

Executive Committee

Agenda

Zoom Video Conference
Friday, January 13, 2023 10:00 a.m.

Introduction & Call to Order	D. Zartman
Public Comment	
Review & Approval of Meeting Minutes	D. Zartman
Third Party Evaluation Presentation	A. Shtivelband
Committee Updates & Action Items	
<ul style="list-style-type: none">• Audit/Finance Committee<ul style="list-style-type: none">○ Action Needed: Renew line of credit• EARN Committee• Governance Committee• Personnel Committee• Policy & Performance Committee• Youth Committee	
Executive Director Updates	E. Mulberger
Open Discussion	D. Zartman
Upcoming Meeting Dates	D. Zartman
<ul style="list-style-type: none">• Executive Committee Meeting – February 10, 2023 @ 10:00 a.m.• Joint WDB/LEO Meeting – March 15, 2023 @ 10:00 a.m.	

Executive Committee

Meeting Notes November 10, 2022

The Executive Committee of Advance Central PA held a meeting via Zoom/teleconference on Thursday, November 10, 2022.

The following members attended via Zoom:

Jamie Aurand
Jim Beamer
Kenneth Chappell
Michele Foust
Dean Girton
Suzanne White
Dave Zartman

The following members were excused:

Ken Holdren
Jim Stopper

The following staff attended:

Brooke Gessner
Erica Mulberger
Kelly Walter

Proceedings

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

Public Comment

There were no public comments. The meeting was publicly advertised in the newspaper and on the Advance Central PA website in alignment with Sunshine Act requirements.

Review & Approval of Meeting Minutes

- ▲ Suzanne White made a motion to approve the August 12, 2022 Executive Committee meeting minutes. Michele Foust seconded the motion. The motion was unanimously approved with no abstentions.

Executive Committee Updates & Action Items for Discussion/Approval

Erica Mulberger, Advance Central PA Executive Director, presented the proposed schedule of meetings for 2023. She noted the schedule will follow the same pattern with the exception of the Executive Committee in November which will be held on Thursday to avoid holding a meeting on Veteran's Day.

- ▲ Michele Foust made a motion to accept the 2023 Workforce Development Board Meeting Schedule. Jamie Aurand seconded the motion. The motion was unanimously approved with no abstentions.

Audit/Finance Committee

Brooke Gessner, Advance Central PA Finance Manager, provided the update on behalf of Jim Stopper.

Financial Reports Through September 30, 2022

Brooke reviewed the Contract Expense and Obligation Report noting waivers to extend several grants past June 30, 2022 were approved. She shared that Advance Central PA has received \$405,424 in new Statewide funds which will be used for a number of projects including: a STEM Aviation Camp in partnership with SUN Area Technical Institute, relocation of the PA CareerLink® Columbia/Montour Counties, PA CareerLink® staff professional development, security and safety upgrades in the sites, and to supplement the decreased Adult and Dislocated Worker allocations.

The Advance Central PA Operating Budget to Actual Report shows an expenditure rate of 22.09%; several individual lines items are over the anticipated expenditure rate of 25% due to costs incurred at the start of the fiscal year versus throughout.

The Consolidated RSAB Expense Report shows total expenditures and revenues for the PA CareerLink® sites at 20.15%. Advance Central PA's budget was approved by the state in September and funds are being drawn for partner expenses.

The Subcontractor Budget to Actual shows expenses for each service provider. Brooke noted requests for modified or increased budgets are anticipated as subcontractors consider increased wages to recruit and retain staff.

FY23 Consolidated Training Contract Obligations

From July 1, 2022 through October 31, 2022, 48 participants were approved for Individual Training Accounts (ITA) and 12 participants were approved for On-the-Job Training (OJT). At the same time last year there were 41 ITAs and 15 OJTs

EARN

Central Susquehanna Opportunities (CSO) was previously approved to hire a second Wellness Coach/Workforce Specialist, which was above and beyond their current budget. CSO has now hired someone for the position, at a cost of \$59,360, including benefits.

 **Jim Beamer made a motion to increase CSO's EARN budget for FY23, with \$59,630. Dean Girton seconded the motion. The motion was unanimously approved with no abstentions.**

Erica gave an update on the planned action related to awarding a contract for the Department of Community & Economic Development (DCED) video grant project highlighting local manufacturers and career & technical education. Due to illness among evaluation committee members, the recommendation is delayed, but will be sent via email as soon as possible. The email vote will require a 100% response rate from the Committee. Based on the action taken via email vote, information will be placed on the Consent Agenda for the December WDB Meeting.

EARN Committee

Ken Chappell, EARN Committee Chair, provided the update noting the EARN Committee met August 31, 2022.

Program Year (PY) 22 Enrollments

EARN enrollments continue to rise with 148 from July 1, 2021 through October 31, 2022 which is an increase of 110 participants from the same time last year. Of the 148 new enrollments, 12 are SNAP Only volunteers who chose to benefit from case management and full services of EARN to improve their situations.

Program Year 21 Performance

EARN is measured on specific metrics including: Placements, Retention and Credentialing. In PY21, there were 58 approved Placements, 47 approved Retentions, and 39 approved Credentials. With the exception of Placements, which had an approved 60 in PY20, PY21 performance exceeds last years.

Monitoring

The Department of Human Services (DHS) Monitor visited the PA CareerLink® Lycoming County in September to conduct PY21 EARN monitoring. She reviewed multiple case files, interviewed EARN participants, and spoke with EARN staff over the course of three days. Advance Central PA and EARN staff were able to "shadow" her process which gave useful insight.

PY22 EARN Contract

The EARN program is prioritizing intentional programming that addresses the meaningful role families, support systems, and good parenting skills play in an individual's success. In alignment, the Customer Service Multi-Generational training kicked off a new cohort on October 25th. Four EARN participants and their school aged children are participating in the eight-week training. Each child is provided a tutor to help them with school work as their parent(s) progress through the program. Weekly family meals are provided and participants will receive a Customer Service Credential and iPad upon completion.

Erica pointed out the number of volunteer participants in EARN, recognizing that there are indeed people that want to increase skills and be employed.

Ken gave the EARN and PA CareerLink® staff kudos for a job well done. Noting Advance Central PA's program is often in the top tier of the state for Work Participation Rate, he shared that Lycoming County was number one in September.

Governance Committee

Dean Girton, Governance Committee Chair, provided the report.

After the appointment of Misty Dion, the Workforce Development Board is compliant for the 20% needed in the labor or community-based organizations category. However, one more business member from any County and who has authority and decision-making capabilities at their place of business is needed. Erica has contacted two business members for consideration. The Governance Committee anticipates bringing a business name forward for LEO Board consideration at the December meeting.

Personnel Committee

Jamie Aurand, Personnel Committee Chair, provided the update.

Staff Updates

Advance Central PA currently has two vacancies, Mentor Coordinator and Research & Grants Coordinator. Staff received one qualified application since August for the Research & Grants Coordinator position; that person declined the interview after learning of the starting salary range.

Erica reported the Research & Grants Coordinator position is going to be reposted as a Research Coordinator with less emphasis on the grant writing to hopefully attract more applicants. REC, Advance Central PA's contracted third-party evaluator, recommended this as two different skill sets are being requested in one posting. There have been no applications for Mentor Coordinator.

Suzanne White questioned the Advance Central PA staff working on two Federal holidays; Veterans Day and Juneteenth. There was discussion as to whether to follow the National Holidays versus the two floating holidays that are in place. It was decided to leave the holidays as they are at present.

Policy and Performance Committee

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

Advance Central PA Monitoring Highlights

Jim reviewing the staff monitoring currently in progress including ISY, Adult/Dislocated Worker, and PA CareerLink® operations.

PA Department of Labor & Industry Monitoring

Jim provided an overview of the state's monitoring including the following:

- Staff submitted documents requested by the Bureau of Workforce Development Administration Monitoring (BWDA) for the PY2022 review of LWDA procurement and sub-contract desk monitoring.
- BWDA met with staff to discuss initial findings and concerns from the PY2021 monitoring. There were two findings and one concern that will require response.
- The Bureau of Workforce Partnership & Operations (BWPO) was on site to conduct PY2021 data validation for WIOA Titles I and III.
- The Williamsport and Sunbury sites were recently visited by Office of Vocational Rehabilitation (OVR) for an ADA accessibility evaluation.

PA CareerLink® Mifflin County Concerns

Advance Central PA was contacted via telephone by a concerned advocate for Spanish-speaking job seekers in Mifflin County who cited her clients have not received adequate language services at the site. As part of the response, staff coordinated an unannounced equal opportunity monitoring, and the complainant was satisfied with the resulting recommendations for improvement. Efforts will focus on additional staff training and continued monitoring. Similar monitoring visits were made at three other PA CareerLink® locations. Erica then explained the complaint in more detail noting that Marca O'Hargan, Advance Central PA Compliance Monitor/EO Officer, facilitated the monitoring. Among her findings were that Mifflin staff are using Google Voice not Propio Language Services as their first choice for clients needing language assistance. Even if a client wants to use Google Voice, Propio must be offered. As EO Officer, Marca has provided a training to all staff on Propio.

Regarding the BWDA PY21 monitoring and findings, Erica shared that Advance Central PA is making changes to comply with the Stevens Amendment which ensures transparency and accountability in federal spending. Members will begin to notice reference on all correspondence as applicable. Additionally, Advance Central PA's Disaster Recovery Plan was questioned. A Recovery Plan is in place and will be added to the written policy as corrective action.

Youth Committee

Suzanne White, Youth Committee Chair, provided the update.

In-School Youth Contract

The Bridges to the Future team remains focused on Fall recruitment which will be closing out at the end of November.

Suzanne shared the program has two front-line staff vacancies at present.

Out-of-School Youth Contract

YES to the Future has recently established a referral partnership with Mount Nittany Medical Center. YES has seen growth in a similar partnership established with Central Pennsylvania Institute of Science and Technology (CPI), increasing opportunities for recruitment and referrals in Centre County.

YES is recruiting young adults for the third round of Advanced Manufacturing Pre-Apprenticeship (AMP) slated for early February. Information sessions are being facilitated.

There are currently three front-line staff vacancies. Advance Central PA staff will be meeting with YES managers Friday, November 11th to discuss staffing. YES does ask staff to complete exit interviews and salary versus workload is a recurring theme.

Executive Director's Update

Erica Mulberger provided the update.

PA CareerLink® Columbia/Montour Counties Re-Location

The move of the PA CareerLink® is complete and a Ribbon Cutting is scheduled for November 30th at 10:30 a.m. This is being facilitated by the Columbia/Montour Chamber of Commerce.

Grant Updates

Advance Central PA has applied for a \$183,333 Apprenticeship grant to help fund the Business Engagement Coordinator. This grant will help with getting programs up and running as well as supporting staff.

A USDOL Nursing Expansion Grant is also being explored, potentially with Geisinger as a partner.

PA CareerLink® Updates

The PA CareerLink® sites continue to see significant staff turnover across programs. Discussions are underway about how these issues can be addressed. To improve work flexibility, Advance Central PA staff and the Operator have approved a schedule that allows PA CareerLink® staff to work from home one day a week contingent on agreement from the employer of record.

Erica mentioned that front-line staff salaries are of concern to additional providers as well and added that she does not expect anyone to be regularly working on the weekend or extremely late.

Strategic Planning

Erica asked members about their interest in strategic planning, questioning whether they are comfortable with the way staff are leading it or if they would like more involvement. Dave said he is comfortable in the staff's ability. Suzanne stated staff should have oversight of daily operations, but know when to bring topics forward for discussions and insight. Jamie mentioned possibly working through a strategic planning process with a consultant. Dean recalled previous strategic planning with a consultant; being convinced that they were doing a good job but in retrospect were not following the plan at all. After much discussion the committee determined a consultant was not needed. Erica will ask questions through committees or use of a survey. These changes would go through committees normally and then be brought it to the Executive Committee.

Open Discussion

Erica reported that REC will present the results of their third-party analysis of Advance Central PA and PA CareerLink® to the Executive Committee at the January 2023 meeting.

Date of Next Meeting

LEO Meeting – December 21, 2022 at 9:00 a.m.

Joint WDB/LEO Board – December 21, 2022 at 10:00 a.m.

Executive Committee – January 13, 2023 at 10:00 a.m.

Adjournment

With no further business to discuss, Dave adjourned the meeting at 11:04 a.m.

Respectfully Submitted,



Kelly Walter, Office/Board Coordinator

Executive Committee Updates and Actions to be Taken

January 13, 2023

1. Motion to approve the minutes from the November 10, 2022 Executive Committee meeting.

Motion:

Second:

Audit/Finance Committee • Jim Stopper, Chair

- Action Needed: Renew line of credit

The Audit/Finance Committee will meet as needed.

EARN Committee • Kenneth Chappell, Chair

The EARN committee will meet as needed.

Governance Committee • Dean Girton, Chair

The Governance Committee will meet as needed.

Personnel Committee • Jamie Aurand, Chair

The Personnel Committee will meet as needed.

Policy and Performance Committee • Jim Beamer, Chair

The Policy and Performance Committee will meet as needed.

Youth Committee • Suzanne White, Chair

The Youth Committee will meet as needed.