

## Executive Committee

### Agenda

Advance Central PA, Lewisburg  
Friday, May 13, 2022 10:00 a.m.

Introduction & Call to Order

D. Zartman

Public Comment

Review & Approval of Meeting Minutes

D. Zartman

#### Committee Updates & Action Items

- Youth Committee
- Audit/Finance Committee
  - Action Needed: Request for Rapid Response Funds
  - Action Needed: Lease Review/Renewal for PA CareerLink® Lycoming County
  - Action Needed: Contract for Phones and System for PA CareerLink® Lycoming County
  - Action Needed: Budget Modification for Out-of-School Youth Contract
- EARN Committee
- Governance Committee
- Personnel Committee
- Policy & Performance Committee
  - Action Needed: Award of Contract for Evaluative Study
  - Action Needed: Recognition of CSIU Paraeducator Credential

#### Executive Director Updates

E. Mulberger

- PA CareerLink® Columbia/Montour Counties Location
- Greater Susquehanna Valley Business Development Council Donation
- Grant and Program Updates
- High Priority Occupations

Open Discussion

D. Zartman

#### Upcoming Meeting Dates

D. Zartman

- LEO Annual Meeting of the Members – June 15, 2022 @ 9:00 a.m.
- Joint WDB/LEO Meeting – June 15, 2022 @ 10:00 a.m.
- Executive Committee Meeting – August 12, 2022 @ 10:00 a.m.

# Executive Committee

## Meeting Notes February 11, 2022

The Executive Committee of Advance Central PA held a Zoom/teleconference meeting on Friday, February 11, 2022.

### The following members attended:

Jamie Aurand  
Jim Beamer  
Kenneth Chappell  
Michele Foust  
Ken Holdren  
Jim Stopper  
Suzanne White  
Dave Zartman

### The following staff attended:

Korrie Lucas  
Erica Mulberger  
Kelly Walter

### Guests in attendance:

Morgan Golin  
Celeste Richie  
Larry Schlang

### The following members were excused:

Dean Girton

## Proceedings

The meeting was called to order at 10:04 a.m. by Dave Zartman, Executive Committee Chair.

## Public Comment

Dave opened up the floor for public comment, there were none.

## Review & Approval of Meeting Minutes



Ken Holdren made a motion to approve the November 11, 2021 Executive Committee meeting minutes. Shelly Foust seconded the motion. The motion was unanimously approved with no abstentions.

## Working Metrics Presentation

Larry Schlang, founder and CEO of Working Metrics provided introductory remarks explaining that Working Metrics was initiated as a result of Aspen Institute research into workforce issues. Working Metrics is an online platform for businesses and stakeholder organizations to measure, benchmark, and score companies on job quality and workforce issues. Utilizing the tool, companies can benchmark their benefits, wages, diversity, retention, employee advancement, etc. compared to their peers. Companies can use the data to identify where they lead or lag in the market around these important job quality metrics and use the data to help increase productive operations and create better job quality for employees with an overall positive effect on the community. Larry noted that an employee is our best asset, so good jobs means good business. This pilot will help to measure job quality.

Morgan Golin, Associate Director, Workforce Development and Celeste Richie, Vice President, Workforce Development from Results4America introduced details of Working Metrics and the opportunity for Executive Committee members to be part of a pilot project for a two-year period of time at no cost. Taking part will allow companies access to a measurement tool that will help them benchmark where they are today and determine where they want to be in the future. Businesses will gain insight as they will receive data comparing their scores for various indicators to scores for other businesses. To participate, companies create an account and upload data initially and then each quarter thereafter.

Executive Committee members held discussion and asked questions about the pilot opportunity. When asked the benefits of participating if other similar industries in the local area did not also participate, Larry responded that open source data such as that from the US Dept. of Labor and Dept. and US Census is also utilized to provide comprehensive analysis and comparisons. Further, Larry shared that participating can be a marketing tool to send

a powerful message to employees, potential employees, and the community that a business cares deeply about them and their overall operations. Members inquired as to the type of data that will be entered. Larry responded that either a unique number to each employee, along with wages are required. Additional data such as employee demographics, breakdowns of employer and employee healthcare contributions, paid leave plans, and retirement benefits could also be included.

Erica wrapped up the presentation by sharing that Advance Central PA may have four companies participate in the pilot at no cost; Advance Central PA will be participating to better understand the experience of a participating business and to benefit the organization. She asked members to notify her of their desire to participate by the end of February.

## Executive Committee Updates & Action Items for Discussion/Approval

### Audit/Finance Committee

Jim Stopper, Audit/Finance Committee Chair, provided the update.

#### Financial Reports

Jim reviewed the financial reports through December 31<sup>st</sup> and explained that since we were half way through the year, the expected expenditure rate is 50%.

The Contract Expense and Obligation Report shows the total funding available, amount expended, and amounts obligated and unobligated. He explained that Advance Central PA received an additional \$59,810 in Statewide Funds for upgrades to furniture and technology at the PA CareerLink® sites and to support training for the Business Solutions Team.

The Operating Budget to Actual report shows Advance Central PA's budget and actual costs. The expenditure rate is 43.6% of the budget.

The Consolidated RSAB Expense Report shows the total expenditure and revenues for all PA CareerLink® sites and an expenditure rate of 47.48%.

Jim noted the Subcontractor Budget to Actual Comparison shows expenses for each of the service providers. Central Susquehanna Opportunities, Inc (CSO) was recently awarded a WIOA In-School Youth contract.

The FY22 Consolidated Training Contract Obligations from July 1<sup>st</sup> through February 1<sup>st</sup> show a decrease in trainings compared to the same timeframe last year with 56 participants approved for individual training account (ITAs) and 18 participants approved for on-the-job training (OJT) this year and 88 ITAs and 28 OJTs last year.

#### Renewal of Line of Credit

Jim explained a line of credit with First National Bank was put into place in case there is a delay in state or federal monies. Advance Central PA has not used the credit to date but it requires annual renewal. There are no fees or interest unless the funds are accessed.

- ▲ **Jim Stopper made a motion to renew Advance Central PA's \$1,000,000 line-of credit with First National Bank for the period January 8, 2022 through January 7, 2023. Jim Beamer seconded the motion. The motion was unanimously approved with no abstentions.**

#### Multifunctional Devices

Advance Central PA released a request for proposals (RFP) for multifunctional devices (copiers/printers/scanners) to replace the ones at PA CareerLink® sites and Advance Central PA office. The current machines were purchased in 2015 and are reaching the end of their lease period and their life cycle. Two proposals were received and reviewed by staff who are in the process of obtaining additional information from both respondents. It is recommended staff move forward with analyzing leasing and purchasing scenarios to award a contract. There are Statewide Activities funds available to cover this expense.

- ▲ **Jim Stopper made a motion to allow staff to select a combination of multifunctional device models through lease and purchase not to exceed a total of \$18,750 through June 30, 2022. Ken Chappell seconded the motion. The motion was unanimously approved with no abstentions.**

The next Audit/Finance Committee meeting is to be determined.

### EARN Committee

Ken Chappell, EARN Committee Chair, provided the update.

#### Program Year 2021 Performance

EARN enrollments continue to increase with 213 participants since July 1<sup>st</sup>. SNAP Only enrollments also continue to increase as EARN program staff continue to recruit these volunteer participants. The Department of Human Services Bureau of Employment Programs (BEP) anticipates the upward trend to continue.

#### Monitoring

Advance Central PA is finishing up internal monitoring of EARN operations. Additionally, BEP conducted their annual review of the Central Region with an in-person visit to the PA CareerLink® Lycoming County. Overall feedback from the BEP monitor was positive according to the exit interview. The monitor provided an overview of performance that the staff do not agree with. The monitor welcomed additional information which staff has submitted. The final report will be shared with the EARN Committee for review.

#### Communications with the State

Staff participated in a feedback session with BEP where they discussed opportunities for improvement to communication, EARN service delivery, and technical updates. The new BEP Director, Hoa Pham, has reached out to Erica and other workforce development board directors across the state to meet one on one to discuss 2022 priorities and get to know one another. The staff looks forward to maintaining a positive and productive relationship with BEP.

#### EARN Contract

Staff have been anticipating changes to the BEP COVID policies currently in place which do not hold participants strictly to their hourly requirements. A BEP memo is expected to be released in February. Staff are prepared for upcoming adjustments, encouraging full participation in EARN activities.

The EARN Committee is planning a meeting in March or early April.

### Governance Committee

Erica Mulberger, Executive Director, provided the update for Dean Gorton.

#### Statement of Financial Interest

Erica thanked the Workforce Development Board for their prompt response to the Statement of Financial Interest forms. These forms are filled out every year in order to remain in compliance with state regulations.

### Personnel Committee

Jamie Aurand, Advance Central PA Personnel Committee Chair, reported no action items were required and that the Committee will meet as needed.

### Policy and Performance Committee

Jim Beamer, Policy and Performance Committee Chair, provided the update.

#### Advance Central PA Monitoring

Jim reported that staff issued monitoring reports to both CSO and Tuscarora Intermediate Unit 11 (TIU) with corrective actions for the Adult/Dislocated Worker programs. Both subcontractors requested technical assistance in response to required actions for eligibility validation processes. Advance Central PA staff reviewed the request and met with subcontractor supervisors to better understand the needs and misunderstandings of the long-standing policy. As a result of the discussion, staff clarified the Advance Central PA Eligibility Review Policy and the associated form for Dislocated Worker eligibility. Staff held a comprehensive training for all CSO and TIU Adult/Dislocated Worker staff January 28<sup>th</sup> reviewing the procedure and clarifying the policy and Eligibility Form in its entirety. The training met the needs according to CSO and TIU supervisors. This monitoring remains open as staff have requested additional details and more intentional plans to correct other findings that were not adequately addressed in the initial corrective action plans.

Additionally, staff have requested fiscal information from all subcontractors and a desk monitoring is underway.

### Program Complaint

An Adult customer of CSO has filed an official complaint alleging she was unfairly denied an ITA in Fall of 2021 and again in Winter of 2021/2022. Marca O'Hargan, Advance Central PA Compliance Monitor/EO Officer spoke with the customer and confirmed the complaint was programmatic in nature, not equal opportunity (EO). Staff followed the Program Complaint Policy to investigate and found that CSO did not submit the ITA's to Advance Central PA for approval and should have. Staff met with CSO management to discuss the complaint and concerns about program delivery, compliance, and quality. CSO management agreed with the staff findings and will be correcting concerns with operations. The customer is requesting resolution via access to ITA funding and corrections to the program process so that other customers do not experience these issues.

Staff have directed CSO to work with the participant's training provider and submit an ITA for both Fall 2021 and the current Winter semester. The participant was invited to speak with staff and CSO management to review the customer service and case management mishaps that she experienced. CSO is holding training for their staff and reviewing this case including errors and contract expectations that were not met.

Committee members asked how staff will be aware that ITAs are not submitted in the future. Korrie Lucas, Advance Central PA Assistant Director, reported working on a process to track this, beginning with the participant's initial request for funding. Korrie reiterated the validity of the complaint. It was clear that ITA funds should have been awarded, and in alignment with the Program Complaint Policy the matter did not need to be escalated to the Performance & Personnel Committee.

The Policy & Performance Committee will meet as needed.

### Youth Committee

Suzanne White, Youth Committee Chair, provided the update.

### In-School Youth

#### New Contract

The contract for Title I Workforce Innovation & Opportunity Act and TANF Youth Development services for In-School Youth was awarded to Central Susquehanna Opportunities, Inc. (CSO) for the period of January 1, 2022 through June 30, 2023. Funding is being negotiated and there will be options to extend annually through June 30, 2026 based on successful performance outcomes and available funding. Communication with CSO is ongoing to discuss and negotiate details of the proposed plan and budget and to learn more about the proposed participant tracking system for TANF eligible youth. Current youth are experiencing seamless services.

#### Business-Education Partnership

Advance Central PA and the PA CareerLink® In-School Youth program is partnering with The Foundation of the Columbia Montour Chamber of Commerce, Bloomsburg University, Martz Technologies, Inc., and the Community Giving Foundation for an event that will take place on April 13<sup>th</sup> at the Columbia-Montour Area Vo-Tech: Parent Pathways and Future Careers Expo.

There are numerous STEM activities planned for students from 15 regional schools and their parents, including a virtual reality escape room. They will also have the opportunity to engage in Mini TED talks featuring workforce and economic development leaders across the region to hear about labor market information, tools & resources available for students to make informed post-secondary decisions, and the services available to both students and their families through the PA CareerLink®. They will also have the opportunity to meet with a variety of employers and post-secondary education & training providers.

#### Out-of-School Youth Contract

##### Advanced Manufacturing Pre-Apprenticeship (AMP)

The second cohort of AMP classes kicked off February 2<sup>nd</sup> with orientation at Penn College. There are five (5) pre-apprentices that will experience in classroom learning as well as hands-on training over the next 8 weeks in pursuit of the Certified Manufacturing Associate credential. Of those individuals, 3 are out-of-school youth participants, 1 is an EARN participant, and 1 is co-enrolled in both programs. In preparation for success, YES and EARN staff co-led a study skills session for the pre-apprentices on Friday, February 4<sup>th</sup>.

#### Path To Careers

Advance Central PA, Tracie Witter, and Suzanne White have been working to finalize professionally produced career pathways videos highlighting PPL Electric Utilities and Kish Bank. The videos have been posted to Advance Central PA's Path To Careers website for schools and students to leverage as career exploration tools and to

increase the knowledge and exposure of career opportunities available in the Central region. You can also find them on Advance Central PA's YouTube Channel.

## Executive Director's Update

Erica Mulberger, Advance Central PA, Executive Director, provided the update.

### Engagement

Staff have numerous upcoming meetings in the community, including events at Williamsport Area High School and Mifflin Academy with representation from PA Representative Keller at both events and US Senator Casey present at the Mifflin Academy.

### Grants

Advance Central PA was awarded a new \$150,000 Business and Education Partnership grant to continue work connecting local businesses with educators, students, and parents. Funds will also be used to support the Outreach Coordinator position within CSO's In-School Youth contract; the position will be a resource to school districts and share information about PA CareerLink® and deliver workforce preparation and exploration services.

Award announcements for the PAsmart Apprenticeship grant which Advance Central PA applied for in partnership with Central Pennsylvania Institute of Science and Technology (CPI) has been delayed. If awarded, this grant will result in Registered Apprenticeship programs for solar panel installers and waste water and sewer operator persons.

The application for the Good Jobs Challenge Grant has been submitted with much support.

The total budget submitted was \$21.2 million dollars. With unprecedented money available, this grant could change the shape of our region. The breakdown for monies includes:

- \$9 million for training
- \$5 million for support services such as child care, transportation, books and supplies or equipment needed for training
- \$6 million for curriculum development and equipment to deliver the needed training
- \$1.2 million for staffing and support for Advance Central PA and seven other the organizations to support the next generation sector partnerships, including the existing partnerships for manufacturing and healthcare, plus the implementation of a new partnership for building and construction and skilled trades.

## Open Discussion

Members discussed whether the next WDB/LEO meeting should be held virtually or in-person. Erica explained space is currently reserved at the Union County Government Center if the meeting can be held in-person. The concern is in establishing a quorum as a number of members are anxious to return to meetings at the Center while others prefer virtual.

## Date of Next Meeting

The next WDB/LEO meeting will be held Wednesday, March 16, 2022 at 10:00 a.m.

The next Executive Committee meeting is scheduled for April 8, 2022 at 10:00 a.m.

## Adjournment

With no further business to discuss, Dave adjourned the meeting at 11:40 a.m.

Respectfully Submitted,



Kelly Walter

## Executive Committee Updates and Actions to be Taken

May 13, 2022

1. Motion to approve the minutes from the February 11, 2022 Executive Committee meeting.

Motion:

Second:

### Youth Committee • Suzanne White, Chair

The Youth Committee will meet as necessary.

### Audit/Finance Committee • Jim Stopper, Chair

- Action Needed: Request for Rapid Response Funds
- Action Needed: Lease Review/Renewal for PA CareerLink® Lycoming County
- Action Needed: Contract for Phones and System for PA CareerLink® Lycoming County
- Action Needed: Budget Modification for Out-of-School Youth Contract

The Audit/Finance Committee will meet in the next month.

### EARN Committee • Kenneth Chappell, Chair

The EARN Committee will meet in the next quarter.

### Governance Committee • Dean Girton, Chair

The Governance Committee will meet in the next month.

### Personnel Committee • Jamie Aurand, Chair

The Personnel Committee will meet as necessary.

### Policy and Performance Committee • Jim Beamer, Chair

- Action Needed: Award of Contract for Evaluative Study
- Action Needed: Recognition of CSIU Paraeducator Credential

The Policy & Performance Committee will meet as necessary.



Advance Central PA  
 FY 22 Contract Expense and Obligation Report  
 From 7/1/2021 Through 3/31/22

Contract Period	Contract Title	Available Funds	Total Expended	Obligated Funds <sup>1</sup>	% of Total Oblig. and Exp.	Unoblig. Amount
07/20 - 06/22	PY20 1st Inc. WIOA Adult	84,304	84,304	0	100.00%	0
10/20 - 06/22	PY20 2nd Inc. WIOA Adult	888,907	888,907	0	100.00%	0
07/21 - 06/23	PY21 1st Inc. WIOA Adult	241,435	86,563	130,729	90.00%	24,143
10/21 - 06/23	PY21 2nd Inc. WIOA Adult	1,137,912	0	475,581	41.79%	662,331
	<b>Adult Programs</b>	<b>2,352,558</b>	<b>1,059,774</b>	<b>606,310</b>	<b>70.82%</b>	<b>686,474</b>
10/20 - 06/22	PY20 2nd Inc. WIOA DW	1,301,663	1,091,830	98,741	91.47%	111,092
07/21 - 06/23	PY21 1st Inc. WIOA DW	258,005	0	232,204	90.00%	25,801
10/21 - 06/23	PY21 2nd Inc. WIOA DW	1,097,820	0	156,572	14.26%	941,248
	<b>Dislocated Worker Programs</b>	<b>2,657,488</b>	<b>1,091,830</b>	<b>487,517</b>	<b>59.43%</b>	<b>1,078,141</b>
07/21 - 06/22	PY19 Rapid Response	100,000	66,816	31,011	97.83%	2,173
10/20 - 06/22	PY20 Rapid Response	25,000	0	0	0.00%	25,000
	<b>Rapid Response Programs</b>	<b>125,000</b>	<b>66,816</b>	<b>31,011</b>	<b>78.26%</b>	<b>27,173</b>
04/20 - 06/22	PY20 WIOA Youth	735,252	660,317	0	89.81%	74,935
04/20 - 06/23	PY21 WIOA Youth	1,596,433	507,798	739,533	78.13%	349,102
07/20 - 06/22	PY20 TANF Youth	509,554	484,720	19,630	98.98%	5,204
07/21 - 06/22	PY21 TANF Youth	664,200	0	548,685	82.61%	115,515
02/21 - 09/21	PY20 SLIP	14,439	14,439	0	100.00%	0
01/20 - 06/22	PY19 Business & Education Partnership	79,633	30,955	0	38.87%	48,678
	<b>Youth Programs</b>	<b>3,599,511</b>	<b>1,698,229</b>	<b>1,307,848</b>	<b>83.51%</b>	<b>593,434</b>
07/20 - 06/21	EARN	2,720,377	1,134,647	766,465	69.88%	819,265
	<b>Welfare Programs</b>	<b>2,720,377</b>	<b>1,134,647</b>	<b>766,465</b>	<b>69.88%</b>	<b>819,265</b>
01/19 - 06/22	Next Gen 18 - Adv. Man.	66,596	285	0	0.43%	66,311
01/19 - 06/22	Next Gen 18 - Healthcare	65,541	250	0	0.38%	65,291
02/20 - 06/22	Next Gen 19 - Adv. Man.	233,572	1,136	0	0.49%	232,436
02/20 - 06/22	Next Gen 19 - Healthcare	247,640	6,673	0	2.69%	240,967
NA	IP Sustainability Fund	337,248	0	0	0.00%	337,248
	<b>Industry Partnerships</b>	<b>950,597</b>	<b>8,344</b>	<b>0</b>	<b>0.88%</b>	<b>942,253</b>
03/20 - 06/22	PASmart CNC Apprenticeship	241,053	106,723	0	44.27%	134,330
	<b>Reemployment Services</b>	<b>241,053</b>	<b>106,723</b>	<b>0</b>	<b>44.27%</b>	<b>134,330</b>
NA	Research Department	91,170	47,976	0	52.62%	43,194
NA	Gold Standard	64,671	2,264	945	4.96%	61,462
NA	Highmark Initiative	777	0	0	0.00%	777
NA	Engage	3,917	347	0	8.86%	3,570
05/20 - 06/22	COVID-19 PACL	149,384	46,188	103,196	100.00%	0
10/20 - 09/23	ARC Reboot	1,009,186	163,882	820,378	97.53%	24,926
08/21 - 06/30	Statewide Funds	272,207	215,088	0	79.02%	57,119
01/22 - 04/22	Statewide Funds	11,585	2,535	0	21.88%	9,050
08/21 - 12/22	Statewide Funds	45,000	0	0	0.00%	45,000
08/21 - 06/30	Statewide Funds	59,810	8,377	0	14.01%	51,433
	<b>Other Programs</b>	<b>1,707,707</b>	<b>475,745</b>	<b>924,519</b>	<b>82.00%</b>	<b>307,443</b>
	<b>Grand Total</b>	<b>14,354,291</b>	<b>5,642,108</b>	<b>4,123,670</b>	<b>68.03%</b>	<b>4,588,513</b>

**Notes:**

1 Obligated funds include the funds unexpended but obligated for the FY 22 subcontractor, training, and Resource Sharing Agreement budgets.



Advance Central PA  
Operating Budget to Actual Comparison  
From 7/1/2021 Through 3/31/2022

	Total Budget - Original	YTD Actual Expense	Total Budget Variance - Original	Percent Total Budget Expended *
Operational Expenses				
Salaries And Benefits	921,991	650,350	271,640.75	70.54%
Staff Travel & Development	28,418	3,628	24,790.22	12.77%
Board Expenses	8,674	2,321	6,353.00	26.76%
General Office Supplies	5,566	3,551	2,014.84	63.80%
Leases - Copiers/Equipment	2,500	553	1,947.39	22.10%
Outreach	2,250	605	1,645.45	26.87%
Subscriptions	22,251	15,231	7,020.05	68.45%
Memberships	10,510	8,655	1,855.47	82.35%
Vehicles	4,850	2,865	1,985.00	59.07%
Equipment And Furnishings	10,212	4,034	6,177.97	39.50%
Professional Fees	15,750	10,953	4,797.50	69.54%
Business Services	14,300	11,075	3,225.24	77.45%
Computer Services	31,944	14,883	17,061.28	46.59%
Facility Costs	<u>81,029</u>	<u>56,909</u>	<u>24,120.03</u>	<u>70.23%</u>
Total Operational Expenses	1,160,245.00	785,610.81	374,634.19	<u>67.71%</u>
Total Expenditures	1,160,245.00	785,610.81	374,634.19	<u>67.71%</u>

Notes:

\* Anticipated expenditure rate of 75%.

Advance Central PA  
 FY22 Consolidated RSAB Budget to Actual Comparison  
 From 7/1/2021 Through 3/31/2022

	Total Budget - Original	Current Year Actual	Variance - Original	Budget Expended *	Budget Remaining
<b>REVENUE:</b>					
WIOA Adult	188,687	110,193	78,494	58.40%	41.60%
WIOA Dislocated	188,687	110,193	78,494	58.40%	41.60%
WIOA In School Youth <sup>1</sup>	10,646	10,646	-	100.00%	0.00%
WIOA Out of School	92,903	54,550	38,353	58.72%	41.28%
EARN	172,486	101,411	71,075	58.79%	41.21%
Advance Central PA Total: <sup>2</sup>	653,409	386,993	266,416	59.23%	40.77%
WAGNER PEYSER	317,561	185,495	132,066	58.41%	41.59%
WP REGIONAL	12,112	7,915	4,197	65.35%	34.65%
VETS	73,413	43,799	29,614	59.66%	40.34%
RAPID RESPONSE	1,683	948	735	56.33%	43.67%
OVR	92,884	53,630	39,254	57.74%	42.26%
STAFF	12,112	7,915	4,197	65.35%	34.65%
DEVELOPMENT					
OVERSIGHT	12,112	7,915	4,197	65.35%	34.65%
TRADE	25,979	15,840	10,139	60.97%	39.03%
State Partner Total:	547,855	323,457	224,398	59.04%	40.96%
Total REVENUE	1,201,264	710,450	490,814	59.14%	40.86%
<b>EXPENSES:</b>					
<b>PERSONNEL</b>					
Total PERSONNEL	476,511	323,125	153,386.81	67.81%	32.19%
<b>FACILITY</b>					
Total FACILITY	648,294	425,928	222,366.11	65.70%	34.30%
<b>OPERATIONAL <sup>3</sup></b>					
Total OPERATIONAL	329,132	135,568	193,564	41.19%	58.81%
<b>USAGE FEE (Non-Partner Renters)</b>					
Total USAGE FEE	263,284	174,170	89,113	66.15%	33.85%
TOTAL EXPENDITURES	1,190,654	710,450	480,203	59.67%	40.33%

NOTE: Revenue amounts show details by RSAB partner. The expenses are listed by category. Monthly, the expenses are allocated to all partners and then the revenues are collected. Therefore revenues and expenditures should be equal.

\* Anticipated expenditure rate of 75%.

1 WIOA In-School Youth was charged to the RSAB for the 1st quarter only while the WIOA youth staff were not in the local schools.

2 Advance Central PA is responsible for approximately 54% of the total shared PA CareerLink<sup>®</sup> operating costs compared to 46% paid by other required PA CareerLink<sup>®</sup> partners.

Advance Central PA  
 Subcontractor Budget and Actual Comparison  
 From 7/1/2021 Through 3/31/2022

**Tuscarora Intermediate Unit 11(TIU)**

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended <sup>1</sup>	Percent Total Budget Remaining
OPERATIONAL EXPENSES <sup>2</sup>					
Adult Pool	512,598	358,700	153,898	69.98%	30.02%
Dislocated Worker Pool	511,500	389,989	121,511	76.24%	23.76%
OS Youth Pool <sup>3</sup>	109,836	69,283	40,553	63.08%	36.92%
TANF	30,000	19,094	10,906	63.65%	36.35%
ARC Reboot	73,780	53,931	19,849	73.10%	26.90%
EARN Pool <sup>3</sup>	100,000	63,282	36,718	63.28%	36.72%
Total OPERATIONAL EXPENSES	1,337,714	954,279	383,435	71.34%	28.66%
DIRECT CUSTOMER SERVICES <sup>4</sup>					
Adult Pool	2,500	900	1,600	36.00%	64.00%
Dislocated Worker Pool	3,598	900	2,698	25.01%	74.99%
Total DIRECT CUSTOMER SERVICES	6,098	1,800	4,298	29.52%	70.48%
TOTAL EXPENDITURES	1,343,812	956,079	387,733	71.15%	28.85%

**Central Susquehanna Opportunities, Inc. (CSO)**

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended <sup>1</sup>	Percent Total Budget Remaining
OPERATIONAL EXPENSES <sup>2</sup>					
Adult Pool	606,892	336,961	269,931	55.52%	44.48%
IS Youth Pool	335,661	242,698	92,963	72.30%	27.70%
TANF Youth	252,248	122,259	129,989	48.47%	51.53%
Dislocated Worker Pool	606,892	389,471	217,421	64.17%	35.83%
Business Edu. Partnership	8,448	8,448	0	100.00%	0.00%
Rapid Response <sup>5</sup>	95,866	65,368	30,498	68.19%	31.81%
ARC Reboot	107,711	61,618	46,093	57.21%	42.79%
EARN Pool	1,534,461	746,743	787,718	48.66%	51.34%
EARN SNAP	46,092	25,951	20,141	56.30%	43.70%
Total OPERATIONAL EXPENSES	3,594,271	1,999,517	1,594,754	55.63%	44.37%

<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
Adult Pool	10,000	5,103	4,897	51.03%	48.97%
IS Youth Pool	212,026	63,568	148,458	29.98%	70.02%
TANF Youth	157,630	59,971	97,659	38.05%	61.95%
Dislocated Worker Pool	10,000	2,606	7,394	26.06%	73.94%
ARC	4,000	88	3,912	2.20%	97.80%
EARN Pool	86,400	30,552	55,848	35.36%	64.64%
Total DIRECT CUSTOMER SERVICES	480,056	161,888	318,168	33.72%	66.28%
<b>TOTAL EXPENDITURES</b>	<b>4,074,327</b>	<b>2,161,405</b>	<b>1,912,922</b>	<b>53.05%</b>	<b>46.95%</b>

#### Central Susquehanna Intermediate Unit

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended	Percent Total Budget Remaining
<b>OPERATIONAL EXPENSES <sup>2</sup></b>					
TANF Youth	106,442	61,413	45,029	57.70%	42.30%
OS Youth Pool	631,527	548,014	83,513	86.78%	13.22%
Total OPERATIONAL EXPENSES	737,969	609,427	128,542	82.58%	17.42%
<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
TANF Youth	63,580	16,182	47,398	25.45%	74.55%
OS Youth Pool	254,324	39,475	214,849	15.52%	84.48%
Total DIRECT CUSTOMER SERVICES	317,904	55,657	262,247	17.51%	82.49%
<b>TOTAL EXPENDITURES</b>	<b>1,055,873</b>	<b>665,084</b>	<b>390,789</b>	<b>62.99%</b>	<b>37.01%</b>

#### NOTES:

1 Anticipated expenditure rate of 75% for operating expenses.

2 Operational expenses include personnel, facilities, and operating expenses for the subcontractors.

3 These budgets are for TIU's Business Services contract in which TIU assists with placements of program participants and helps employers find talent from all PA CareerLink® programs.

4 Direct customer services include wages and benefits for participants in paid work experience and support services like transportation, clothing, and clearances.

5 CSO Rapid Response budget includes The Link.

**FY22 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS**  
**As of 4/29/2022**

Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance	Number of Participants	Percentage of Total Budget Obligated
<b>INDIVIDUAL TRAINING ACCOUNTS (ITAs)</b>						<b>FY22 ITA</b>	
Adult	\$63,090	\$9,568	\$49,041	\$58,609	\$4,481	18	92.90%
Adult POS	\$93,090	\$26,663	\$66,136	\$92,800	\$290	31	99.69%
Dislocated Worker	\$100,373	\$14,674	\$67,960	\$82,634	\$17,739	24	82.33%
<b>TOTAL ITA</b>	<b>\$256,553</b>	<b>\$50,905</b>	<b>\$183,138</b>	<b>\$234,043</b>	<b>\$22,511</b>	<b>73</b>	<b>91.23%</b>

<b>ON THE JOB TRAININGS (OJTs)</b>						<b>FY22 OJT</b>	
Adult	\$38,727	\$15,601	\$6,716	\$22,316	\$16,410	4	57.63%
Adult POS	\$48,727	\$9,725	\$22,270	\$31,995	\$16,732	6	65.66%
Dislocated Worker	\$66,916	\$3,683	\$27,631	\$31,314	\$35,602	6	46.80%
Out of School Youth	\$79,822	\$4,516	\$13,063	\$17,578	\$62,244	6	22.02%
<b>TOTAL OJT</b>	<b>\$234,191</b>	<b>\$33,524</b>	<b>\$69,679</b>	<b>\$103,203</b>	<b>\$130,988</b>	<b>22</b>	<b>44.07%</b>
<b>TOTAL ITA/OJT</b>	<b>\$490,744</b>	<b>\$84,429</b>	<b>\$252,817</b>	<b>\$337,246</b>	<b>\$153,498</b>	<b>95</b>	<b>68.72%</b>

<b>INCUMBENT WORKER TRAINING</b>						<b>Number of Participants</b>	<b>Percentage of Total Budget Obligated</b>
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance		
Next Gen Adv. Manuf. 2019	\$68,000	\$0	\$27,900	\$27,900	\$40,100	20	41%
Next Gen Healthcare 2019	\$65,751	\$0	\$0	\$0	\$65,751	0	0%
Next Gen Adv. Manuf. 2020	\$210,000	\$0	\$0	\$0	\$210,000	0	0%
Next Gen. Healthcare 2020	\$193,800	\$0	\$0	\$0	\$193,800	0	0%
<b>Total</b>	<b>\$343,751</b>	<b>\$0</b>	<b>\$27,900</b>	<b>\$27,900</b>	<b>\$315,851</b>	<b>20</b>	<b>8%</b>



## Becoming a Paraeducator: Beginning Your Career in Education

This course will provide learners with the knowledge and skills practice necessary to begin a career as a Paraeducator in Special Education. After successfully completing the course, **participants will receive a locally-issued Credential of Paraeducator Preparation and will be prepared to demonstrate competence on the Pennsylvania Paraeducator Standards for Practice: Competency Assessment Checklist (Credential of Competency)**, which must be completed once employed as a Paraeducator in Pennsylvania.

### Why is this course important?

In a study done by Penn State University through a grant from the Center for Rural Pennsylvania, it was found that there has been a dramatic decline in the number of teaching certificates issued by PA in recent years. The study states that, *"In sum, Pennsylvania has experienced a dramatic decline in the supply of new teachers— a decline that is greater than the majority of states across the nation. This suggests potentially serious issues in the pipeline of prospective teachers in the Commonwealth."* The shortage extends to jobs in education across the board - from paraeducators to bus drivers to counselors.

This course seeks to encourage high school students to enter the field of education in the role of a Paraeducator. Those students may choose to remain Paraeducators for their entire careers, or they may find that they want to pursue a teaching certificate. Either way, **this course will point learners in the right direction for a successful career in education.**

### What are we asking Advance Central PA?

The CSIU is asking Advance Central PA to vote to formally acknowledge the *Credential of Paraeducator Preparation* as a locally-issued credential that has value to those who obtain it. When the credential is seen on resumes of local job applicants for paraeducator positions, it will demonstrate substantial professional knowledge that will benefit the employer. Many industries already have industry-recognized credentials; this is not the case in education. Paraeducators must obtain the Credential of Competency *once employed*, but nothing currently exists to build professional knowledge prior to employment. The CSIU believes that this credential can help build the education pipeline in Central PA.

### Fast Facts

The CSIU Paraeducator course:

- \*is aligned with Council for Exceptional Children (CEC) Standards and will prepare students to demonstrate competencies needed to obtain the PA Credential of Competence for Paraeducators.**
- \*is designed to be facilitated by a teacher within a school district.**
- \*will include a robust combination of live & self-paced learning experiences (completion time varies, however, it is estimated that the course will be completed in 45 hours) that students will complete both during the school day and on their own time.**
- \*will require participants to maintain a portfolio of professional learning throughout the course.**
- \*will support the region by encouraging students to pursue a career in the education field. This can help school districts find candidates for hard to fill positions such as classroom support staff, cafeteria workers, etc.**

### Questions?

Contact Dr. Anthony Serafini at the CSIU for more information - [aserafini@csiu.org](mailto:aserafini@csiu.org).