aug	Exp. Sept	GR Target	Exp. Oct	Exp. Nov	Exp. Dec	GR Target	Exp. Jan	Exp. Feb	Exp. March	GR Target	Exp. Apr	Exp. May	Exp. June	Cum. YTD	Available	20% Target	73% Target	% of Budget Spent	% of Goal Spent
WICA YTH - Work Exp																						
Goodwill	\$ 500,000	14,000	15,350	6,900	YES	2,697	1,804	390	NO	906	3,586	-	NO	-	-	-	\$ 40,621	\$ 452,169	\$ 100,000		9.57%	47.63%
EAT, Inc	\$ 270,000	9,949	11,276	5,210	YES	7,896	7,097	9,170	YES	6,428	17,218	-	YES	-	-	-	\$ 76,456	\$ 196,642	\$ 54,630		27.20%	156.50%
Talented	\$ 306,000	5,427	9,160	4,594	NO	7,145	3,495	3,410	NO	3,732	4,495	-	NO	-	-	-	\$ 41,456	\$ 269,000	\$ 65,700		12.62%	63.08%
Total WICA Youth	\$ 1,100,000	\$ 23,900	\$ 35,791	\$ 16,830	YES	\$ 16,040	\$ 12,996	\$ 12,940	NO	\$ 11,039	\$ 25,299	\$ -	NO	\$ -	\$ -	\$ -	\$ 138,216	\$ 807,666	\$ 210,330		14.37%	71.80%

Provider/Fund	WVIA Youth Budget	Exp July	Exp Aug	Exp Sept	YR Target	Exp Oct	Exp Nov	Exp Dec	YR Target	Exp Jan	Exp Feb	Exp March	YR Target	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	72% Target	% of Budget Spent	% of Year Spent
WVIA YTH - OSF																						
Goodwill	\$ 500,000	43,292	48,466	36,235	YES	37,217	26,036	35,786	YES	33,497	36,316	-	NO	-	-	-	\$ 306,904	\$ 193,096		\$ 375,000	60.98%	61.35%
EAT, Inc.	\$ 275,000	19,400	17,053	9,900	NO	15,646	11,564	17,270	NO	13,507	26,136	-	NO	-	-	-	\$ 126,001	\$ 148,997		\$ 204,004	47.08%	62.78%
Talbotland	\$ 308,305	24,700	30,243	26,900	YES	35,700	27,235	19,501	YES	26,240	27,310	-	NO	-	-	-	\$ 216,063	\$ 110,603		\$ 246,379	66.37%	68.55%
Total WVIA Youth	\$ 1,101,000	\$ 87,492	\$ 96,762	\$ 75,235	YES	\$ 86,638	\$ 72,835	\$ 72,636	YES	\$ 73,246	\$ 89,762	\$ -	NO	\$ -	\$ -	\$ -	\$ 651,971	\$ 450,026		\$ 625,382	58.18%	78.68%

# Southern Alleghenies Workforce Development Board (SAWDB)

## Waiver Policy of the Test of Adult Basic Education (TABE) Assessment For ITA's

<b>POLICY</b>		TABE Assessment Waiver Policy for WIOA Individual Training Accounts (ITA's)
<b>NEW</b>	<b>X REVISION</b>	
<b>PURPOSE</b>		To ensure continuous service to customers
<b>DATE APPROVED BY SAWDB</b>		March 11, 2025, Revised April 8, 2025

### Purpose and Overview

The purpose of this policy is to establish guidelines for a waiver of the Test of Adult Basic Education (TABE) assessment for participants seeking training services funded by the Workforce Innovation and Opportunity Act (WIOA) through Individual Training Accounts (ITA's) in the Southern Alleghenies Workforce Development Area. The TABE assessment is a valuable tool for determining participant readiness for Training programs supported by WIOA Title funds.

This policy recognizes that a collaborative approach involving key partners is essential to identifying and addressing the specific needs of each participant while maintaining compliance with WIOA regulations and ensuring positive outcomes.

The waiver to the TABE for candidates of WIOA funded training through ITA's for the conditions listed is intended to eliminate unnecessary barriers to participation in training while maintaining a focus on assessing a participant's training readiness, career goals, and the fulfillment of participant service needs to ensure positive outcomes.

### Criteria for TABE Assessment Waiver for candidates of WIOA ITA's

A waiver of the TABE assessment for ITA candidates may be granted when one or more of the following conditions are met:

#### 1) Documented Disability Impacting Assessment Performance

- The individual has a documented disability that significantly impacts their ability to complete the TABE assessment, even with reasonable accommodation\*

***\*The Waiver of the TABE assessment does not preclude the provision of reasonable accommodation as per ADA requirements***

- Alternative assessment tools have been identified and utilized as part of the IEP or ISS to determine the participant's academic and workforce readiness.



- 2) Partner organizations involved in the development of the IEP or ISS have reviewed and endorse the waiver request\*.

\*Staff from partner agencies familiar with the participant case and participated in the development of the participant IEP/ISS may include but not limited to:

**Case Managers:**

Facilitate the development of the Individualized Employment Plan (IEP)/Individualized Service Strategy (ISS) by incorporating recommendations from partners to ensure the participant's career goals and training path align with the individual strengths and abilities.

**Adult Education and Literacy Providers:**

Provide guidance on appropriate educational assessments and alternative evaluation methods.

**Vocational Rehabilitation Counselors:**

Provide expertise in identifying appropriate accommodation and assessing the impact of the participant's disability on their learning and testing abilities.

Recommend alternative assessments or modifications that reflect the participant's true potential.

**Disability Support Specialists and Community-Based Organizations (CBOs):**

Provide insights into individualized accommodation, support needs, and alternative learning strategies.

**Training Providers:**

Offer instruction on the skills and competencies required for success in the participant's chosen career pathway and ensure that training programs offer reasonable accommodations.

- 3) Alternative Assessment Demonstrating Readiness:

- The participant demonstrates competency and skill readiness through alternative assessments, such as CASA (Comprehensive Student Assessment System) or other Standardized Assessments approved by USDOL for comprehensive assessment purposes un WIOA

- 4) Previous Academic Achievement:

- The participant has attained a postsecondary associate or baccalaureate degree or certificate of completion of a Registered Apprenticeship Program.
- Documentation (transcripts or degree) must be noted in the participant training request packet the Individual Training Account (ITA) and maintained in the participant file.

- 5) Training Provider Assessment:

- The participant has been assessed by the training provider using a nationally recognized standardized assessment instrument approved by the accreditation body of the training provider for acceptance into the training program.

**Process for Requesting a Waiver**

- All requests for a waiver of the TABE assessment for ITA's must be submitted in writing by the participant WIOA Title I Career planner staff and approved by the WIOA Title I program

office supervisor prior to the submission of the waiver request to SAWDB staff for final approval.

- It is the responsibility of the WIOA Title I participant Career Planner to collaborate with other partners involved in the development and maintenance of the participant IEP/ISS to confirm their endorsement of the submission for the waiver request
- Requests for the waiver for the TABE Assessment for ITA's must include at minimum the reason for the request and supporting documentation that includes (when applicable) a description of the partner collaboration and support for the decision to submit the waiver request
- All waiver requests and support documentation and the decision must be documented and maintained in the participant case file and entered onto the Participant case progress notes and posted onto the participant record on CWDS.

### **Review and Approval:**

All waiver requests for the TABE Assessment for ITA's must be approved by staff to the SAWDB Board prior to the submission of the participant Individual Training Account (ITA) Training packet.

### **Monitoring and Compliance**

Waivers will be periodically reviewed by Workforce Development Board Staff to ensure compliance with WIOA regulations.

### **Effective Date**

This policy is effective revised or rescinded.