



**Advance  
Central PA**  
Linking People & Business

## **Workforce Development Board (WDB) and Local Elected Official (LEO) Board Joint Meeting**

March 15, 2023

Union County Government Center  
Lewisburg, Pennsylvania

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Program funded with federal dollars. For more information, visit:

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

# Workforce Development Board (WDB) and Local Elected Official (LEO) Board Meeting

## Agenda

Union County Government Center, Lewisburg  
Wednesday, March 15, 2023 10:00 a.m.

- |               |   |                               |
|---------------|---|-------------------------------|
| 10:00 – 10:10 | <b>Call to Order, Welcome, and Introduction of Guests</b> | Dave Zartman &<br>Ken Holdren |
| 10:10 – 10:15 | <b>Public Comment</b>                                     |                               |
| 10:15 – 10:25 | <b>PA CareerLink® Operator Update</b>                     | Cheryl Johnson                |
| 10:25 – 11:40 | <b>WDB and LEO Board Action Items</b>                     | Dave Zartman &<br>Ken Holdren |
- **WDB Non-Consent Agenda & Committee Reports**
    - Action Needed: High Priority Occupation Petition
    - Audit/Finance
      - Action Needed: Central Susquehanna Opportunities, Inc. Budget Request
    - EARN
      - Action Needed: EARN Contract Extension
    - Governance
    - Personnel
      - Action Needed: Dental, Life, and Disability Insurance Renewal
    - Policy & Performance
      - Action Needed: Business Solutions Contract Extension
      - Action Needed: Job Seeker Services Contract Extensions
      - Action Needed: The Link Contract Extension
      - Action Needed: Operator Contract Extension
    - Youth
      - Action Needed: In-School Youth Contract Extension
      - Action Needed: Out-of-School Youth Contract Extension
  - **LEO Board Action Items**
    - Action Needed: Approval of December 12, 2022 Meeting Notes

11:40 – 11:50 **Executive Director's Update**

Erica Mulberger

11:50 – 11:55 **Open Discussion**

11:55

**Date of Next Meeting**

Dave Zartman

- Executive Committee
  - April 14 from 10:00 a.m. – 12:00 p.m.
- Annual Meeting of the Members/LEO Board Meeting
  - June 21 from 9:00 a.m. – 9:30 a.m.
- WDB Board Meeting
  - June 21 from 10:00 a.m. – 12:00 p.m.

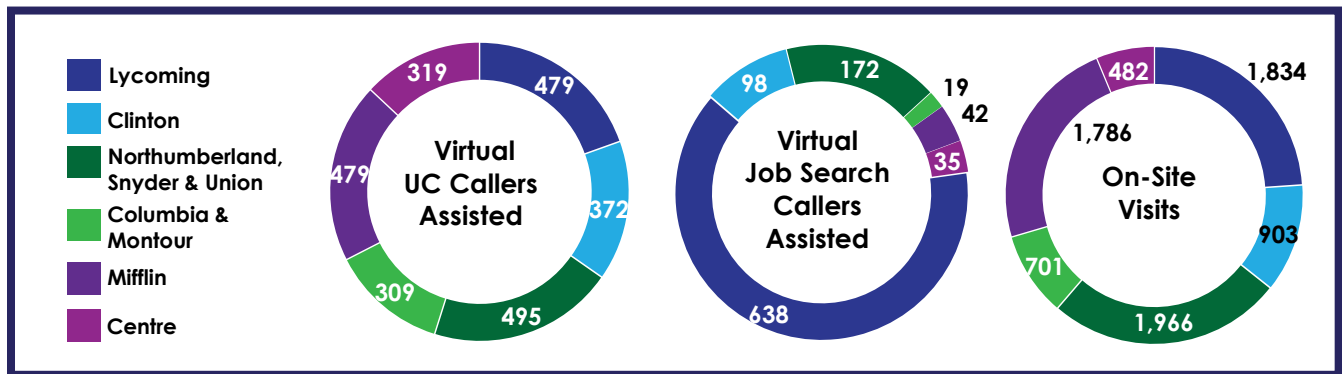
12:00

**Adjournment**

Dave Zartman &  
Ken Holdren

# PA CareerLink® Jobseeker Services

## October-December 2022 Q4



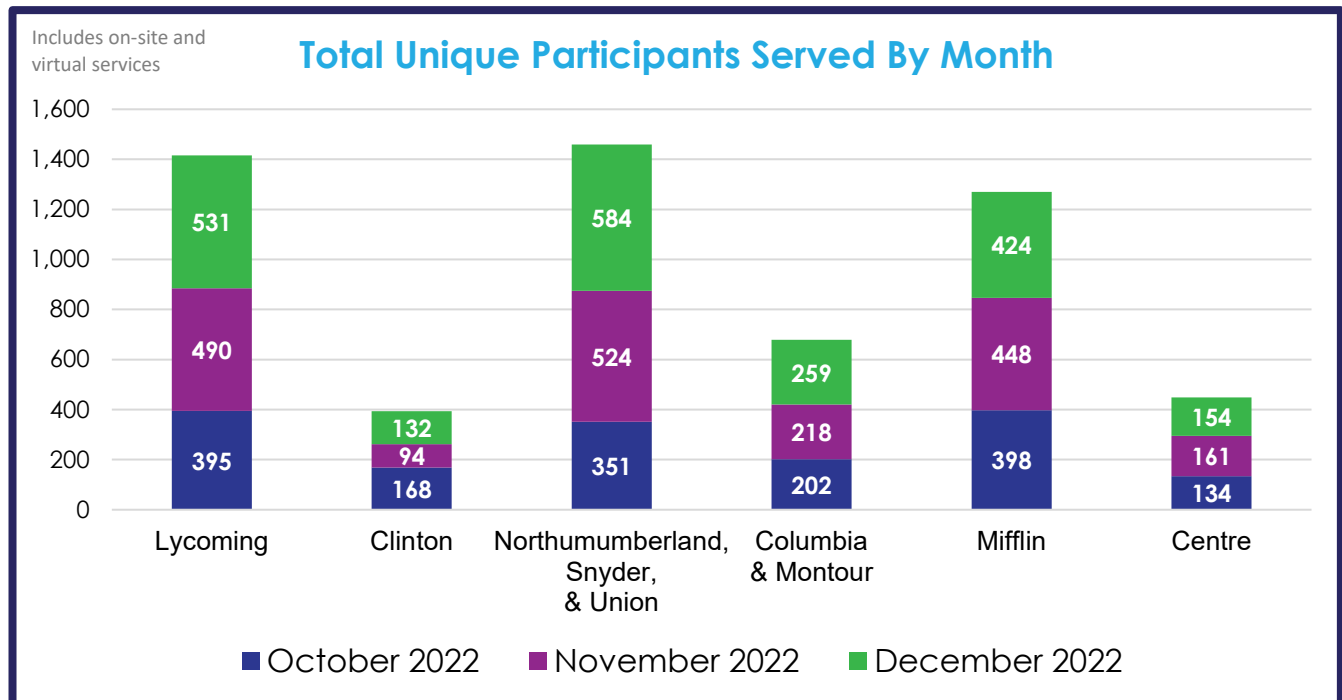
Includes on-site and virtual services

**Total Workshops Offered: 216**

**Total Workshop Attendance: 498**

**Total Services Provided: 19,460**

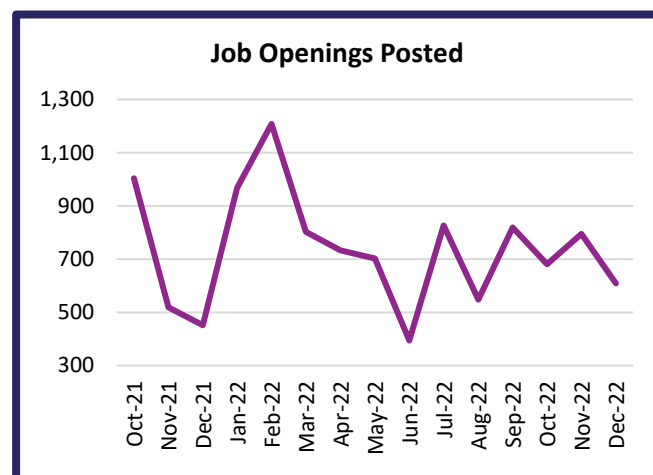
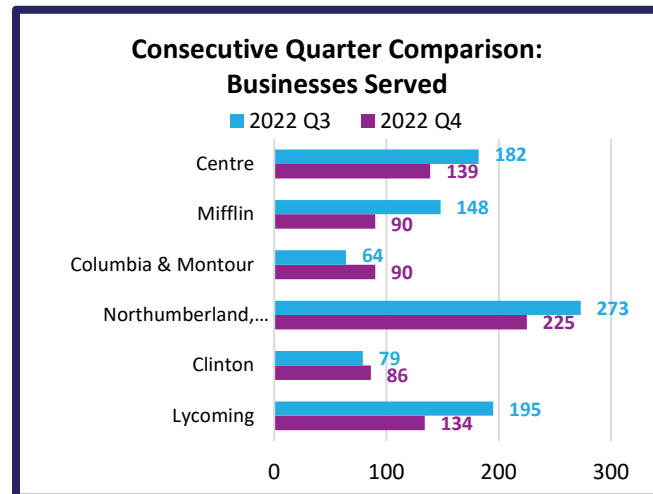
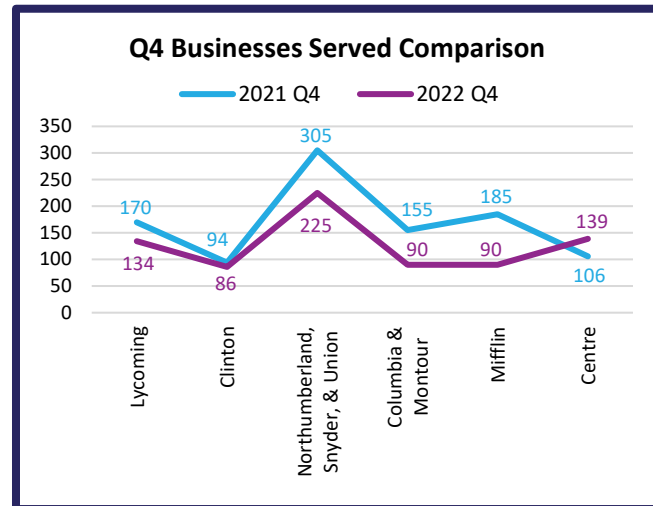
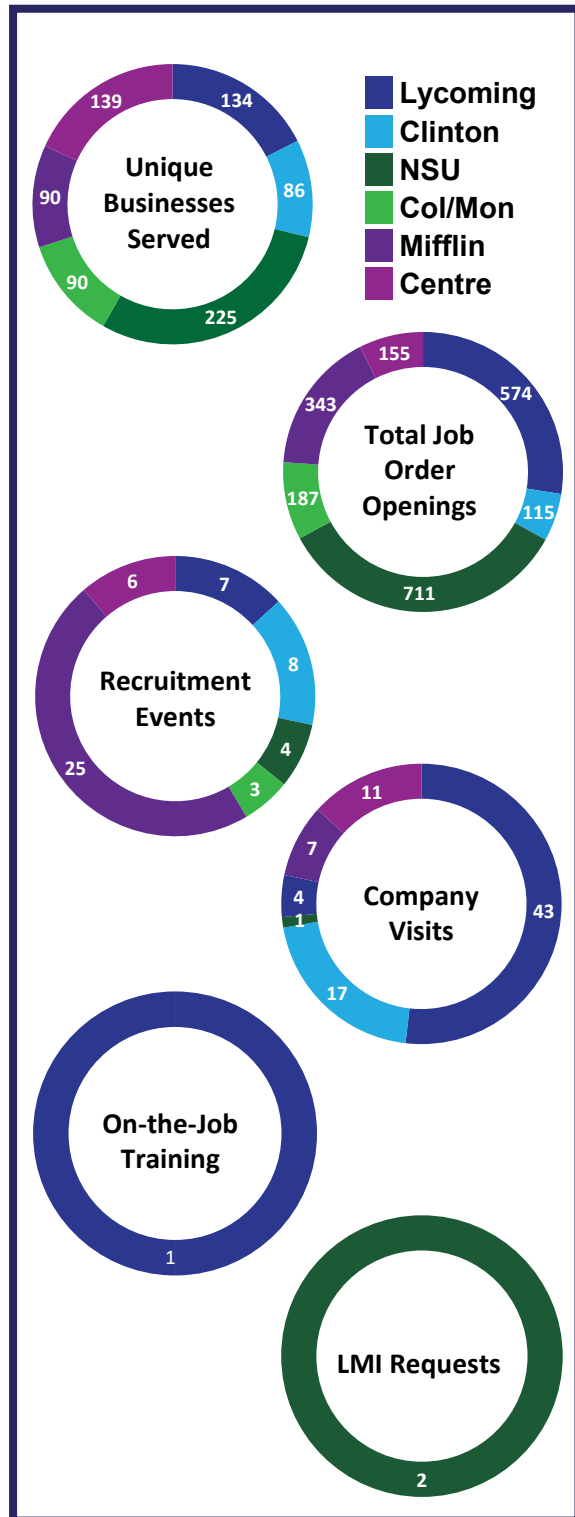
**Unique Quarterly Participants: 4,341**



# PA CareerLink® Business Solutions

## October - December 2022 Q4

### Employer Services Overview

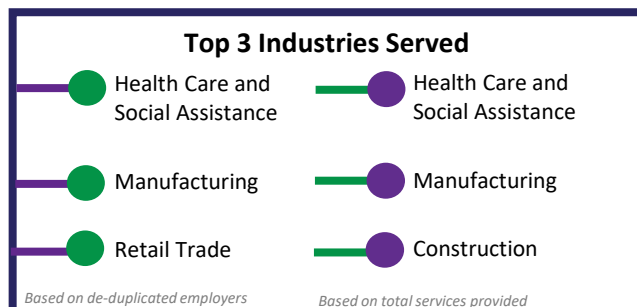
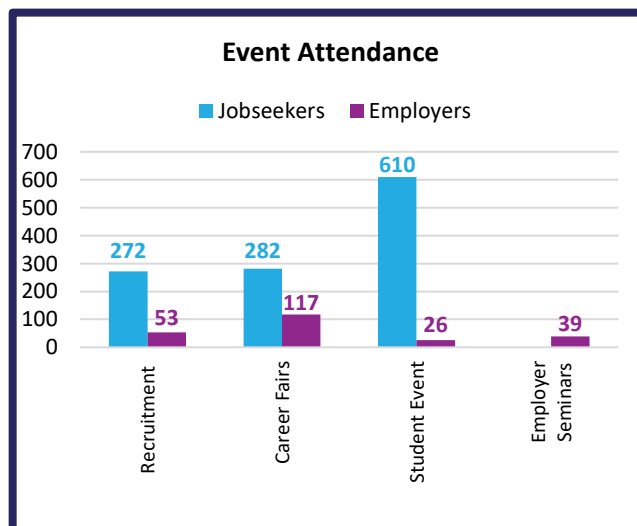


# PA CareerLink® Business Solutions

## October - December 2022 Q4

### Employer Event Highlights

- **Job Fair:** Mifflin County Job Fair at the Juniata Valley YMCA (31 employers, 73 jobseekers, 15 students, 6 training providers)
- **Job Fair:** Clinton County Tailgate-themed Job Fair (31 employers, 111 jobseekers)
- **Student Event:** Mifflin County Career Fair with the Business and Education Committee of the Juniata River Valley Chamber of Commerce (18 employers, 500 students, 24 training providers)
- **Student Event:** Columbia/Montour Career Fair with the Berwick Industrial Development Association and Berwick High School (8 employers, 110 students, 1 training provider)
- **Recruitment Event:** Mifflin County Onsite Recruitment Event with Spherion (25 jobseekers)



### Rapid Response Events

Company	<i>Gilson Snow</i>
PA CareerLink® County	<i>NSU</i>
Rapid Response Date	<i>11/28/2022</i>
Workers Affected	<i>14</i>
Workers at RR Event	<i>11</i>
Layoff/Closure	<i>Layoff</i>
Status	<i>Temporary</i>

## Workforce Development Board (WDB) and Local Elected Officials (LEO Board)

Joint Meeting  
December 21, 2022

Advance Central PA's Workforce Development Board (WDB) and Local Elected Official (LEO) Board held a joint meeting on Wednesday, December 21, 2022 at 10:00 a.m.

### WDB Members Attending

Sue Auman  
Jamie Aurand  
Jim Beamer  
Kenneth Chappell  
Misty Dion  
Michele Foust  
Dean Girton  
Bruce Jones  
Keith Koppenhaver  
Jeff Lowry  
Jim Nemeth  
Zollie Rayner  
Todd Taylor  
Tracie Witter  
Jenna Witherite  
Dave Zartman

### LEO Board Members Attending

Angela Harding  
Kenneth Holdren  
David Kovach  
Richard Mirabito  
Stacy Richards  
Chuck Steininger

### WDB Staff Attending

Alexa Hann  
Korrie Lucas  
Jamie Mercaldo  
Erica Mulberger  
Patrick O'Conner  
Marca O'Hargan  
Gabi Randall  
Rachael Ulmer  
Kelly Walter

### WDB Members Excused

Jay Alexander  
Lynn Kuhns  
Jim Stopper  
Steve Stumbris  
Susan Swartz  
Suzanne White

### LEO Board Members Excused

Steven Dershem  
Joe Klebon  
Robert Postal

### Guests Attending

Megan Bair  
Hank Baylor  
Meghan Beck  
Jon DeWald - Solicitor  
Melanie Erb  
Robert Getz  
Cheryl Johnson  
Cynthia Kunes  
Chuck Klinger  
Mary Mingle  
Katherine Vastine  
Matthew Wise

## Call to Order and Welcome

Dave Zartman, Workforce Development Board Chairperson, called the meeting to order at 10:05 a.m. and confirmed a quorum. Dave opened the meeting welcoming new Workforce Development Board Member Misty Dion, Chief Executive Officer of Roads to Freedom Center for Independent Living of NEPA; Misty will serve as a community-based organization representative. Dave also welcomed guests: Cindy Kunes, Field Representative for US Congressman Glenn 'GT' Thompson and Matt Wise, District Director for PA Senator Gene Yaw.

Dave noted there are two meetings occurring simultaneously; the Workforce Development Board (WDB) quarterly meeting and Local Elected Official (LEO) Board quarterly meeting. He explained each board takes actions from their respective agendas.

Commissioner Kenneth Holdren, LEO Chairperson, welcomed his fellow Commissioners to the meeting. He announced that during the LEO Board meeting held just prior, the Commissioners approved appointment of Jon Ritter, Plant Manager at Playworld, as a business organization representative of the WDB effective December 22, 2022 through June 30, 2025.

## LEO Board Action Items

Commissioner Holdren provided the update.



**Commissioner Mirabito made a motion to approve the minutes from the September 15, 2022 joint WDB/LEO Board meeting. Commissioner Kovach seconded the motion. The motion was unanimously approved with no abstentions.**

## Invitation for Public Comments

There were none.

## PA CareerLink® Operator Update

Representing the PA CareerLink® Operator, Cheryl Johnson provided the quarterly update speaking of much transition.

### Staffing Transitions

The Operator and Site Administrators have created a thorough and common PA CareerLink® orientation designed to help new staff better understand the local expectations for serving customers and start with a basic understanding of overall partner programs and services.

A new schedule that allows staff to work remotely once each week has been implemented to help with staff retention. Early indicators show this to be successful as customers still have seamless access to staff and services.

PA CareerLink® sites continue to welcome the Unemployment Claims Representatives who come on-site twice per week to help customers resolve unemployment claim issues. The positions are funded by a grant anticipated to end in early Spring, which is of great concern because of the valuable services they are offering customers.

### Transitioning to Safer and Improved Facilities

The PA CareerLink® Columbia/Montour Counties, hosted a ribbon cutting ceremony in the new site on November 30, 2022. The site is modern, spacious, and welcoming to staff, employers, and job seekers which will allow for more robust programming and events.

All sites (with the exception of Columbia/Montour because of the move) have had a third-party vulnerability assessment completed. The Operator is reviewing the recommendations and working with Advance Central PA to complete necessary changes.



### Transitioning to New Innovative Outreach Methods

Staff continue to adjust to the new workforce landscape with innovative outreach, including to carefully tailor events to appeal to a broad range of customers and employers. In addition to physical outreach, social media is an increasingly effective way to reach jobseekers. The PA CareerLink® Facebook page for Mifflin and Centre Counties has exceeded 4,000 followers.

Further, the Business Solutions Team (BST) continues to offer seminars for employers including the following over the last quarter: Training Reimbursement Funds, Determining Workplace Accommodations, Disability Awareness & Etiquette in the Workplace and Understanding Workplace Accommodations.

### Heartfelt Thank You

The coordination and cooperation between Advanced Central PA, the Operator, local Labor & Industry leaders, Site Administrators, and PA CareerLink® staff continues to be extraordinary. Cheryl offered a huge thank you to the Workforce Development Board for all their support throughout this year.

Erica Mulberger, Advance Central PA Executive Director, echoed what Cheryl said in regard to the critical value brought to the region via the Unemployment Claims Representatives, noting the tremendous help it has had for customers and staff. She explained this to be a temporary fix for a long-term issue.

Erica also thanked staff for the work done to complete the PA CareerLink® Columbia/Montour counties move. The ribbon cutting was attended by many, including PA State Representative Lynda Schlegel Culver who later that day announced her candidacy for the PA Senate.

## **Title II Adult Basic Education Presentation**

Robert Getz from Penn State Institute for the Study of Adult Literacy began the presentation by sharing an update on Adult Education offerings and demographic data for those served by Title II partners across the region. Robert emphasized an increase in post-pandemic participants includes the English as a Second Language (ESL) population; pre-pandemic ESL learners were 3% of those served, rising to 15% post pandemic.

Chuck Klinger from Tuscarora Intermediate Unit 11 (TIU), spoke to the many modalities of instruction. Increasing use of technology and remote strategies has increased the opportunity to serve students, especially those with transportation barriers, while also resulting in increased digital literacy skills useful in the workplace. Remote learning also has its challenges with the lack of internet in some areas and some individuals who resist technology, however, Title II providers are flexible and continue to offer in-person instruction as well.

Mary Mingle from Central Susquehanna Intermediate Unit (CSIU) discussed the standardized assessments available to measure math, reading, language, and English competency as well as digital literacy, all of which can be contextualized to the workplace making instruction relevant and impactful for individuals and employers.

Representing Central Intermediate Unit 10, WDB member Jenna Witherite spoke on how Title II is represented in the Local Plan. With a projected 6,000 additional jobs across all levels of education through 2025, jobseekers need to eliminate the barriers to employment such as by earning their high school equivalency. Training and credentialing are crucial with a quarter of all jobs in the region held by workers ages 55 and older. Jenna also shared the work Title II partners have underway to help meet the needs of individuals in correctional facilities before welcoming questions.

Sue Auman inquired as to the options available to someone who was working toward high school equivalency but did not finish due to problems attending. The presenters shared that attendance policies are in place; however, every effort is made to help individuals re-engage and continue their progress.

Erica asked how many of the adult basic education program participants are high school graduates seeking to brush up on their skills. The presenters responded that while their programming is a perfect fit for someone like Erica described, a majority of participants do not have a high school diploma. However, special classes such as healthcare prep courses, do often draw individuals with diplomas.

## WDB Updates and Action Items

### Consent Agenda

Dave called for a motion to approve the Consent Agenda.

- ▲ **Jim Beamer made a motion to approve the December 21, 2022 Consent Agenda Action Items. Dean Girton seconded the motion. The motion was unanimously approved with no abstentions.**

## Audit/Finance Committee

Erica Mulberger, Advance Central PA Executive Director, provided the update on behalf of Committee Chair, Jim Stopper.

### Financial Reports through 9/30/22 and Fiscal Year 23 Budget Update Report

Advance Central PA has received \$104,500 in additional statewide activities funds related to regional trainings, the PA CareerLink® Columbia/Montour relocation, and safety and security upgrades. Advance Central PA puts staff and customer safety above all else, and the statewide funds will allow for the purchase of equipment and changes recommended in the risk assessments. Erica added that individuals seeking resolution in regard to unemployment compensation claims continue to turn to the PA CareerLink® for help though local staff are not able to assist with those issues, nor do they have access to the claims information. This can be frustrating for the person seeking help and has led to some situations where safety was a concern.

### Transfer Request

Advance Central PA receives both Adult and Dislocated Worker funding to provide jobseeker and business services. Dislocated Worker funding can only be used to serve Dislocated Workers, while Adult funding is more flexible and can be used to serve both Adults and Dislocated Workers if needed. Transfers can be requested from the state to move funding between the two sources. There is a large amount of Dislocated Worker funds unobligated, while at the same time, Adult training funds are projected to be depleted.

- ▲ **Sue Auman made a motion to request a transfer of \$500,000 in WIOA PY 2022 Dislocated Worker funds to WIOA PY 2022 Adult to increase flexibility in the use of funding. Jim Nemeth seconded the motion. The motion was unanimously approved with no abstentions.**

### Training Funds

Adult training funds for Individual Training Accounts (ITA) and On-the-Job Training (OJT) are almost depleted. Compared to last year at this time, the number of ITAs and OJTs have increased by 7%, however, the number of Adult contracts has increased by 57% and a wait list is anticipated if more funds are not made available.

- ▲ **Bruce Jones made a motion to increase Adult ITA and OJT training funds by \$75,000. Zollie Rayner seconded the motion. The motion was unanimously approved with no abstentions.**

### CSIU Modification Request

Central Susquehanna Intermediate Unit (CSIU), the Out of School Youth (OSY) program provider, has submitted a budget modification request for FY23 to adjust line items in order to increase the salary scales of YES staff who are 100% dedicated to YES in order to increase retention and attract potential hires. This would not result in a budget increase for the year.

- ▲ **Michele Foust made a motion to approve CSIU's Out of School Youth budget modification request for FY23 to adjust line items to increase staff salaries with no increase in total budget. Keith Koppenhaver seconded the motion. The motion was unanimously approved with no abstentions.**

Sue Auman questioned if there was a salary study completed. Erica responded that CSIU did complete a study and plans to bring forth recommendations for increases to their board later that evening.

### Single Audit

The FY22 Single Audit with Young, Oakes, Brown and Co. is scheduled for January 3<sup>rd</sup> and 4<sup>th</sup>.

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

## EARN Committee

Ken Chappell, Committee Chair, provided the update.

### Enrollments

Ken presented an EARN Enrollment Report showing 182 new enrollments from July 2022 through November 2022 compared to 149 in the same timeframe for the previous program year. Thirteen of the new enrollments are SNAP only volunteers who choose to participate in EARN to benefit from case management and other offerings. Ken highlighted data showing where the participants are served at PA CareerLink® sites across the region. Based on need, the new staffing plan has resulted in Clinton County participants being served by a staff who splits time there and in Centre County.

### Refugee Program

There are currently four Ukrainian participants in the EARN Refugee Program in Columbia County. In anticipation of an increased refugee population, the Department of Human Services (DHS) Bureau of Employment Programs (BEP) hosted a roundtable discussion with managers from the World Church Service (WCS) organization in Lancaster, Advance Central PA staff, and Central Susquehanna Opportunities Inc. (CSO) EARN staff. WCS provided a wealth of advice and best practices to better case manage refugees as they enter EARN.

### Monitoring Updates

BEP's PY21 monitoring of EARN concluded on December 2<sup>nd</sup> with an exit interview. Although a final report is forthcoming, Advance Central PA is anticipating one corrective action regarding the timely completion of the Family and Household Needs Assessment. The DHS monitor noted the Central Region's large geographic range and high enrollment numbers as contributing factors to the finding and was overall complimentary of the local EARN program, noting the holistic case management.

Sue Auman asked if there are other counties seeing the arrival of Ukrainian refugees and if resources are available to assist their needs. Ken responded that other counties are indeed seeing Ukrainian refugees, Lycoming included. He explained that most refugees are sponsored by a local church and that those churches are a key partner in helping the individuals transition to life in the United States. The County Assistance Office staff provide access to needed supports and refers to EARN as appropriate.

The EARN Committee plans to meet in early 2023.

## Governance Committee

Dean Girton, Governance Committee Chair, provided the update.

### New Appointment

Dean reported the Committee had reviewed a board member application for Jon Ritter, Playworld Plant Manager, and subsequently recommended his appointment. Dean referenced Ken Holdren's opening remarks that the LEO Board has formally appointed Jon as a business organization representative with a term from December 22, 2022 through June 30, 2025.

### Recruitment

With Jim Nemeth's pending retirement, an additional private sector member is needed to stay in compliance with 50% business representation on the WDB. Referrals from any County or area within the region are requested and should be sent to Erica for Governance Committee vetting.

## Personnel Committee

Jamie Aurand, Personnel Committee Chair, provided the update.

### Performance & Merit Increases

The Personnel Committee reviewed and approved merit increases which are based on staff performance. The increases were within the approved budget, and will be effective with the first pay in 2023. Jamie shared that staff is performing above expectations, including to help fill gaps from vacant positions.

#### Staffing Updates

The management team is actively interviewing for the Mentor Coordinator and Research & Grants Coordinator positions. Similar to what others are experiencing, Advance Central PA has had individuals turn down a second interview because they've already accepted another position.

### **Policy & Performance Committee**

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

#### Staff Monitoring Highlights

Jim provided an overview of the monitoring staff completed through November, including ongoing desk monitoring of OJT contracts and status updates for: fiscal monitoring of subcontractors, PA CareerLink® monitoring, Adult/Dislocated Worker operations, In-School Youth programming, and EARN.

#### State Monitoring

The Office of Vocational Rehabilitation (OVR) conducted a physical accessibility review of the PA CareerLink® Lycoming County and issued a report with recommendations for improvement. The Site Administrator is working with OVR and the building owner as needed to resolve findings.

The Bureau of Workforce Partnership & Operations (BWPO) was on site to conduct PY2021 data validation. Staff coordinated to have 73 cases files securely available at the Advance Central PA office, as requested by BWPO for the monitoring. A formal report is forthcoming.

Staff submitted documents requested by the Bureau of Workforce Development Administration (BWDA) for PY22 policies and agreements monitoring. Staff also received BWDA's final monitoring report for PY21 and submitted a response to address two findings and one concern.

#### PY21Q1 and PY21Q1 Comparison Adult/Dislocated Worker Exit Reports

Jim explained the outcomes of participants when they exit Adult and Dislocated Worker programming; the goal is to exit participants with employment. He reviewed comparisons of the first quarter of PY21 with the first quarter of PY22 for the region and the individual subcontractors. The total number of exits for this quarter is 20% less than in PY21 and both subcontractors are impacted by overall low enrollments.

#### Common Measures - PY2022 1st Quarter Reports

These are official measures for Workforce Innovation and Opportunity Act Title I Adult, Dislocated Worker, and Youth programs. Performance lagged in Measurable Skills Gains across all programs. Staff have pulled data from the system of record and are currently working to identify underlying issues, but traditionally, because of the nature of the measure, it is low in the first quarter and rises throughout the program year. Jim reviewed other areas for improvement across programs explaining staff are still compiling information from the system of record to better understand the data. Erica noted that the impact of the pandemic is now showing up in the performance which by definition has lag times.

Members held discussion regarding performance noting challenges in regard to retaining participants in programs and difficulty tracking Measurable Skills Gain and whether this indicator is actually measuring meaningful gains. One member asked if employers are aware that the PA CareerLink® offers 12-months of follow up to program participants; it could be of great benefit for employers to understand this upon hire. Erica affirmed this as a great idea where more intentional work should be done. Erica also noted that with the third-party evaluation, she saw what the subcontractor staff often report in regard to initial excitement and buy-in followed by a lack of response and engagement. Melanie Erb, BWDA Oversight Services, offered comment from her perspective as a state monitor noting the issues being discussed are being experienced across the Commonwealth.

It was noted to see if there could be incentives for businesses to provide follow-up information on employees that are hired from a PA CareerLink® program, like a Work Opportunity Tax Credit.

Before moving on, Erica referenced Jim's update in regard to BWDA's PY21 monitoring report which required two corrective actions. One requires Advance Central PA to comply with the Stevens Amendment by including information about federal funding on all public documents; this has been accomplished by developing a statement in consultation with the BWDA monitor. The statement is being applied to all required documents and directs an individual to Advance Central PA's website for full information. The second finding was in regard to an out of date Disaster Recovery Policy which has since been updated with current information that is indeed compliant.

## Youth Committee

Alexa Hann, Youth Programs Manager, provided the report on behalf of Committee Chair Suzanne White.

### In-School Youth (ISY) Contract- Bridges to the Future

Alexa has been working with Bridges to the Future leadership to develop outreach materials to clearly promote and explain the three levels of service: Comprehensive, Specialized, and Outreach. Flyers have been submitted to the Dept. of Labor & Industry for approval according to policy. The program continues to recruit and has enrolled 30 new youth in Comprehensive services and 68 in Specialized services for September 1<sup>st</sup>- November 30<sup>th</sup>. Business Challenge, one of the Specialized services, will kick-off in spring 2023. Bridges to the Future will provide curriculum and instruction while small groups of students research their assigned business and real business problem. The experience will conclude with a student presentation on the proposed solution. Selinsgrove, South Williamsport, and Southern Columbia school districts have expressed interest. Alexa asked members to reach out if they are interested in their business participating.

### Out-of-School Youth (OSY) Contract- YES to the Future (YES)

YES continues to recruit and has 65 new Title I enrollments from July 1<sup>st</sup> - November 30<sup>th</sup>, and 26 TANF young adults within the same time period. Seven participants currently have a paid internship and two are working in an OJT. New opportunities continue to be developed.

YES continues to face staff turnover and has four current vacancies. Alexa referenced the motion passed during the Audit/Finance Committee update allowing modifications to CSIU's budget to accommodate salary increases for staff intended to stabilize staffing and increase the applicant pool.

## Executive Director's Update

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

### Grant Updates

Erica reviewed the current grant portfolio, including the extension of the PAsmart Next Generation Industry Partnership grants. Referring to new grants secured this FY, Erica discussed how Statewide Activity funds were used to support a STEM Aviation Camp in partnership with SUN Area Technical Institute and Susquehanna STEM to the Skies. The camp provided 24 middle school students the opportunity to learn about welding, machining and careers in the aviation industry.

Since the last meeting, an application for the Apprenticeship Building America grant application has been submitted. Advance Central PA proposes to develop actionable Registered Apprenticeship and Pre-Apprenticeship strategies within the Local and Regional Plans and successfully register one new Pre-Apprenticeship and one new Apprenticeship program while helping other programs to expand.

Erica is currently exploring the possibility of applying for the Nursing Expansion Grant released by the US Dept. of Labor and continues to have conversations with potential partners in order to make a decision.

Erica extended congratulations to Todd Taylor and his CPI team as well as the Advance Central PA team for a job well done presenting a proposed Water Systems Operations Specialist apprenticeship program to the PA Apprenticeship and Training Council. While not approved at this first round, recommendations were minimal and the requested changes have already been implemented for consideration in January.

### Labor Market Information Updates

Erica reviewed the October 2022 unemployment rate for the region and individual counties citing factors that go into the rate; she noted the labor force fluctuating from month to month and a current unemployment rate of 3.8% for the Central Region.

#### Early Childhood Education

Erica provided an update on the ongoing discussions related to early childhood education. Both the LEO Board members and WDB members shared comments and questions. Commissioner Mirabito spoke to the need for the public and state and federal officials to have a better understanding of why robust early learning is necessary, including to maintain the population in Central Pennsylvania. Tracie Witter spoke about the ABK Learning and Development Center model that allows students from Duquesne University to help create the ratio needed in a childcare setting, noting if the state would allow this type of cooperation, it may help facilities stabilize. Overall, members want to help the issue gain momentum at state and federal levels.

#### Condolences

Erica expressed sincere condolences to the front-line PA CareerLink® team and all who knew John Demsko, BWPO Supervisor. John was a long-time BWPO employee and a fixture in the local workforce development system. All are deeply saddened at his unexpected passing. Bruce Jones, BWPO Assistant Regional Director, shared words about how deeply John will be missed. Cheryl Johnson shared that the team in Sunbury referred to John as the heart of the site.

#### Congratulations

The meeting closed with a huge thank you to Jim Nemeth for his many years of service on the Workforce Development Board. Erica and members alike wished Jim well and offered congratulations on his retirement.

### Open Discussion

There was none.

### Date of Next Meetings

Dave & Ken announced the upcoming meetings as follows:

- Executive Committee – January 13, 2023 at 10:00 a.m.
- LEO Board Meeting – March 15, 2023 at 9:00 a.m.
- WDB/LEO Quarterly Meeting – March 15, 2023 10:00 a.m.

### Adjournment

With no further business to attend to, Commissioner Holdren then Dave Zartman adjourned the LEO Board and WDB meetings at 12:05 p.m.

Respectfully submitted,



Kelly Walter, Office/Board Coordinator

## Workforce Development Board Consent Agenda Action Items March 15, 2023

1. Motion to approve the minutes from the December 21, 2022 joint WDB/LEO Board meeting.

### Executive Committee • Dave Zartman, Chair

*The following motions were unanimously approved with no abstentions by a quorum of the Executive Committee during a Zoom/teleconference meeting held January 13, 2023.*

2. Motion to renew Advance Central PA's \$1,000,000 line-of credit with First National Bank for the period January 8, 2023 through January 7, 2024.



# Workforce Development Board Non-Consent Agenda

## Action Items

### March 15, 2023

1. Motion to approve the March 15, 2023 Consent Agenda Action Items.

Motion:

Second:

2. Motion to petition for the addition of Childcare Worker to the High Priority Occupations List.

Motion:

Second:

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

- Action Needed: Approval of Central Susquehanna Opportunities, Inc. Budget Request

The Audit/Finance Committee will meet as necessary.

#### EARN Committee • Kenneth Chappell, Chair

A quorum of the EARN Committee unanimously approved the following motion with no abstentions during their meeting on March 3, 2023.

3. Motion to extend the current contract for EARN Services with Central Susquehanna Opportunities, Inc. for the period July 1, 2023 through June 30, 2024 with funding to be negotiated.

Motion:

Second:

The EARN Committee will meet as necessary.

#### Governance Committee • Dean Girton, Chair

The Governance Committee will meet as necessary.

#### Personnel Committee • Jamie Aurand, Chair

- Action Needed: Dental, Life, and Disability Insurance Renewal

The Personnel Committee will meet as necessary.

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

- Action Needed: Business Solutions Contract Extension
- Action Needed: Job Seeker Services Contract Extensions
- Action Needed: The Link Contract Extension



- Action Needed: Operator Contract Extension

The Policy and Performance Committee will meet as necessary.

### Youth Committee • Suzanne White, Chair

- Action Needed: In-School Youth Contract Extension
- Action Needed: Out-of-School Youth Contract Extension

The Youth Committee will meet as necessary.

Advance Central PA  
 FY 23 Contract Expense and Obligation Report  
 From 7/1/2022 Through 12/31/22

Contract Period	Contract Title	Available Funds	Total Expended	Obligated Funds <sup>1</sup>	% of Total Oblig. and Exp	Unoblig. Amount
10/21 - 06/23	PY21 2nd Inc. WIOA Adult	915,351	652,100	177,524	90.63%	85,727
07/22 - 06/24	PY22 1st Inc. WIOA Adult	216,088		194,479	90.00%	21,609
10/22 - 06/24	PY22 2nd Inc. WIOA Adult	965,662		437,038	45.26%	528,624
	<b>Adult Programs</b>	<b>2,097,101</b>	<b>652,100</b>	<b>809,041</b>	<b>69.67%</b>	<b>635,960</b>
07/21 - 06/23	PY21 1st Inc. WIOA DW	104,616	104,616	0	100.00%	0
10/21 - 06/23	PY21 2nd Inc. WIOA DW	1,097,941	483,912	516,442	91.11%	97,587
07/22 - 06/24	PY22 1st Inc. WIOA DW	256,897		223,801	87.12%	33,096
10/22 - 06/24	PY22 2nd Inc. WIOA DW	1,020,598		0	0.00%	1,020,598
	<b>Dislocated Worker Programs</b>	<b>2,480,052</b>	<b>588,528</b>	<b>740,243</b>	<b>53.58%</b>	<b>1,151,281</b>
10/20 - 12/22	PY20 Rapid Response	42,391	42,391	0	100.00%	0
01/22 - 06/24	PY21 Rapid Response	100,000	338	55,189	55.53%	44,473
	<b>Rapid Response Programs</b>	<b>142,391</b>	<b>42,729</b>	<b>55,189</b>	<b>68.77%</b>	<b>44,473</b>
04/21 - 06/23	PY21 WIOA Youth	841,960	599,825	111,365	84.47%	130,770
04/22 - 06/24	PY22 WIOA Youth	1,521,961	0	714,892	46.97%	807,069
07/21 - 06/22	PY21 TANF Youth	496,282	375,272	119,309	99.66%	1,701
07/22 - 06/23	PY22 TANF Youth	710,500	0	310,214	43.66%	400,286
02/22 - 12/23	PY21 Business & Education Partnership	140,713	8,329	86,372	67.30%	46,012
	<b>Youth Programs</b>	<b>3,711,416</b>	<b>983,426</b>	<b>1,342,152</b>	<b>62.66%</b>	<b>1,385,838</b>
07/22 - 06/23	EARN	2,720,009	827,895	1,156,635	72.96%	735,479
	<b>Welfare Programs</b>	<b>2,720,009</b>	<b>827,895</b>	<b>1,156,635</b>	<b>72.96%</b>	<b>735,479</b>
01/19 - 06/23	Next Gen 18 - Adv. Man.	66,311	250	0	0.38%	66,061
01/19 - 06/23	Next Gen 18 - Healthcare	65,291	250	0	0.38%	65,041
02/20 - 06/23	Next Gen 19 - Adv. Man.	232,132	764	0	0.33%	231,368
02/20 - 06/23	Next Gen 19 - Healthcare	238,606	477	0	0.20%	238,129
NA	IP Sustainability Fund	337,248	0	0	0.00%	337,248
	<b>Industry Partnerships</b>	<b>939,588</b>	<b>1,741</b>	<b>0</b>	<b>0.19%</b>	<b>937,847</b>
03/20 - 06/23	PASmart CNC Apprenticeship	29,967	13,027	14,108	90.55%	2,832
01/22 - 06/23	PASmart CPI Apprenticeship	649,223	37,518	572,211	93.92%	39,494
	<b>Reemployment Services</b>	<b>679,190</b>	<b>50,545</b>	<b>586,319</b>	<b>93.77%</b>	<b>42,326</b>
NA	Research Department	90,933	21,451	0	23.59%	69,482
NA	Gold Standard	62,406	260	945	1.93%	61,201
NA	Highmark Initiative	777	0	0	0.00%	777
NA	Engage	10,334	236	0	2.28%	10,098
05/22 - 06/22	FIT4Construction	171,990	3,758	0	2.19%	168,232
08/22 - 06/24	DCED Videos	82,154	3,999	0	4.87%	78,155
10/20 - 09/23	ARC Reboot	725,735	82,935	632,977	98.65%	9,823
08/21 - 12/22	Statewide Funds	33,750	33,750	0	100.00%	0
07/20 - 06/23	Statewide Funds	9,326	0	9,326	100.00%	0
04/20 - 06/23	Statewide Funds	332,777	183,623	149,154	100.00%	0
07/22 - 06/23	Statewide Funds	28,000	26,600	0	95.00%	1,400
07/22 - 06/23	Statewide Funds	35,321	34,574	200	98.45%	547
07/22 - 06/23	Statewide Funds	21,314	245	21,069	100.00%	0
07/22 - 06/23	Statewide Funds	13,625	0	13,625	100.00%	0
07/22 - 06/23	Statewide Funds	6,600	0	6,600	100.00%	0
	<b>Other Programs</b>	<b>1,625,042</b>	<b>391,431</b>	<b>833,896</b>	<b>75.40%</b>	<b>399,715</b>
	<b>Grand Total</b>	<b>14,394,789</b>	<b>3,538,395</b>	<b>5,523,475</b>	<b>62.95%</b>	<b>5,332,919</b>

**Notes:**

1 Obligated funds include the funds unexpended but obligated for the FY 23 subcontractor, training, and Resource Sharing Agreement budgets.

Advance Central PA  
Operating Budget to Actual Comparison  
From 7/1/2022 Through 12/31/22

	Total Budget - Original	YTD Actual Expense	Total Budget Variance - Original	Percent Total Budget Expended *
Operational Expenses				
Salaries And Benefits	1,010,385	425,607	584,777.57	42.12%
Staff Travel & Development	30,034	4,843	25,191.32	16.12%
Board Expenses	8,903	3,921	4,982.08	44.04%
General Office Supplies	5,116	2,106	3,010.22	41.16%
Leases - Copiers/Equipment	2,500	913	1,586.76	36.53%
Outreach	2,050	0	2,050.00	0.00%
Subscriptions	23,237	14,730	8,506.79	63.39%
Memberships	10,510	9,129	1,380.51	86.86%
Vehicles	6,350	3,033	3,316.94	47.76%
Equipment And Furnishings	8,760	2,812	5,947.88	32.10%
Professional Fees	15,825	567	15,257.74	3.58%
Business Services	14,760	0	14,760.00	0.00%
Computer Services	35,164	14,080	21,083.54	40.04%
Facility Costs	<u>76,565</u>	<u>38,603</u>	<u>37,961.84</u>	<u>50.42%</u>
Total Operational Expenses	1,250,159.00	520,345.81	729,813.19	<u>41.62%</u>
Total Expenditures	1,250,159.00	520,345.81	729,813.19	<u>41.62%</u>

Notes:

\* Anticipated expenditure rate of 50%.

Advance Central PA  
 FY23 Consolidated RSAB Budget to Actual Comparison  
 From 7/1/2022 Through 12/31/22

	<b>Total Budget - Original</b>	<b>Current Year Actual</b>	<b>Variance - Original</b>	<b>Budget Expended *</b>	<b>Budget Remaining</b>
<b>REVENUE:</b>					
WIOA Adult	205,171	89,235	115,936	43.49%	56.51%
WIOA Dislocated	205,171	89,234.69	115,936	43.49%	56.51%
WIOA Out of School	117,983	50,304	67,679	42.64%	57.36%
EARN	200,524	89,589	110,935	44.68%	55.32%
Advance Central PA Total: <sup>1</sup>	728,849	318,362	410,487	43.68%	56.32%
WAGNER PEYSER	396,357	161,985	234,372	40.87%	59.13%
WP REGIONAL	14,495	6,242	8,253	43.06%	56.94%
VETS	98,186	40,330	57,856	41.08%	58.92%
RAPID RESPONSE	4,509	1,765	2,744	39.14%	60.86%
OVR	92,030	37,485	54,545	40.73%	59.27%
STAFF	14,495	6,242	8,253	43.06%	56.94%
DEVELOPMENT					
OVERSIGHT	14,495	6,242	8,253	43.06%	56.94%
TRADE	36,542	15,315	21,227	41.91%	58.09%
State Partner Total:	671,107	275,606	395,501	41.07%	58.93%
Total REVENUE	1,399,956	593,968	805,988	42.43%	57.57%
<b>EXPENSES:</b>					
<b>PERSONNEL</b>					
Total PERSONNEL	681,632	304,998	376,633.73	44.75%	55.25%
<b>FACILITY</b>					
Total FACILITY	635,357	295,963	339,393.88	46.58%	53.42%
<b>OPERATIONAL</b>					
Total OPERATIONAL	318,693	110,698	207,995	34.74%	65.26%
<b>USAGE FEE (Non-Partner Renters)</b>					
Total USAGE FEE	186,720	117,691	69,029	63.03%	36.97%
TOTAL EXPENDITURES	1,448,962	593,968	854,994	40.99%	59.01%

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 50%.

1 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 7/1/2022 Through 12/31/22

**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
<b>OPERATIONAL EXPENSES <sup>2</sup></b>					
Adult Pool	513,628	223,831	289,797	43.58%	56.42%
Dislocated Worker Pool	488,359	229,703	258,656	47.04%	52.96%
OS Youth Pool <sup>3</sup>	100,000	39,943	60,057	39.94%	60.06%
TANF	30,000	11,949	18,051	39.83%	60.17%
Engage	14,600	-	14,600	0.00%	100.00%
Statewide Training	2,800	2,800	-	100.00%	0.00%
ARC Reboot	79,952	16,406	63,546	20.52%	79.48%
EARN Pool <sup>3</sup>	100,000	39,942	60,058	39.94%	60.06%
<b>Total OPERATIONAL EXPENSES</b>	<b>1,329,338</b>	<b>564,574</b>	<b>764,764</b>	<b>42.47%</b>	<b>57.53%</b>
<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
Adult Pool	2,500	-	2,500	0.00%	100.00%
Dislocated Worker Pool	3,500	-	3,500	0.00%	100.00%
<b>Total DIRECT CUSTOMER SERVICES</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>0.00%</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,335,338</b>	<b>564,574</b>	<b>770,764</b>	<b>42.28%</b>	<b>57.72%</b>

**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
<b>OPERATIONAL EXPENSES <sup>2</sup></b>					
Adult Pool	405,982	111,875	294,107	27.56%	72.44%
Statewide Training	18,200	18,200	-	100.00%	0.00%
IS Youth Pool	176,226	73,502	102,724	41.71%	58.29%
TANF Youth	313,256	129,769	183,487	41.43%	58.57%
Dislocated Worker Pool	496,352	185,348	311,004	37.34%	62.66%
Business Edu. Partnership	80,000	4,646	75,354	5.81%	94.19%
Rapid Response <sup>5</sup>	95,866	41,703	54,163	43.50%	56.50%
Statewide Adult	192,852	93,094	99,758	48.27%	51.73%
Statewide Dislocated Worker	83,195	83,195	-	100.00%	0.00%
ARC Reboot	111,558	41,959	69,599	37.61%	62.39%
EARN Pool	1,287,401	535,892	751,509	41.63%	58.37%
EARN SNAP	45,081	19,055	26,026	42.27%	57.73%
<b>Total OPERATIONAL EXPENSES</b>	<b>3,305,969</b>	<b>1,338,238</b>	<b>1,967,731</b>	<b>40.48%</b>	<b>59.52%</b>

<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
Adult Pool	10,000	6,938	3,062	69.38%	30.62%
IS Youth Pool	21,200	18,598	2,602	87.73%	12.27%
TANF Youth	155,625	11,323	144,302	7.28%	92.72%
Dislocated Worker Pool	10,000	832	9,168	8.32%	91.68%
ARC Reboot	2,000	251	1,749	12.55%	87.45%
EARN Pool	77,036	8,993	68,043	11.67%	88.33%
<b>Total DIRECT CUSTOMER SERVICES</b>	<b>275,861</b>	<b>46,935</b>	<b>228,926</b>	<b>17.01%</b>	<b>82.99%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,581,830</b>	<b>1,385,173</b>	<b>2,196,657</b>	<b>38.67%</b>	<b>61.33%</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	127,258	59,302	67,956	46.60%	53.40%
Statewide Training	4,200	4,200			
OS Youth Pool	735,565	282,476	453,089	38.40%	61.60%
<b>Total OPERATIONAL EXPENSES</b>	<b>867,023</b>	<b>345,978</b>	<b>521,045</b>	<b>39.90%</b>	<b>60.10%</b>
<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
TANF Youth	43,919	28,192	15,727	64.19%	35.81%
OS Youth Pool	175,678	44,361	131,317	25.25%	74.75%
<b>Total DIRECT CUSTOMER SERVICES</b>	<b>219,597</b>	<b>72,553</b>	<b>147,044</b>	<b>33.04%</b>	<b>66.96%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,086,620</b>	<b>418,531</b>	<b>668,089</b>	<b>38.52%</b>	<b>61.48%</b>

**NOTES:**

1 Anticipated expenditure rate of 50% 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<sup>®</sup> 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.

**FY23 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS**  
As of 3/1/2023

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>FY23 ITA</b>	
Adult	\$2,566	\$287	\$1,482	\$1,769	\$797	1	68.94%
Adult POS	\$196,786	\$46,083	\$120,608	\$166,691	\$30,095	56	84.71%
Dislocated Worker	\$93,758	\$11,332	\$17,274	\$28,605	\$65,152	8	30.51%
<b>TOTAL ITA</b>	<b>\$293,110</b>	<b>\$57,702</b>	<b>\$139,364</b>	<b>\$197,065</b>	<b>\$96,045</b>	<b>65</b>	<b>67.23%</b>

<b>ON THE JOB TRAININGS (OJTs)</b>						<b>FY23 OJT</b>	
Adult	\$39,084	\$9,761	\$28,217	\$37,978	\$1,106	5	97.17%
Adult POS	\$61,984	\$9,827	\$23,638	\$33,465	\$28,519	7	53.99%
Dislocated Worker	\$62,505	\$0	\$0	\$0	\$62,505	0	0.00%
Out of School Youth	\$76,098	\$1,344	\$8,915	\$10,259	\$65,840	2	13.48%
<b>TOTAL OJT</b>	<b>\$239,671</b>	<b>\$20,932</b>	<b>\$60,770</b>	<b>\$81,702</b>	<b>\$157,970</b>	<b>14</b>	<b>34.09%</b>
<b>TOTAL ITA/OJT</b>	<b>\$532,781</b>	<b>\$78,634</b>	<b>\$200,133</b>	<b>\$278,767</b>	<b>\$254,014</b>	<b>79</b>	<b>52.32%</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	2021	\$68,000	\$0	\$27,900	\$27,900	20	41%
	2023		\$0	\$0			
Next Gen Healthcare 2019	\$65,751	\$0	\$250	\$250	\$65,501	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>\$537,551</b>	<b>\$0</b>	<b>\$28,150</b>	<b>\$28,150</b>	<b>\$509,401</b>	<b>20</b>	<b>5%</b>

## FY23 Central Region Budget Updates As of March 15, 2023

The Central Region has increased revenues of \$377,657 from the budget presented at the December 21, 2022 meeting for a revised available revenue total of \$14,647,222. Changes include a transfer of \$500,000 from Dislocated Worker to Adult, and the addition of the following grants: the FY23 portion of Building Green Futures, PREP Pennsylvania Free Enterprise Week (PFEW), and USDOL Apprenticeship Building America (ABA).

Advance Central PA's budget increased by \$131,373 to a total of \$1,474,369 due to the addition of the Building Green Futures and ABA grants.

Advance Central PA's share of the Operating Budget increased slightly due to adjustments in an RSAB mod related to staffing changes.

The training budget increased by \$75,000 due to additional Adult funds being allocated to training.

The Service Delivery budgets for CSO, TIU and Other Service Delivery partners increased. CSO's budget increased from the PREP PFEW grant and the Building Green Futures grant. TIU had their budgets increased through the addition of the Building Green Futures grant, and the Other Service Delivery budget increased because of the PREP PFEW and ABA grant.

The Regional Technology budget increased due to the Building Green Futures grant including the purchase of the WIN Essential Soft Skills courseware.

**Note:** Additional financial details can be found on the back of this page.



**Advance Central PA  
FY 23 Central Region Budget Updates  
As of March 15, 2023**

Following is the net change to the FY23 Revenues that were presented on December 21, 2022. Changes include a transfer of \$500,000 from Dislocated Worker to Adult, and the addition of the following grants: the FY23 portion of Building Green Futures, PREP Pennsylvania Free Enterprise Week, and Apprenticeship Building America.

<b>Total Revenues presented 12/21/22</b>	\$ 14,269,565
<b>Adjustments:</b>	
Adult	500,000
Dislocated Worker	(500,000)
Building Green Futures	171,990
PREP Pennsylvania Free Enterprise Week (PFEW)	22,334
Apprenticeship Building America (ABA)	183,333
Net Increase	377,657
<b>Revised Available Revenues</b>	<u><u>\$ 14,647,222</u></u>

Below is a summary of adjustments to the FY23 expense budgets along with explanations for the changes. The budgets represent all funding sources.

<b>Total Budget presented 12/21/22</b>	\$ 14,269,556
Net Increase in Allocated Funds	455,890
Net Decrease in Unallocated Funds	(78,234)
<b>Revised Total Budget</b>	<u><u>\$ 14,647,212</u></u>

Advance Central PA's available budget increased due to addition of the Building Green Futures and ABA grants.

<b>Advance Central PA Budget presented 12/21/22</b>	\$ 1,342,996
<b>Adjustments:</b>	
Net Increase	131,373
<b>Revised Advance Central PA Budget</b>	<u><u>\$ 1,474,369</u></u>

Advance Central PA's share of the Operating Budget increased slightly due to adjustments in an RSAB mod related to staffing changes.

<b>Operating Budget presented 12/21/22</b>	\$ 728,849
Net increase	3,233
<b>Revised Operating Budget</b>	<u><u>\$ 732,082</u></u>

The training budget increased due to additional Adult funds being allocated to training.

<b>Training Budget presented 12/21/22</b>	\$ 1,112,173
Net Increase	75,000
<b>Revised Training Budget</b>	<u><u>\$ 1,187,173</u></u>

The Service Delivery budgets for CSO, TIU and Other Service Delivery partners increased. CSO's budget increased from the PREP PFEW grant and the Building Green Futures grant. TIU had their budgets increased through the addition of the Building Green Futures grant, and the Other Service Delivery budget increased because of the PREP PFEW and ABA grant.

	<b>CSO</b>	<b>TIU</b>	<b>CSIU</b>	<b>Other</b>
<b>Service Delivery Budgets presented 12/21/22</b>	\$ 3,691,612	\$ 1,366,817	\$ 1,082,420	\$ 1,220,980
Net Increase	124,182	38,253	-	81,349
<b>Revised Service Delivery Budgets</b>	<u><u>\$ 3,815,794</u></u>	<u><u>\$ 1,405,070</u></u>	<u><u>\$ 1,082,420</u></u>	<u><u>\$ 1,302,329</u></u>

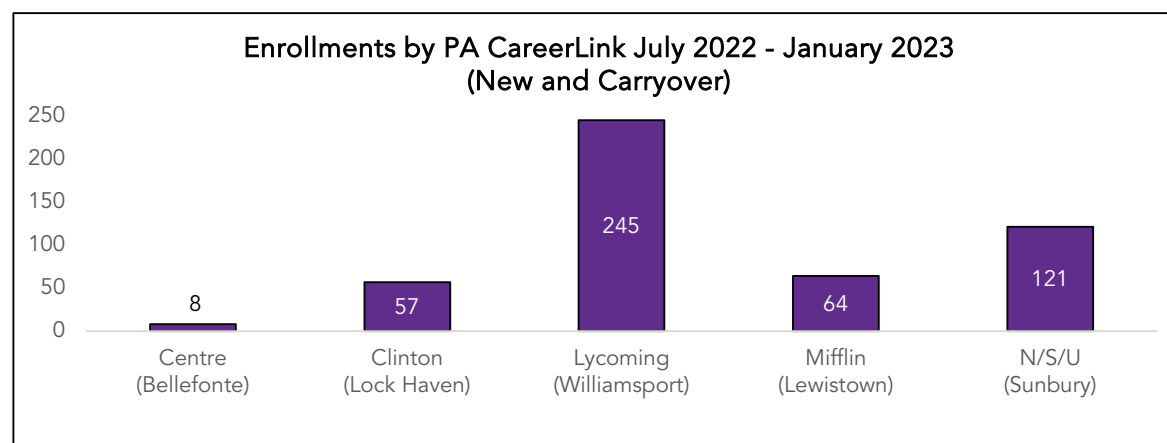
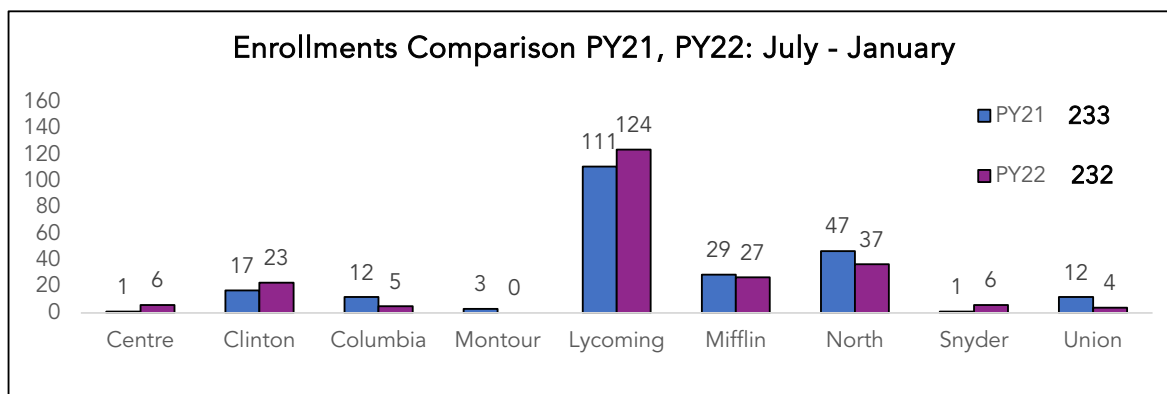
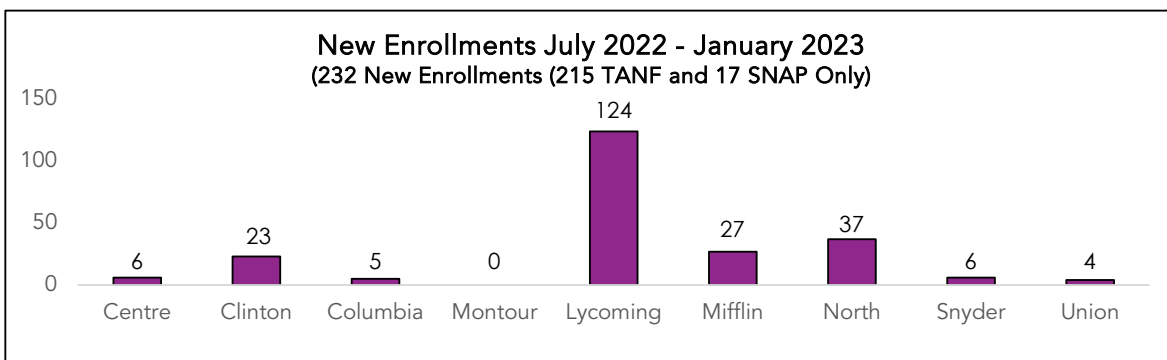
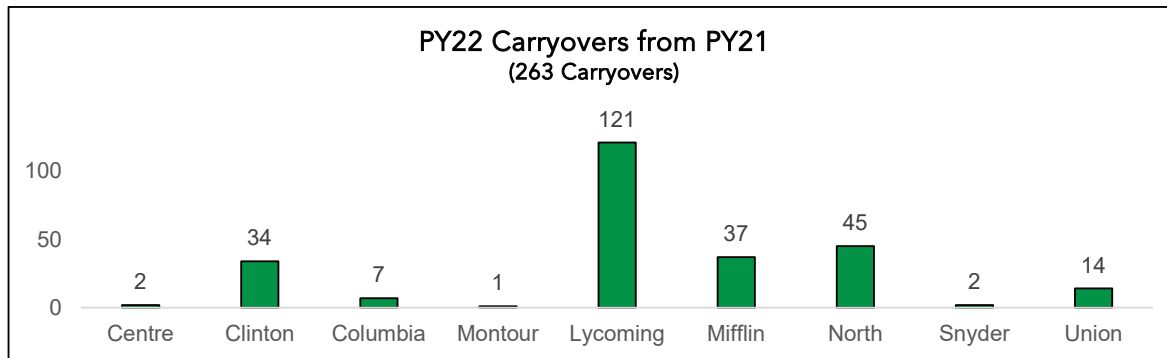
The Regional Technology budget increased due to the Building Green Futures grant including the purchase of the WIN Essential Soft Skills courseware.

<b>Regional and Other Budget presented 12/21/22</b>	\$ 214,842
Net Increase	2,500
<b>Revised Regional and Other Budget</b>	<u><u>\$ 217,342</u></u>

The unallocated amounts were adjusted to reflect the adjustments previously mentioned.

<b>Unallocated Budget presented 12/21/22</b>	\$ 2,908,878
<b>Adjustments:</b>	
Net Decrease	(78,234)
<b>Revised Unallocated Budget</b>	<u><u>\$ 2,830,644</u></u>

## EARN Program Year 2022-2023 Enrollment Report



# Monitoring Update

## December 2022 through February 2023

Advance Central PA staff conducts regular monitoring of its subrecipients and overall PA CareerLink® operations. The monitoring/oversight process includes: onsite visits to review records and observe operations; desk reviews of files, reports and statistics; reviews of training providers' financial and progress reports; interviews with appropriate staff and participants; and reviews of subrecipient fiscal practices. All contacts and reports are documented. When written corrective action plans are required, they may be submitted for committee approval. Complete monitoring reports are available to the appropriate WDB member or committee for review.

### ON-THE-JOB TRAINING (OJT) CONTRACT MONITORING

- Staff completed a desk review of 2 new contracts submitted for approval for begin dates December 2022 through February 2023; each of the contracts was approved for funding. In addition, staff completed desk reviews for 3 other open OJT contracts to monitor for risks, quality of services provided, and adherence to the training plan and fiscal requirements; technical assistance was provided to the subcontractors as needed.
- OJT monitoring also included one onsite visit to monitor an Adult contract in Lycoming County. No compliance issues were found.

### TRAINING PROVIDER MONITORING

#### Approval of Training Programs for Funding

Before a PA CareerLink® customer may receive funding assistance for classroom training, the chosen programs or courses must be approved by Advance Central PA and then the PA Department of Labor and Industry. Each program year, training providers must re-post all programs and adhere to strict guidelines regarding high priority occupations and detailed course descriptions. All schools must submit data from each course from prior years that, when matched with wage records of past students, produce employment and wage outcomes that meet state mandated levels. This annual submission of training programs for approval ensures PA CareerLink® customers are informed with reliable course information and occupational outcomes. It also ensures prudent use of WIOA funds at the state and local levels.

- Staff continue to review applications as they are received and provide technical assistance to training providers as needed. A total of 125 program offerings have been approved by both Advance Central PA and the state to date. Applications may be submitted at any time during the year.

### SUBRECIPIENT FISCAL MONITORING

In response to the formal fiscal year 2021 monitoring conducted by staff dated May 16, 2022, TIU had submitted a CAP for which revisions were requested. With subsequent communication and revisions submitted, staff was able to formally accept the monitoring and closed it effective February 1, 2023.

Staff initiated fiscal year 2022 monitoring of subcontractors: Central Susquehanna Intermediate Unit (CSIU), Central Susquehanna Opportunities, Inc. (CSO), and TIU. Staff has divided the monitoring into seven parts, each with specific due dates for supplemental information to be provided to Advance Central PA, the latest of which is April 7, 2023.

### PA CAREERLINK® OPERATIONS MONITORING

Advance Central PA visited four PA CareerLink® offices in program year 2022 and two offices in program year 2023 to monitor overall site operations. As described below, the final program year 2022 monitoring was successfully closed, and one program year 2023 monitoring remains open.

- Staff received a response to the formal monitoring report issued to PA CareerLink® Centre County. The Operator was asked to provide additional information. This information was received on

November 16, 2022, and with the acceptance of the correction action plan, the monitoring was closed on December 5, 2022.

- Staff visited the PA CareerLink® Clinton County on October 27, 2022 to monitor onsite operations. A formal report was issued on February 7, 2023 with two required actions and two recommendations. The corrective action plan is due to Advance Central PA March 8, 2023.
- Staff visited the PA CareerLink® Lycoming County on November 2-3, 2022 to monitor onsite operations. A formal report was issued January 3, 2023 containing three required actions and two recommendations. The corrective action plan was received February 1, 2023. The plan was accepted, closing the monitoring on February 2, 2023.

### ADULT AND DISLOCATED WORKER (A/DW) MONITORING

Advance Central PA conducted a program year 2021 monitoring of the A/DW programs provided by Central Susquehanna Opportunities, Inc. (CSO) and Tuscarora Intermediate Unit (TIU). Monitoring included a review of 38 CSO case files and 8 TIU case files. A formal report was issued to each provider on December 2, 2022. TIU responded to five required actions and one recommendation in a corrective action plan received December 21, 2022. CSO responded to seven required actions and two recommendations in a corrective action plan received December 29, 2022. The plans were accepted and the A/DW monitoring was closed February 2, 2023.

### IN-SCHOOL YOUTH (ISY) SUMMER MONITORING

Staff conducted a monitoring of the 2022 Central Susquehanna Opportunities, Inc. (CSO) ISY summer programming including paid internships and Camp STEAM. In addition to a desk review, a total of 6 paid internship worksites were visited and three virtual Camp STEAM sessions were attended. A formal report was issued to CSO on January 3, 2023. CSO responded to the five required actions in a corrective action plan received on February 2, 2023. Additional information was requested per a letter dated March 6, 2023 for two required actions; one of which is so that staff can offer technical assistance, the other required more detail in order to fully respond to the finding. A response is due March 21, 2023.

### IN-SCHOOL YOUTH (ISY) MONITORING

The program year 2022 monitoring of the Central Susquehanna Opportunities, Inc. (CSO) ISY program is currently underway. This includes the review of 25 case files and desk monitoring. A formal report is forthcoming.

### EQUAL OPPORTUNITY MONITORING

CSO was provided an Equal Opportunity self-monitoring survey in conjunction with the program year 2022 ISY operations monitoring. CSO has submitted the completed self-monitoring and Advance Central PA's response is forthcoming.

### PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY OFFICE OF EQUAL OPPORTUNITY (OEO) MONITORING

Staff issued a regional PA CareerLink® Limited English Proficiency Plan on February 17, 2023 for immediate implementation at all PA CareerLink® sites. This plan addressed concern identified in OEO's program year 2021 monitoring of WIOA Equal Opportunity/Discrimination Requirements and will be reviewed for compliance during OEO's next monitoring cycle.

### PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY OFFICE OF VOCATIONAL REHABILITATION (OVR) ACCESSIBILITY EVALUATIONS

OVR has now conducted physical accessibility reviews on four PA CareerLink® sites: Lycoming, November 19, 2022; Northumberland/Snyder/Union, December 1, 2022; Mifflin, December 7, 2022; and

Columbia/Montour, January 11, 2023. OVR issued a report for each location. PA CareerLink® Site Administrators are coordinating the suggested corrections to improve accessibility.

### **PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION (BWDA) MONITORING**

- BWDA issued a formal monitoring report on program year 2021 fiscal and procurement systems and local WDB compliance and oversight functions on November 1, 2022. The report included two findings that required corrective action as well as one concern related to compliance with the Steven's Amendment on public documents and an update to the Disaster Recovery Policy to reflect the current protocol. Staff submitted a response on November 28, 2022, and received notice February 21, 2023 that Advance Central PA's plan for correction was accepted, closing this monitoring.
- BWDA is conducting program year 2022 monitoring of the PA Sunshine Act as well as federal and state regulations and guidance. Staff submitted all requested documents on January 17, 2023.
- BWDA is conducting a program year 2022 Fiscal Integrity, Audit, Local Monitoring, One-Stop Operator, and Performance monitoring. Staff will submit the requested documents to meet the March 21, 2023 deadline.
- BWDA's onsite monitoring is scheduled to occur between April and June 2023. Additionally, as part of the US Department of Labor's monitoring of the PA Department of Labor and Industry, BWDA will request the submission of Title I verification documents from select local WDBs in March or early April. The federal monitoring will also include site visits to select local WDBs the week of April 24, 2023.
- BWDA accepted Advance Central PA's response to the assessment of program year 2021 obligation rates closing the monitoring effective March 1, 2023.

# Adult/Dislocated Worker Outcomes Report

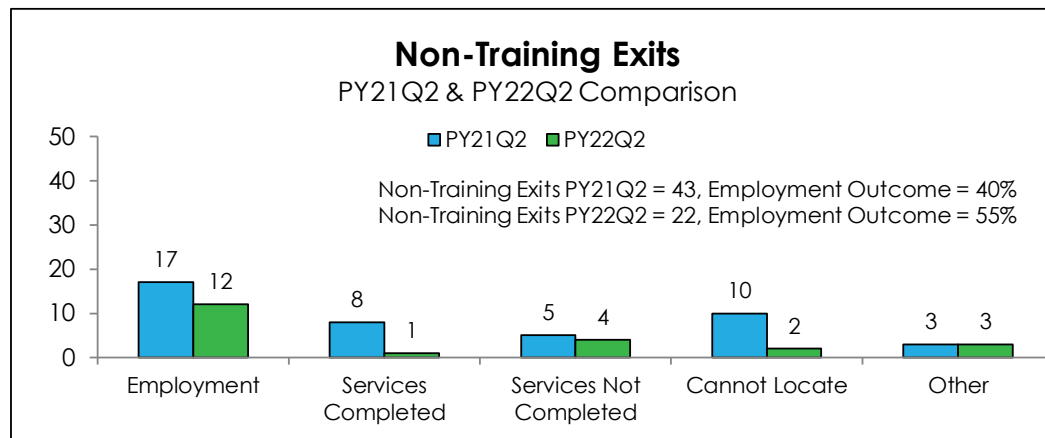
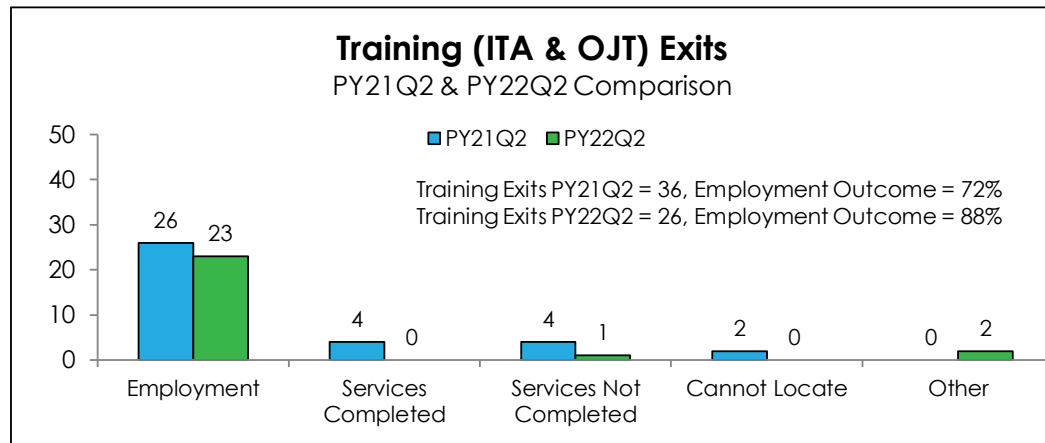
## PY21 Q2 and PY22 Q2 Comparison

October 1, 2021 - December 31, 2021 & October 1, 2022 - December 31, 2022

### Central Pennsylvania



**Breakdown between Adult and Dislocated Worker Participants based on accessing ITA (individual training account for classroom training) and/or OJT or not.**



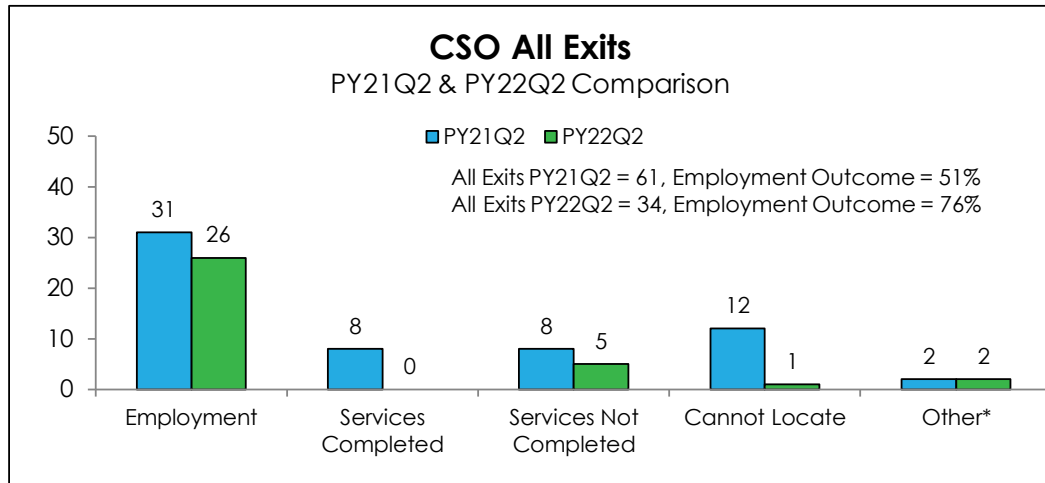
**Other\*** PY21Q2: Health, Medical (2), Retirement (1)  
(applies to All Exits) PY22Q2: Health, Medical (4), Retirement (1)

# Adult/Dislocated Worker Outcomes Report

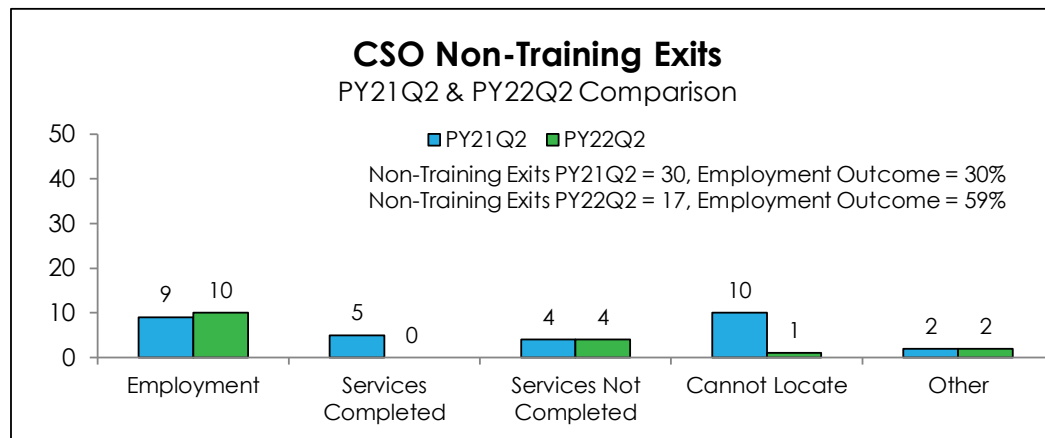
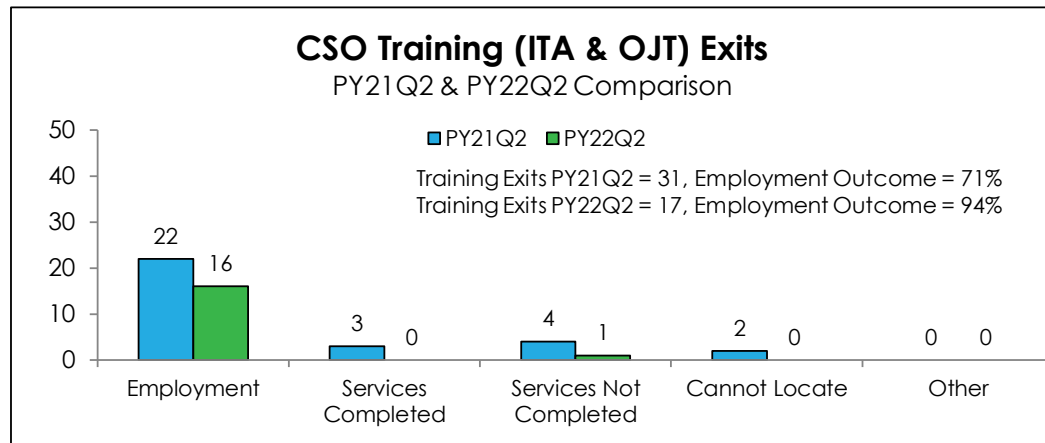
## PY21 Q2 and PY22 Q2 Comparison

October 1, 2021 - December 31, 2021 & October 1, 2022 - December 31, 2022

### Central Susquehanna Opportunities, Inc.



**Breakdown between Adult and Dislocated Worker Participants based on accessing ITA (individual training account for classroom training) and/or OJT or not.**



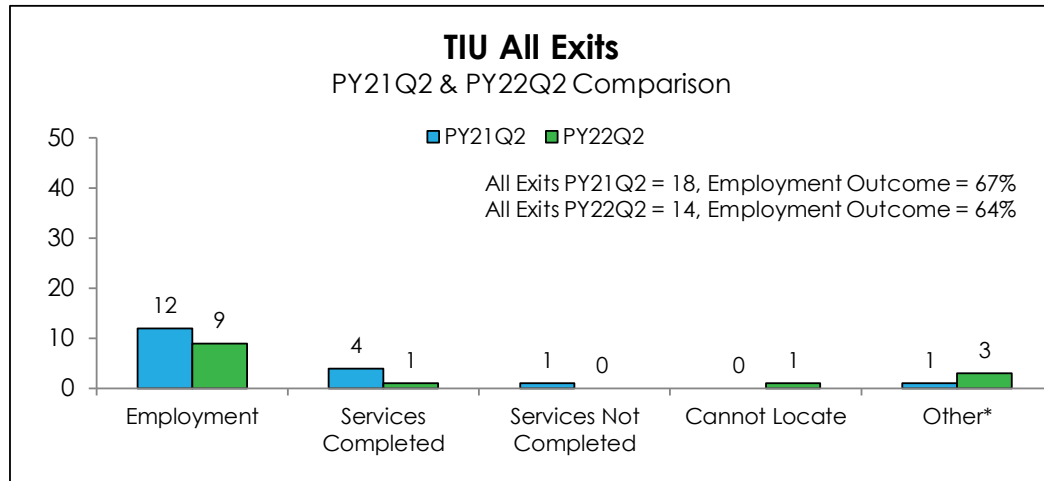
**Other\*** PY21Q2: Health, Medical (2),  
(applies to All Exits) PY22Q2: Health, Medical (2),

# Adult/Dislocated Worker Outcomes Report

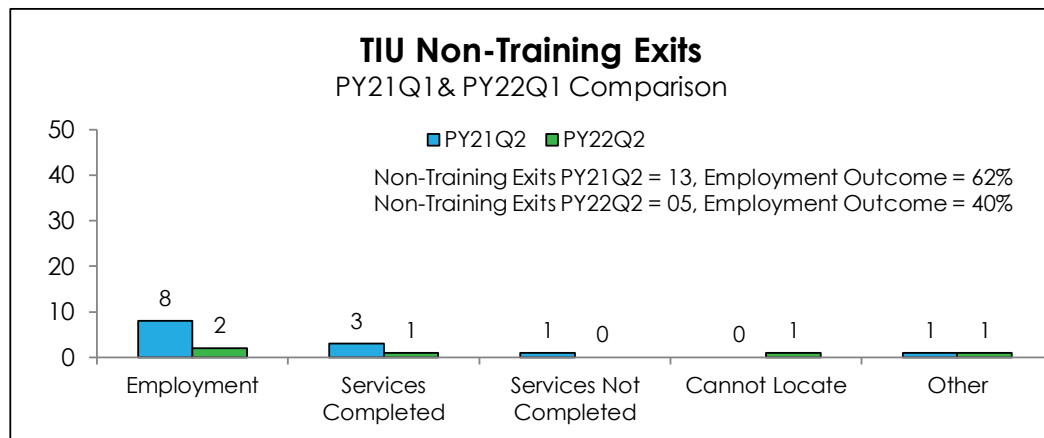
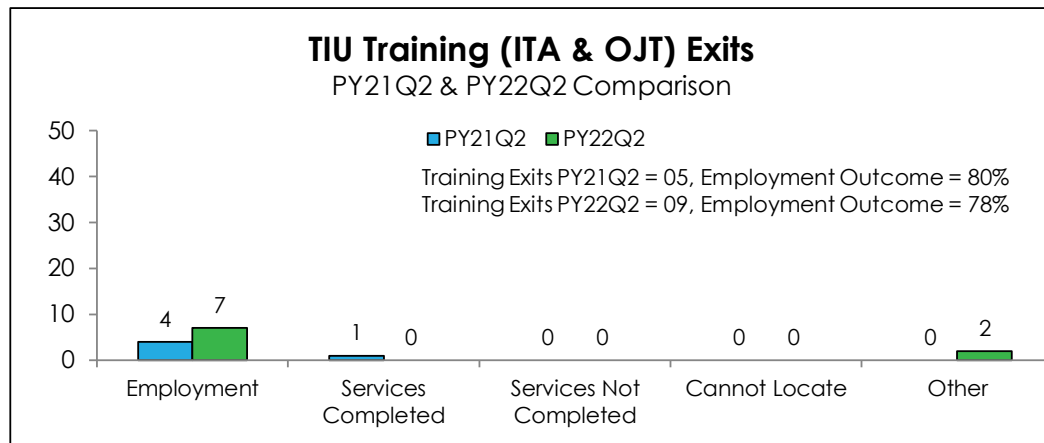
## PY21 Q2 and PY22 Q2 Comparison

October 1, 2021 - December 31, 2021 & October 1, 2022 - December 31, 2022

### Tuscarora Intermediate Unit 11



**Breakdown between Adult and Dislocated Worker Participants based on accessing ITA (individual training account for classroom training) and/or OJT or not.**

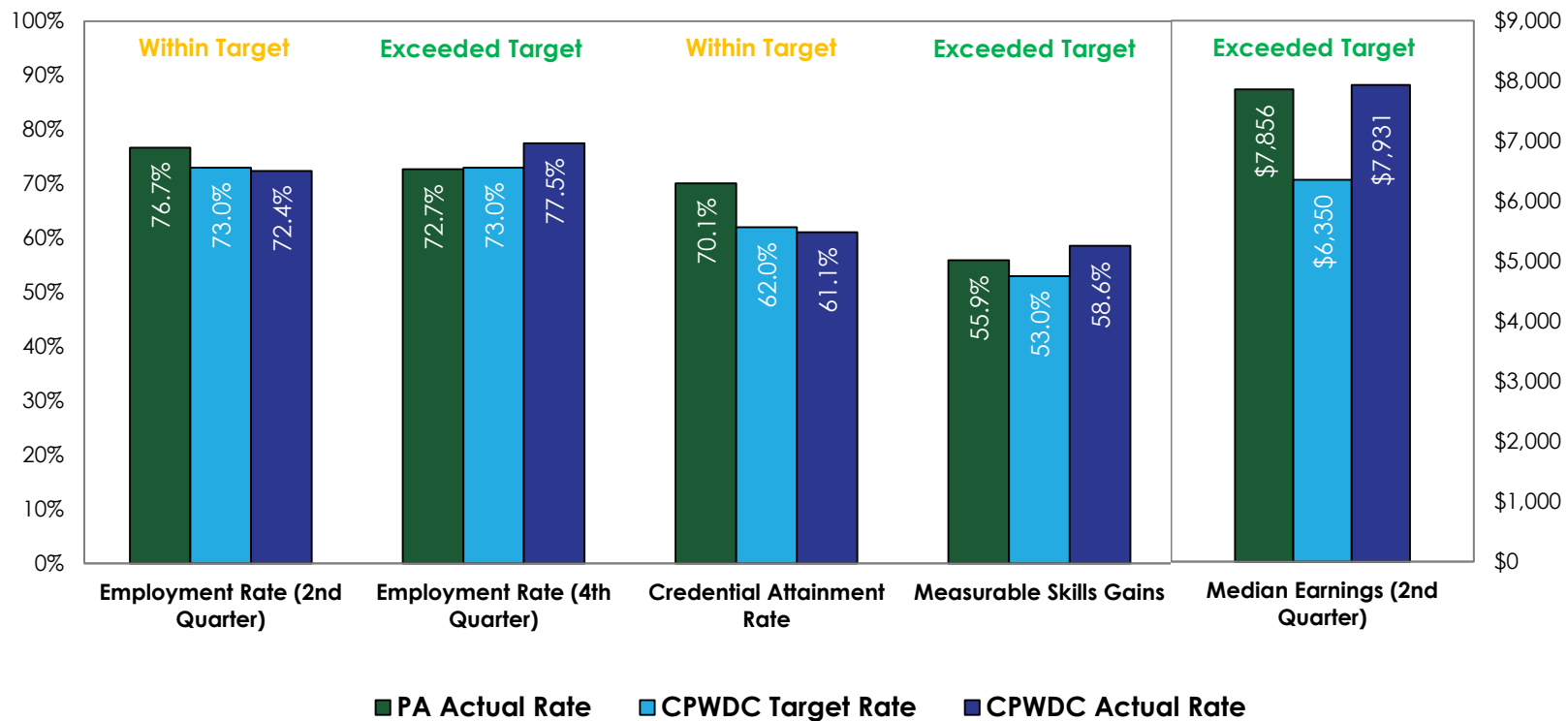


**Other\*** PY21Q2: Retirement (1)  
(applies to All Exits) PY22Q2: Health, Medical (2), Retirement (1)



## Advance Central PA Adult Program 2<sup>nd</sup> Quarter Program Year 2022 Common Measure Summary

Improvement needed in:  
- Employment Rate (2<sup>nd</sup> Qtr.)  
- Credential Attainment



### Common Measure Definitions

**Employment Rate (2<sup>nd</sup> Quarter)** - % of Adults in unsubsidized employment in the 2<sup>nd</sup> quarter after exit

**Employment Rate (4<sup>th</sup> Quarter)** - % of Adults in unsubsidized employment in the 4<sup>th</sup> quarter after exit

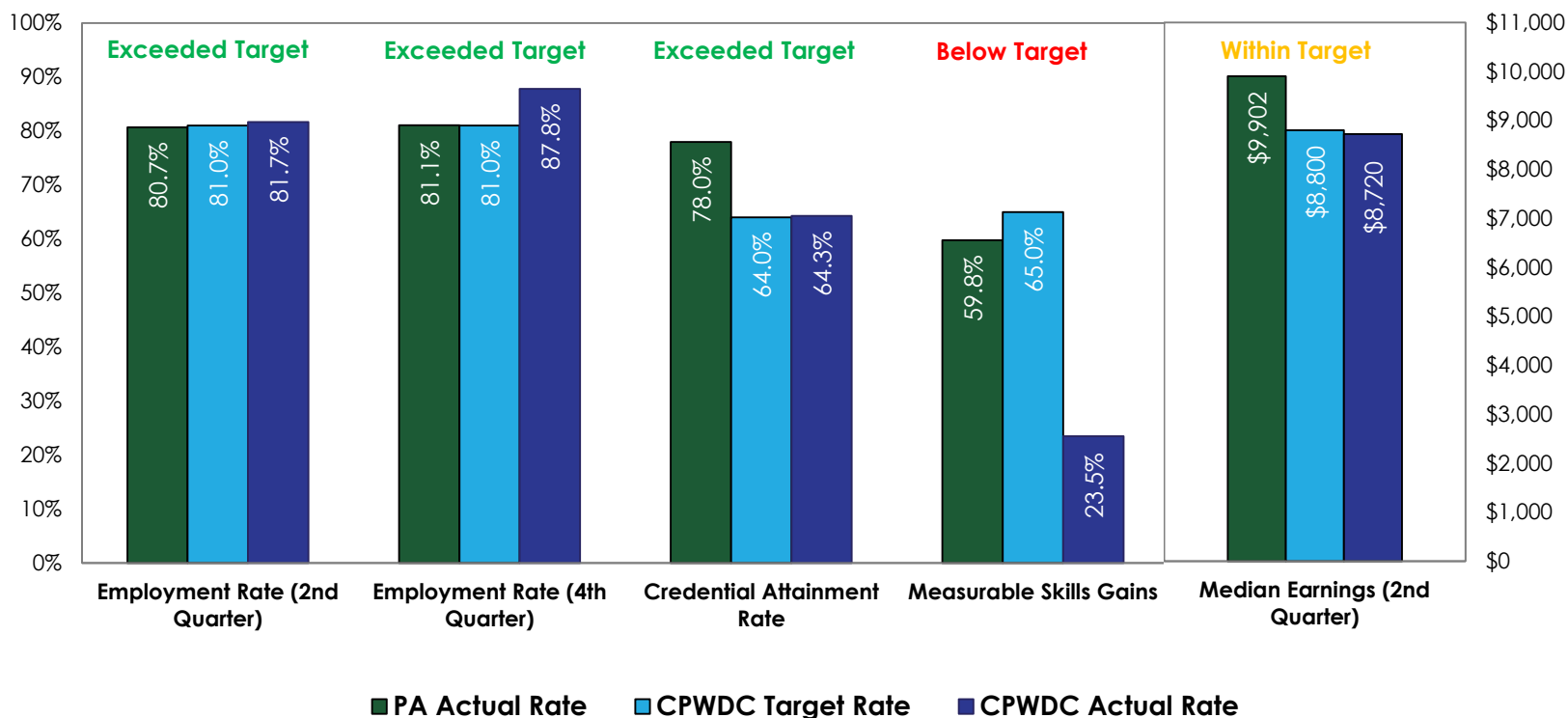
**Credential Attainment Rate** - % of Adults who during participation or within one year from exit: 1) attain a high school diploma/equivalent along with employment or enrollment in postsecondary training or 2) attained a postsecondary credential

**Measurable Skills Gain** - % of Adults in an education or training program who achieve milestone skill gains including but not limited to an increase in basic skills or completion of an OJT within the program year

**Median Earnings** - Median earnings of Adults who have unsubsidized employment during the 2<sup>nd</sup> quarter after exit

## Advance Central PA Dislocated Worker Program 2<sup>nd</sup> Quarter Program Year 2022 Common Measure Summary

Improvement needed in:  
- Measurable Skills Gains  
- Median Earnings (2<sup>nd</sup> Qtr.)



### Common Measure Definitions

**Employment Rate (2<sup>nd</sup> Quarter)** - % of Dislocated Workers in unsubsidized employment in the 2<sup>nd</sup> quarter after exit

**Employment Rate (4<sup>th</sup> Quarter)** - % of Dislocated Workers in unsubsidized employment in the 4<sup>th</sup> quarter after exit

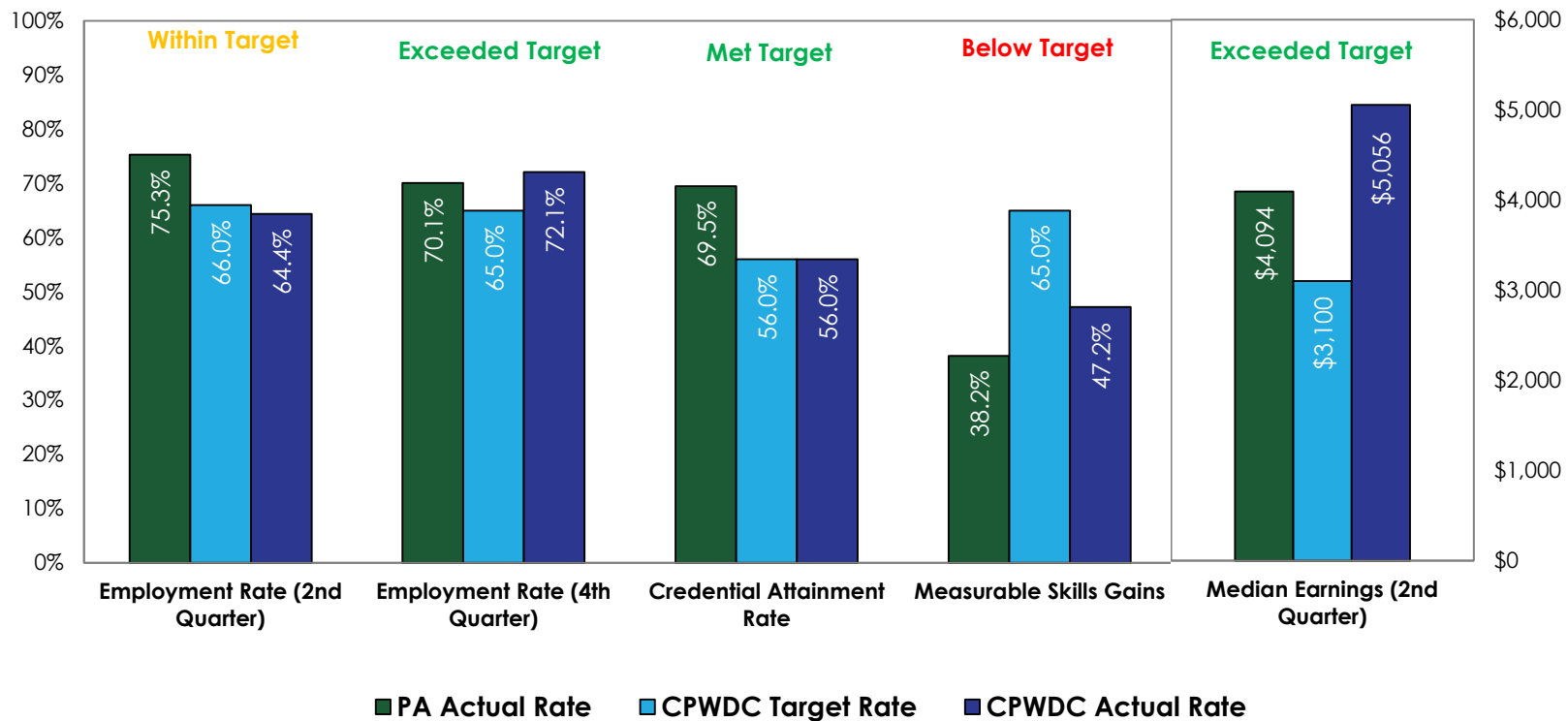
**Credential Attainment Rate** - % of Dislocated Workers who during participation or within one year from exit: 1) attain a high school diploma/equivalent along with employment or enrollment in postsecondary training or 2) attained a postsecondary

**Measurable Skills Gain** - % of Dislocated Workers in an education or training program who achieve milestone skill gains including but not limited to an increase in basic skills or completion of an OJT within the program year

**Median Earnings** - Median earnings of Dislocated Workers who have unsubsidized employment during the 2<sup>nd</sup> quarter after exit

## Advance Central PA Youth Programs 2<sup>nd</sup> Quarter Program Year 2022 Common Measure Summary

Improvement needed in:  
- Employment Rate (2nd Qtr)  
- Measurable Skills Gains



### Common Measure Definitions

**Employment Rate (2<sup>nd</sup> Quarter)** - % of Youth in unsubsidized employment in the 2<sup>nd</sup> quarter after exit

**Employment Rate (4<sup>th</sup> Quarter)** - % of Youth in unsubsidized employment in the 4<sup>th</sup> quarter after exit

**Credential Attainment Rate** - % of Youth who during participation or within one year from exit: 1) attain a high school diploma/equivalent along with employment or enrollment in postsecondary training or 2) attained a postsecondary credential

**Measurable Skills Gain** - % of Youth in an education or training program who achieve milestone skill gains including but not limited to an increase in basic skills or completion of an OJT within the program year

**Median Earnings** - Median earnings of Youth who have unsubsidized employment during the 2<sup>nd</sup> quarter after exit



# **Are You a Leader?**

# **Do You Like to Solve Problems?**

# **Are You Up for a Challenge?**

The Business Challenge matches students with employers from their career interest in this interactive 4-week experience. Learn more about the operations of a local business as you work in a team to come up with a creative solution to a real-world business problem. You will earn a \$150 stipend for completing the Business Challenge.

Want to learn more about the Business Challenge and how you can be part of a team?

Learn more today!

Email: [dreber@censop.com](mailto:dreber@censop.com)

Call or Text: (570) 274-5097

Visit: [CentralPACareerLink.org](http://CentralPACareerLink.org)

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>



**Advance  
Central PA**  
Linking People & Business

A proud partner of the **AmericanJobCenter** network

## Local Elected Official Board Joint Meeting Action Items March 15, 2023

1. Motion to approve the minutes from the December 21, 2022 joint WDB/LEO Board meeting.

Motion:

Second:



## Fiscal Year 2023 Competitive Funding Portfolio As of March 6, 2023

### GRANTS CARRIED OVER FROM FY22

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>PASmart Next Generation Sector Partnerships (2019/2020)</b> PA Dept. of Labor & Industry January 1, 2019 – June 30, 2022 (Extended through June 30, 2023)	\$223,300	<ul style="list-style-type: none"> <li>Supports the Central Region's Next Generation Sector Partnerships including continued growth of the Manufacturing partnership and a re-launch of the Healthcare partnership.</li> <li>Next Generation Sector Partnerships are employer-led with support and follow-up from workforce development, economic development, education, organized labor and community organizations to address sector defined needs to compete and thrive in the Central Region.</li> <li>Funding for both partnerships includes incumbent worker training that requires a 50% match from employer.</li> </ul>
<b>PASmart Next Generation Industry Partnerships (2020/2021)</b> PA Dept. of Labor & Industry July 1, 2019 – June 30, 2022 (Extended through June 30, 2023)	\$233,800	<ul style="list-style-type: none"> <li>Supports the Central Region's Next Generation Healthcare Partnership.</li> <li>Requires a 1:1 match; incumbent worker training requires a 35% cash match from employers with additional match met through employer and partner participation in partnership activities.</li> </ul>
<b>PASmart Next Generation Industry Partnerships (2020/2021)</b> PA Dept. of Labor & Industry July 1, 2019 – June 30, 2022 (Extended through June 30, 2023)	\$250,000	<ul style="list-style-type: none"> <li>Supports the Central Region's Next Generation MADE in Central PA manufacturing partnership.</li> <li>Requires a 1:1 match; incumbent worker training requires a 35% cash match from employers with additional match met through employer and partner participation in partnership activities.</li> </ul>
<b>PASmart Growing Registered Apprenticeships and Pre-Apprenticeships in Pennsylvania Grant</b> PA Dept. of Labor & Industry June 30, 2022 (Extended through June 30, 2023)	\$250,000	<ul style="list-style-type: none"> <li>Support and expand a Registered Apprenticeship for CNC Machining and implement a consortium model pre-apprenticeship program within the career &amp; technical education departments at local school districts in order to:</li> <li>Enroll 59 non-traditional pre-apprentices.</li> <li>Enroll 15 non-traditional Registered Apprentices.</li> <li>Increase the number of businesses in the local Registered Apprenticeship for CNC Machining program.</li> </ul>
<b>Appalachian Regional Commission Partnership for Opportunity and Workforce and Economic Revitalization (POWER) Initiative</b> Appalachian Regional Commission October 2020- September 2023	\$1,018,500	CPWDC in partnership with Geisinger and SEDA-COG will provide solutions to address the opioid crisis in Central PA. <ul style="list-style-type: none"> <li>Expand access to treatment services by connecting individuals impacted by opioid using telemedicine.</li> <li>Referral of patients to CPWDC's Reboot program initiated via the National Dislocated Worker Grant to Address the Opioid Crisis.</li> <li>Connect individuals in recovery to businesses who are "Recovery Friendly" as identified by the PA CareerLink® Business Service Team and SEDA-COG.</li> </ul>

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>Engage!</b> PA Dept. of Community and Economic Development July 1, 2022– June 30, 2023	\$16,400 (as part of larger grant submitted by SEDA-COG)	<ul style="list-style-type: none"> <li>Educate businesses and increase “Recovery Friendly” statuses.</li> <li>Develop strong and regular interaction with specific companies as part of a statewide business retention and expansion program designed to help companies identify their needs and then match them with resources to help address challenges so they are competitive and successful in the local region. This is the 3<sup>rd</sup> year of the program.</li> <li>Targeted to economic development entities, SEDA-COG submitted a grant proposal on behalf of the Central PREP Region.</li> <li>As a partner in the grant, CPWDC and TIU business services staff will conduct interviews of C-Suite executives from and host 1 Business Forum for a minimum of 10 companies to discuss companies’ needs and match them with solutions for economic stability and/or growth.</li> </ul>
<b>Business Education Partnership Grant</b> PA Dept. of Labor & Industry February 1, 2022 – December 31, 2023	\$150,000	<ul style="list-style-type: none"> <li>Fund a PA CareerLink® Student Outreach Coordinator dedicated to working with all 31 districts in the Central PA region with alignment of PDE requirements, connecting students to the PA CareerLink® resources and delivering curriculum to increase workforce competencies resulting in increased career awareness.</li> <li>Student/Educator in the Workplace Activities to strengthen engagement between businesses and schools and provide students, parents, and educators with understanding of business needs and expectations for bright career opportunities.</li> </ul>
<b>PAsmart Apprenticeship Grant</b> PA Dept. of Labor & Industry January 1, 2022 – June 30, 2024	\$650,000	<ul style="list-style-type: none"> <li>Supports Central Pennsylvania Institute of Science and Technology (CPI), development of non-traditional Registered Apprenticeship (RA) programs: Water Operator, Wastewater Operator, and Solar Photovoltaic (PV) Installer.</li> <li>Enroll 25 Apprentices, including 7 Veterans or underserved/non-traditional populations.</li> <li>Expand Water Operator and Wastewater Registered Apprenticeship programs to 3 new businesses and Solar PV Installer to 2 new businesses.</li> </ul>

## NEW GRANTS SECURED

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>WIOA Statewide Activity Projects – STEM Aviation Camp</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$9,326	<ul style="list-style-type: none"> <li>Support a partnership with SUN Area Technical Institute and Susquehanna STEM to the Skies for a STEM Aviation Camp serving 24 middle-school students where they will learn about welding, machining, and opportunities in the aviation industry built on skills learned at the CTE level.</li> </ul>
<b>WIOA Statewide Activity Projects – PA CareerLink® Operations Supplement</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$332,777	<ul style="list-style-type: none"> <li>Supplement the Title I Adult and Dislocated Worker allocations to level funding. Replace customer workstations in the Career Resource Area and staff workstations all in poor condition at the PA CareerLink® Northumberland/Snyder/Union Counties.</li> </ul>

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>WIOA Statewide Activity Projects – PA CareerLink® Columbia/Montour Counties</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$35,320.67	<ul style="list-style-type: none"> <li>Replace a staff desk in poor condition at the PA CareerLink® Lycoming County.</li> <li>Cover the cost of disposal of items being replaced.</li> <li>Supplement the Operating Budget to purchase needed furnishings for the new site in Bloomsburg, including: a reception desk, new customer workstations and chairs for the Career Resource Area, including a new ADA desk, conference table and chairs, and tables and chairs for a flexible area designed to serve business and job seeker customers.</li> </ul>
<b>WIOA Statewide Activity Projects – Workforce and Career Development Certification Training®</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$28,000	<ul style="list-style-type: none"> <li>Workforce and Career Development Certification Training® covering 20 competencies related to providing relevant career and training services, including to individuals with barriers for 19 PA CareerLink® staff and 1 staff person from Advance Central PA.</li> </ul>
<b>WIOA Statewide Activity Projects – Academy Certified Resume Writer Training</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$13,265	<ul style="list-style-type: none"> <li>Resume Writing Academy training to upskill and certify 7 Title I PA CareerLink® staff via the Academy Certified Resume Writer (ACRW) credential. As a result of the training and successful testing to earn the credential staff will be highly skilled in providing accurate and appropriate guidance to job seekers in creation of a resume reflective of their skills and abilities which will help them in successfully obtaining employment.</li> </ul>
<b>WIOA Statewide Activity Projects – PA CareerLink® Safety and Accessibility</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$21,314.45	<ul style="list-style-type: none"> <li>Supports purchases recommended from a third-party vulnerability study completed at the PA CareerLink® locations including: interior office door locks, panic buttons, and security cameras.</li> <li>Covers the cost of translation of vital documents outlined in the region's Limited English Proficiency Plan which was developed with considerable consultation from the PA Office of Equal Opportunity.</li> </ul>
<b>WIOA Statewide Activity Projects – PA CareerLink® Safety – Cable Drops</b> PA Dept. of Labor & Industry August 1, 2022 – June 30, 2023	\$6,600	<ul style="list-style-type: none"> <li>Necessary cable drop installation services for interior and exterior security cameras recommended from a third-party vulnerability study completed at the PA CareerLink® locations.</li> </ul>
<b>Manufacturing-to-Career Grant Program</b> PA Dept. of Community and Economic Development August 1, 2022 – June 30, 2023	\$77,058	<ul style="list-style-type: none"> <li>Increase awareness of advanced manufacturing careers and CTE programs that prepare students for them, including: Jersey Shore Area School District, Keystone Central School District, SUN Technical Institute, and Williamsport Area High School.</li> <li>Produce 5 professional videos promoting employment with a local manufacturer and the associated CTE program.</li> <li>Develop supporting print materials.</li> <li>Coordinate educator tours of the CTE facilities followed by tours at local manufacturers, showing counselors and educators the available career opportunities.</li> </ul>



Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>Apprenticeship Building America</b>  <b>PA Dept. of Labor &amp; Industry Apprenticeship &amp; Training Office</b>  <b>January 1 2023 – March 31, 2026</b>	\$183,333	<ul style="list-style-type: none"> <li>Develop actionable Registered Apprenticeship (RA) and Pre-Apprenticeship (Pre-RA) strategies for incorporation within the Local and Regional Plan.</li> <li>Engage career &amp; technical education to develop and successfully register 1 new Pre-RA program and 1 new RA program.</li> <li>Serve 27 Pre-Apprentices and 27 Apprentices, half of whom will be underserved.</li> <li>Provide comprehensive support services to participants.</li> <li>Supplement the cost of RA Related Technical Instruction.</li> </ul>
<b>PREP Pennsylvania Free Enterprise Week (PFEW)</b>  PA Dept. of Community and Economic Development  July 1, 2022– June 30, 2023	\$22,334 (as part of larger grant submitted by SEDA-COG)	<ul style="list-style-type: none"> <li>Sponsor 25 Central PA high school sophomores and juniors to attend a weeklong Pennsylvania Free Enterprise Week camp during summer 2023 held at Lycoming College or Pennsylvania College of Technology. Participants form teams of 16 students and one adult mentor who become the management team of an underperforming manufacturing company in direct competition with other student companies. They are responsible for all aspects of business operations, including management, production, sales and marketing, HR, finance, corporate communications, and more.</li> <li>Provide support services, including mileage, and additional sponsorship up to the full PFEW cost for 10 Bridges to the Future In-School Youth participants to eliminate financial barriers to participate.</li> </ul>

## GRANTS SUBMITTED

Funding Source/Grant Name	Funding Requested	Grant Objectives
N/A		

## GRANTS BEING EXPLORED

Funding Source/Grant Name	Funding to be Requested	Grant Details
<b>Program Year 2022 Business Education Partnership</b>  PA Dept. of Labor & Industry, Bureau of Workforce Development Administration  June 1, 2023 - August 31, 2024	\$150,000	<ul style="list-style-type: none"> <li>Funding is available for WDB's to foster collaborations among businesses and school districts to create career programs with exposure to different workplace opportunities and knowledge of opportunities in the Commonwealth of Pennsylvania for the purpose of employing individuals in high-demand occupations (HPOs) or PA In-Demand Occupations (PA IDOL) and meeting the workforce needs of businesses.</li> </ul>

## County Unemployment Rates December 2022 (Lowest to Highest)

Rank	County	Unemployment Rate
1	Adams County	2.8%
2	Chester County	2.9%
<b>2</b>	<b>Montour County</b>	<b>2.9%</b>
4	Cumberland County	3.0%
4	Lancaster County	3.0%
<b>6</b>	<b>Centre County</b>	<b>3.1%</b>
6	Montgomery County	3.1%
6	Perry County	3.1%
9	Lebanon County	3.2%
<b>9</b>	<b>Union County</b>	<b>3.2%</b>
11	Franklin County	3.3%
11	York County	3.3%
13	Bucks County	3.5%
13	Susquehanna County	3.5%
15	Bradford County	3.6%
15	Butler County	3.6%
15	Dauphin County	3.6%
18	Elk County	3.7%
<b>18</b>	<b>Snyder County</b>	<b>3.7%</b>
20	Allegheny County	3.8%
20	Delaware County	3.8%
20	Juniata County	3.8%
20	Northampton County	3.8%
24	Blair County	3.9%
<b>24</b>	<b>Columbia County</b>	<b>3.9%</b>
24	Fulton County	3.9%
24	Washington County	3.9%
28	Berks County	4.0%
28	Westmoreland County	4.0%
30	Lehigh County	4.1%
<b>31</b>	<b>Clinton County</b>	<b>4.2%</b>
31	Jefferson County	4.2%
<b>31</b>	<b>Mifflin County</b>	<b>4.2%</b>
31	Sullivan County	4.2%

Rank	County	Unemployment Rate
31	Wyoming County	4.2%
36	Clarion County	4.3%
37	Carbon County	4.4%
37	Crawford County	4.4%
37	Lackawanna County	4.4%
<b>37</b>	<b>Lycoming County</b>	<b>4.4%</b>
<b>37</b>	<b>Northumberland County</b>	<b>4.4%</b>
37	Tioga County	4.4%
43	Armstrong County	4.5%
43	Bedford County	4.5%
43	Mercer County	4.5%
43	Schuylkill County	4.5%
43	Somerset County	4.5%
43	Wayne County	4.5%
49	Erie County	4.6%
50	Clearfield County	4.7%
50	Greene County	4.7%
52	Indiana County	4.8%
52	Lawrence County	4.8%
52	Venango County	4.8%
52	Warren County	4.8%
56	Cambria County	4.9%
57	Huntingdon County	5.0%
57	McKean County	5.0%
59	Luzerne County	5.1%
59	Potter County	5.1%
61	Beaver County	5.2%
61	Philadelphia County	5.2%
63	Fayette County	5.3%
63	Pike County	5.3%
65	Monroe County	5.4%
66	Cameron County	5.7%
66	Forest County	5.7%

### For Comparison Purposes

Pennsylvania

3.9%

United States

3.5%

Preliminary December 2022 seasonally adjusted data provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry (January 2023). CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

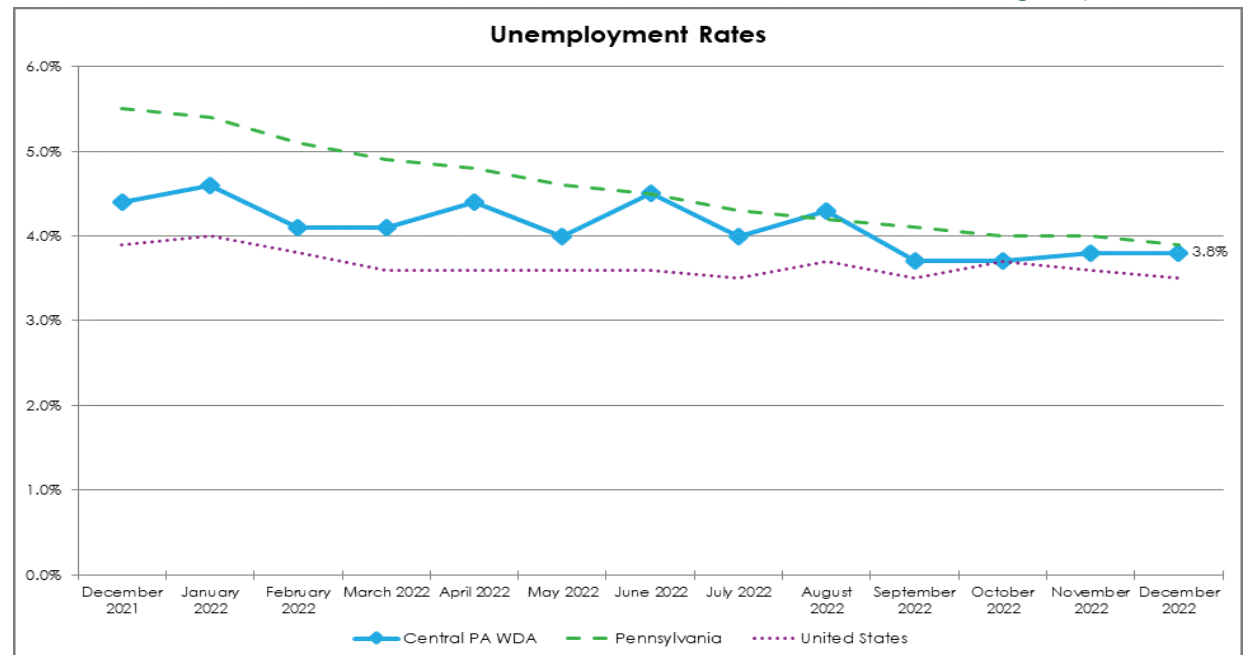
## Workforce Development Area Unemployment Rates December 2022 (Lowest to Highest)

Rank	Workforce Development Area	Unemployment Rate
1	Chester County WDA	2.9%
2	Lancaster County WDA	3.0%
3	Montgomery County WDA	3.1%
4	South Central WDA	3.3%
5	Bucks County WDA	3.5%
6	Central WDA	3.8%
6	Delaware County WDA	3.8%
6	Three Rivers WDA	3.8%
9	Northern Tier WDA	3.9%
10	Berks County WDA	4.0%
10	Lehigh Valley WDA	4.0%
10	Tri-County WDA	4.0%
13	Southern Alleghenies WDA	4.3%
14	Lackawanna County WDA	4.4%
15	North Central WDA	4.5%
15	Northwest WDA	4.5%
15	Southwest Corner WDA	4.5%
18	West Central WDA	4.6%
19	Westmoreland and Fayette Counties WDA	4.9%
20	Luzerne-Schuylkill Counties WDA	5.0%
20	Pocono Counties WDA	5.0%
22	Philadelphia County WDA	5.2%
For Comparison Purposes		
	Pennsylvania	3.9%
	United States	3.5%

Preliminary December 2022 seasonally adjusted data provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry (January 2023). CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

# Central Pennsylvania Labor Market Status Report -- December 2022

Unemployment Rates			
Geography	December 2022	Monthly Change	Annual Change
Centre	3.1%	↔	↓
Clinton	4.2%	↓	↓
Columbia	3.9%	↓	↓
Lycoming	4.4%	↓	↓
Mifflin	4.2%	↔	↓
Montour	2.9%	↓	↓
Northumberland	4.4%	↓	↓
Snyder	3.7%	↑	↓
Union	3.2%	↓	↓
<b>Central PA WDA</b>	<b>3.8%</b>	<b>↔</b>	<b>↓</b>
<b>Pennsylvania</b>	<b>3.9%</b>	<b>↓</b>	<b>↓</b>
<b>United States</b>	<b>3.5%</b>	<b>↓</b>	<b>↓</b>



	December 2022	November 2022	Monthly Change		December 2021	Annual Change	
Central PA WDA							
Labor Force	295,100	291,500	↑	3,600	291,200	↑	3,900
Employed	283,900	280,400	↑	3,500	278,300	↑	5,600
Unemployed	11,200	11,100	↑	100	12,900	↓	-1,700
Unemployment Rate	3.8%	3.8%	↔	0.0%	4.4%	↓	-0.6%
Pennsylvania							
Labor Force	6,455,000	6,446,000	↑	9,000	6,367,000	↑	88,000
Employed	6,202,000	6,191,000	↑	11,000	6,017,000	↑	185,000
Unemployed	254,000	255,000	↓	-1,000	350,000	↓	-96,000
Unemployment Rate	3.9%	4.0%	↓	-0.1%	5.5%	↓	-1.6%
United States							
Labor Force	164,966,000	164,527,000	↑	439,000	162,294,000	↑	2,672,000
Employed	159,244,000	158,527,000	↑	717,000	155,975,000	↑	3,269,000
Unemployed	5,722,000	6,000,000	↓	-278,000	6,319,000	↓	-597,000
Unemployment Rate	3.5%	3.6%	↓	-0.1%	3.9%	↓	-0.4%

*Preliminary December 2022 seasonally adjusted data* (downloaded February 2023)

Provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry.  
CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

## Civilian Labor Force

Centre County	77,100
Clinton County	17,200
Columbia County	33,400
Lycoming County	54,700
Mifflin County	20,900
Montour County	9,100
Northumberland County	41,600
Snyder County	19,800
Union County	19,700

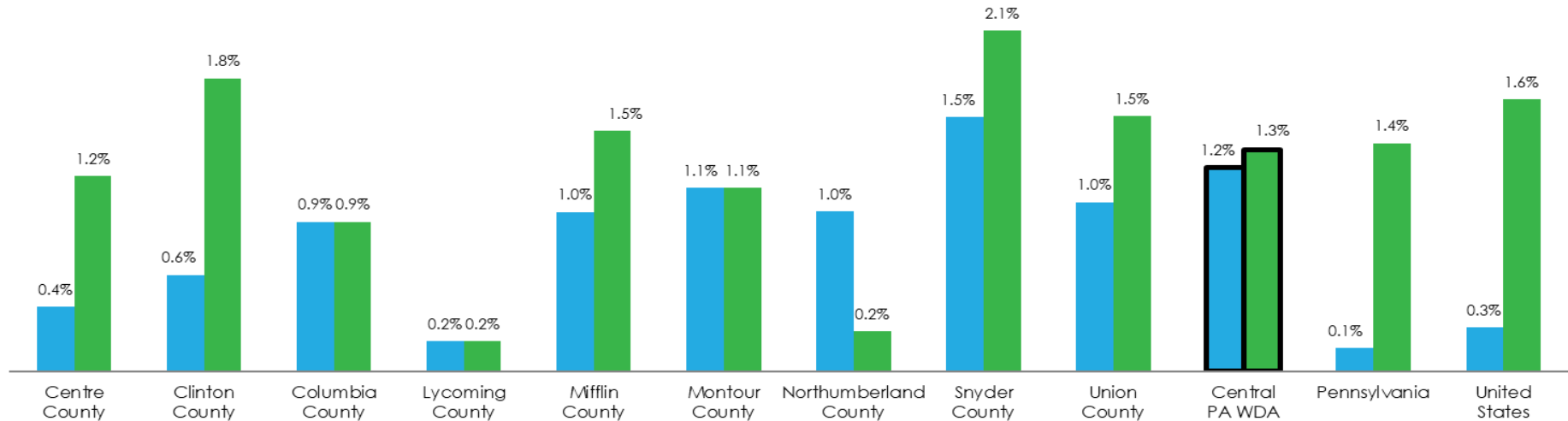
The labor force is comprised of individuals who are working, waiting for a layoff to end, or are actively seeking work. The graph below highlights changes in the civilian labor force as a percentage of the area's total civilian labor force.

December 2022

	Change Since		
	December 2022	November 2022	December 2021
<b>Central PA WDA</b>	<b>295,100</b>	<b>3,600</b>	<b>3,900</b>
Pennsylvania	6,455,000	9,000	88,000
United States	164,966,000	439,000	2,672,000

## Percent Change in Civilian Labor Force: December 2022

■ Month Change ■ Year Change



*Preliminary December 2022 seasonally adjusted data* (downloaded February 2023)

Provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry.  
CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

## Employed Population

Centre County	74,700
Clinton County	16,400
Columbia County	32,100
Lycoming County	52,300
Mifflin County	20,000
Montour County	8,800
Northumberland County	39,800
Snyder County	19,100
Union County	19,000

The employed population includes individuals who are working. The graph below highlights changes in employment as a percentage of the area's total employment.

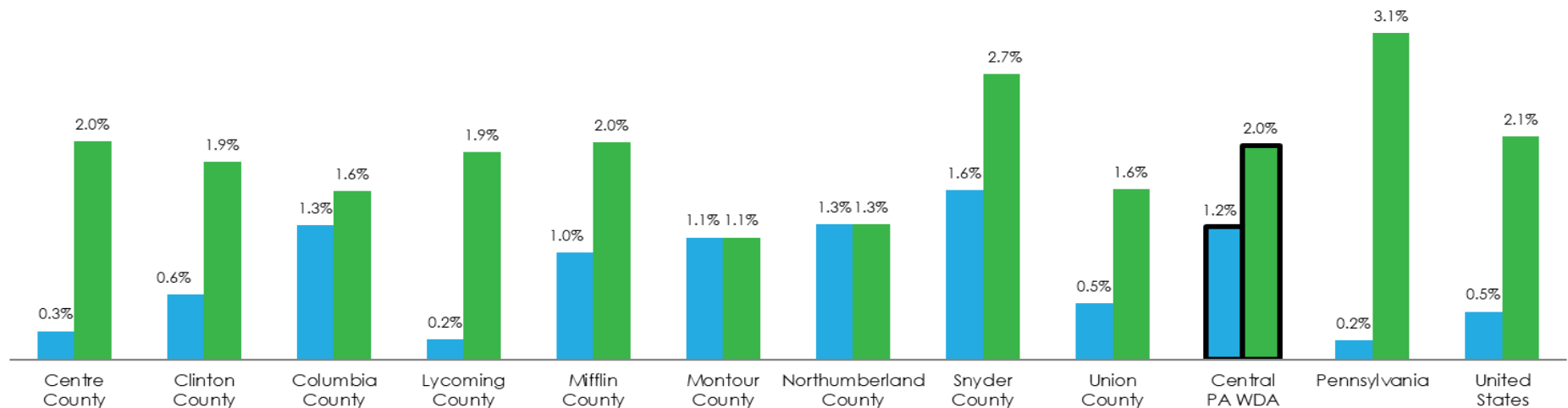


December 2022

	Change Since		
	December 2022	November 2022	December 2021
<b>Central PA WDA</b>	<b>283,900</b>	<b>3,500</b>	<b>5,600</b>
Pennsylvania	6,202,000	11,000	185,000
United States	159,244,000	717,000	3,269,000

## Percent Change in Employed Population: December 2022

■ Month Change ■ Year Change



*Preliminary December 2022 seasonally adjusted data* (downloaded February 2023)

Provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry. CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

## Unemployed Population

Centre County	2,400
Clinton County	700
Columbia County	1,300
Lycoming County	2,400
Mifflin County	900
Montour County	300
Northumberland County	1,800
Snyder County	700
Union County	600

The unemployed population is made up of individuals who are not working, but are waiting for a layoff to end or are actively seeking work. The graph below highlights changes in unemployment as a percentage of the area's total unemployment.

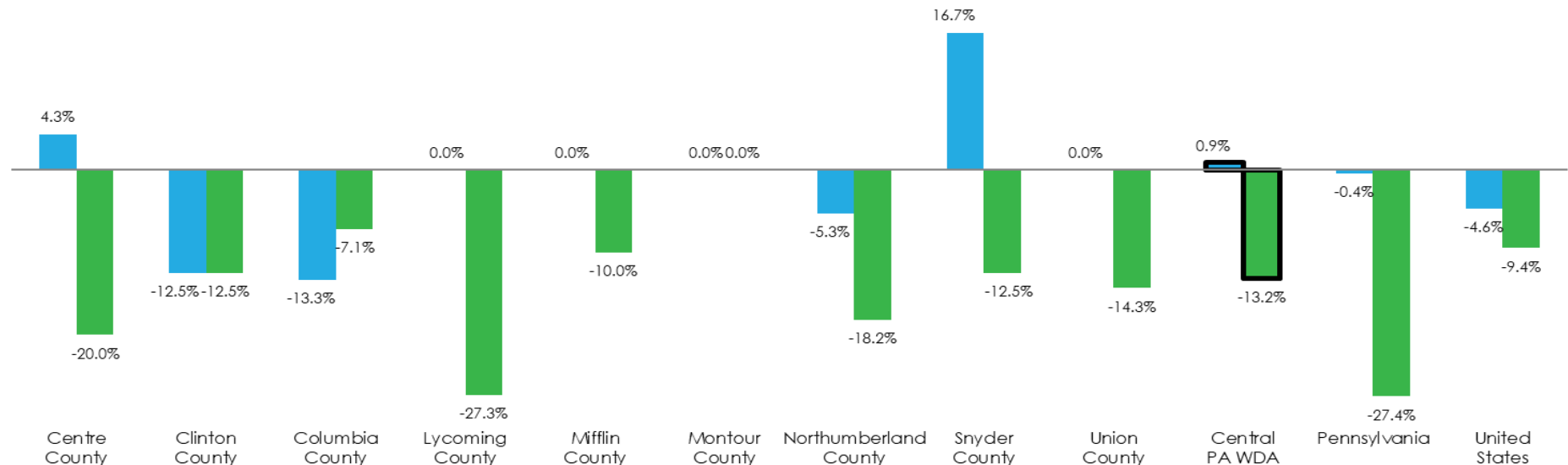


December 2022

	Change Since		
	December 2022	November 2022	December 2021
<b>Central PA WDA</b>	<b>11,200</b>	<b>100</b>	<b>-1,700</b>
Pennsylvania	254,000	-1,000	-96,000
United States	5,722,000	-278,000	-597,000

### Percent Change in Unemployed Population: December 2022

■ Month Change ■ Year Change



*Preliminary December 2022 seasonally adjusted data* (downloaded February 2023)

Provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry. CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.

## Unemployment Rates

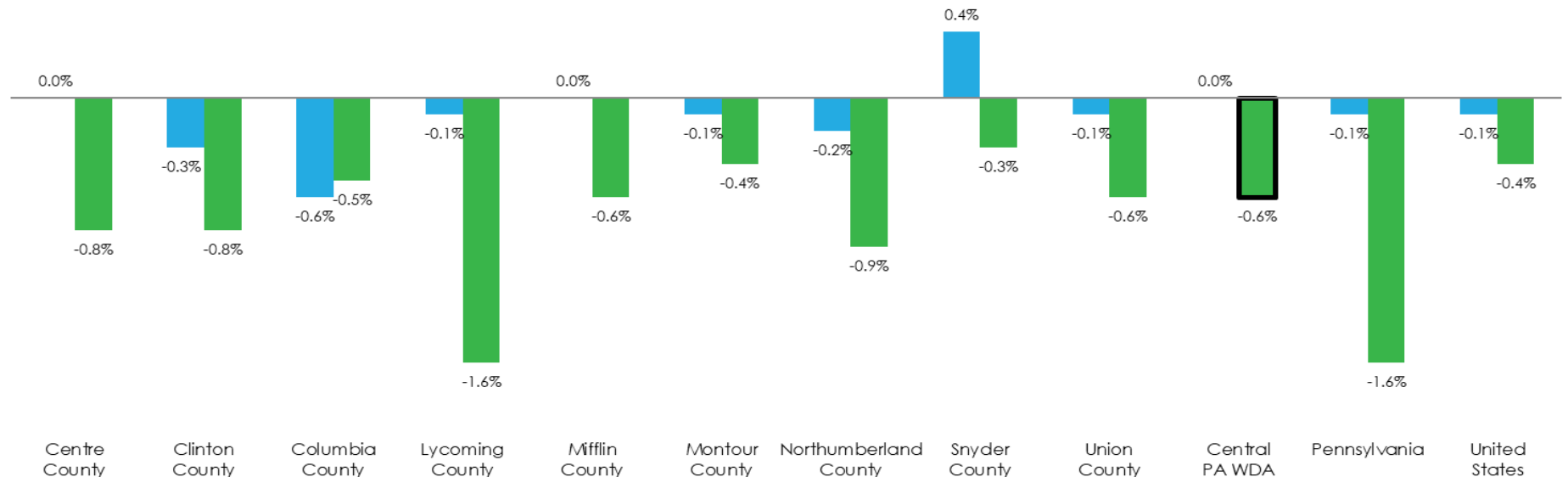
	December 2022	November 2022	December 2021
Centre County	3.1%	3.1%	3.9%
Clinton County	4.2%	4.5%	5.0%
Columbia County	3.9%	4.5%	4.4%
Lycoming County	4.4%	4.5%	6.0%
Mifflin County	4.2%	4.2%	4.8%
Montour County	2.9%	3.0%	3.3%
Northumberland County	4.4%	4.6%	5.3%
Snyder County	3.7%	3.3%	4.0%
Union County	3.2%	3.3%	3.8%
<b>Central PA WDA</b>	<b>3.8%</b>	<b>3.8%</b>	<b>4.4%</b>
Pennsylvania	3.9%	4.0%	5.5%
United States	6.0%	3.6%	3.9%

December 2022

The unemployment rate represents the proportion of individuals in the civilian labor force who are not working, but are waiting for a layoff to end or are actively seeking work. The graph below highlights changes in unemployment rates.

### Change in Unemployment Rate: December 2022

■ Month Change ■ Year Change



*Preliminary December 2022 seasonally adjusted data* (downloaded February 2023)

Provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry.  
CWIA is not liable for the content as presented nor does CWIA necessarily endorse the statements made herein.



## GOVERNOR JOSH SHAPIRO GIVES FIRST BUDGET ADDRESS

**March 7, 2023** - In his first budget address, Governor Josh Shapiro declared his Administration priorities, which comprehensively addressed the vast needs of Pennsylvania citizens, employers, and communities.

Workforce development and investments in the safety nets of support for Pennsylvanians, employers, and communities was evident through out the Governor's remarks. Overall, Governor Shapiro is calling for a \$44.397 billion budget, an increase in the general fund budget.

Key Workforce Development Highlights:

- Apprenticeships and CTE education were winners! With increased funding of \$23.8 million to expand CTE education and apprenticeships, overall.
- Funding the Executive Orders around streamlining licenses and certifications
- Proposal for increasing SNAP benefits, to address the loss of benefit subsidized by now expired federal COVID-19 response monies
- The \$2,500 tax credit for nurses, teachers, and policing will be funded through the Personal Income Tax

PWDA is continuing to analyze the Governor's proposal and on-going budget discussions and will keep you "in the know!"

Read [our statement](#) on the Governor's budget. Plus, more budget details are noted below.

### **Recruitment & Retention Tax Credit**

- \$24.7 million in job retention and recruitment efforts to attract individuals into certified and licensed professions in the fields of nursing, teaching, and policing. Eligible for current residents that either acquire a license or certification in these fields after January 2023 or individuals that move into Pennsylvania with a Pennsylvania-recognized credential in these fields will be eligible for a refundable tax credit up to \$2,500 a year for three years. Accomplished through Personal Income Tax returns.

## Unemployment Compensation

The Governor briefly touched on the ability for the Commonwealth to support unemployed workers seeking unemployment compensation benefits, with reference to investments. Preliminary review of the [budget legislation](#) leads PWDA to believe \$5.0 million funding from the Reed Act that will supplant the expiration of UC Equity grant funds and additional UC operational costs, to include training, technical assistance, and professional development to staff who delivery employment and workforce services.

---

*"..When a worker loses their job, it's devastating. And in the past, this Commonwealth hasn't always done right by them. Because when they needed us most, our Unemployment Compensation system failed them...When Pennsylvanians are unexpectedly out of work, they don't need another roadblock – they need help. So join me, and let's invest in our system to provide Pennsylvanians with timely and accurate answers and support..."*

---

*Governor Josh Shapiro*

## Apprenticeships

- \$3 million or 43 percent increase for **Apprenticeship Training at Labor & Industry**. These funds will:
  - Increase the number of Registered Apprenticeship opportunities in Pennsylvania.
  - Expand Registered Apprenticeships into non-traditional occupations as well as serve underrepresented populations.
  - Allow the Apprenticeship and Training Office to provide technical assistance to businesses, unions, and training providers with the support and resources needed to align with nationally recognized standards and practices.
  - Be used to develop a Registered Apprenticeship program that leads to certification as a CTE teacher.
- \$3.5 million for **PA Schools-to-Work program** - \$1 million increase to current funding level by Reemployment Funds. These funds will:
  - Strengthen partnerships between schools, employers, trades and CTEs for employment and training pathways.
  - Prioritize interactive learning opportunities for participating students through a variety of classroom trainings, workplace visits, internships, registered apprenticeships, mentorships, employment opportunities, special education transition supports, job shadowing, and externships.
- \$3 million to **Foundations In Industry (DCED)** to cover costs related to in-classroom instruction that complements on-the-job learning required through Registered Apprenticeships and Pre-Apprenticeships. This program is currently funded by claw backs of recaptured grants from businesses that do not meet their contractual obligations.

## **Career & Technical Education**

- \$5 million increase to increase **exposure to CTE programs and develop additional CTE programs statewide.**
- \$4 million increase to support the **hiring of additional teachers and expanded program offerings** in high-demand areas of health care, STEM, energy, and infrastructure trades.
- \$2 million increase to **establish a state-level Industry in the School Program** to bring trade and industry professionals into the classroom.
- \$3.33 million or 60 percent **increase for Career and Technical Education Equipment Grants** to provide resources for additional equipment purchases and maintenance.

## **Education**

- \$1.05 million initiative in **Adult and Family Literacy** to reduce the financial barrier to **high school equivalency testing by covering the cost of the test fee.**
- \$2 million initiative in **Teacher Professional Development** to provide professional development including training, online coursework, and technical assistance.
- \$567.37 million or 7.8 percent **increase in Basic Education Funding** to continue sustained investment in school district basic education programs. This is on par with recent inflationary and cost-of-living growth. Future investments are proposed to continue to grow with projected inflation rates. The 2023-24 increase will be distributed through the Basic Education Funding Formula.
- \$103.8 million or 7.8 percent **increase in Special Education Funding.** The delivery of special education programs, supports, and services is mandated for all eligible students, while the cost for school districts to educate special education students continues to increase. This increase ensures school districts have the basic resources they need to provide high-quality special education services to students with disabilities and special needs. Future year investments in special education funding are proposed to increase with projected inflation rates.

## **Food Access**

- \$38.536 million to provide **Universal Breakfast to all Students**, regardless of income
- **Increasing Food Assistance Minimums (SNAP)** This budget includes \$16 million to increase the minimum monthly SNAP benefit from \$23 to \$35 for seniors and people with disabilities, impacting over 100,000 Pennsylvanians. This budget also includes an additional \$1 million in one-time build out costs for needed system upgrades.

## **Mental Health**

- Creating a \$100 million **School-Based Mental Health Supports Block** grant to connect students and staff to mental health services and ensure a pipeline of trained school-based mental health professionals.
- Increase by \$20 million this year, reaching a \$60 million per year increase in 2027-2028, in **county-based mental health services and staff**.

## **Property Tax & Rent**

- Expand property tax and rent rebate program to increase the income cap for homeowners (from \$35,000 to \$45,000), for renters (from \$15,000 to \$45,000), grow the maximum income threshold with inflation beginning in 2024, increase the rebate cap to \$1,000; thereby expanding access to an additional 173,000 individuals

---

***Find your go-to Government Relations Updates in the  
[PWDA Member Advocacy Center!](#)***

***Need Support? Assistance in Govt Relations and Advocacy?  
Reach out to us for a customized support, [info@pawork.org](mailto:info@pawork.org)***

---

# WORKforce

PA Workforce Development Association  
The Voice of Pennsylvania Workforce Development

<i>Governor Shapiro 2023-2024 Budget Line Item, Excerpts</i>			
<a href="#">PA Smart</a>	Industry Partnerships	\$2.813 million	Level Funded
	Apprenticeships	\$10.00 million	33% Increase
	Schools to Work (Pre-App)	\$3.50 million	NEW
	Career & Technical Education – Computer Science/STEM	\$30 million carve out	Pending release of Fiscal Code language
<b>Career &amp; Technical Education</b>	Education	\$119.138 million	Increase of \$14m or 13.3%
	Equipment Grants	\$8.80 million	Increase \$3.33m or 60%
<b>Adult Family Literacy</b>	Services	\$16.310 million	Increase of \$3.835m or 30.7%
<b>Community &amp; Economic Development</b>	<a href="#">WEDnet (part of PA First)</a>	\$10 million	Of increase in PAFirst, \$2m targeted for WEDnet
	PA First	\$33 million	Increase of \$13 million
	<a href="#">PREP</a>	\$10.88 million	Level Funded
	<a href="#">Manufacturing PA</a> (incl. IRCs)	\$13 million	Increase of \$1.0 million (referred to as the Manufacturing Innovation Program by Shapiro Admin)
	Powdered Metals	\$100 thousand	Level Funded
	Foundations in Industry	\$3 million	NEW
<b>PHEAA</b>	<a href="#">Targeted Industry Cluster Scholarship</a>	\$8.652 million	Level Funded
	Internship Program Grants	\$468 thousand	Level Funded
<b>Education</b>	Basic Education	\$8,421,751	Increase of \$796,627 million (incl. Soc. Security costs)
	Teacher Professional Development	\$9.062 million	Increase of \$4.018 million
	Youth Development Centers – Education	\$8.935 million	Increase of \$410,000
	Public Library Subsidy	\$70.470 million	Level Funded
	Library Services for Visually Impaired	\$2.567 million	Level Funded
	Library Access	\$3.071 million	Level Funded

# WORKforce

PA Workforce Development Association  
The Voice of Pennsylvania Workforce Development

	Trauma-Informed Education	\$0	De-funded
	<a href="#">Community Education Councils</a>	\$2.489 million	Level Funded
	Hunger-free Campus Initiative	\$1 million	Level Funded
	Dual Enrollment	\$7.0 million	Level Funded
	Community Colleges	\$261.64 million	Increase of \$5.13 million
	Community College Capital Fund	\$54.161 million	Level Funded
	<a href="#">Northern PA Regional College</a>	\$7.280 million	Level Funded
	Regional Community Colleges Services	\$2.221 million	Level Funded
	<a href="#">PASSHE</a>	\$563.519 million	Increase \$11.049 million
	School Based Mental Health Supports Block Grant	\$100 million	NEW
	<a href="#">Parent Pathways</a> (DHS project)	\$1.661 million	NEW (in education dept.)
<b>Human Services</b>	Cash Grants	\$32.24 million	Increase \$18.5 million
	Early Intervention	\$190.786 million	Increase \$20.238 million
<b>Vocational Rehabilitation</b>	Transfer to Voc. Rehab Fund	\$47.942 million	Level Funded
	Supported Employment	\$397,000	Level Funded
	Centers for Independent Living	\$2.634 million	Increase of \$484,000

## 2023 MEETING SCHEDULE

### Executive Committee, Workforce Development Board, and Local Elected Official Board

<b>January 13</b> <i>Second Friday</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>February 10</b> <i>Second Friday</i>	<b>Executive Committee</b> Cancelled
<b>March 15</b> <i>Third Wednesday</i>	<b>LEO Board Meeting</b> 9:00 a.m. to 9:30 a.m. <b>WDB/LEO Board Meeting</b> 10:00 a.m. to Noon
<b>April 14</b> <i>Second Friday</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>May 12</b> <i>Second Friday</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>June 21</b> <i>Third Wednesday</i>	<b>Annual Meeting of the Members (LEO)</b> 9:00 a.m. to 9:30 a.m. <b>WBD/LEO Board Meeting</b> 10:00 a.m. to Noon
<b>August 11</b> <i>Second Friday</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>September 20</b> <i>Third Wednesday</i>	<b>LEO Board Meeting</b> 9:00 a.m. to 9:30 a.m. <b>WDB/LEO Board Meeting</b> 10:00 a.m. to Noon
<b>October 13</b> <i>Second Friday</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>November 9</b> <i>Second Thursday (substitute for Veterans Day)</i>	<b>Executive Committee</b> 10:00 a.m. to Noon
<b>December 20</b> <i>Third Wednesday</i>	<b>LEO Board Meeting</b> 9:00 a.m. to 9:30 a.m. <b>WDB/LEO Board Meeting</b> 10:00 a.m. to Noon

Unless otherwise notified of Webinar/Teleconference, **Executive Committee Meetings** are scheduled to be held at the Advance Central PA office and **LEO & WDB/LEO Meetings** are scheduled to be held at the Union County Government Center.



## Workforce Development Board (WDB) Membership

**Dave Zartman, Chairperson**  
*Zartman Construction*

**Vacant, Vice Chairperson**

**Jim Stopper, Treasurer**  
*Evangelical Community Hospital*

**Jamie Aurand, Immediate Past Chairperson**  
*Susque-View Home*

**Jay Alexander**  
*Wayne Township Landfill*

**Sue Auman**  
*Union-Snyder Community Action Agency*

**Jim Beamer**  
*IBEW, Local #812*

**Kenneth Chappell**  
*Lycoming/Tioga County Assistance Office*

**Misty Dion**  
*Roads to Freedom Center for Independent  
Living of NCPA*

**Michele Foust**  
*Glenn O. Hawbaker, Inc.*

**Dean Girton**  
*Girton Manufacturing Company*

**Bruce Jones**  
*Bureau of Workforce Partnership &  
Operations*

**Keith Koppenhaver**  
*IUOE, Local #66*

**Lynn Kuhns**  
*Apex Homes of PA, LLC*

**Jeff Lowry**  
*Geisinger Health System*

**Zollie Rayner**  
*AFSCME Labor Union*

**Jonathan Ritter**  
*Playworld*

**Steve Stumbris**  
*Bucknell University Small Business  
Development Center*

**Susan Swartz**  
*Office of Vocational Rehabilitation*

**Todd Taylor**  
*Central PA Institute of Science &  
Technology*

**Suzanne White**  
*Kish Bank*

**Jenna Witherite**  
*Central Intermediate Unit 10*

**Tracie Witter**  
*PPL Electric Utilities*



## Local Elected Official Board (LEO) Membership

Commissioner Kenneth Holdren, Chairperson  
*Montour County*

Commissioner David Kovach, Vice Chairperson  
*Columbia County*

Commissioner Steven Dershem  
*Centre County*

Commissioner Robert Postal  
*Mifflin County*

Commissioner Angela Harding  
*Clinton County*

Commissioner Chuck Steininger  
*Snyder County*

Commissioner Joe Klebon  
*Northumberland County*

Commissioner Stacy Richards  
*Union County*

Commissioner Richard Mirabito  
*Lycoming County*

## Standing Committees of the Workforce Development Board

### Executive Committee

Dave Zartman, Chair  
Jim Beamer  
Kenneth Chappell  
Michele Foust  
Dean Girton  
Ken Holdren\*  
Jim Stopper  
Suzanne White

*Staff Contact: Erica Mulberger*

### Audit/Finance Committee

Jim Stopper, Chair  
Jamie Aurand  
Dean Girton  
Ken Holdren\*  
Richard Mirabito\*  
Susan Swartz  
Todd Taylor

*Staff Contact: Brooke Gessner*

### Governance Committee

Dean Girton, Chair  
Angela Harding\*  
Rob Postal\*

*Staff Contact: Erica Mulberger*

### EARN Committee

Kenneth Chappell, Chair  
Patty Cox^  
Julie Eister^  
Tara Hough^  
Bruce Jones  
Michael Lisnock^  
Crystal Montgomery^  
Erica Mulberger^

*Staff Contact: Patrick O'Connor*

### Personnel Committee

Jamie Aurand, Chair  
Jay Alexander  
Michele Foust  
Dave Zartman

*Staff Contact: Erica Mulberger*

### Policy & Performance Committee

Jim Beamer, Chair  
Zollie Rayner  
Suzanne White  
Jenna Witherite

*Staff Contact: Korrie Lucas*

### Youth Committee

Suzanne White, Chair  
Jay Alexander  
Ed Christiano^  
John Kurelja^  
Dan Long^  
Daphne Ross-Bowers^  
Rick Steele^

*Staff Contact: Alexa Hann*

\* LEO Board Member

^ Non-WDB/LEO Board Member

## Staff Listing

### Policy and Management

Supporting the Workforce Development Board, Executive Committee, Governance Committee, Personnel Committee and Local Elected Official Board

**Erica Mulberger, Executive Director:** Responsible for overall management of Advance Central PA including finance, operations, policy and projects. Reports to the Chair of the Workforce Development Board. [emulberger@AdvanceCentralPA.org](mailto:emulberger@AdvanceCentralPA.org)

**Kelly Walter, Office/Board Coordinator:** Responsible for administrative support for Advance Central PA and all committees; assists with accounts payable and receivable. Reports to the Executive Director. [kwalter@AdvanceCentralPA.org](mailto:kwalter@AdvanceCentralPA.org)

### Finance Department

Supporting the Executive Committee, Audit/Finance Committee and Local Elected Official Board

**Brooke Gessner, Finance Manager:** Responsible for management, supervision and reporting of financial resources for Advance Central PA; budgeting, fiscal related policy and procedure, oversight of contracts and subcontractors and property management. Reports to the Executive Director. [bgessner@AdvanceCentralPA.org](mailto:bgessner@AdvanceCentralPA.org)

**Cheryl Reish, Senior Accounting Coordinator:** Responsible for bookkeeping and accounting activity, payroll, accounts payable and receivable and electronic fund management. Reports to the Finance Manager. [creish@AdvanceCentralPA.org](mailto:creish@AdvanceCentralPA.org)

### Operations Department

Supporting the Executive Committee, Employer Strategies Committee, Local Elected Official Board, EARN Committee, Policy & Performance Committee and Youth Committee

**Korrie Lucas, Assistant Director:** Responsible for policy and program management and oversight for EARN, WIOA, and other workforce programs in the PA CareerLink® sites. Reports to the Executive Director. [klucas@AdvanceCentralPA.org](mailto:klucas@AdvanceCentralPA.org)

**Alexa Hann, Youth Programs Manager:** Responsible for policy and program support for WIOA In-School Youth and Out-of-School Youth programs, TANF Youth programs and other youth initiatives in the PA CareerLink® sites and schools. Reports to the Assistant Director. [ahann@AdvacenCentralPA.org](mailto:ahann@AdvacenCentralPA.org)

**Patrick O'Connor, Adult Programs Coordinator:** Responsible for policy and program support for WIOA Adult and Dislocated Worker programs and Department of Human Services EARN programs in the PA CareerLink® sites. Reports to the Assistant Director. [poconnor@AdvanceCentralPA.org](mailto:poconnor@AdvanceCentralPA.org)

**Marca O'Hargan, Compliance Monitor:** Responsible for monitoring PA CareerLink® sites and programs including but not limited to Title I Adult, Dislocated Worker and Youth and EARN programs. Reports to the Assistant Director. [mohargan@AdvanceCentralPA.org](mailto:mohargan@AdvanceCentralPA.org)

**Gabrielle Randall, Business Engagement Coordinator:** Responsible for policy and program support focusing on business as the primary customer. Oversees industry cluster activities and special grants that are obtained which involve local employers. Reports to the Assistant Director. [grandall@AdvanceCentralPA.org](mailto:grandall@AdvanceCentralPA.org)

**Vacant, Mentor Coordinator:** Responsible for implementation of Advance Central PA's program, LIFT Central PA, from recruitment through to the close of the formal mentoring relationship as well as maintenance of Advance Central PA's Path to Careers website. Reports to the Youth Programs Manager.

**Vacant, Research and Grant Coordinator:** Responsible for performing industry cluster and labor market research for Advance Central PA and supporting project partners and utilizing this information to help write and coordinate grant implementation. Reports to the Executive Director.

### PA CareerLink®

Responsible for managing and coordinating the daily functions and operations of PA CareerLink® sites to ensure compliance and alignment with certification requirements, the State Workforce Plan, Advance Central PA's Local and Regional Plans, and all agreements and policies. Functionally supervised by the PA CareerLink® Operator.

**Jamie Mercaldo, PA CareerLink® Administrator:** Responsible for integrated services, continuous quality improvement and outstanding customer service while assessing and addressing community workforce needs for the PA CareerLink® Northumberland/Snyder/Union Counties and PA CareerLink® Columbia/Montour Counties. [jmercald@AdvanceCentralPA.org](mailto:jmercald@AdvanceCentralPA.org)

**Rachael Ulmer, PA CareerLink® Administrator:** Responsible for integrated services, continuous quality improvement and outstanding customer service while assessing and addressing community workforce needs for the PA CareerLink® Lycoming County and PA CareerLink® Clinton County. [rulmer@AdvanceCentralPA.org](mailto:rulmer@AdvanceCentralPA.org)