



Local Elected Official (LEO) Board Meeting

September 21, 2022

Union County Government Center
Lewisburg, Pennsylvania

Advance Central PA's programs are federally funded with \$9,785,843 (88 percent). Additionally, 12 percent (\$1,360,985) is financed by non-federal sources.

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/ Program

Local Elected Official (LEO) Board Meeting Agenda

Union County Government Center, Lewisburg
Wednesday, September 21, 2022 9:00 a.m.

- | | | |
|------|--|-----------------|
| I. | Call to Order and Approval of Minutes | Ken Holdren |
| II. | Public Comment | |
| III. | WDB Membership | Ken Holdren |
| | • Action Needed: Appointment of WDB candidate | |
| IV. | Executive Director's Update | Erica Mulberger |
| | • Training Needs Assessment | |
| V. | Open Discussion | |
| VI. | Adjournment/Date of Next Meeting | Ken Holdren |
| | • Executive Committee – October 14, 2022 at 10:00 a.m. | |
| | • LEO Board – December 21, 2022 at 9:00 a.m. | |
| | • WDB/LEO Board – December 21, 2022 at 10:00 a.m. | |

Local Elected Official Board Action Items

September 21, 2022

1. Motion to approve the minutes from the June 15, 2022 LEO Board meeting.

Motion:

Second:

2. Motion to appoint Misty Dion Chief Executive Officer of Roads to Freedom Center for Independent Living of NEPA, to the Workforce Development Board as a workforce, community based organization representative with experience and expertise in addressing the employment needs of individuals with barriers to employment effective September 22, 2022 through September 22, 2024.

Motion:

Second:

Local Elected Officials (LEO Board)

Meeting Notes

June 15, 2022

The Local Elected Official (LEO) Board of Advance Central PA held a meeting Wednesday, June 15, 2022.

LEO Board Members Attending

Commissioner Angela Harding, Clinton County
Commissioner Kenneth Holdren, Montour County
Commissioner David Kovach, Columbia County
Commissioner Richard Mirabito, Lycoming County
Commissioner Stacy Richards, Union County
Commissioner Steven Dershem, Centre County

Guests Attending

Dave Zartman

WDB Staff Attending

Brooke Gessner
Korrie Lucas
Erica Mulberger

LEO Board Members Excused

Commissioner Joe Klebon, Northumberland County
Commissioner Robert Postal, Mifflin County
Commissioner Chuck Steininger, Snyder County

Call to Order and Welcome

Ken Holdren, LEO Board Chair, opened the meeting at 9:25 a.m. and confirmed a quorum was met.

Approval of Meeting Minutes

Commissioner Holdren called for a motion to approve the March 16, 2022 meeting minutes previously sent to all LEO Board members.

- ▲ David Kovach made a motion to approve the minutes from the March 16, 2022 LEO Board meeting. Richard Mirabito seconded the motion. The motion was unanimously approved with no abstentions.

Invitation for Public Comments

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

Executive Director's Update

WDB Membership

WIOA board membership regulations require that 20% of members represent labor or community serving organizations. Erica explained that in addition to Keith Koppenhaver and Jim Beamer, two new members for this category are necessary per the Pennsylvania Department of Labor & Industry's stance that members cannot count in multiple categories. Erica thanked Jim Beamer for the referral Zollie Rayner, Director of AFSCME (America Federation of State, County, and Municipal Employees). The Governance Committee has reviewed an application from Zollie and recommends that the LEO Board consider appointment. In his position, Zollie serves approximately 5,000 members across the Central Region with the exception of Centre County. He is interested in serving and committed to engagement as a WDB member.

- ▲ Richard Mirabito made a motion to appoint Zollie Rayner for a three-year term representing labor beginning July 1, 2022 through June 30, 2025. Dave Kovach seconded the motion. The motion was unanimously approved with no abstentions.

The Board discussed additional membership necessary for compliance. With the addition of Zollie, the WDB labor/community serving organization representation will be 19.4%, meaning another representative for this category is still needed. Further, with the addition of another labor/community serving organization representative, another private sector member will be needed to remain in compliance with 50% business representation. Erica also reported that long-time WDB member Jim Nemeth may be retiring from his position at Autoneum in the near future and a replacement for his private sector position will also need to be filled. The Board members brainstormed, sharing potential community-based organization and private sector contacts. Members will send contact information to Erica so that she and the Governance Committee can outreach.

WIOA Re-Authorization

Erica reported WIOA is slated for re-authorization though there may be a continuing resolution rather than full re-authorization. The US House has put forward a potential change to increase labor/community-serving organization membership from 20% to 30%. The Board discussed the impact this would have as private sector members would also need to be quickly added, significantly increasing the size of the overall WDB. Erica will continue to collaborate with the National Association of Workforce Boards (NAWB) to advocate for what is best for Central PA.

Because of the re-authorization process, there may be an opportunity to advocate for change regarding Youth funding. Currently WIOA requires 75% of the Youth allocation be spent on Out-of-School Youth (OSY) which limits the work that can be done with In-School Youth (ISY) though this population is a prime target to reach before they are older.

Erica will keep the LEO Board apprised of information as it's likely to change frequently leading up to re-authorization.

Open Discussion

Dave Kovach shared his experience attending an Early Learning Resource Center (ELRC) meeting with keynote speaker Ronn Cort, President of SEKISUI KYDEX discussing his perspective on the critical importance of early childhood education and its relation to a quality workforce. Dave suggested that a similar meeting with legislators at the table may help bring more awareness to the issue. Erica shared that Ronn is co-champion for MADE in Central PA and has shared his thoughts with that group of manufacturing leaders as well. The MADE In Central PA manufacturing partnership has the issue on their agenda.

Rick Mirabito reported his findings that there are not enough staff for even high-quality centers to run at full capacity. Noting the low wages and the inability for centers to make capital improvements, Rick inquired as to whether WIOA references childcare as a barrier to employment and if so, might there be something that can be done to boost this sector or encourage people to enter a career in early childhood education. Erica responded that the occupations don't have a wage that meets the threshold of the High Priority Occupation List, therefore WIOA training dollars cannot be used to support continuing education in the field, though it was placed on the list via petition in the past. As a board member of a local early childhood education provider, Erica shared insight that the organization plans to raise minimum wages to \$12 per hour with a goal of \$15 per hour, however the challenge is to maintain the rates for families so they can continue to afford to send their children.

The Board continued to discuss and brainstorm solutions to the dilemma of needing affordable care while also needing to pay these critical workers a livable wage. It was consensus that early childhood education is indeed a workforce issue; in the short-term, families need slots so the adults can work, while in the long-term, access is critical to development and success in the child's future. It was suggested that

perhaps ARPA funds could be used to initiate something region-wide and acknowledged that ARPA alone is not a sustainable solution. Members made recommendations regarding who should be brought in on discussions, including school districts and legislators. There was discussion about leveraging resources such as from grants and to an extent, willing local businesses by using ARPA as the seed money. One immediate solution offered was to use ARPA funds for retention bonuses to help stabilize the industry while more sustainable plans for increased wages continue to be developed. The tax structure was also discussed; families receive tax credits for early learning and perhaps something could be offered to businesses who are part of the solution as well.

It was suggested that a committee of the LEO Board and WDB be formed to focus on early childhood education in Central PA though with significant work happening in this area from a variety of groups, members agreed to learn more about what others have been developing as a first step. The Board agreed the issue is critical and should remain on the agenda.

Date of Next Meetings

Commissioner Holdren announced the following upcoming meetings:

- Executive Committee – August 12, 2022 at 10:00 a.m.
- LEO Board Meeting – September 21, 2022, 9:00 a.m.
- WDB/LEO Board – September 21, 2022 at 10:00 a.m.

Adjournment

With no further business to attend to, Commissioner Holdren adjourned the LEO Board at 9:58 a.m.

Respectfully submitted,



Korrie Lucas
Assistant Director

Central Pennsylvania Workforce Development Board (WDB)
Membership Application

Name Misty Dion **Date of Application** September 8th, 2022
Title CEO
Business/Organization Roads to Freedom Center for Independent Living of NCPA
Referred by Lycoming Commissioner Rick Mirabito

Representation

Please select one or more of the following categories that you represent:

- | | | |
|--|--|---|
| <input type="checkbox"/> For-Profit Business - Large | <input type="checkbox"/> Labor Organization | <input checked="" type="checkbox"/> WIOA Program (list) |
| <input type="checkbox"/> For-Profit Business - Small | <input type="checkbox"/> Labor Apprenticeship | <input type="checkbox"/> Non Profit |
| <input checked="" type="checkbox"/> Community Based Organization | <input type="checkbox"/> Institution of Higher Ed. | <input type="checkbox"/> Economic Development |

Contact Information

Business/Organization Address 24 East Third Street
City Williamsport **State** PA **Zip** 17701
Phone 570-327-9070 **Fax** 570-327-8610
Cell Phone 570-367-6269 **Email Address** mdion@cilncp.org
Website Address www.cilncp.org

In which county(ies) does your organization have a physical presence and what is the approximate number of employees at each location?

- | | | |
|--|--|--|
| <input type="checkbox"/> Centre | <input checked="" type="checkbox"/> Lycoming | <input checked="" type="checkbox"/> Northumberland |
| <input checked="" type="checkbox"/> Clinton | <input checked="" type="checkbox"/> Mifflin | <input checked="" type="checkbox"/> Snyder |
| <input checked="" type="checkbox"/> Columbia | <input checked="" type="checkbox"/> Montour | <input checked="" type="checkbox"/> Union |
| | | <input checked="" type="checkbox"/> Other |

County of residence:

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Centre | <input type="checkbox"/> Lycoming | <input checked="" type="checkbox"/> Northumberland |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Mifflin | <input type="checkbox"/> Snyder |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Montour | <input type="checkbox"/> Union |
| | | <input type="checkbox"/> Other |

Contact Information *(to ensure our records are accurate)*

Please answer the following questions, using additional pages as necessary, and include your current resume:

1. **Number of current employees** 33
2. **Number of years with current business/organization** 17
3. **Number of years in business in the Central Pennsylvania region** 25
4. **Please describe the nature of your business and position.** Roads to Freedom Center for Independent Living of North Central PA (RTFCIL) is the federally-funded Center for Independent Living for people with disabilities (our "Consumers") in the North Central area. As described in Section 504 of the Rehabilitation Act of 1973, RTFCIL is mandated to provide independent living, community-based core services, including nursing facility and post-secondary transition work. Accordingly, RTFCIL promotes the standards of the Independent Living Philosophy and Consumer control; self-help/advocacy, peer mentoring and equal access for people with disabilities within their communities, to all services, programs, activities, resources, and facilities. Among other programs, RTFCIL is an employment network through the social security administration and provides a wide range of vocational training and services.
RTFCIL is a disability justice community-based service provider with at least 50% of its Staff and Board made up of people with disabilities. This unique perspective not only provides valuable peer mentoring which enhances our services, it also keeps us up to date on the disability communities needs. In addition, RTFCIL is an employment network through the social security administration and provides a wide range of vocational training and services. In my position, I work locally, statewide and nationally with other disability leaders to improve programs and services for people with disabilities.
5. **Please list your organization's current chamber and association memberships and describe your personal level of involvement in any of these associations.** RTFCIL has had a long history of being members of the Lycoming Chamber of Commerce. I am a 2016 Leadership Lycoming.
6. **Please list any professional award(s) or recognition you have received within the last five (5) years.**
2019 Top 20 Nonprofit Female Leaders Award from PA Business Central- Woman in Business
2021 Honored Advocacy Award from the State Independent Living Council
7. **As a member of your business with optimum policy making authority, please describe your current responsibilities within your organization.** I am responsible for the health and overall well being of the organization, staff and people we serve. Responsibilities are endless...

Letter of Recommendation

If you are selected for nomination to the WDB, you will be notified and required to provide a letter of recommendation.

- ☐ For business representatives, please provide a letter of recommendation from your Chamber of Commerce.
- ☐ For labor organization representatives, please provide a letter of recommendation from your local labor council affirming that you have been recommended.

Business References

Name	Mike Grier	Title	Executive Director
Company	PA Council on Independent Living	Phone	717-713-3910
Email	mike.grier@thepcil.org		

Name	Keith Wright	Title	Operations Manager
Company	Lycoming County Social Security Administration	Phone	570-337-7981
Email	Keith.a.wright@ssa.gov		

Name	Rob Labatch	Title	CEO
Company	Hope Enterprises	Phone	570-772-8010
Email	rlabatch@hopeability.org		

Central Pennsylvania WDB Related Questions

- What do you hope to contribute (skills, training, experience, etc.) to the Central Pennsylvania WDB?** I hope to use my skills and experiences to assist in strengthening Central PA's workforce through the a collaborative development of innovative and creative workforce solutions that support economic growth.
- What experience in the areas of fundraising, grant writing/monitoring, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with education agencies do you bring to the Central Pennsylvania WDB, as applicable?** I bring over 15 years experience in fundraising, grant writing/monitoring, budget analysis and extensive knowledge on workforce policy development as it relates to employment for people with disabilities. I have trained and consulted a number of organizations on reasonable accomodations and the Americans with Disabilities Act. I am activley involved with the disability community statewide and linked with other educational agencies focused on improving employment oportunites for people with disabilities through our transition, IEP and employment services.
- Membership on the Central Pennsylvania WDB requires that each member attend a full WDB meeting once each quarter (the 2nd Wednesdays of March, June, September and December) and participate on at least one subcommittee (schedules vary). The time commitment for these activities is approximately six (6) hours per quarter. Are you able to make that continued time commitment?**

☒ Yes

☐ No

4. **Central Pennsylvania WDB members agree to become knowledgeable of the breadth of PA CareerLink® services available to employers and job seekers, promote the services and encourage their own organization to use the services where possible and appropriate. Please describe any involvement your company has had with the PA CareerLink® system or ways your business is considering using PA CareerLink® services.** RTFCIL has worked in collaboration with the CareerLink often over the years through volunteer and on the job training opportunities as well as posting job opportunities.
- 5 **Why do you wish to serve on the Central Pennsylvania WDB?** To further our joint mission of strengthening the workforce... especially the home care workforce which is critical to the people we serve.

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge.

I understand that this application puts my name into consideration for WDB membership but does not guarantee appointment to the WDB. The information on this application will be used to evaluate and recommend members of the WDB to the Local Elected Official (LEO Board). Applicants may refuse to supply the requested information. However, except for the optional information below, failure to complete the entire application may result in non-consideration.

If appointed to serve, I will do so to the best of my ability and in the best interest of the Central Pennsylvania region and its residents.

Signature

Date

Optional Demographic Information

In an attempt to ensure Board representation reflects the makeup of our region, knowledge of the following information is helpful. However, completion of this information is completely voluntary.

Race:

- ☐ White
☐ Black
☐ Hispanic
☐ Asian or Pacific Islander
☐ Other:

Gender:

- ☐ Male
☐ Female
☐ Other

- ☐ Disabled

Please specify any special accommodations that are needed:

- ☐ Veteran

Questions?

For questions regarding this application, please contact Erica Mulberger at EMulberger@AdvanceCentralPA.org or 570.568.6868.

Completed applications and Conflict of Interest Code forms (Appendix A) may be returned by email or mail to:

Erica Mulberger
EMulberger@AdvanceCentralPA.org

Advance Central PA
Attn: Erica Mulberger
130 Kelly Sq., Ste. 1
Lewisburg, PA 17837

APPENDIX A – Conflict of Interest Form

I, _____, Central PA Workforce Development Corporation, DBA Advance Central PA

Print Member Name

Print Workforce Development Board Name

workforce development board member, agree to the terms and conditions contained herein.

CONFLICT OF INTEREST CODE LOCAL WORKFORCE DEVELOPMENT BOARDS

Local workforce development board members are to provide responsible stewardship for and oversight of publicly funded workforce programs. The roles and responsibilities of the local board must be executed in a manner that demonstrates strong integrity, accountability and transparency in order to preserve the public trust. All voting and non-voting local board members and board staff are subject to the provisions of state and local conflict of interest policies.

REQUIRED ACTIVITIES

Local workforce development board members must:

- Recuse themselves from their official duties if there is a real or perceived conflict of interest
- Advise the board of any potential or perceived conflicts of interest
- Ask the local board for guidance if there is any doubt as to whether a specific situation involves or constitutes a real or perceived conflict of interest

RESTRICTED ACTIVITIES

Local workforce development board members must not:

- Cast a vote on nor participate in any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents)
- Cast a vote on nor participate in any matter that would provide any direct benefit to such member or the immediate family of such member
- Engage directly or indirectly in any business transaction or private arrangement for profit (including any third-party transactions) that develops from or is based upon the member's official title or authority on the board
- Participate in the negotiation of or decision to award contracts or grants, the certification of any eligible providers, or the selection of any one-stop (PA CareerLink®) operator with or for any entity in which the member has a financial or personal interest

- Use board equipment, supplies or properties for the member's own private gain or for any reason other than official designated purposes
- Represent or act as an agent for any private interest, either for compensation or not, in any transaction:
 - in which the board has a direct and substantial interest
 - which could be reasonably expected to result in a conflict between a private interest of the board member and his/her/their official board responsibility

Local workforce development board members (or specific entities represented by members) who participate in the development of contract specifications or standards are prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the board member who participated in this manner.

Note: The local workforce development board shall adopt in its bylaws a conflict of interest policy meeting the minimum standards set forth in the state's conflict of interest document.

VIOLATIONS OF THE CONFLICT OF INTEREST CODE

1. If, after an investigation, the board believes that this code has been violated, it may recommend to the Governor or the Chief Elected Official(s) of the local workforce development area that the individual who has violated the code be removed from board membership.
2. The Governor, or the Chief Elected Official(s) of the local workforce development area, has the authority to remove a member of the board for a violation of this code, even if the board has not made such a recommendation.

Signature _____ Date _____

Misty M. Dion

(570) 367-6269

mdion@cilncp.org

CAREER OBJECTIVE

To utilize my networking, experience and knowledge of disability services to assist in assuring the availability of high-quality supports and services for people with disabilities to live independently and receive equal access. Assuring the rights of the disability community is paramount.

EMPLOYMENT HISTORY AT ROADS TO FREEDOM

2014 – Present, **Chief Executive Officer**

2011 – 2014, **Director of Programs and Services**

2009 – 2011, **Director of Independent Living Services**

2007 – 2009, **Independent Living Program Manager**

2005 – 2007, **Independent Living/Assistive Technology Specialist**

COMMUNITY INVOLVEMENT

- Member of the Board of Directors for Lycoming County Health Improvement Coalition
- The National Organization of Human Service Professionals
- 2005 Search Committee Member for the Pennsylvania College of Technology Human Service Program.
- 2016 Graduate of Williamsport's Lycoming County Chamber of Commerce Leadership Lycoming
- Member of the Mid-Atlantic ADA Center Advisory Board
- President, Board of Directors for the Pennsylvania Council on Independent Living (PCIL)
- Member of the Board of Directors for Pennsylvania's State Independent Living Council (SILC)
- Member of the National Council on Independent Living (NCIL)
- Member of the Association of Programs for Rural Independent Living (APRIL)
- Delta Chi Omega, Alpha Chapter

Misty M. Dion

EDUCATION

- 2004-2006 **Pennsylvania College of Technology/ Penn State Graduate**
Associate of Applied Science, Human Service Degree
with highest honors
Bachelors of Applied Science, Human Services Degree
with highest honors/ Summa Cum Laude **4.0**
- 2003-2004 **Corning Community College**
Transfer Classes for Human Services
- 2001-2003 **State University of New York at Alfred State Graduate**
Associate in Science, Human Services Degree
- 2001 **Corning Painted Post West High School Graduate**
High School Diploma (Regents)