



Local Elected Official (LEO) Board Meeting

March 16, 2022

Virtual Meeting via Zoom Webinar/Conference Call

Local Elected Official (LEO) Board Meeting Agenda

Zoom Webinar/Teleconference
Wednesday, March 16, 2022 9:00 a.m.

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|------|---|-----------------|
| I. | Call to Order and Approval of Minutes | Ken Holdren |
| II. | Public Comment | |
| III. | Executive Director's Update | Erica Mulberger |
| | <ul style="list-style-type: none">• WDB Membership• ARPA Funding | |
| IV. | Open Discussion | |
| V. | Adjournment/Date of Next Meeting | Ken Holdren |
| | <ul style="list-style-type: none">• Executive Committee – May 13, 2022 at 10:00 a.m.• Annual Meeting of the Members/LEO Board – June 15, 2022 at 9:00 a.m.• WDB/LEO Board – June 15, 2022 at 10:00 a.m. | |

Local Elected Official Board Action Items March 16, 2022

1. Motion to approve the minutes from the December 15, 2021 LEO Board meeting.

Motion:

Second:

Local Elected Officials (LEO Board)

Meeting Notes

December 15, 2021

The Local Elected Official (LEO) Board of Advance Central PA held a meeting Wednesday, December 15, 2021 via Zoom webinar/teleconference.

LEO Board Members Attending

Commissioner Joe Klebon, Northumberland County
Commissioner David Kovach, Columbia County
Commissioner Richard Mirabito, Lycoming County
Commissioner Robert Postal, Mifflin County
Commissioner Stacy Richards, Union County
Commissioner Chuck Steininger, Snyder County

LEO Board Members Excused

Commissioner Steven Dershem, Centre County
Commissioner Angela Harding, Clinton County
Commissioner Kenneth Holdren, Montour County

Guests Attending

Chris Shirock
Dave Zartman

WDB Staff Attending

Korrie Lucas
Erica Mulberger
Kelly Walter

Call to Order and Welcome

Dave Kovach, LEO Board Vice-Chair opened the meeting at 9:10 a.m. on behalf of Chairperson Ken Holdren and confirmed a quorum was met.

Invitation for Public Comments

Commissioner Kovach opened the floor for public comments. There were none.

Fiscal Year 2021 Single Audit Review

Chris Shirock of Young, Oakes, Brown, and Co. (YOBCO) presented an overview of the FY2021 Single Audit. He thanked Advance Central PA staff for their courtesy and cooperation throughout the audit and preparedness to have documentation ready on short notice.

Chris guided the LEO Board through the full audit report announcing an unmodified, clean opinion of the audited materials resulting from no findings. Among the highlights reviewed, Chris reported the balance sheet shows total net assets of \$485,810, with \$337,140 being restricted funds and the remainder being unrestricted. From 2020 to 2021, net assets increased by \$19,084 and unrestricted funds increased by \$5,134, therefore a positive net increase. The organization's Functional Expenses are consistent from year to year, with the percentage being spent on programming at approximately 97% and administration at 3%.

Advance Central PA is a low-risk auditee therefore YOBCO needed to test 20% of federal awards. Extensive compliance tests, as required by the Uniform Guidance, were performed on the WIOA Cluster (WIOA Adult, Youth and Dislocated Worker Formula Grants) which when combined, represents 63% of the total expenditures reflected on the Schedule of Expenditures of Federal Awards, surpassing the 20% review required.

In summary, an unmodified opinion was issued on Advance Central PA's financial statements. There were no material weaknesses in internal control identified, and the audit of financial statements did not disclose any noncompliance.

Chris added that YOBCO brought a different staff person with them new to the Advance Central PA audit to make sure there was a fresh perspective on the internal control procedures and testing and still there were no issues to report.

Commissioner Postal inquired as to the cash restricted for sustainability from the balance sheet overview Chris provided. Erica explained the funds are structured according to the grant received, and in this case, it is a sustainability fund required for the Industry Partnerships for the private sector to provide matching funds for training.

Commissioner Kovach welcomed additional questions; hearing none he called for a motion to accept the Audit report.

- ▲ **Commissioner Mirabito made a motion to accept the Single Audit for Fiscal Year 2021 as presented by Young, Oakes, Brown & Company P.C. Commissioner Richards seconded the motion. The motion was unanimously approved with no abstentions.**

Approval of Meeting Minutes

Commissioner Kovach called for a motion to approve the March 17, 2021 meeting minutes that were sent to all LEO Board members.

- ▲ **Commissioner Postal made a motion to approve the minutes from the March 17, 2021 LEO Board meeting. Commissioner Mirabito seconded the motion. The motion was unanimously approved with no abstentions.**

Executive Director's Update

Statewide EARN Procurement

Erica spoke about the announcement the Pennsylvania Department of Human Services (DHS) has made regarding a plan to alter the procurement process of the Employment, Advancement and Retention Network (EARN) program. Rather than continue to award funds to the local workforce development boards (LWDB) and allow for a local competitive procurement process, DHS is planning to move to a statewide procurement.

Noting the detrimental impact to the local community and the workforce system if EARN funds are removed from LWDB oversight, Erica requested the LEO Board's support in asking Governor Wolf to stop or delay the procurement in favor of working together to understand problems and develop solutions.

Erica explained that if EARN funds do not flow through Advance Central PA, the other PA CareerLink® partners will need to contribute more towards infrastructure and shared costs to cover that gap which means they'll have less funds for provision of services, and it will result in fragmented services for the people referred to EARN.

Commissioner Kovach asked about specific problems with EARN that might have prompted this and Erica responded that DHS changed the program design significantly in 2020, so it's unclear how DHS might be evaluating programming in the midst of the pandemic.

Commissioner Postal commented that with a competitive procurement process already in place at the local level, a change seems unnecessary and noted his greatest concern is the fragmentation of services. Currently the services at the PA CareerLink® are visible and available to all customers, a strength that will be lost if funds do not flow through the local system, and therefore isn't in the best interest of the people being served. He offered his full support and stated he can ask whether the County Commissioner Association of Pennsylvania (CCAP) is aware and taking a stance.

Erica shared that Carrie Amann, PA Workforce Development Association (PWDA) Executive Director, has been in contact with CCAP and while they don't plan to put resources to the issue, they plan to support the recommendations PWDA puts forth which will be to stop the procurement at the state level.

Commissioner Mirabito asked about the current referral process and EARN programming. Korrie Lucas, Advance Central PA Assistant Director, responded and explained that when a family wants to open TANF, which is cash assistance, the County Assistance Office (CAO) determines if they need to participate in a work activity in order to receive those benefits. If so, they are referred to EARN and Advance Central PA's EARN provider services kick in immediately with a warm welcome and brief introduction to the good things ahead. Korrie reported that DHS has been making recent changes to the technicalities of the program and overall design that are customer-centric and in the best interest of families served. The individuals in EARN face multiple barriers and Advance Central PA's current comprehensive program not only provides needed services directly, but also connects them to services in the community and of course the overall PA CareerLink® network. The recent DHS changes allow the EARN program to serve people where they are and truly help them overcome obstacles that prevent them from sustaining long-term stable employment. Commissioner Mirabito requested that appeal to the Governor includes the positive changes DHS has recently implemented while also showing that Advance Central PA is fully capable of procuring a meaningful program.

After much discussion, the LEO Board voiced they are fully invested in supporting the request to Governor Wolf. They tasked Advance Central PA staff with drafting a letter asking the Governor for a stay in his statewide procurement decision and with sending it to the LEO Board for approval and signature. The Commissioners offered a meeting with DHS and/or Governor Wolf's leadership as necessary.

- ▲ **Commissioner Mirabito made a motion to formally advocate to the Governor's Office and the PA Dept. of Human Services for delayed release of a statewide procurement in favor of discussion to problem solve and assure the best local program delivery via local workforce development. Commissioner Postal seconded the motion. The motion was unanimously approved with no abstentions.**

Open Discussion

Commissioner Kovach welcomed additional open discussion; there was none.

Date of Next Meetings

Commissioner Kovach announced the following upcoming meetings:

- Executive Committee – January 14, 2022 at 10:00 a.m.
- LEO Board Meeting – March 16, 2022 from 9:00 a.m. to 9:30 a.m.
- WDB/LEO Board – March 16, 2022 at 10:00 a.m.

Adjournment

With no further business to attend to, Commissioner Kovach adjourned the LEO Board at 9:45 a.m.

Respectfully submitted,



Office/Board Coordinator