

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

SAWDB EXECUTIVE COMMITTEE MEETING

June 10, 2025

10:00 AM

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

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome and Introductions	Cory Sisto, SAWDB Chair
Approval of Minutes from 4-8-2025*	Cory Sisto
Presentation – “The Emergence of Drone Application in Everyday Life”	Aerium
Director’s Report	Jennifer Sklodowski, SAWDB Director
<ul style="list-style-type: none">• Red/Green Report• PY25 Approved Budget Modification* (Handout)• HPO List Submissions• Local Plan• Bylaw Review	
Provider Update – Additional Funding Plan	Program Providers
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, 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.

ON TARGET

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	\$ 120,000	\$ 113,000	\$ 100,000	\$ 105,758
E&T	\$ 59,634	\$ 53,775	\$ 54,620	\$ 27,000
Tableland	\$ 42,926	\$ 33,137	\$ 65,701	\$ 44,293
Fund Total	\$ 222,560	\$ 199,912	\$ 220,321	\$ 177,051

[illegible]

TOTAL WIA	\$ 3,213,965	\$ 239,292	\$ 254,253	\$ 218,869	\$ 242,461	\$ 212,246	\$ 242,494	\$ 240,198	\$ 241,355	\$ 231,264	\$ 257,501	\$ -	\$ -	\$ 2,379,933	\$ 834,032	\$ 2,571,172	74.05%	92.56%
-----------	--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------	------	--------------	------------	--------------	--------	--------

[illegible]

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

ON TARGET

SHORTFALL

Monthly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 8,333	\$ 31,250
E&T	\$ 4,552	\$ 17,069
Tableland	\$ 5,475	\$ 20,592
Fund Total	\$ 18,360	\$ 68,911

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 25,000	\$ 93,750
E&T	\$ 13,665	\$ 51,208
Tableland	\$ 16,425	\$ 61,595
Fund Total	\$ 55,090	\$ 206,553

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	358	NO	906	3,586	5,151	NO	3,704	-	-	\$ 55,686	\$ 443,314	\$ 100,000	\$ 11,54%	11.54%	56.69%
E&T, Inc	\$ 273,098	9,949	11,278	5,315	YES	7,998	7,097	9,170	YES	6,431	17,218	9,050	YES	7,338	-	-	\$ 95,844	\$ 182,254	\$ 54,620	\$ 33.26%	33.26%	186.32%
Tableland	\$ 328,505	5,427	9,160	4,594	NO	7,145	3,495	3,412	NO	3,722	4,495	4,220	NO	4,817	-	-	\$ 50,487	\$ 278,018	\$ 85,701	\$ 15.37%	15.37%	76.94%
Total WIOA Youth	\$ 1,101,603	\$ 23,953	\$ 35,791	\$ 18,832	YES	\$ 18,040	\$ 12,396	\$ 12,940	NO	\$ 11,058	\$ 25,289	\$ 18,421	NO	\$ 15,859	\$ -	\$ -	\$ 192,590	\$ 903,588	\$ 220,321	\$ 17.48%	17.48%	87.41%

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	49,486	38,335	YES	37,217	29,036	35,795	YES	33,497	39,318	48,481	YES	58,842	-	-	\$ 412,257	\$ 87,743	\$ 375,000	\$ 82.45%	82.45%	109.94%
E&T, Inc	\$ 273,098	19,460	17,053	9,965	NO	15,646	11,564	17,270	NO	13,507	24,138	20,842	YES	17,132	-	-	\$ 155,675	\$ 105,423	\$ 204,824	\$ 61.03%	61.03%	81.37%
Tableland	\$ 328,505	24,750	30,243	26,955	YES	35,786	27,235	19,541	YES	25,242	27,310	25,164	YES	22,899	-	-	\$ 265,905	\$ 62,600	\$ 246,378	\$ 80.94%	80.94%	107.93%
Total WIOA Youth	\$ 1,101,603	\$ 87,462	\$ 86,782	\$ 75,255	YES	\$ 88,629	\$ 67,835	\$ 72,606	YES	\$ 73,246	\$ 89,762	\$ 94,587	YES	\$ 96,973	\$ -	\$ -	\$ 844,837	\$ 256,768	\$ 826,202	\$ 76.69%	76.69%	102.26%

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

Article I – Name

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

Article II- Establishment

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

Article III – Purpose and Responsibilities

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

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

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

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

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

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

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

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

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

Article IV – Membership

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

Article V – Election of Officers

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

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

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

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

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

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

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

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

Article VI – Voting

Section 601 – Each BOARD member shall have one vote.

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

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

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

Article VII – Meetings

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

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

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

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

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

Article VIII - Committees

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

Executive Committee
Young Adult Council
Finance Committee

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

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

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

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

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

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

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

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

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

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

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

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

Article IX – Amendments

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

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

Article X – Conflict of Interest

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

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

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

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

Article XI- Compensation

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

Article XII- Compliance with the Law

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

Article XIII – Resolution of Non-Concurrence

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

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

July 2018