



# Local Elected Official (LEO) Board Meeting

December 21, 2022

Union County Government Center  
Lewisburg, Pennsylvania

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<https://advancecentralpa.org/about-us/public-notices/>.

## Local Elected Official (LEO) Board Meeting Agenda

Union County Government Center, Lewisburg  
Wednesday, December 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 |
| V.   | Open Discussion  |                 |
| VI.  | Adjournment/Date of Next Meeting                       | Ken Holdren     |
|      | • Executive Committee – January 13, 2023 at 10:00 a.m. |                 |
|      | • LEO Board – March 15, 2023 at 9:00 a.m.              |                 |
|      | • WDB/LEO Board – March 15, 2023 at 10:00 a.m.         |                 |

## Local Elected Official Board Action Items December 21, 2022

1. Motion to approve the minutes from the September 21, 2022 LEO Board meeting.

Motion:

Second:

2. Motion to appoint Jon Ritter, Plant Manager at Playworld, to the Workforce Development Board as a business organization representative with a term from December 22, 2022 through June 30, 2025.

Motion:

Second:

# Local Elected Officials (LEO Board)

## Meeting Notes

September 21, 2022

The Local Elected Official (LEO) Board of Advance Central PA held a meeting Wednesday, September 21, 2022.

### LEO Board Members Attending

Commissioner Angela Harding, Clinton County  
Commissioner Kenneth Holdren, Montour County  
Commissioner Joe Klebon, Northumberland 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 David Kovach, Columbia County  
Commissioner Richard Mirabito, Lycoming County

### Guests Attending

Dean Girtton  
Jon DeWald - Solicitor

### WDB Staff Attending

Alexa Hann  
Korrie Lucas  
Erica Mulberger  
Gabi Randall  
Kelly Walter

## Call to Order and Welcome

Ken Holdren, LEO Board Chair, opened the meeting at 9:05 a.m. and confirmed a quorum was met.

## Approval of Meeting Minutes

Commissioner Holdren called for a motion to approve the June 15, 2022 meeting minutes previously sent to all LEO Board members.

- ▲ Commissioner Richards made a motion to approve the minutes from the June 15, 2022 LEO Board meeting. Commissioner Harding 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.

## WDB Membership

### Appointment of WDB Candidate

Erica Mulberger, Advance Central PA Executive Director, provided an update on the recommended appointment of Misty Dion to the workforce development board representing a community-based organization with experience assisting individuals with barriers to employment. Ms. Dion was referred by Commissioner Rick Mirabito. Ms. Dion is the Chief Executive Officer of Roads to Freedom Center for Independent Living of North East PA which both employs and assists individuals with disabilities. Her application was reviewed by the Governance Committee and they unanimously recommend Ms. Dion's appointment to the workforce development board.

- ▲ Commissioner Klebon made a motion to appoint Misty Dion Chief Executive Officer of Roads to Freedom Center for Independent Living of North East PA, 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. Commissioner Steininger seconded the motion. The motion was unanimously approved with no abstentions.

Erica Mulberger, Advance Central PA Executive Director, noted Misty's appointment brings Advance Central PA in compliance with the requirement that 20% of membership comes from labor or community-based organizations, however, with this appointment another business member is needed to remain in compliance with having a private sector majority. This member can come from any area in the region and must have authority and decision-making capabilities at their place of business. Erica added that Jim Nemeth plans to retire in 2022 therefore his vacancy will need filled as well. Erica asked LEO members to reach out with any recommendations so that she and the Governance Committee can reach out.

## Executive Director's Update

### Training Needs Assessment

The Susquehanna Valley Community Education Project (SVCEP) is requesting the support of Advance Central PA in creating a training needs assessment that would inform them of gaps in training that a community college might fill. Erica explained that she was planning to do something similar and in very broad scope aligned with development of the federally required Local and Regional Plans. She sought feedback from the LEO Board regarding Advance Central PA partnering with SVCEP on the assessment.

The Board held discussion noting that community colleges can add value to a community, however a thorough analysis of existing opportunities needs completed before adding overhead of a brand-new education entity. One member shared their County does not support starting a new college and they recommended Advance Central PA complete an unbiased region-wide study. Members discussed that the region's interests may be better served in expanding opportunities with existing infrastructure including local career & technical education (CTE). They further discussed concern with the declining number of individuals seeking traditional post-secondary education and the need to collect data holistically to show needs that can be addressed with programs that already exist. This should include conversations with Commonwealth University and other colleges and universities who are currently analyzing how their four-year Bachelor programs might be transitioned to two-year Associate degrees.

In regard specifically to the evaluation and the request at hand, the LEO Board members voiced that Advance Central PA is uniquely suited to complete such an evaluation independently. They agreed that the best course of action would be for Advance Central PA to hire a third-party company to comprehensively analyze the undiluted needs in the nine-county region. Once this study is complete, gathering the universities, community colleges, CTEs and high schools all together to generate some goals might be the next step.

Commissioner Holdren asked for a motion.

- ▲ Commissioner Postal made a motion for Advance Central PA to competitively procure a third-party firm to complete a regional needs assessment for the nine-county Central Region not to exceed \$50,000. Commissioner Klebon seconded the motion. The motion was unanimously approved with no abstentions.

Erica noted the motion will be added to the agenda at the next Audit/Finance meeting.

## Open Discussion

None.

## Date of Next Meetings

Commissioner Holdren announced the following upcoming meetings:

- Executive Committee – October 14, 2022 at 10:00 a.m.
- LEO Board Meeting – December 21, 2022, 9:00 a.m.
- WDB/LEO Board – December 21, 2022 at 10:00 a.m.

### Adjournment

With no further business to attend to, Commissioner Holdren adjourned the LEO Board at 9:50 a.m.

Respectfully submitted,



Kelly Walter  
Office/Board Coordinator

**Central Pennsylvania Workforce Development Board (WDB)**  
**Membership Application**

**Name** Jonathan Ritter **Date of Application** 11/18/22  
**Title** Plant Manager  
**Business/Organization** Playworld (Playpower)  
**Referred by** Erica Mulberger

**Representation**

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

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

**Contact Information**

**Business/Organization Address** 1000 Buffalo Rd  
**City** Lewisburg **State** PA **Zip** 17837  
**Phone** **Fax**  
**Cell Phone** 717-504-0759 **Email Address** jon.ritter@playpower.com  
**Website Address** www.playworld.com

*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 type="checkbox"/> Lycoming | <input type="checkbox"/> Northumberland   |     |
| <input type="checkbox"/> Clinton  | <input type="checkbox"/> Mifflin  | <input type="checkbox"/> Snyder           |     |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Montour  | <input checked="" type="checkbox"/> Union | 300 |
|                                   |                                   | <input type="checkbox"/> Other            |     |

**County of residence:**

- |                                   |                                   |   |
|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Centre   | <input type="checkbox"/> Lycoming | <input type="checkbox"/> Northumberland   |
| <input type="checkbox"/> Clinton  | <input type="checkbox"/> Mifflin  | <input type="checkbox"/> Snyder           |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Montour  | <input checked="" 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**      300
2. **Number of years with current business/organization**      2
3. **Number of years in business in the Central Pennsylvania region**      2
4. **Please describe the nature of your business and position.** We manufacture playgrounds. I am responsible for the operations of both our main manufacturing location in Lewisburg, as well as our other location in New Berlin. Directly reporting to me are Operations, Quality, Environmental, Health & Safety, Scheduling, Technical Services (Maintenance, Facilities, and Manufacturing Engineering), and HR.
5. **Please list your organization's current chamber and association memberships and describe your personal level of involvement in any of these associations.** Playworld is a member of PA Chamber of Business and Industry. Currently, I have no personal involvement with any organizations outside of Advance Central PA.
6. **Please list any professional award(s) or recognition you have received within the last five (5) years.** None
7. **As a member of your business with optimum policy making authority, please describe your current responsibilities within your organization.** I run the plant, so all P&L decision making, including labor/headcount decisions go through me.

## 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

<b>Name</b>	Bill Freeman	<b>Title</b>	Vice President of Continuous Improvement
<b>Company</b>	Playpower	<b>Phone</b>	570-217-6402
<b>Email</b>	bill.freeman@playpower.com		

<b>Name</b>	Jerry Boop	<b>Title</b>	Operations Manager
<b>Company</b>	Playpower	<b>Phone</b>	570-217-4307
<b>Email</b>	jerry.boop@playpower.com		

<b>Name</b>	Kristi Teats	<b>Title</b>	Customer Service Manager
<b>Company</b>	Playpower	<b>Phone</b>	570-847-8055
<b>Email</b>	kristi.teats@playpower.com		

## Central Pennsylvania WDB Related Questions

- 1. What do you hope to contribute (skills, training, experience, etc.) to the Central Pennsylvania WDB?** I've spent most of my career in Continuous Improvement (Lean, Six Sigma, ToC) in one form or another, so its through this lens that I approach most situations in business. I believe I can be of service to the WDB because I love problem solving and I believe we have a lot of big hard challenges to solve.
- 2. 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?** No experience in several of the items listed above. We develop and deploy new policy for our own workforce here, including a new shift model we are implementing right now for our production teams called CrossFlex (work 35 hours get paid for 40 hours). We donated the Hufnagle playground this year which kicked off my involvement in the Lewisburg community. My wife just started a position at Bucknell, so I expect our connections to grow through her as well.
- 3. Membership on the Central Pennsylvania WDB requires that each member attend a full WDB meeting once each quarter (the 2<sup>nd</sup> 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.** We do not currently have an apprenticeship program, but I had a conversation with our HR manager recently about looking into developing a program for positions like: Machinist, Welder, or Maintenance Technician. I also noticed that CareerLink has the job seekers database, which I expect Playworld to start using to actively connect with potential new team members.

5. **Why do you wish to serve on the Central Pennsylvania WDB?** My wife and I just moved to the area in the last two years (built a house in Lewisburg) and we want to cultivate deep roots here as our son (currently 4 years old) grows up. The Playworld brand carries a lot of weight in the local community, but I think its diminished some since the Miller's sold the business several years ago. I firmly believe that the sense of family, community and unity that companies can develop has less to do with the legal structure of the company (i.e. family owned, vs. publicly traded company, vs. private equity owned), and everything to do with how their leaders choose to lead. I know that I can make a positive impact on WDB by also making a positive impact on how I lead Playworld.

## 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 11/17/22

## 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](mailto: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](mailto:EMulberger@AdvanceCentralPA.org)

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



## APPENDIX A – Conflict of Interest Form

I, Jon Ritter, 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 11/17/22