



**Advance  
Central PA**  
Linking People & Business

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

September 20, 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, September 20, 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 |
|               | <ul style="list-style-type: none"> <li>• <b>WDB Non-Consent Agenda &amp; Committee Reports</b> <ul style="list-style-type: none"> <li>○ Review of Local and Regional Plans                             <ul style="list-style-type: none"> <li>– Action Needed: Approval of Local Plan Modification</li> <li>– Action Needed: Approval of Regional Plan Modification</li> </ul> </li> <li>○ Audit/Finance                             <ul style="list-style-type: none"> <li>– Action Needed: ITA and OJT Budgets</li> </ul> </li> <li>○ EARN</li> <li>○ Governance</li> <li>○ Personnel                             <ul style="list-style-type: none"> <li>– Action Needed: Health Insurance Renewal</li> </ul> </li> <li>○ Policy &amp; Performance                             <ul style="list-style-type: none"> <li>– Action Needed: Approval of Reboot Support Services Policy</li> </ul> </li> <li>○ Youth</li> </ul> </li> <li>• <b>LEO Board Action Items</b> <ul style="list-style-type: none"> <li>○ Action Needed: Approval of June 21, 2023 Meeting Notes</li> <li>○ Action Needed: Approval of Local Plan Modification</li> <li>○ Action Needed: Approval of Regional Plan Modification</li> </ul> </li> </ul> |                               |
| 11:40 – 11:50 | <b>Assistant Director's Update</b>  | Korrie Lucas                  |
| 11:50 – 11:55 | <b>Open Discussion</b>  |                               |
| 11:55         | <b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• Executive Committee - October 13, 10:00 a.m. - 12:00 p.m.</li> </ul>   | Dave Zartman                  |

- LEO Board Meeting – December 20, 9:00 a.m. - 9:30 a.m.
- WDB Board Meeting - December 20, 10:00 a.m. - 12:00 p.m.

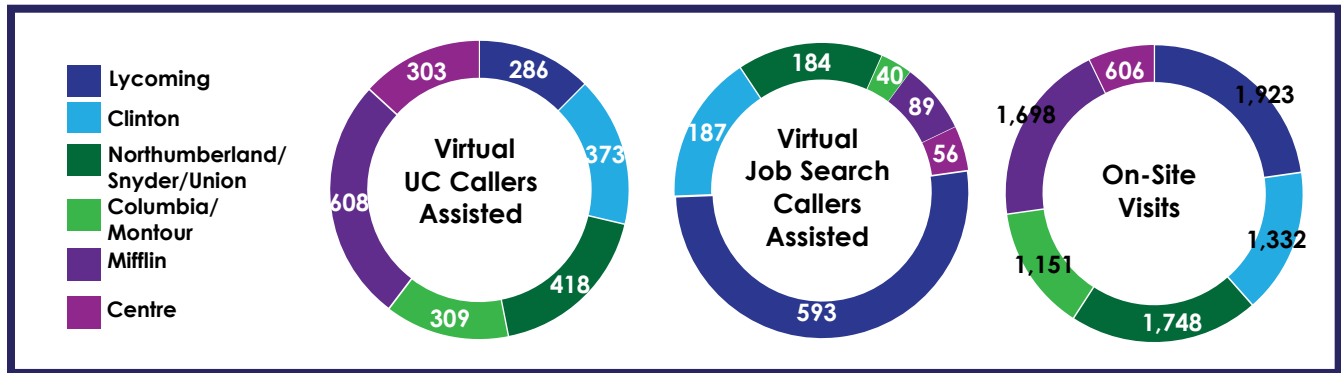
12:00

**Adjournment**

Dave Zartman &  
Ken Holdren

## PA CareerLink® Jobseeker Services

### April-June 2023 Q2



Includes on-site and virtual services

**Total Workshops Offered: 127**

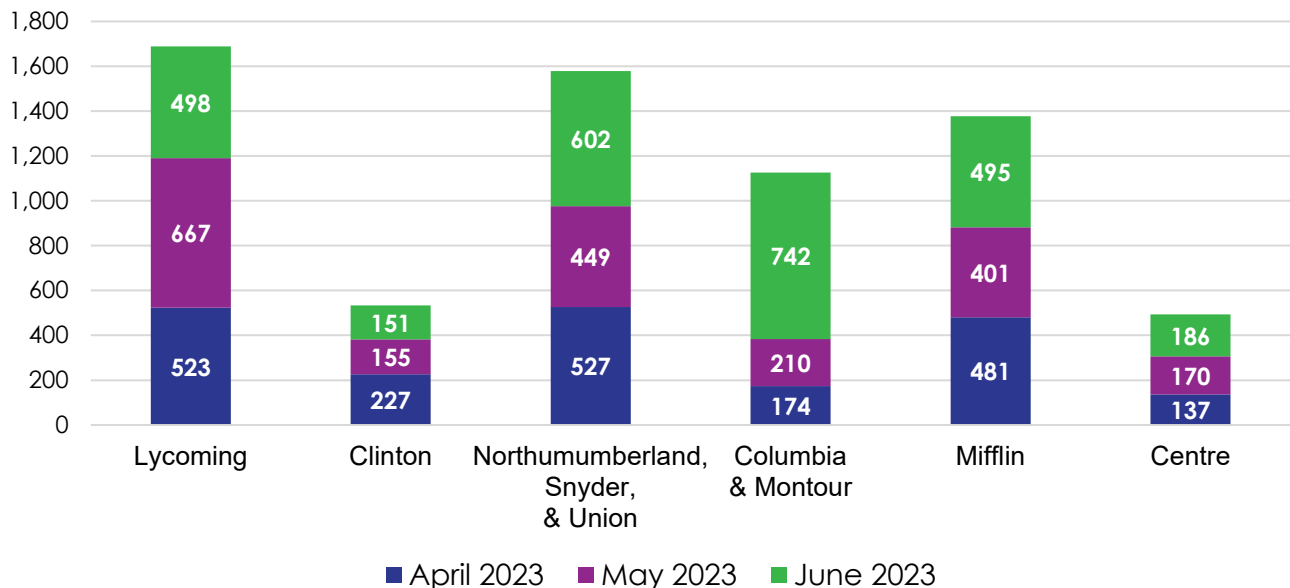
**Total Workshop Attendance: 584**

**Total Services Provided: 24,536**

**Unique Quarterly Participants: 5,125**

Includes on-site and virtual services

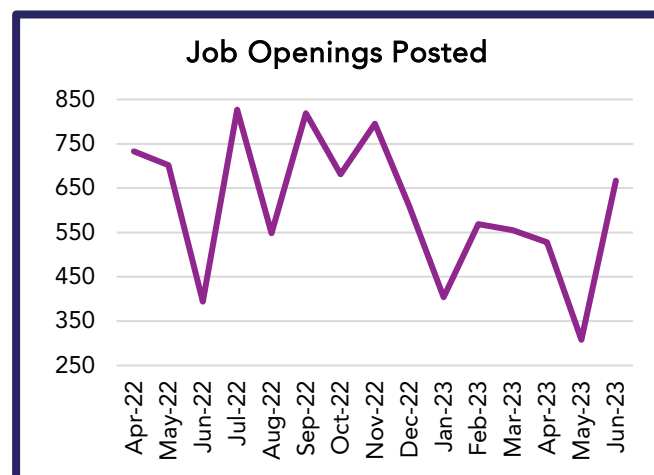
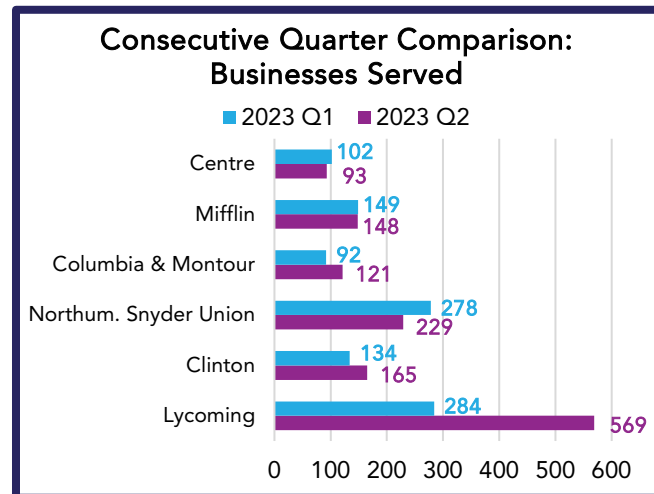
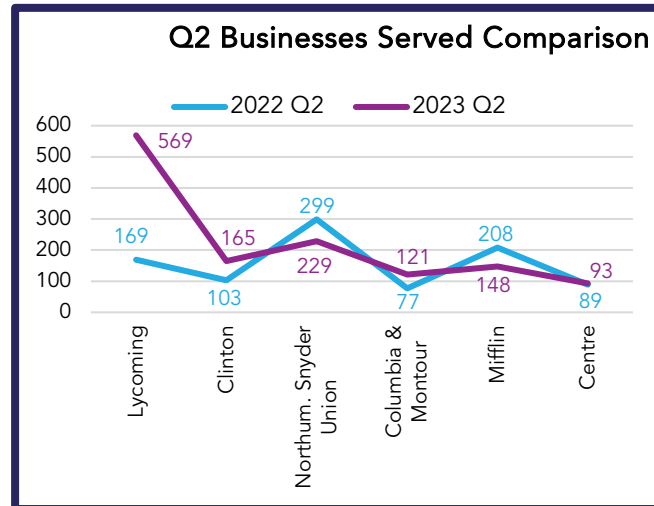
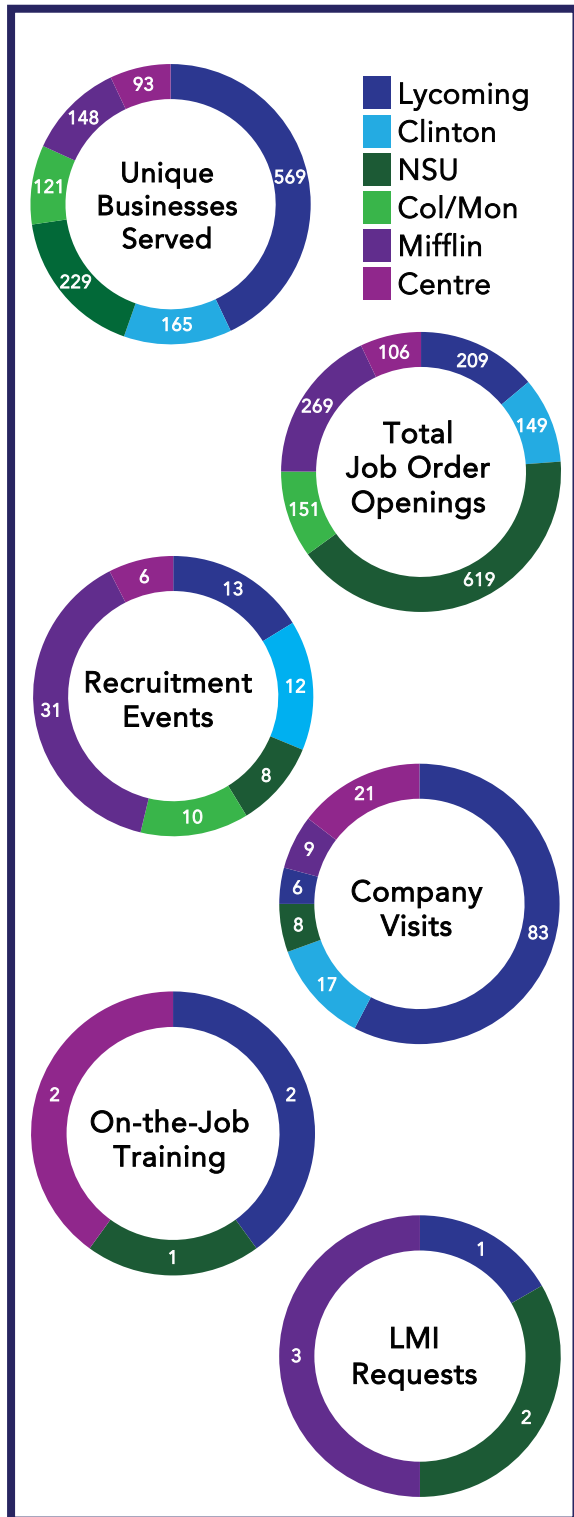
### Total Unique Participants Served By Month



# PA CareerLink® Business Solutions

## April - June 2023 Q2

### Employer Services Overview

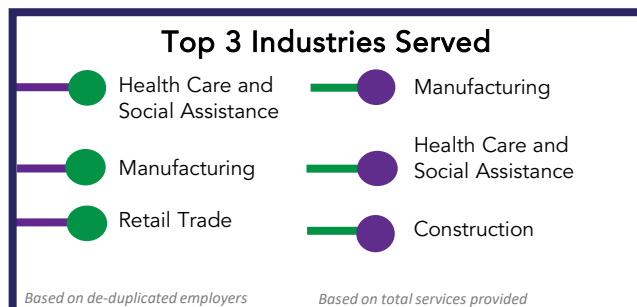
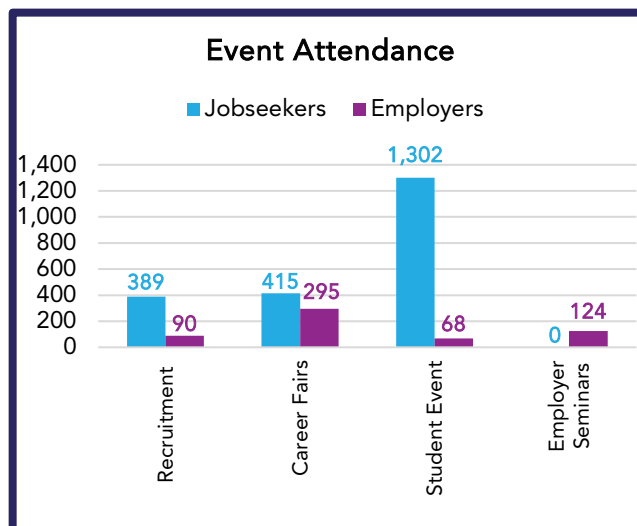


# PA CareerLink® Business Solutions

## April - June 2023 Q2

### Employer Event Highlights

- Employer Seminar: Medical Marijuana in the Workplace (41 employers)
- Employer Seminar: Second Chance Hiring Summit with Lycoming County Reentry Coalition (37 employers)
- Job Fair: Spring Job Fair hosted by Shikellamy High School (52 employers, 56 job seekers, 936 youth)
- Recruitment Event: Mifflin County Winning Wednesday Mini Job Fair (12 employers, 42 job seekers)
- Recruitment Event: Penn State Find-A-Job-Friday (1 employer, 39 jobseekers)
- Student Event: Business and Education Committee's Free Wheelin' Day with 4th graders from Mifflin County School District (12 employers, 350 youth)
- Student Event: Montgomery High School Mock Interviews (10 employers, 48 youth)



### Rapid Response Events

Company	Susquehanna University	G2
PA CareerLink® County	NSU	Centre
Rapid Response Date	5/10/2023	6/5/2023
Workers Affected	18	16
Workers at RR Event	11	4
Layoff/Closure	Layoff	Layoff
Status	Permanent	Permanent

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

## **Joint Meeting**

**June 21, 2023**

Advance Central PA's Workforce Development Board (WDB) and Local Elected Official (LEO) Board held a joint meeting on Wednesday, June 21, 2023 at 10:00 a.m.

### WDB Members Attending

Jay Alexander  
Jim Beamer  
Kenneth Chappell  
Dean Girton  
Bruce Jones  
Keith Koppenhaver  
Lynn Kuhns  
Jim Stopper  
Steve Stumbris  
Todd Taylor  
Suzanne White  
Dave Zartman

### LEO Board Members Attending

David Kovach  
Richard Mirabito  
Robert Postal  
Stacy Richards  
Chuck Steininger

### WDB Staff Attending

Brooke Gessner  
Alexa Hann  
Jamie Mercaldo  
Erica Mulberger  
Patrick O'Conner  
Gabi Randall  
Melanie Scurto  
Kelly Walter

### WDB Members Excused

Sue Auman  
Jamie Aurand  
Misty Dion  
Michele Foust  
Jeff Lowry  
Zollie Rayner  
Jonathan Ritter  
Susan Swartz  
Jenna Witherite  
Tracie Witter

### LEO Board Members Excused

Steven Dershem  
Angela Harding  
Kenneth Holdren  
Joe Klebon

### Guests Attending

Lenaire Ahlum  
Megan Bair  
Meghan Beck  
Jon DeWald - Solicitor  
Melanie Erb  
Robert Getz  
Cheryl Johnson  
Ann Kaufman  
Mary Mingle  
Michaelene Shirey  
Kate Sivers  
Jill Walter

## Call to Order and Welcome

Dave Zartman, Workforce Development Board Chairperson, called the meeting to order at 10:06 am without a quorum.

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

Commissioner David Kovach, LEO Vice Chairperson, welcomed his fellow Commissioners to the meeting, with a quorum.

A quorum was later established for the WDB, at 11:10 am, at which time WDB actions were taken.

## Invitation for Public Comments

There were none.

## Governor's Achievement Award Winners

Each year, the Pennsylvania Workforce Development Association (PWDA) accepts nominations from the WDBs across the Commonwealth for the Governor's Achievement Awards. Advance Central PA had two winners honored this year: Jasmine Acree, served by the EARN program and Noah Whitesell, served by the Out-of-School Youth program, YES to the Future. Their stories were included in the packets and Dave introduced their videos that were broadcast at the conference.

## PA CareerLink® Operator Update

Representing the PA CareerLink® Operator, Cheryl Johnson provided the quarterly update.

Cheryl focused her report on the PA CareerLink® response to the regional shortage of talent such as by using community outreach and continued provision of high-quality services to employers and job seekers.

Notable events included Rapid Response meetings held for Shop Vac and Susquehanna University and several successful career fairs throughout the region that were highly attended by both youth and adult job seekers.

The Operator continues to enhance professional development, which is more important than ever so staff can effectively navigate the workforce landscape and provide needed services. Staff across the region attended the PWDA Conference, keeping abreast of current trends. Several staff are participating in a professional course that leads to a credential for Academy Certified Resume Writer utilizing grant funds obtained by Advance Central PA.

A state initiative is underway for a new Digital Intake process. Much of the technology has arrived at the PA CareerLink® sites and a strategic plan is being implemented to launch this process. All sites have also received their installation of panic buttons and security cameras as a direct result of the vulnerability assessments that were conducted.

Cheryl finished her report thanking the dedicated Site Administrators and their teams for their hard work, looking forward to being well positioned to make an impact on our communities across the region.

## Budget Presentation

Brooke Gessner, Advance Central PA Finance Manager, provided a detailed presentation of the proposed FY24 Budget, including the Advance Central PA FY24 Operating Budget and the overall FY24 Central Region Budget.



Brooke explained the philosophy upon which the proposed FY24 Budget is built: planning for the future to operate beyond the current FY while maximizing resources for direct service delivery now, maintaining current operations while allowing flexibility to adjust the budget based on changing service delivery needs, and assuring compliance with state requirements including that 30% of funds received (less 10% administrative funds) be spent on training.

Brooke explained how Workforce Innovation and Opportunity Act (WIOA) funds are allocated to the local WDBs. She showed the change in allocations at the federal, state, and local levels describing an increase of approximately \$698,000 for FY24 from FY23. However, there were significant decreases across WIOA funding streams in FY23 so Advance Central PA had requested and received additional funds to help mitigate the decrease. Therefore, the actual increase in WIOA funding for FY24 is approximately \$400,000 when compared to the FY23 allocation plus the additional funds that were requested and received.

In regard to Advance Central PA Operating expenses, Brooke reviewed the increase to salaries and benefits including the promotion of Alexa Hann to Operations Manager and three new positions, a Youth Coordinator, a Fiscal Coordinator, and an Outreach Coordinator. These new positions, along with the Business Engagement Coordinator position, which is currently vacant, are shown at the highest potential health care costs. Statewide funds for the Outreach Coordinator position have been requested from the state but are included in the Advance Central PA budget in the event the request is not funded.

Resource Sharing Agreement Budget details including the breakdown of costs for all partners was presented. Brooke provided an in-depth review of the training budgets. She reviewed the budgets for each subcontractor for Adult & Dislocated Worker Job Seeker Services, Business Solutions, In-School Youth, Out-of-School Youth, EARN, and The Link. Finally, regional budget items including technology and evaluation were presented.

## WDB Updates and Action Items

### Action Items

With a quorum present for the WDB, Dave called for a motion to approve the Consent Agenda.

- ▲ **Bruce Jones made a motion to approve the June 21, 2023 Consent Agenda Action Items. Suzanne White seconded the motion. The motion was unanimously approved with no abstentions.**

## Audit/Finance Committee

Jim Stopper, Audit Finance Committee Chair, provided the update.

Jim reported the Audit/Finance Committee met on May 30, 2023 and reviewed the FY24 budgets presented by Brooke. The Committee approved the Advance Central PA's FY24 Operating Budget.

- ▲ **Jim Stopper made a motion to approve Advance Central PA's Fiscal Year 2024 Operational Budget. Ken Chappell seconded the motion. The motion was unanimously approved with no abstentions.**

The Committee also approved Advance Central PA's FY24 Central Region Budget.

- ▲ **Jim Stopper made a motion to approve Advance Central PA's Fiscal Year 2024 Operational Budget. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

Jim referenced the Financial Reports through March 31, 2023 and the FY23 Budget Update Report included in the packet.

Erica Mulberger, Executive Director, expressed increasing need for staff to be able to purchase items with a credit card. At present, Advance Central PA does not have a credit card, instead, there are three debit cards connected to the bank account. After discussing options with the bank, they recommended having

a credit card which is better for security purposes and has added benefits of earning cash back. Advance Central PA will not hold a balance on the credit card and will pay it entirely each month.



**Dean Girton made a motion to allow Advance Central PA staff to move forward with opening a Chase Inc. credit card account for staff purchases. Lynn Kuhns seconded the motion. The motion was unanimously approved with no abstentions.**

The Audit/Finance Committee will meet as needed.

## **EARN Committee**

Ken Chappell, EARN Committee Chair, provided the update.

### EARN Contract

The Department of Human Services (DHS) has sent a contract amendment to Advance Central PA extending the contract until June 30, 2025 with an option to extend for one additional year at the discretion of the DHS. Level funding is allocated for the upcoming program year that begins July 1<sup>st</sup> and ends June 30, 2024. According to the Statement of Work, performance metrics may be changing; staff will be working through all changes and adjust the program and tracking mechanisms as needed to comply.

### Coaching Collaborative

Advance Central PA has been selected to participate in a “Coaching Collaborative” with Adjacent Possible, a technical assistance provider for the US Dept. of Health & Human Services Office of Family Assistance. Over the next six+ months, select staff members from Advance Central PA and Central Susquehanna Opportunities Inc. (CSO), as the EARN provider, will participate in weekly technical assistance meetings. The goals to implement evidence driven employment coaching that strengthens the skills of EARN staff and improves the economic mobility and well-being of participants.

As the project progresses, the Central team will meet with peers in Iowa, Colorado, and Michigan.

### Programming Updates

As part of continued efforts to promote life and parenting skills that align with DHS guidance, the EARN program has developed a full calendar of workshops that focus on activities children and their parents can complete together this summer. Parents and children can expect to learn about gardening, cooking, nature, and even the importance of creating a home safety plan.

Staff is committed to delivering a human centric design and looks forward to the EARN subcontractor providing more intergenerational programming.

### Incentive Services Policy

The current EARN Incentive Services Policy allows for a once in a lifetime payment of \$700 for driving lessons. A major driving school provider has a 9-hour course available for \$725 and a six-hour course for \$500. There is a value in allowing participants to pursue the nine-hour course without barrier, therefore a modification to the policy is recommended.



**Ken Chappell made a motion to amend the EARN Incentive Services Policy to increase the maximum amount available for driving lessons to \$725. Jim Beamer seconded the motion. The motion was unanimously approved with no abstentions.**

The EARN Committee will meet as needed.

## **Governance Committee**


Dean Girton, Governance Committee Chair, provided the update.

### Recruitment

Dean was pleased to note that with the LEO Board's appointment of Jennifer Stehman, UPMC Senior Human Resources Director, Advance Central PA is back in compliance with WIOA requirements. Jennifer will serve for the term July 1, 2023 through June 30, 2026.

#### Board Officers

With Dave Zartman's term as Chair of the WDB ending in December, Shelly Foust has agreed to serve as Vice Chair. This could lead to serving as Chair beginning January 1, 2024.

-  **Dean Girton made a motion to appoint Michele Foust as vice chair of the Workforce Development Board until the end of 2023. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

The Governance Committee will meet as needed.

### **Personnel Committee**

Erica Mulberger, Advance Central PA Executive Director, provided the update on behalf of Jamie Aurand.

#### Organizational Chart

Erica reviewed the Executive Committee's approved changes to Advance Central PA's organizational chart as solidified with approval of the Consent Agenda:

- Adding the Fiscal Coordinator back which had been unfilled for a number of years.
- Adding the Youth Coordinator role back due to Alexa Hann, Youth Programs Manager, being promoted to Operations Manager.
- The addition of Outreach Coordinator as a new position responsible for increasing public awareness and use of the workforce system via development and implementation of strategic outreach.
- Reorganizing direct reports.

#### Staff Compensation

Erica discussed the importance of the Executive Committee's approval of Personnel Committee recommendations to adjust the salary scale in accordance with Policy, which included to award a 2% cost of living increase to staff with a tenure of six months effective July 1 pending budget approval, and a 3% merit pool for FY24 pending budget approval. With approval on the Consent Agenda, Advance Central PA is well positioned in addressing staff retention.

#### Staff Updates

Gabi Randall has shifted from the now vacant Business Engagement Coordinator role to Research & Grants Coordinator. She'll continue to be responsible for Registered Apprenticeship duties in addition to those related to data and contributions to grant writing and implementation.

Melanie Scurto has started employment as Mentor Coordinator with responsibilities to re-launch Advance Central PA's mentoring program, LIFT, and reinvigorate Path to Careers engagement. Erica reminded members to list their companies and experiences on Path to Careers to start connecting to the future workforce.

The Personnel Committee will meet as needed.

### **Policy & Performance Committee**

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

#### On-the-Job Training Policy and ITA Policy Updates

The Policy & Performance Committee met May 10, 2023 to review and approve changes to both the On-the-Job Training (OJT) and the Individual Training Account (ITA) policies. Their recommendations were approved by the Executive Committee and included as part of the Consent Agenda.

Erica provided a summary of the changes. The Committee approved and developed meaningful policy changes such as to: increase the number of OJT contracts an employer can have in a program year, address how ITA and OJT funding can be applied to Registered Apprenticeship, and better align the definition of program types/lengths to the state's Eligible Training Provider list (ETPL).

Discussion was had on the long-standing requirement that a position is OJT eligible if offering a minimum 30 hours a week; members would like this to be reviewed in the future and perhaps increased to ensure we are funding full-time employment.

#### Staff Monitoring Highlights

Staff monitored OJT contracts throughout the last quarter including a desk review of five new and six open contracts and visited two sites.

#### PA CareerLink® Certification

Certification of the PA CareerLink® sites is required every three years according to the Workforce Innovation & Opportunity Act. The process assures the sites are compliant with the expectations and intention of the law and also align with Commonwealth implementation of the workforce delivery system. Advance Central PA staff have initiated the Certification process.

#### State Monitoring Status Updates

The Office of Vocational Rehabilitation (OVR) is continuing their accessibility reviews for PA CareerLink® sites.

Documents requested for the Bureau of Workforce Development Administration (BWDA) program year 2022 monitoring of Fiscal Integrity, Audit, Local Monitoring, One-Stop Operator, and Performance Monitoring have been submitted.

BWDA conducted on-site monitoring in April to review fiscal practices. An exit interview was held with staff and no findings related to fiscal integrity are anticipated.

#### PY21Q3 and PY22Q3 Comparison Adult/Dislocated Worker Exit Reports

Erica explained the outcomes of participants when they exit Adult and Dislocated Worker programming and the goal to exit participants with employment. She reviewed comparisons of PY21 to PY22 for the region and the individual subcontractors. In total, 50% of those who exited were employed at time of exit. Low enrollments, thus low exits are an underlying issue. Staff sent detail to CSO and TIU to analyze and report back on their findings.

#### Common Measures - PY2022 3<sup>rd</sup> Quarter Reports

Erica discussed the official measures for WIOA Title I Adult, Dislocated Worker, and Youth Programs. Regionally, Adult reports are exceeding the negotiated goal for all five measures; Dislocated Worker is exceeding the negotiated goal for three measures; and Youth is exceeding goals for four measures.

She explained that although neither Dislocated Worker nor Youth reached targets for Measurable Skill Gains, both have improved. This measure is flagged as too low with an overall score across programs of 88.8% of the negotiated target. Improvement must be seen in the 4<sup>th</sup> quarter and is anticipated due to timing of skills gains.

At the request of staff, CSO, TIU, and CSIU reviewed cases identified in the 2<sup>nd</sup> quarter denominator reports and returned their insights into underlying concerns/issues as well as best practices to be implemented in future quarters. All feedback and insights are being reviewed to identify best practices to share among the providers. CSIU is commended for their comprehensive review and report.

The Policy and Performance Committee will meet as needed.

### **Youth Committee**

Suzanne White, Youth Committee Chair, provided the report.

#### In-School Youth (ISY) Highlights

The In-School Youth program held Camp STEAM and Business Challenges throughout the spring serving 46 students from Berwick, Keystone Central, Lewisburg and Selinsgrove schools.

#### ISY Performance

Advance Central PA has been working with the ISY program staff to provide technical assistance related to participation goals per the contract. Related to Quarter 2 Common Measures, ISY staff attribute family involvement as part of their best practices in exceeding negotiated measures for Employment Rate in the 4<sup>th</sup> quarter and Credential Attainment Rate.

#### Out-of-School Youth (OSY) Highlights

YES to the Future participants met at the PA CareerLink® in Sunbury to learn and practice their digital skills with support from CSIU's technology staff that included an introduction to SkillUP™ PA, an initiative of the PA Dept. of Labor & Industry which provides free access to training and credentials.

#### OSY Performance

YES to the Future staff submitted a comprehensive summary report of their findings from Quarter 2 Common Measure outcomes. Best practices such as strong and effective communication with the participants and focusing on expectations were included, in addition to a report of underlying issues and ways to combat them. Importantly, the OSY team noted a rise in mental health concerns.

#### Mental Health

In alignment with USDOL Employment and Training Administration's increased priority of addressing the youth mental health crisis, Advance Central PA has met with the new Director of Behavioral & Mental Health at the Susquehanna Valley United Way to learn about resources, supports, and services. Once compiled with the help of the new director, this information and next steps will be communicated with ISY and OSY program supervisors. All OSY staff will be receiving training in late July on trauma informed practices through this initiative at the United Way. This training will also be scheduled for ISY.

Advance Central PA has shared with both ISY and OSY upcoming opportunities to participate in Youth Mental Health First Aid, QPR (Question, Persuade, Refer) Suicide Prevention Training, and a June 13<sup>th</sup> event on Bucknell's Campus on "Tackling Social Determinants of Health in PA". Staff will continue to look for supports, resources, and training opportunities for youth programs.

#### Youth Support Services Policy

Advance Central PA met with YES to the Future leadership who shared concerns of rising costs related to driver's education. As in the EARN Support Services Policy, the current Youth Support Services Policy also only allows for a one-time support service in the amount of \$700 for driver's education while a nine-hour course now costs \$725.

- ▲ **Suzanne White made a motion to amend the Youth Support Services Policy to increase the maximum amount available for driving lessons to \$725. Keith Koppenhaver seconded the motion. The motion was unanimously approved with no abstentions.**

The Youth Committee will meet as needed.

### **LEO Board Action Items**

Commissioner Kovach provided the update

- ▲ **Commissioner Postal made a motion to approve the minutes from the March 15, 2023 joint WDB/LEO Board meeting. Commissioner Steininger seconded the motion. The motion was approved with one abstention. Commissioner Richards abstained due to absence.**
- ▲ **Commissioner Mirabito made a motion to approve Advance Central PA's Fiscal Year 2024 Operating Budget. Commissioner Richards seconded the motion. The motion was unanimously approved with no abstentions.**



Commissioner Postal made a motion to approve Advance Central PA's Fiscal Year 2024 Central Region Budget. Commissioner Mirabito seconded the motion. The motion was unanimously approved with no abstentions.

## Executive Director's Update

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

### Grant Updates

Erica reviewed the current grant portfolio. She noted with additional Advance Central PA staff the organization should be even more successful with obtaining grant funding.

To help promote PA CareerLink® programs, Advance Central PA is sponsoring a table during Union County night at a Crosscutters baseball game on July 21<sup>st</sup>.

Funding for an independent firm to perform a training gap assessment has been secured and staff will begin the procurement process in the near future.

### Labor Market Information Updates

The most recent data included is as of March 2023.

## Open Discussion

Bruce Jones, Assistant Regional Director for the Bureau of Workforce Partnership and Operations (BWPO), spoke on outreach being a top priority. BWPO has created a toolkit for digital resources to help get word out to the public about what the PA CareerLink® does and what is available to them. He spoke highly of the success videos presented at the start of the meeting congratulating the Central PA team for the tremendous services they provide and asserting the importance of taking the time to tell success stories.

Bruce also discussed the state's in progress implementation of Digital Intake processes and thanked Advance Central PA staff and front-line staff for their work. LEO Board members discussed the possibility of the Commissioners doing a resolution during the two-week kickoff for Digital Intake to generate interest in PA CareerLink® services.

Members discussed an idea to set aside time at meetings for WDB members to share the issues they see in the workforce; this would assist the Commissioners in understanding the struggles in the region and the needs of the community.

## Date of Next Meetings

Dave & Dave announced the upcoming meetings as follows:

- Executive Committee – August 11, 2023 at 10:00 a.m.
- LEO Board Meeting – September 20, 2023 at 9:00 a.m.
- WDB/LEO Quarterly Meeting – September 20, 2023 10:00 a.m.

## Adjournment

With no further business to attend to, Commissioner Kovach then Dave Zartman adjourned the LEO Board and WDB meetings at 11:33 a.m.

Respectfully submitted,

Kelly Walter, Office/Board Coordinator

# Workforce Development Board Consent Agenda Action Items September 20, 2023

1. Motion to approve the minutes from the June 21, 2023 joint WDB/LEO Board meeting.

## Workforce Development Board Non-Consent Agenda Action Items September 20, 2023

1. Motion to approve the September 20, 2023 Consent Agenda Action Items.

Motion:

Second:

2. Motion to approve the Program Years 2023-2024 Central Region Local Plan Modification and submittal to the Pennsylvania Department of Labor and Industry.

Motion:

Second:

3. Motion to approve the Program Years 2023-2024 Central Regional Plan Modification and submittal to the Pennsylvania Department of Labor and Industry.

Motion:

Second:

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

4. Motion to increase WIOA Title I Adult individual training account and on-the-job training funds by \$50,000.

Motion:

Second:

The Audit/Finance Committee will meet as necessary.

### EARN Committee • Kenneth Chappell, Chair

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

- Approve health insurance plan

The Personnel Committee will meet as necessary.



## Policy and Performance Committee • Jim Beamer, Chair

### ACTION NEEDED

- Approve Reboot Support Services Policy

The Policy and Performance Committee will meet as necessary.

## Youth Committee • Suzanne White, Chair

The Youth Committee will meet as necessary.

# Local and Regional Plan Modifications

Effective July 1, 2023- June 30, 2025

## Background

The Workforce Innovation and Opportunity Act (WIOA) requires the governor of each state to submit a four-year unified/combined state plan outlining the state's workforce development strategy. Each Local Workforce Development Board is responsible for developing a Local Plan and a Regional Plan in alignment with the State Plan.

In alignment with WIOA and Code of Federal Regulations, all current Local Plans and Regional Plans must be reviewed, and appropriate modifications completed at least every two years. Modifications should reflect significant changes.

The current Local Plan and Regional Plan were implemented July 1, 2021. Therefore, modifications were required for July 1, 2023.

## Approval Process

The PA Dept. Of Labor & Industry's Bureau of Workforce Development Administration (BWDA) oversees the administrative duties related to the Plans for the state. The draft modifications to the Local Plan and Regional Plan were submitted timely to BWDA on February 24, 2023. BWDA staff reviewed and disbursed to other Bureau's within L&I and other Commonwealth agencies for their review. Combined comments were returned to Advance Central PA for additional information and/or edits on May 17, 2023. Requested edits were made accordingly and the Plans were re-submitted on May 31, 2023. Then on July 3, 2023, Advance Central PA was issued conditional approval for both the Local Plan and Regional Plan Modifications. Conditions include:

- Compliance with the 30-day public comment period
- Documentation the WDB had the opportunity to vote and approve the modifications
- Documentation the LEO was aware of the vote and consents to the final submission of the modifications

## Local Plan Modification Summary

1. Refreshed Data
2. Updated Challenges
3. Updated listing of grants and how they are leveraged and aligned with strategic goals
4. Reference to the third-party evaluation of Advance Central PA and the PA CareerLink® network in Central PA

5. Plans to complete an independent study on training gaps
6. Enhanced detail regarding Equal Opportunity
7. Updated information about EARN SNAP Volunteers
8. Added strategies for Registered Apprenticeship
9. Technical, non-substantive updates
10. Changes as requested by Commonwealth reviewers summarized in the next section

### Local Plan Commonwealth Feedback Summary

1. Incorporate more detail about strategy related to Registered Apprenticeship
2. Remove “Next Gen Sector Strategy” in favor of referencing Industry Partnerships
3. Remove any reference to “Central” directly in front of “PA CareerLink®”
4. Enhance the description of Office of Vocational Rehabilitation (OVR) services to participants and businesses
5. Enhance description of Unemployment Compensation services
6. Technical updates

Promising practices were highlighted as well:

- Commitment to Equal Opportunity
- The Link
- WDB Staff partnership with Title II
- LEO access
- Intentional outreach to individuals with barriers, specifically in regard to OSY
- Intentional outreach to EARN SNAP volunteers
- Welcome process
- WDB supported trainings: Certified Business Consultant

### Regional Plan Modification Summary

1. Refreshed Data
2. Updated strategies for Registered Apprenticeship

### Local Plan Commonwealth Feedback Summary

1. Incorporate more detail about Industry Partnership activities
2. Remove “Next Gen Sector Strategy” in favor of referencing Industry Partnerships
3. Incorporate more detail about strategy related to Registered Apprenticeship
4. Changes as requested by Commonwealth reviewers summarized in the next section

## Public Comments

The Plans were posted welcoming public comments through August 12, 2023. Advance Central PA received one set of public comments from the Title II Coalition requesting minimal changes to technical terms related to their programs and that will be incorporated into the final plan that the full WDB will act on today.

## Next Steps

- WDB decision to accept and submit the modified Plans
- LEO consent to the final submission of the modified Plans
- Administrative duties and paperwork for final submittal and posting
- Full re-write of each Plan for July 1, 2025

July 1, 2023

Dave Zartman, WDB Chairperson  
Advance Central PA  
130 Kelly Square, Suite 1  
Lewisburg, PA 17837

Dear Mr. Zartman,

The Pennsylvania Department of Labor & Industry, or Department, has approved the Central Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2021-2024 regional plan modification with conditions. Please see a copy of the "conditions" attached. A regional plan modification, and its associated local plan modification, must be fully compliant with all federal and state statutes, regulations, policies, and grant agreements to receive full approval by the Department. Per WIOA, this conditional approval extends to the local plan associated with the local workforce development area that composes this region.

Currently, the Department is coordinating with representatives of Central to finalize components of the local area plan modification. Conditional approval is effective through the end of the calendar year (i.e., December 31, 2023). Upon acceptance of all required items by the Department, the regional plan modification and its associated local plan modification will be fully ratified and full approval will be extended through June 30, 2025.

Approval of this plan modification does not constitute approval of any practice that conflicts with federal and state statutes, regulations, or policies, nor does approval preclude the commonwealth from, at its discretion, readdressing any part of the plan if content is found that conflicts with such statutes, regulations, or policies.

You and your staff are to be commended for your successful efforts to develop the PY 2021-2024 plan modification in alignment with WIOA and the Commonwealth's WIOA Combined State Plan Modification.

Please direct specific questions regarding your plan, the planning process and/or future requests for plan modification to Christopher Manlove at (717) 787-9804 or [cmanlove@pa.gov](mailto:cmanlove@pa.gov).

Sincerely,



Brenda Dupstadt  
Bureau of Workforce Development Administration Director

cc: Kenneth Holdren, Montour County Commissioner, Chief Elected Official  
Erica Mulberger, Executive Director, Central Pennsylvania Workforce Development Board  
Korrie Locus, Assistant Director, Central Pennsylvania Workforce Development Board

Addendum to the PA Department of Labor & Industry's Approval  
of the Central PY 2021-2024 Local Area Plan Modification

**Conditions**

To gain final approval of the Central PY **2021-2024 WIOA** Local Area Plan Modification, the local board must provide a written response to the Department no later than October 30<sup>th</sup>, 2023, that includes the items described below.

1. Documentation that the local board completed their 30-day public comment period and replied to comments received, as evidenced by updated narrative in local area modification prompt 5.5. In addition, all applicable items listed on the Pennsylvania WIOA Plans Submission Checklist, Fiscal Year 2021-2024 WIOA Regional and Local Area Plan Modification, must be submitted for final submission. This must include but is not limited to a clean copy of the regional plan modification, a clean copy of the local area plan modification, completed attestations, completed Attachments 1-3, and documentation of public notice/public comment which must be emailed to the following account: [RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov).
2. Documentation that the local board had the opportunity to vote and approve both the revised regional and local area plan modification for final submission. This must include but is not limited to a submission cover letter using L&I's template and the applicable WIOA Plan Review and Modification Form(s) which must be included in the regional and local area plan modification package and emailed to the following account: [RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov).
3. Documentation that the CEO was aware of the vote and consents to the final submission of the revised regional and local area plan modifications. This must include but is not limited to a submission cover letter using L&I's template and the applicable WIOA Plan Review and Modification Form(s) which must be included in the regional and local area plan modification package and emailed to the following account: [RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov).

Advance Central PA  
 FY 23 Contract Expense and Obligation Report  
 From 7/1/2022 Through 6/30/23

Contract Period	Contract Title	Available Funds	Total Expended	% Expended	Amount Remaining	Obligated Funds <sup>1</sup>	% of Total Oblig. and Exp.	Unoblig. Amount
10/21 - 06/23	PY21 2nd Inc. WIOA Adult	915,351	915,351	100.00%	-	0	100.00%	0
07/22 - 06/24	PY22 1st Inc. WIOA Adult	216,088	216,088	100.00%	-	0	100.00%	0
10/22 - 06/24	PY22 2nd Inc. WIOA Adult	965,662	128,316	13.29%	837,346	740,786	90.00%	96,560
10/22 - 06/25	PY22 DW Transfer to Adult	500,000	0	0.00%	500,000	450,000	90.00%	50,000
	<b>Adult Programs</b>	<b>2,597,101</b>	<b>1,259,755</b>	<b>48.51%</b>	<b>837,346</b>	<b>1,190,786</b>	<b>94.36%</b>	<b>146,560</b>
07/21 - 06/23	PY21 1st Inc. WIOA DW	104,616	104,616	100.00%	-	0	100.00%	0
10/21 - 06/23	PY21 2nd Inc. WIOA DW	1,097,941	1,097,941	100.00%	-	0	100.00%	0
07/22 - 06/24	PY22 1st Inc. WIOA DW	256,897	107,515	41.85%	149,382	123,697	90.00%	25,685
10/22 - 06/24	PY22 2nd Inc. WIOA DW	527,869	0	0.00%	527,869	475,082	90.00%	52,787
	<b>Dislocated Worker Programs</b>	<b>1,987,323</b>	<b>1,310,072</b>	<b>65.92%</b>	<b>677,251</b>	<b>598,779</b>	<b>96.05%</b>	<b>78,472</b>
10/20 - 12/22	PY20 Rapid Response	42,391	42,391	100.00%	-	0	100.00%	0
01/22 - 06/24	PY21 Rapid Response	100,000	46,152	46.15%	53,848	53,848	100.00%	0
02/23 - 10/23	PY22 Rapid Response - Digital Intake	87,593	10,297	11.76%	77,296	77,295	100.00%	1
	<b>Rapid Response Programs</b>	<b>142,391</b>	<b>88,543</b>	<b>62.18%</b>	<b>53,848</b>	<b>53,848</b>	<b>100.00%</b>	<b>0</b>
04/21 - 06/23	PY21 WIOA Youth	841,960	841,960	100.00%	-	0	100.00%	0
04/22 - 06/24	PY22 WIOA Youth	1,521,961	628,364	41.29%	893,597	741,401	90.00%	152,196
04/23 - 06/25	PY23 WIOA Youth	1,841,332	0	0.00%	1,841,332	664,875		1,176,457
07/21 - 06/22	PY21 TANF Youth	506,009	506,009	100.00%	-	0	100.00%	0
07/22 - 06/23	PY22 TANF Youth	723,550	189,821	26.23%	533,729	465,722	90.60%	68,007
02/22 - 12/23	PY21 Business & Education Partnership	140,713	39,854	28.32%	100,859	64,899	74.44%	35,960
06/23 - 06/24	PY22 Business & Education Partnership	150,000	3,163	2.11%	146,837	0	2.11%	146,837
	<b>Youth Programs</b>	<b>5,725,525</b>	<b>2,209,171</b>	<b>38.58%</b>	<b>3,268,658</b>	<b>1,936,897</b>	<b>72.41%</b>	<b>1,579,457</b>
07/22 - 06/23	EARN	2,720,009	1,745,037	64.16%	974,972	356,157	77.25%	618,815
	<b>Welfare Programs</b>	<b>2,720,009</b>	<b>1,745,037</b>	<b>64.16%</b>	<b>974,972</b>	<b>356,157</b>	<b>77.25%</b>	<b>618,815</b>
01/19 - 06/23	Next Gen 18 - Adv. Man.	66,311	19,190	28.94%	47,121	0	28.94%	47,121
01/19 - 06/23	Next Gen 18 - Healthcare	65,291	250	0.38%	65,041	0	0.38%	65,041
02/20 - 06/23	Next Gen 19 - Adv. Man.	232,132	2,570	1.11%	229,562	0	1.11%	229,562
02/20 - 06/23	Next Gen 19 - Healthcare	238,606	3,274	1.37%	235,332	0	1.37%	235,332
NA	IP Sustainability Fund	346,718	0	0.00%	346,718	0	0.00%	346,718
	<b>Industry Partnerships</b>	<b>949,058</b>	<b>25,284</b>	<b>2.66%</b>	<b>923,774</b>	<b>0</b>	<b>2.66%</b>	<b>923,774</b>
03/20 - 06/23	PASmart CNC Apprenticeship	29,967	29,967	100.00%	-	0	100.00%	0
01/22 - 06/24	PASmart CPI Apprenticeship	649,223	375,844	57.89%	273,379	238,701	94.66%	34,678
01/23 - 06/24	Apprenticeship Building America	183,333	1,796	0.98%	181,537	45,641	25.87%	135,896
	<b>Reemployment Services</b>	<b>862,523</b>	<b>405,811</b>	<b>47.05%</b>	<b>#REF!</b>	<b>238,701</b>	<b>74.72%</b>	<b>218,011</b>
NA	Research Department	104,867	27,262	26.00%	77,605	0	26.00%	77,605
NA	Gold Standard	46,402	1,235	2.66%	45,167	941	4.69%	44,226
NA	Highmark Initiative	777	0	0.00%	777	0	0.00%	777
NA	Engage	26,734	6,143	22.98%	20,591	0	22.98%	20,591
05/22 - 06/23	FIT4Construction	171,990	12,622	7.34%	159,368	154,234	97.01%	5,134
7/22 - 12/23	PREP PFEW	22,349	1,579			20,755	99.93%	15
08/22 - 06/24	DCED Videos	82,154	40,380	49.15%	41,774	14,550	66.86%	27,224
10/20 - 09/23	ARC Reboot	725,735	194,455	26.79%	531,280	523,385	98.91%	7,895
08/21 - 12/22	Statewide Funds	33,750	33,750			0	100.00%	0
07/20 - 06/23	Statewide Funds	9,326	9,326			0	100.00%	0
04/20 - 06/23	Statewide Funds	332,777	332,777			0	100.00%	0
07/22 - 06/23	Statewide Funds	28,000	28,000			0	100.00%	0
07/22 - 06/23	Statewide Funds	35,321	35,321			0	100.00%	0
07/22 - 06/23	Statewide Funds	21,314	21,314			0	100.00%	0
07/22 - 06/23	Statewide Funds	13,625	13,625			0	100.00%	0
07/22 - 06/23	Statewide Funds	6,600	6,600			0	100.00%	0
	<b>Other Programs</b>	<b>1,661,721</b>	<b>764,389</b>	<b>46.00%</b>	<b>345,282</b>	<b>713,865</b>	<b>88.96%</b>	<b>183,467</b>
	<b>Grand Total</b>	<b>16,645,651</b>	<b>7,808,062</b>	<b>46.91%</b>	<b>8,837,589</b>	<b>5,089,033</b>	<b>77.48%</b>	<b>3,748,556</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 6/30/23

	Total Budget - Original	YTD Actual Expense	Total Budget Variance - Original	Percent Total Budget Expended *
Operational Expenses				
Salaries And Benefits	1,010,385	854,890	155,495.44	84.61%
Staff Travel & Development	30,034	12,493	17,541.41	41.59%
Board Expenses	8,903	4,078	4,824.86	45.81%
General Office Supplies	5,116	3,731	1,384.70	72.93%
Leases - Copiers/Equipment	2,500	1,947	553.48	77.86%
Outreach	2,050	871	1,178.95	42.49%
Subscriptions	23,237	16,033	7,204.17	69.00%
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	0	8,760.00	0.00%
Professional Fees	15,825	13,407	2,418.46	84.72%
Business Services	14,760	14,866	(105.50)	100.71%
Computer Services	35,164	17,455	17,709.06	49.64%
Facility Costs	<u>76,565</u>	<u>75,574</u>	<u>990.82</u>	<u>98.71%</u>
Total Operational Expenses	1,250,159.00	1,027,505.70	222,653.30	<u>82.19%</u>
Total Expenditures	1,250,159.00	1,027,505.70	222,653.30	<u>82.19%</u>

Notes:

\* Anticipated expenditure rate of 100%.



Advance Central PA  
 FY23 Consolidated RSAB Budget to Actual Comparison  
 From 7/1/2022 Through 6/30/23

	<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	215,905	179,792	36,113	83.27%	16.73%
WIOA Dislocated	215,905	179,792	36,113	83.27%	16.73%
WIOA Out of School	123,158	102,620	20,538	83.32%	16.68%
EARN	224,717	184,254	40,463	81.99%	18.01%
Advance Central PA Total: <sup>1</sup>	779,684	646,458	133,227	82.91%	17.09%
WAGNER PEYSER	391,864	328,272	63,592	83.77%	16.23%
WP REGIONAL	14,495	12,104	2,391	83.51%	16.49%
VETS	96,957	82,173	14,784	84.75%	15.25%
RAPID RESPONSE	8,301	6,468	1,833	77.92%	22.08%
OVR	90,351	76,069	14,282	84.19%	15.81%
STAFF	14,495	12,104	2,391	83.51%	16.49%
DEVELOPMENT					
OVERSIGHT	14,495	12,104	2,391	83.51%	16.49%
TRADE	35,179	29,685	5,494	84.38%	15.62%
State Partner Total:	666,135	558,979	107,156	83.91%	16.09%
Total REVENUE	1,445,819	1,205,437	240,383	83.37%	16.63%
<b>EXPENSES:</b>					
<b>PERSONNEL</b>					
Total PERSONNEL	681,632	648,688	32,944.25	95.17%	4.83%
<b>FACILITY</b>					
Total FACILITY	635,357	609,821	25,535.23	95.98%	4.02%
<b>OPERATIONAL</b>					
Total OPERATIONAL	318,693	216,220	102,473	67.85%	32.15%
<b>USAGE FEE (Non-Partner Renters)</b>					
Total USAGE FEE	269,293	269,293	-	100.00%	0.00%
TOTAL EXPENDITURES	1,366,389	1,205,437	160,952	88.22%	11.78%

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 100%.

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 6/30/23

**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	470,330	43,298	91.57%	8.43%
Dislocated Worker Pool	488,359	484,511	3,848	99.21%	0.79%
OS Youth Pool <sup>3</sup>	100,000	85,096	14,904	85.10%	14.90%
TANF	30,000	25,454	4,546	84.85%	15.15%
Engage	14,600	4,501	10,099	30.83%	69.17%
Statewide	6,658	6,658	-	100.00%	0.00%
Statewide Training	2,800	2,800	-	100.00%	0.00%
ARC Reboot	79,952	32,161	47,791	40.23%	59.77%
EARN Pool <sup>3</sup>	100,000	85,094	14,906	85.09%	14.91%
<b>Total OPERATIONAL EXPENSES</b>	<b>1,335,996</b>	<b>1,196,605</b>	<b>139,391</b>	<b>89.57%</b>	<b>10.43%</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>1,341,996</b>	<b>1,196,605</b>	<b>145,391</b>	<b>89.17%</b>	<b>10.83%</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	404,164	213,786	190,378	52.90%	47.10%
Statewide Training	18,200	18,200	-	100.00%	0.00%
IS Youth Pool	167,910	140,383	27,527	83.61%	16.39%
TANF Youth	313,256	303,389	9,867	96.85%	3.15%
Dislocated Worker Pool	496,352	469,168	27,184	94.52%	5.48%
Business Edu. Partnership	80,000	26,119	53,881	32.65%	67.35%
Rapid Response <sup>5</sup>	95,866	86,458	9,408	90.19%	9.81%
Statewide Adult	192,852	192,852	-	100.00%	0.00%
Statewide Dislocated Worker	83,195	83,195	-	100.00%	0.00%
Building Green Futures	119,223	2,522	116,701	2.12%	97.88%
ARC Reboot	111,558	78,091	33,467	70.00%	30.00%
EARN Pool	1,287,401	1,087,709	199,692	84.49%	15.51%
EARN SNAP	46,714	46,714	-	100.00%	0.00%
<b>Total OPERATIONAL EXPENSES</b>	<b>3,416,691</b>	<b>2,748,586</b>	<b>668,105</b>	<b>80.45%</b>	<b>19.55%</b>

<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
Adult Pool	11,818	11,818	-	100.00%	0.00%
IS Youth Pool	29,516	29,516	-	100.00%	0.00%
TANF Youth	155,625	50,157	105,468	32.23%	67.77%
Dislocated Worker Pool	10,000	2,185	7,815	21.85%	78.15%
ARC Reboot	2,000	251	1,749	12.55%	87.45%
PREP	4,959	1,579	3,380	31.84%	68.16%
EARN Pool	77,036	29,952	47,084	38.88%	61.12%
Total DIRECT CUSTOMER SERVICES	290,954	125,458	165,496	43.12%	56.88%
<b>TOTAL EXPENDITURES</b>	<b>3,707,645</b>	<b>2,874,044</b>	<b>833,601</b>	<b>77.52%</b>	<b>22.48%</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	92,253	89,032	3,221	96.51%	3.49%
Statewide Training	4,200	4,200	-	100.00%	0.00%
OS Youth Pool	735,565	694,153	41,412	94.37%	5.63%
Total OPERATIONAL EXPENSES	832,018	787,385	44,633	94.64%	5.36%
<b>DIRECT CUSTOMER SERVICES <sup>4</sup></b>					
TANF Youth	75,303	75,303	-	100.00%	0.00%
OS Youth Pool	175,678	98,213	77,465	55.91%	44.09%
Total DIRECT CUSTOMER SERVICES	250,981	173,516	77,465	69.14%	30.86%
<b>TOTAL EXPENDITURES</b>	<b>1,082,999</b>	<b>960,901</b>	<b>122,098</b>	<b>88.73%</b>	<b>11.27%</b>

#### NOTES:

1 Anticipated expenditure rate of 100% 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® 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.

**FY24 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS**  
As of 8/31/2023

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>FY24 ITA</b>	
Adult	\$26,880	\$6,830	\$0	\$6,830	\$20,050	2	25.41%
Adult POS	\$102,820	\$94,700	\$3,575	\$98,275	\$4,545	29	95.58%
Dislocated Worker	\$105,424	\$3,593	\$578	\$4,171	\$101,253	2	3.96%
<b>TOTAL ITA</b>	<b>\$235,123</b>	<b>\$105,123</b>	<b>\$4,153</b>	<b>\$109,276</b>	<b>\$125,847</b>	<b>33</b>	<b>46.48%</b>

<b>ON THE JOB TRAININGS (OJTs)</b>						<b>FY24 OJT</b>	
Adult	\$34,587	\$13,722	\$0	\$13,722	\$20,865	2	39.67%
Adult POS	\$51,880	\$24,218	\$2,369	\$26,587	\$25,293	5	51.25%
Dislocated Worker	\$70,282	\$27,025	\$2,613	\$29,639	\$40,644	4	42.17%
Out of School Youth	\$92,067	\$16,280	\$0	\$16,280	\$75,787	2	17.68%
<b>TOTAL OJT</b>	<b>\$248,816</b>	<b>\$81,245</b>	<b>\$4,982</b>	<b>\$86,227</b>	<b>\$162,589</b>	<b>13</b>	<b>34.66%</b>
<b>TOTAL ITA/OJT</b>	<b>\$483,939</b>	<b>\$186,368</b>	<b>\$9,135</b>	<b>\$195,503</b>	<b>\$288,436</b>	<b>46</b>	<b>40.40%</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	\$27,900	\$46,840	\$21,160	20	69%
	2023		\$18,940				
	2024		\$0				
Next Gen. Healthcare 2019	2024	\$65,501	\$0	\$0	\$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>\$537,301</b>	<b>\$0</b>	<b>\$46,840</b>	<b>\$46,840</b>	<b>\$490,461</b>	<b>20</b>	<b>9%</b>

## FY24 Central Region Budget Updates As of September 20, 2023

The Central Region has decreased revenues of \$159,645 from the budget presented at the June 21, 2023 meeting for a revised available revenue total of \$14,469,002 mostly due to adjustments from the projected to actual carryover.

Advance Central PA's budget increased by \$8,254 to a total of \$1,584,105 as a result of the carryover adjustments.

Advance Central PA's share of the PA CareerLink® Operating Budget decreased by \$7,272 as a result of additional contributions from the Department of Human Services TANF program.

The Service Delivery budgets for CSO and TIU increased by \$3,881 and \$13,669 respectively due to the carryover adjustments, while the Other Service Delivery budget decreased by \$225,107.

The Regional Technology and Outreach budgets increased due to the carryover adjustments.

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

**Advance Central PA  
FY 24 Central Region Budget Updates  
As of September 20, 2023**

Following is the net change to the FY24 Revenues that were presented on June 21, 2023. These include the adjustments from planned carryover to actual carryover.

<b>Total Revenues presented 6/21/23</b>	\$ 14,628,647
<b>Adjustments:</b>	
Adult	7,166
Dislocated Worker	(20,436)
Youth	(73,367)
EARN Performance	14,529
TANF	(9,004)
Rapid Response	(3,371)
Unrestricted	(2,669)
Industry Partnership Sustainability	9,364
Next Gen Healthcare 2019	5,042
Next Gen Manufacturing 2019	(12,878)
Bus & Education Partnership 2021	16,084
Next Gen Healthcare 2020	2,762
Next Gen Manufacturing 2020	332
PASmart Apprent. CPI	(271,230)
ELIC	2,000
DCED Videos	27,774
Digital Intake	77,295
Building Green Futures	32,293
ARC	14,539
Bus & Education Partnership 2022	(3,162)
Apprenticeship Building America (ABA)	6,537
PREP PFEW	20,755
Net Decrease	(159,645)
<b>Revised Available Revenues</b>	<u><u>\$ 14,469,002</u></u>

Below is a summary of adjustments to the FY24 expense budgets along with explanations for the changes. The budgets represent all funding sources.

<b>Total Budget presented 6/21/23</b>	\$ 14,628,647
Net Increase in Allocated Funds	(65,344)
Net Increase in Unallocated Funds	(99,200)
<b>Revised Total Budget</b>	<u><u>\$ 14,464,103</u></u>

Advance Central PA's available budget increased due to carryover adjustments.

<b>Advance Central PA Budget presented 6/21/23</b>	\$ 1,575,851
Net Increase	8,254
<b>Revised Advance Central PA Budget</b>	<u><u>\$ 1,584,105</u></u>

Advance Central PA's share of the Operating Budget decreased slightly due to additional TANF partner contributions.

<b>Operating Budget presented 6/21/23</b>	828194
Net Decrease	\$ (7,272)
<b>Revised Operating Budget</b>	<u><u>\$ 820,922</u></u>

The training budget decreased due to the carryover adjustments.

<b>Training Budget presented 6/21/23</b>	\$ 1,152,938
Net Decrease	(7,836)
<b>Revised Training Budget</b>	<u><u>\$ 1,145,102</u></u>

The Service Delivery budgets for CSO and TIU increased due to the carryover adjustments, while the Other Service Delivery budget decreased.

<b>Service Delivery Budgets presented 6/21/23</b>	<b>CSO</b>	<b>TIU</b>	<b>CSIU</b>	<b>Other</b>
Net Increase/Decrease	3,881	13,669	-	(225,107)
<b>Revised Service Delivery Budgets</b>	<u><u>\$ 3,726,603</u></u>	<u><u>\$ 1,265,206</u></u>	<u><u>\$ 1,272,168</u></u>	<u><u>\$ 713,621</u></u>

The Regional Technology and Outreach budgets increased due to the carryover adjustments.

<b>Regional and Other Budget presented 6/21/23</b>	\$ 162,945
Net Increase	149,067
<b>Revised Regional and Other Budget</b>	<u><u>\$ 312,012</u></u>

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

<b>Unallocated Budget presented 6/21/23</b>	\$ 3,123,564
Net Decrease	(99,200)
<b>Revised Unallocated Budget</b>	<u><u>\$ 3,024,364</u></u>

## Monitoring Update

### June 2023 through August 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 7 new contracts submitted for approval; each was approved for funding. In addition, staff completed desk reviews for 6 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 two onsite visits to monitor two Adult contracts, one in Lycoming County and one in Centre 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 84 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

Staff continue fiscal year 2023 monitoring of subcontractors. An initial report to Tuscarora Intermediate Unit (TIU) is forthcoming. The corrective action plan submitted by Central Susquehanna Opportunities Inc. (CSO) was accepted effective September 8, 2023. Central Susquehanna Intermediate Unit (CSIU)'s corrective action plan was accepted with technical assistance provided on September 11, 2023.

#### PA CAREERLINK® CERTIFICATION

Each of the six PA CareerLink® locations are due for 3-year certification effective January 1, 2024. Advance Central PA staff released self-monitoring tools for the Operator to complete for each site. After receiving the completed tools from the Operator for the comprehensive sites, Advance Central PA issued a response on August 7 requesting revisions and additional detail. Revised tools were submitted timely and staff are carefully reviewing; it is anticipated that technical assistance will be provided with a request for a last round of revisions. Staff have also received completed tools for the affiliate sites from the Operator, and a response is forthcoming. The self-monitoring tool for The Link to qualify it as a specialized site will be released by the end of the month.

More details on certification will be provided by staff during the December WDB meeting at which time members will have an action item in regard to certification status for each site.

### EARN MONITORING

The CSO EARN program year 2021 operations monitoring was successfully closed June 28 with the acceptance of CSO's revised corrective action plan. The program year 2022 operations monitoring is currently underway and will include the review of 41 case files.

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

Advance Central PA conducted a program year 2022 monitoring of the A/DW programs provided by Central Susquehanna Opportunities, Inc. (CSO) and Tuscarora Intermediate Unit (TIU). Monitoring included a review of 32 CSO case files and 7 TIU case files. A formal monitoring report for each provider is forthcoming.

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

Staff conducted a monitoring of the 2023 Central Susquehanna Opportunities, Inc. (CSO) ISY summer programming including paid internships and Camp STEAM. In addition to a desk review, a total of 8 paid internship worksites were visited and 3 virtual Camp STEAM sessions were attended. A formal report is forthcoming.

### IN-SCHOOL YOUTH (ISY) MONITORING

On June 29, a formal report was issued for the program year 2022 monitoring of the Central Susquehanna Opportunities, Inc. (CSO) ISY program. The report included 11 required actions and 3 recommendations to improve program operations and achieve compliance. Technical assistance was also provided in the report. CSO submitted a corrective action plan (CAP) on July 28. On August 31, Advance Central PA requested CSO make revisions to the CAP. The revised CAP is due September 19.

### OUT-OF-SCHOOL YOUTH (OSY) MONITORING

On June 30, a formal report was issued for the program year 2022 monitoring of the Central Susquehanna Intermediate Unit (CSIU) OSY program. The report included 6 required actions and 3 recommendations. CSIU submitted a corrective action plan (CAP) on July 28. The CAP was accepted, and the monitoring was closed August 30.

### EQUAL OPPORTUNITY MONITORING

WIOA Title I programs/providers are monitored for equal opportunity compliance in conjunction with yearly operations monitoring. Advance Central PA responses are included with formal program monitoring reports.

- CSO submitted a completed Equal Opportunity self-monitoring survey March 3. Advance Central PA's response was sent June 29 along with the program year 2022 ISY monitoring report. CSO was asked to provide clarification for 2 answers in the survey. CSO included those clarifications in their program monitoring corrective action plan. CSO was then found to be compliant, and this monitoring was closed August 31.
- CSIU submitted a completed Equal Opportunity self-monitoring survey April 5. CSIU was found to be in compliance, and the monitoring was closed June 30.

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

On July 21, OEO notified Advance Central PA of their intent to monitor the local area's equal opportunity compliance. Staff must complete a self-monitoring survey and submit it no later than October 20, 2023. OEO may conduct desk audits or on-site audits for select PA CareerLink® sites in 2024.



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

With the exception of the Link, OVR has completed physical accessibility reviews on each comprehensive and affiliate PA CareerLink® Site. Staff have received OVR's suggestions to improve accessibility. The corrections include updating existing technology and/or purchasing new assistive devices.

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

- BWDA has conducted a program year 2022 Fiscal Integrity, Audit, Local Monitoring, One-Stop Operator, and Performance monitoring. In addition to the documents initially requested, staff submitted all documentation of local monitoring activities between March 16 and June 30 by the July 14 deadline. Advance Central PA expects to receive BWDA's drafted monitoring report in late October.
- BWDA did not review case files during program year 2022 monitoring. BWDA has instead required each local area to provide a "comprehensive case file training" to PA CareerLink® staff and provide documentation of the training by October 30. Advance Central PA will facilitate the region-wide training virtually on September 14.
- Advance Central PA received notice August 11 from BWDA Oversight Services that all regional monitors had been reassigned. The BWDA monitor for Central has changed from Melanie Erb to Bob Pisko effective July 1 through June 30, 2026. BWDA explained that monitor rotation is intended to "...promote equity and fairness in our operations...".

# Adult/Dislocated Worker Outcomes Report

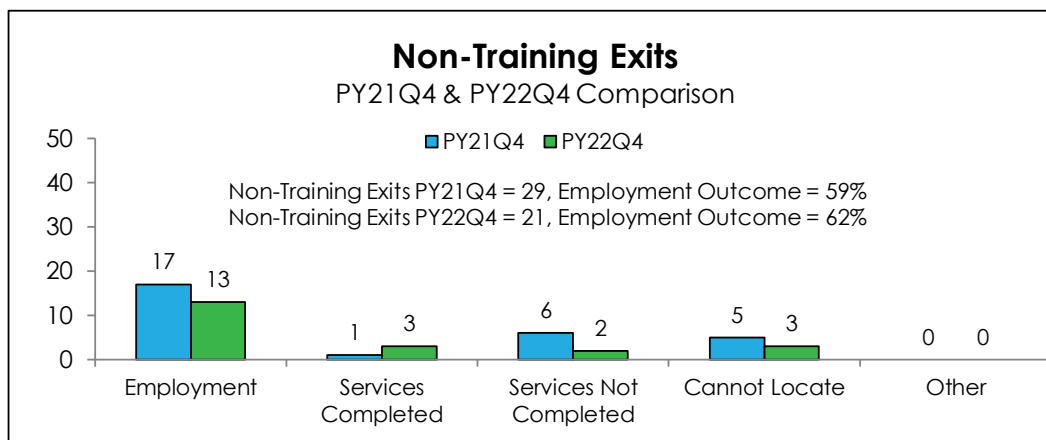
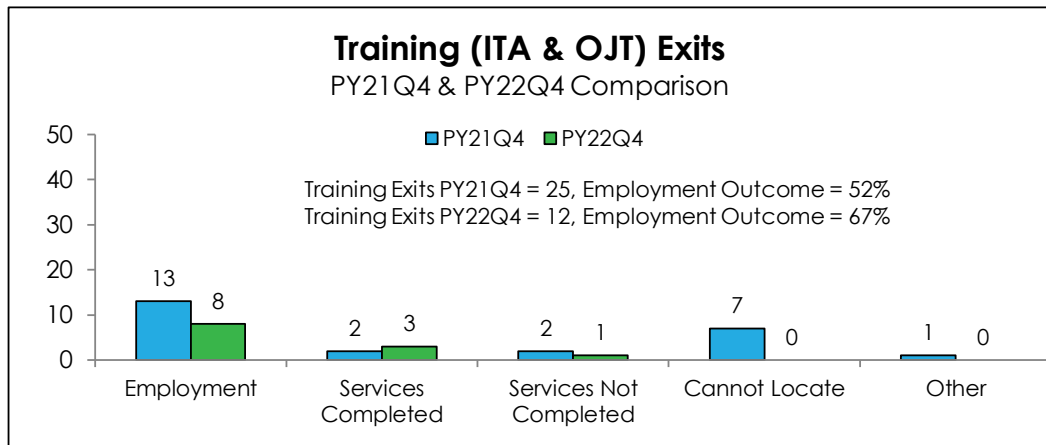
## PY21 Q4 and PY22 Q4 Comparison

April 1, 2022 - June 30, 2022 & April 1, 2023 - June 30, 2023

### Central Pennsylvania



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



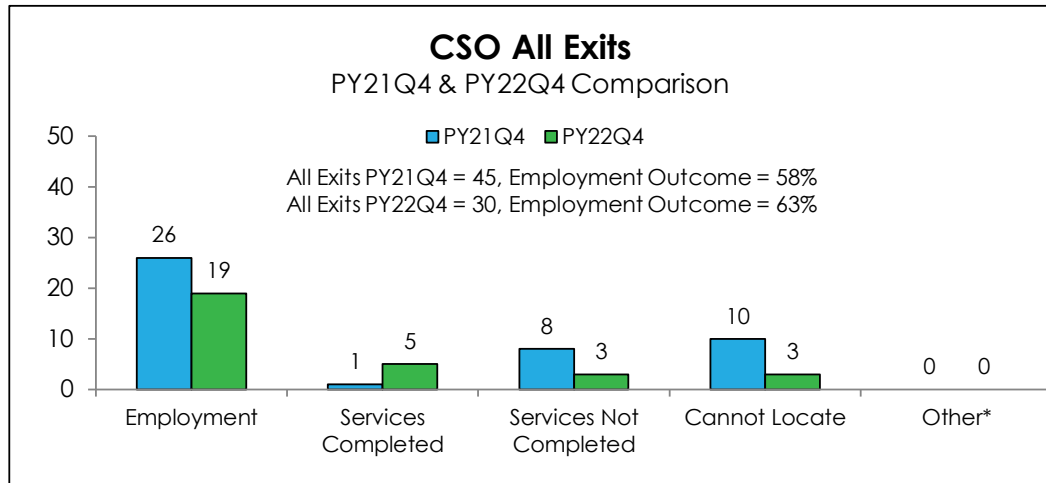
**Other\*** PY21Q4: Health, Medical (1),  
(applies to All Exits)

# Adult/Dislocated Worker Outcomes Report

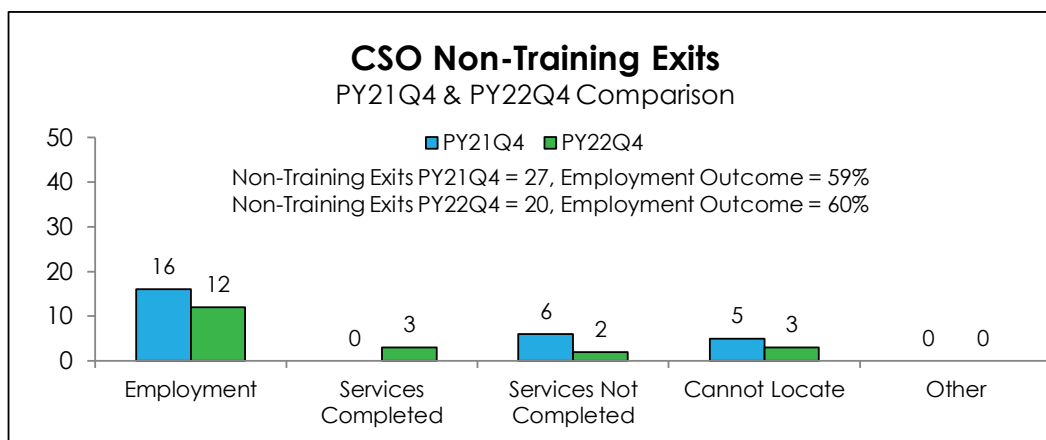
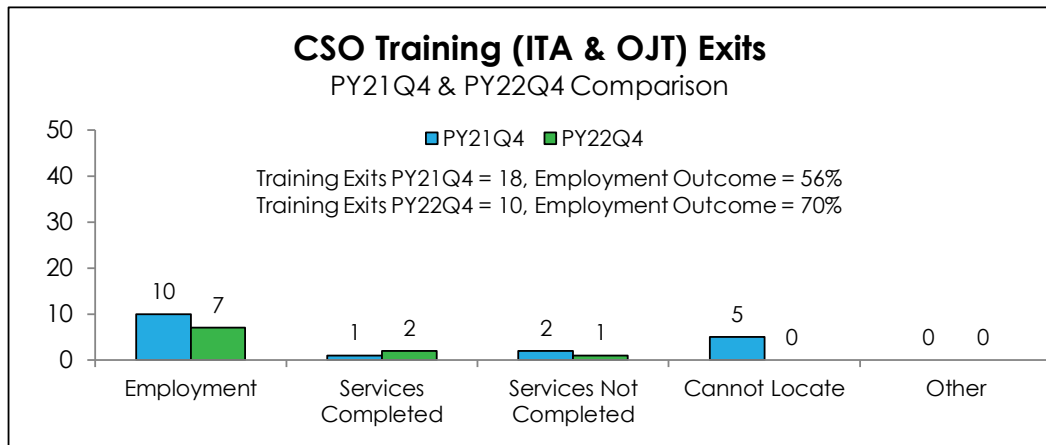
## PY21 Q4 and PY22 Q4 Comparison

April 1, 2022 - June 30, 2022 & April 1, 2023 - June 30, 2023

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.**



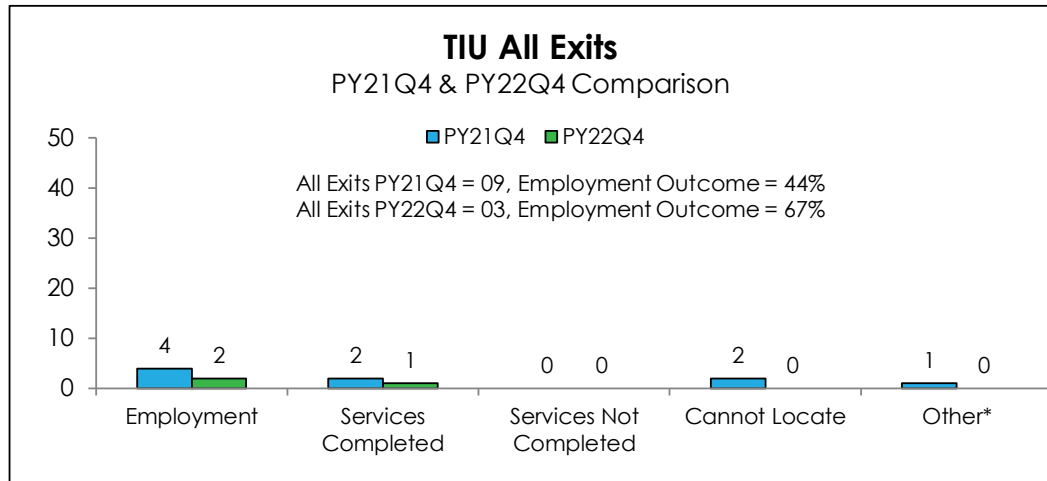
**Other\***  
(applies to All Exits)

# Adult/Dislocated Worker Outcomes Report

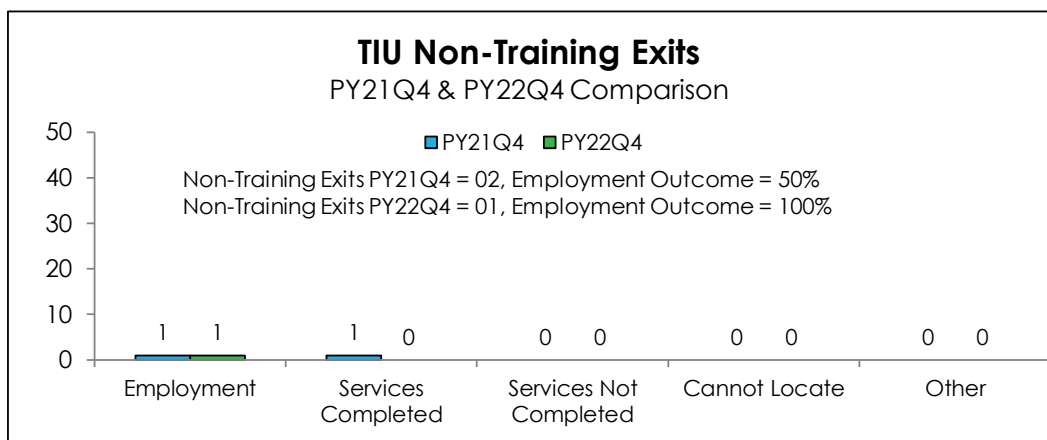
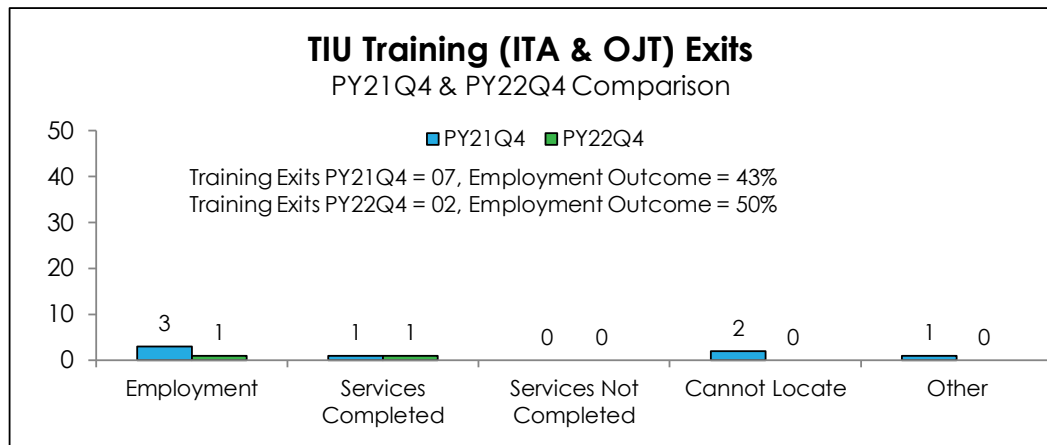
## PY21 Q4 and PY22 Q4 Comparison

April 1, 2022 - June 30, 2022 & April 1, 2023 - June 30, 2023

### Tuscarora Intermediate Unit 11



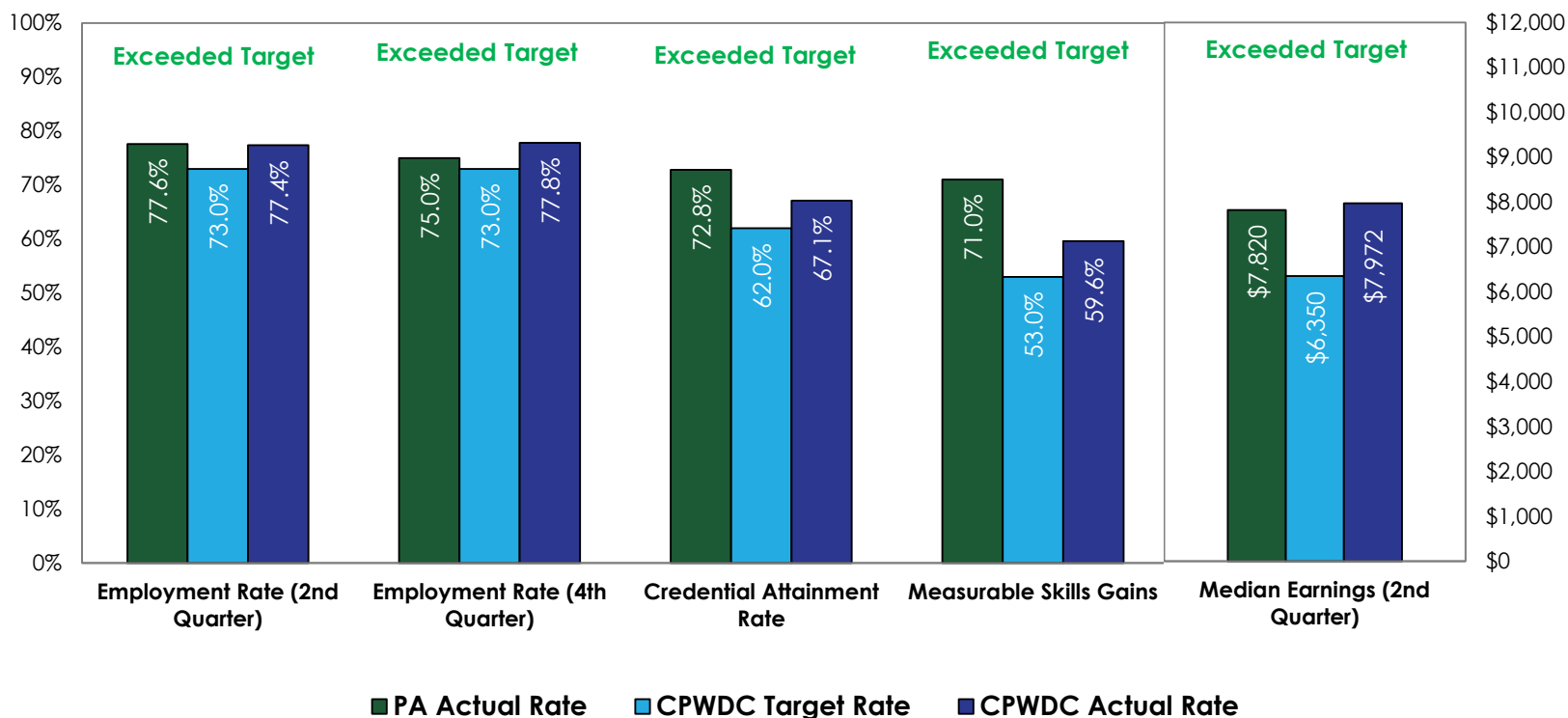
**Breakdown between Adult and Dislocated Worker Participants based on accessing ITA (individual training account for classroom training) and/or OJT or not.**



**Other\*** PY21Q4: Health, Medical (1)  
(applies to All Exits)

# Advance Central PA Adult Program 4<sup>th</sup> Quarter Program Year 2022 Common Measure Summary

Average Program Score: 111.8%



## 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

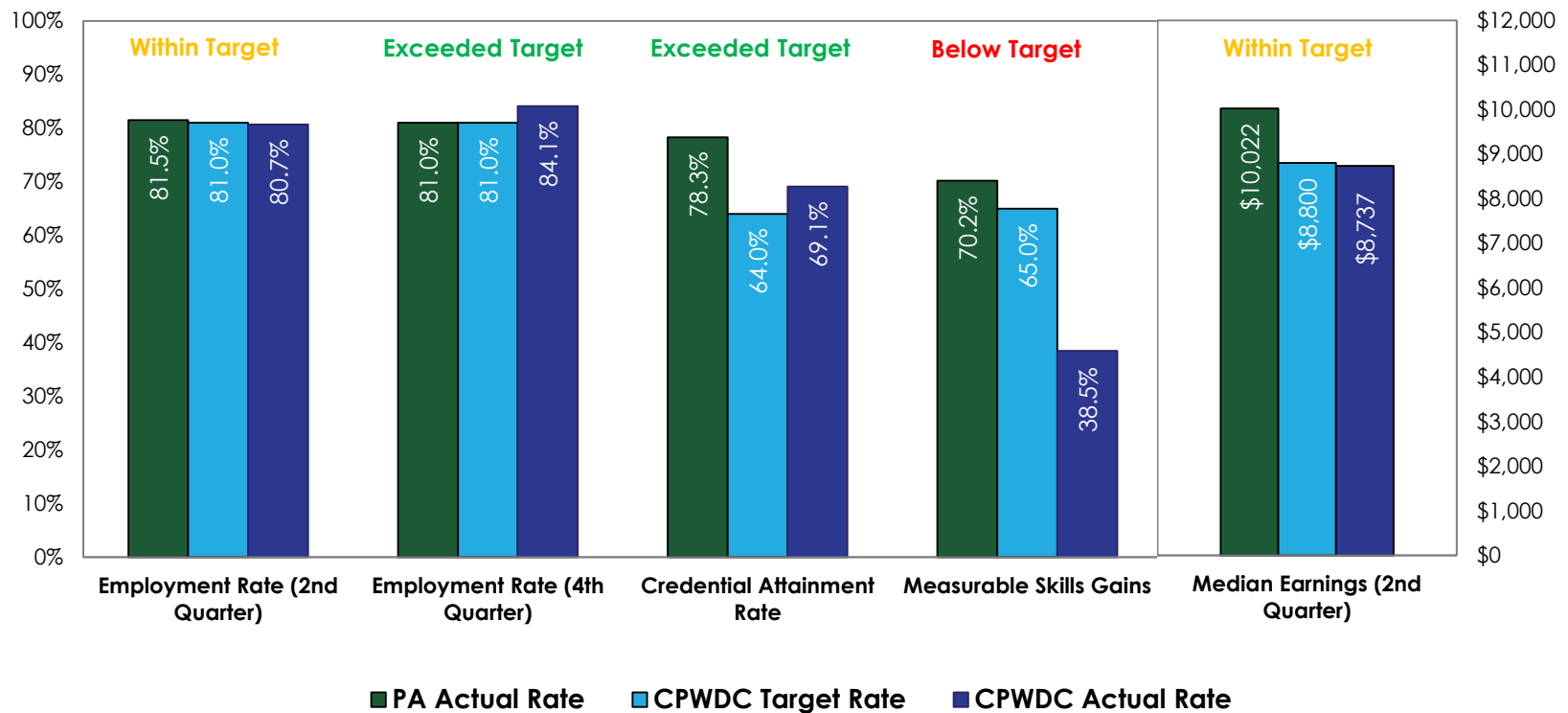
**Credential Attainment Rate** - % of Adults who during participation or within one year from exit: 1) attain a high school diploma/equivalent along with employment or enrollment in postsecondary training or 2) attained a postsecondary credential

**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 4<sup>th</sup> Quarter Program Year 2022 Common Measure Summary

Average Program Score: 94.0%



## 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

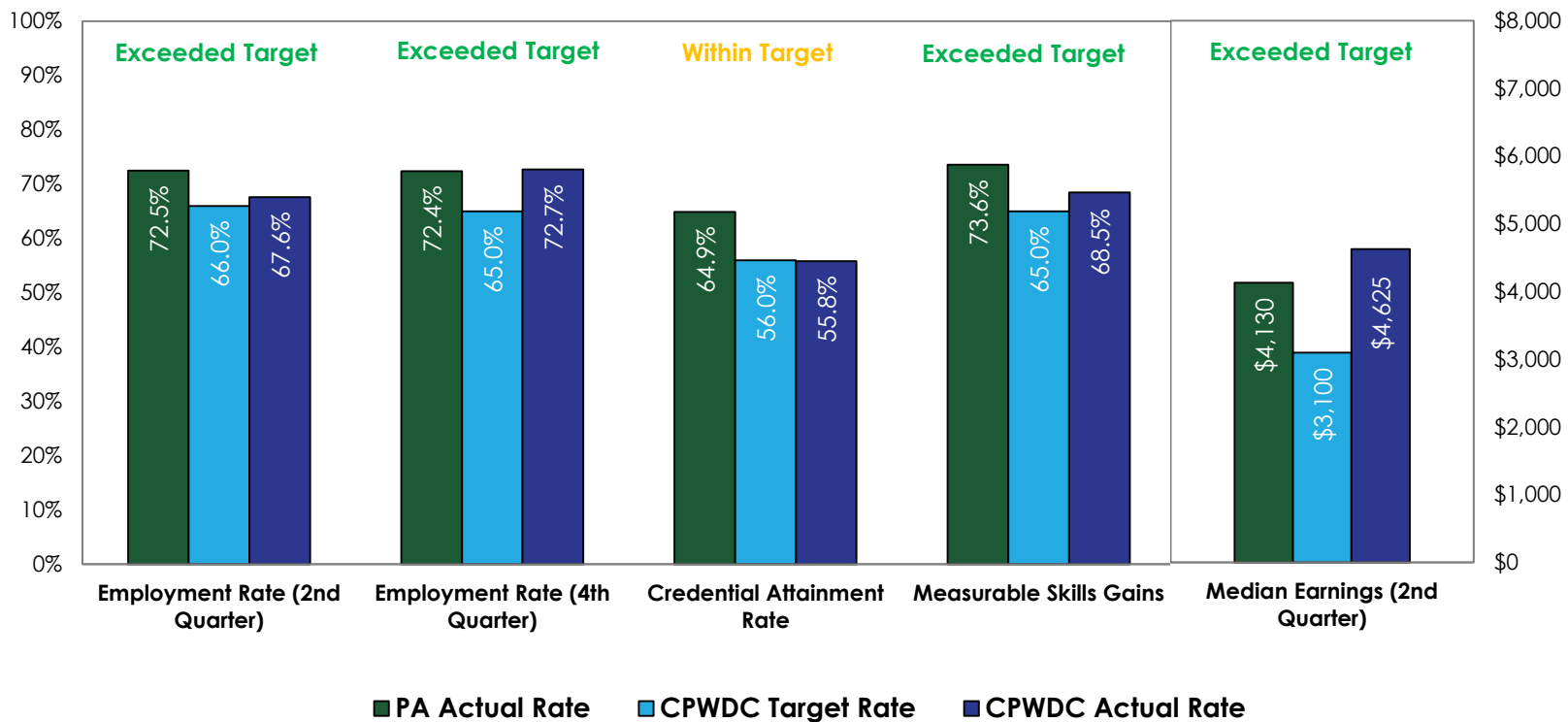
**Credential Attainment Rate** - % of Dislocated Workers who during participation or within one year from exit: 1) attain a high school diploma/equivalent along with employment or enrollment in postsecondary training or 2) attained a postsecondary

**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 4<sup>th</sup> Quarter Program Year 2022 Common Measure Summary

Average Program Score: 113.7%



## 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



# **Reboot Support Services Policy**

Developed September 2023

Developed by:  
Central Pennsylvania Workforce Development Corporation, dba Advance Central PA



# Advance Central PA Reboot Support Services Policy

## Background

Advance Central PA is the recipient of a competitive Appalachian Regional Commission (ARC) grant designed to support and expand opportunities to individuals with substance use disorder. This policy applies to all ARC funded Reboot participants and any Reboot participants subsequently funded by other grant sources that include a support services budget.

## Eligibility

Support Services are based on a Reboot participant's individual needs and are designed to meet the overall program goals. Each individual Reboot participant must be notified that supports are available. To be eligible, the individual must be participating in the ARC funded or other subsequently funded Reboot program as noted in this policy.

## Funding

Support services are allowable costs throughout a Reboot participant's enrollment. For Reboot participants co-enrolled in WIOA Title I or EARN, the Individual Service Strategy must document the support service as necessary to the overall plan and CWDS, including case notes, must also be updated to document the need, the actions taken, and the outcome. In instances where a Reboot participant does not meet WIOA or EARN eligibility, the need must be documented as per normal protocol in SharePoint.

1. A total of \$200 for the following allowable support services will be available for each participant to help cover necessary expenses for which there is a need. The \$200 will be available immediately upon enrollment.
  - Assistance with transportation, including:
    - Mileage at the federal rate
    - Bus passes
    - Driver's permit and/or license fees
  - Assistance with child care and dependent care
  - Assistance with housing
  - Legal aid services
  - Medical and health expenditures necessary to attend training or accept employment
  - Physical health exams and screenings necessary to attend training or accept employment
  - Pre-requisite clearances and background checks
  - Uniforms and other necessary attire
  - Personal hygiene
  - College application fees
  - \*Certification/testing fees
  - Car Insurance Premiums (not to exceed 3 months and only if the request is submitted 7 days in advance of payment due date)
2. A total equivalent to the cost of the GED® or HiSET® exam or make-up exams for individual test areas as needed will be made available for each participant as a one-time

only incentive. The incentive used to cover the exam fees will not reduce the \$200 available above.

3. a total of \$725 will be available for each participant as a one-time only support service to cover the cost of driver's education.

## Last Resort

Incentives are not duplicative. Support services must not be treated as entitlements and must not be provided according to a guaranteed level of funding per individual; there must be a need for the support. It is the responsibility of the Reboot program staff to review individual participant need and employer identified requirements for employment.

Community programs and all other resources must be explored and exhausted prior to issuing Reboot funds for support services. The support provided should be for the least costly and most practical item or service that will meet the need.

**Reboot support services should always be used before using WIOA Title I Support Services and/or EARN Incentive Services.**

## Documentation

Program staff are responsible for determining the support services that are needed to resolve barriers to successful participation and for processing and issuing the support services payments.

Date of approval/denial and payment issuance must be within 10 calendar days of the date requested and/or in advance of the need.

The Reboot Support Service form will be completed and included in the case file. Please see Attachment A for the form.

All support service requests require justification or verification documents to be attached, and included in the case file. Appropriate forms used by the subcontractor agency will be used for determining approval and processing payments.

CWDS case notes documenting support services requests, approvals, denials, issuances, etc. must be created. CWDS case notes titled "Reboot Support Service" should be used to further document the support service, including at a minimum, the need and how the need was met. Other CWDS data entry coding may be required. In the event the participant is not eligible for co-enrollment in WIOA or EARN, document the support service in SharePoint as per normal procedures

**This policy is not all inclusive and additional requests may be considered on an individual basis by submitting to Advance Central PA staff to research whether it is allowable.**

## Youth Success Stories

### Addison's Story

Addison, a sophomore at Midd-West High School, attended a career fair in the spring of 2023 when she was introduced to the PA CareerLink® In-School Youth Workforce Specialist by her school guidance counselor. Addison was interested in gaining work experience, an area the In-School Youth program, Bridges to the Future, specializes in.

The Bridges to the Future Workforce Specialist worked with Addison to identify her skills and interests which included working with children and arts and craft projects. Addison's Workforce Specialist identified a local worksite that not only fit this criteria, but also was able to accommodate Addison's busy summer schedule. Addison was placed at the Bluebird Atelier and leading up to her first day of work, her Workforce Specialist, parents, worksite supervisor and Addison met as a team to discuss the role and responsibilities as well as determine her work schedule.

Addison worked as a camp counselor at this creative learning studio which offers educational enrichment through the arts. She excelled during her time at Bluebird Atelier and Jessi, the business owner and supervisor, speaks very highly of Addison's work skills.

On the horizon is Addison's junior year in high school where she will continue to work with her Workforce Specialist to hone in on her career interests. Addison also has an opportunity to continue working on a part-time basis at the Bluebird Atelier.



### Braedyn's Story

Braedyn enrolled in the PA CareerLink® In-School Youth program, Bridges to the Future, following a sophomore recruitment event in the spring of 2023. Braedyn was interested in several Bridges to the Future program services including Business Challenge, Job Shadowing, and Paid Internships.

Although Braedyn lacked work experience, he was able to immediately identify his career interests in Accounting and Biochemistry. With these interests in mind, Braedyn was connected to a summer paid internship with the Berwick Industrial Development Association (BIDA), in Berwick Pennsylvania.

Braedyn received above average to excellent ratings in all categories on his final work maturity evaluation completed by his direct supervisor. Braedyn's supervisor stated he "excelled with the projects he worked on and certainly matured and was able to engage in conversation with the local business community." Braedyn also actively participated in the Business Challenge during summer of 2023 and plans to tour and possibly job shadow with the participating business. Braedyn will return to school this fall and continue participating in Bridges to the Future programming, honing in on his interests to inform a career pathway plan.

When reflecting on his paid internship, Braedyn shares, “There are numerous new things I had the ability to learn about myself through this internship. Those things include my strengths and weaknesses, my skills and even my interest for a possible future career. The most important thing I learned is the importance of getting yourself/business out there. This is true because this task can not only affect the success of you but also your community and everyone around you.”



## Faizah's Story

Faizah's educational journey was far from smooth. Throughout her school years, she battled mental health issues and anxiety from being bullied, prompting her to withdraw from 10th grade in 2016. Determined to manage her mental health and anxiety, she turned to her family for support and researched strategies online to overcome these challenges and empower herself.

In December 2022, Faizah discovered the PA CareerLink® Out-of-School Youth program in Central Pennsylvania, locally branded as YES to the Future, through her sister-in-law, who spotted a flyer. Initially hesitant, Faizah decided to take a chance and visit the PA CareerLink® Northumberland/Snyder/Union Counties in Sunbury, Pennsylvania where she met Aimee Naimo, her YES to the Future Career Counselor. After their initial conversation, Faizah's confidence began to grow. Faizah explained, “After talking with Aimee that first time, I immediately felt comfortable. For the first time I thought ‘I can do this.’” With a stronger belief in her own capabilities, she shared her dream of becoming a librarian. Through the YES to the Future program, Faizah was connected to a Title II Adult Education program. She quickly passed the HiSET® exam and earned her high school equivalency credential. YES to the Future then arranged a paid internship with the Priestley-Forsyth Memorial Library where she assisted with the summer reading program.



To encourage leadership skill development and in an effort to elevate youth voice, the YES to the Future program manager invited Faizah to be part of the interview team, tasked with hiring a new YES Career Counselor. This experience was transformative for her and it helped Faizah recognize her worth and the importance of her thoughts, insights, and voice.

After completing her paid internship at the library, Faizah is looking ahead with hope. She is eager to secure a permanent position at the library, where she can take on more responsibilities and continue to grow.

## Local Elected Official Board Joint Meeting Action Items September 20, 2023

1. Motion to approve the minutes from the June 21, 2023 joint WDB/LEO Board meeting.

Motion:

Second:

2. Motion to approve the Program Years 2023-2024 Central Region Local Plan Modification and submittal to the Pennsylvania Department of Labor and Industry.

Motion:

Second:

3. Motion to approve the Program Years 2023-2024 Central Regional Plan Modification and submittal to the Pennsylvania Department of Labor and Industry.

Motion:

Second:



## Fiscal Year 2024 Competitive Funding Portfolio As of September 11, 2023

### GRANTS CARRIED OVER FROM FY23

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 (Extension through June 30, 2024)	\$112,162	<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, 2024)	\$235,332	<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, 2024)	\$229,562	<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>Appalachian Regional Commission Partnership for Opportunity and Workforce and Economic Revitalization (POWER) Initiative</b>  Appalachian Regional Commission  October 2020- September 2023	\$531,280	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> <li>Educate businesses and increase "Recovery Friendly" statuses.</li> </ul>
<b>Business Education Partnership (PY21)</b>  PA Dept. of Labor & Industry  February 1, 2022 – December 31, 2023	\$100,859	<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</li> </ul>

Program/Project Name & Funding Information	Funding Available	Grant Objectives
		with understanding of business needs and expectations for bright career opportunities.
<b>Business Education Partnership (PY22)</b>  PA Dept. of Labor & Industry, Bureau of Workforce Development Administration  June 1, 2023 - August 31, 2024	\$146,837	<ul style="list-style-type: none"> <li>• Provide outreach services to students across the 31 public school districts in the region to increase career awareness and readiness.</li> <li>• Support the 2024 <i>What's So Cool About Manufacturing?</i> challenge in partnership with Innovative Manufacturers' Center, Central Susquehanna Intermediate Unit, BLaST Intermediate Unit, and the Foundation of the Columbia Montour Chamber.</li> <li>• Facilitate 6 Educator in the Workplace Events and support school participation in Manufacturing Month, October 2023.</li> <li>• Path to Careers enhancements and outreach material development and printing.</li> <li>• Purchase Virtual Reality simulated career awareness hardware.</li> <li>• Support two STEM Aviation Camps in partnership with Susquehanna STEM to the Skies increasing career awareness in aviation-related occupations.</li> </ul>
<b>PAsmart Apprenticeship Grant</b>  PA Dept. of Labor & Industry  January 1, 2022 – June 30, 2024	\$273,379	<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>
<b>Manufacturing-to-Career Grant Program</b>  PA Dept. of Community and Economic Development  August 1, 2022 – December 30, 2023	\$14,550	<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>
<b>Apprenticeship Building America</b>  PA Dept. of Labor & Industry Apprenticeship & Training Office  January 1 2023 – March 31, 2026	\$181,537	<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>

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>PREP Pennsylvania Free Enterprise Week (PFEW)</b>  PA Dept. of Community and Economic Development  July 1, 2022– June 30, 2023 (Extension thru December 31, 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>

## NEW GRANTS SECURED

Program/Project Name & Funding Information	Funding Available	Grant Objectives
<b>WIOA Statewide Activity Projects – Regional Analysis</b>  PA Dept. of Labor & Industry  July 1, 2023 – June 30, 2024	\$50,000	<ul style="list-style-type: none"> <li>Procure an independent firm to perform and comprehensively report on an assessment of regional training needs and gaps.</li> </ul>
<b>WIOA Statewide Activity Projects – Outreach Coordinator</b>  PA Dept. of Labor & Industry  July 1, 2023 – June 30, 2024	\$84,644	<ul style="list-style-type: none"> <li>Pilot the hire of an Advance Central PA staff position responsible for outreach strategy with goals that include increasing the public's awareness and use of the PA CareerLink® network.</li> </ul>
<b>WIOA Statewide Activity Projects – Enhancements to Better Serve People with Barriers</b>  PA Dept. of Labor & Industry  July 1, 2023 – June 30, 2024	\$284,993.07	<ul style="list-style-type: none"> <li>Purchase furniture for the PA CareerLink® including to comply with ADA accessibility requirements.</li> <li>Purchase needed technology in the PA CareerLink® sites including to replace an outdated phone system, purchase a Smart Board, and replace computers that no longer support Office updates.</li> <li>Expand provision of Reboot services through June 30, 2024 across the Region.</li> </ul>

## GRANTS SUBMITTED

Program/Project Name & Funding Information	Funding Requested	Grant Objectives
<b>Engage!</b> PA Dept. of Community and Economic Development  July 1, 2023– June 30, 2024	\$15,200 (as part of larger grant submitted by SEDA-COG)	As a partner in the grant, Advance Central PA and TIU business services staff will conduct interviews of C-Suite executives from a minimum of 15 companies to discuss each company's needs and match them with solutions for economic stability and/or growth.



## GRANTS BEING EXPLORED

Funding Source/Grant Name	Funding to be Requested	Grant Details
<b>Industry Partnerships</b> PA Dept. of Labor & Industry Application Due: September 29, 2023	\$250,000	Development of industry partnerships that improve economic prosperity, increase job quality, and prepare the commonwealth's workforce for the jobs of today and tomorrow plus rise to the challenge to expand the partnership members' employee base to include marginalized populations with barriers
<b>Distressed Area Recompete Pilot Program</b> US Economic Development Administration Application Due: October 5, 2023	\$250,000 - \$500,000	Aims to alleviate persistent economic distress and support long-term, comprehensive economic development and job creation in places with a high prime-age (25 to 54 years) employment gap. Union County is the only fully eligible area within the Central PA workforce area.
<b>Disaster Recovery National Dislocated Worker Grant to Address The Opioid Crisis</b> US Dept. of Labor Employment & Training Administration Application Due: October 31, 2023	TBD in partnership with PA Dept. of Labor & Industry	Purpose is to provide employment and training services along with supportive services and address economic and workforce impacts related to opioid use, addiction, and overdose for dislocated workers.

## County Unemployment Rates

### June 2023

(Lowest to Highest)

Rank	County	Unemployment Rate
1	Chester County	2.6%
2	Cumberland County	2.7%
3	Adams County	2.9%
3	Bucks County	2.9%
3	Montgomery County	2.9%
<b>3</b>	<b>Montour County</b>	<b>2.9%</b>
3	Perry County	2.9%
8	Lancaster County	3.0%
<b>8</b>	<b>Union County</b>	<b>3.0%</b>
<b>10</b>	<b>Centre County</b>	<b>3.1%</b>
10	Lebanon County	3.1%
12	Butler County	3.2%
12	Delaware County	3.2%
12	Franklin County	3.2%
12	Susquehanna County	3.2%
16	Allegheny County	3.3%
16	Dauphin County	3.3%
16	Elk County	3.3%
16	York County	3.3%
20	Bradford County	3.4%
20	Fulton County	3.4%
22	Crawford County	3.5%
22	Northampton County	3.5%
22	Washington County	3.5%
22	Westmoreland County	3.5%
26	Bedford County	3.6%
26	Blair County	3.6%
26	Juniata County	3.6%
<b>26</b>	<b>Mifflin County</b>	<b>3.6%</b>
<b>26</b>	<b>Snyder County</b>	<b>3.6%</b>
31	Berks County	3.7%
31	Warren County	3.7%
31	Wyoming County	3.7%
34	Lackawanna County	3.8%

Rank	County	Unemployment Rate
34	Lehigh County	3.8%
36	Armstrong County	3.9%
36	Carbon County	3.9%
<b>36</b>	<b>Columbia County</b>	<b>3.9%</b>
36	Greene County	3.9%
<b>36</b>	<b>Lycoming County</b>	<b>3.9%</b>
36	Mercer County	3.9%
36	Sullivan County	3.9%
36	Wayne County	3.9%
44	Beaver County	4.0%
44	Tioga County	4.0%
46	Clearfield County	4.1%
46	Jefferson County	4.1%
46	Schuylkill County	4.1%
49	Erie County	4.2%
<b>49</b>	<b>Northumberland County</b>	<b>4.2%</b>
51	Clarion County	4.3%
<b>51</b>	<b>Clinton County</b>	<b>4.3%</b>
51	Indiana County	4.3%
51	Philadelphia County	4.3%
51	Somerset County	4.3%
56	Luzerne County	4.4%
57	Cambria County	4.5%
57	Lawrence County	4.5%
57	McKean County	4.5%
57	Pike County	4.5%
61	Fayette County	4.8%
61	Potter County	4.8%
61	Venango County	4.8%
64	Huntingdon County	4.9%
65	Cameron County	5.1%
65	Monroe County	5.1%
67	Forest County	5.3%

For Comparison Purposes			
Pennsylvania	3.8%	United States	3.6%

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

**Workforce Development Area Unemployment Rates**  
**June 2023**  
 (Lowest to Highest)

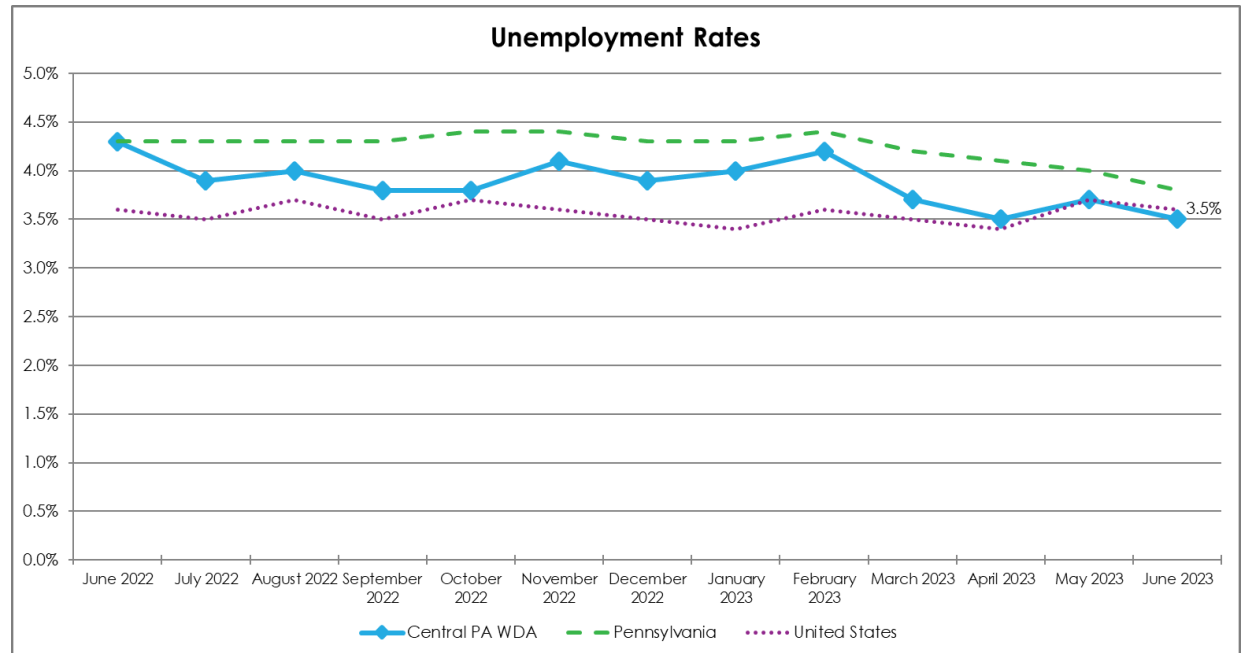
Rank	Workforce Development Area	Unemployment Rate
1	Chester County WDA	2.6%
2	Bucks County WDA	2.9%
2	Montgomery County WDA	2.9%
4	Lancaster County WDA	3.0%
4	South Central WDA	3.0%
6	Delaware County WDA	3.2%
7	Three Rivers WDA	3.3%
8	Central WDA	3.5%
8	Northern Tier WDA	3.5%
10	Tri-County WDA	3.6%
11	Berks County WDA	3.7%
11	Lehigh Valley WDA	3.7%
13	Lackawanna County WDA	3.8%
13	Northwest WDA	3.8%
13	Southwest Corner WDA	3.8%
13	Westmoreland and Fayette Counties WDA	3.8%
17	North Central WDA	4.0%
17	Southern Alleghenies WDA	4.0%
19	West Central WDA	4.1%
20	Philadelphia County WDA	4.3%
21	Luzerne-Schuylkill Counties WDA	4.4%
21	Pocono Counties WDA	4.4%
<b>For Comparison Purposes</b>		
	Pennsylvania	3.8%
	United States	3.6%

June 2023 seasonally adjusted data provided by the Center for Workforce Information and Analysis (CWIA), Pennsylvania Department of Labor and Industry (September 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 -- June 2023

## Unemployment Rates

Geography	June 2023	Monthly Change	Annual Change
Centre	3.1%	↓	↓
Clinton	4.3%	↓	↓
Columbia	3.9%	↓	↓
Lycoming	3.9%	↓	↓
Mifflin	3.6%	↓	↓
Montour	2.9%	↓	↓
Northumberland	4.2%	↓	↓
Snyder	3.6%	↔	↓
Union	3.0%	↓	↓
<b>Central PA WDA</b>	<b>3.5%</b>	<b>↓</b>	<b>↓</b>
<b>Pennsylvania</b>	<b>3.8%</b>	<b>↓</b>	<b>↓</b>
<b>United States</b>	<b>3.6%</b>	<b>↓</b>	<b>↔</b>



	June 2023	May 2023	Monthly Change	June 2022	Annual Change
<b>Central PA WDA</b>					
Labor Force	295,200	295,100	↑ 100	291,800	↑ 3,400
Employed	284,800	284,100	↑ 700	279,300	↑ 5,500
Unemployed	10,500	10,900	↓ -400	12,500	↓ -2,000
Unemployment Rate	3.5%	3.7%	↓ -0.2%	4.3%	↓ -0.8%
<b>Pennsylvania</b>					
Labor Force	6,507,000	6,511,000	↓ -4,000	6,487,000	↑ 20,000
Employed	6,261,000	6,251,000	↑ 10,000	6,210,000	↑ 51,000
Unemployed	246,000	259,000	↓ -13,000	277,000	↓ -31,000
Unemployment Rate	3.8%	4.0%	↓ -0.2%	4.3%	↓ -0.5%
<b>United States</b>					
Labor Force	166,951,000	166,818,000	↑ 133,000	164,002,000	↑ 2,949,000
Employed	160,994,000	160,721,000	↑ 273,000	158,057,000	↑ 2,937,000
Unemployed	5,957,000	6,097,000	↓ -140,000	5,945,000	↑ 12,000
Unemployment Rate	3.6%	3.7%	↓ -0.1%	3.6%	↔ 0.0%

June 2023 Seasonally Adjusted Data (Downloaded September 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	79,000
Clinton County	17,000
Columbia County	34,000
Lycoming County	55,100
Mifflin County	20,900
Montour County	9,300
Northumberland County	41,600
Snyder County	19,500
Union County	19,200

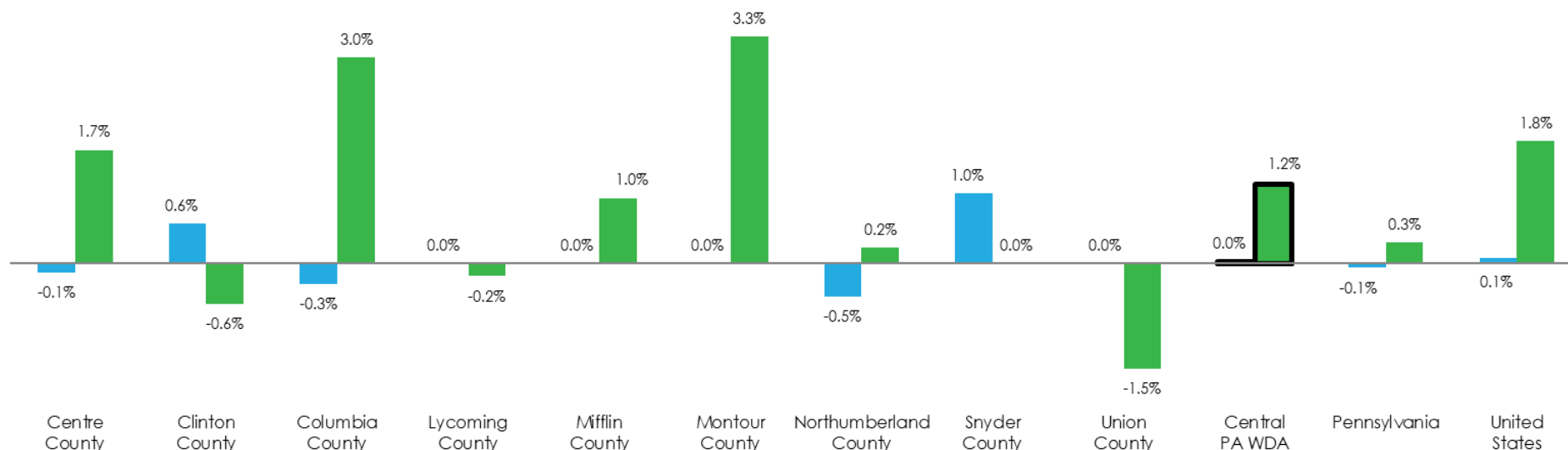
The labor force is comprised of individuals who are working, waiting for a layoff to end, or are actively seeking work. The graph below highlights changes in the civilian labor force as a percentage of the area's total civilian labor force.

June 2023

	Change Since		
	June 2023	May 2023	June 2022
<b>Central PA WDA</b>	<b>295,200</b>	<b>100</b>	<b>3,400</b>
Pennsylvania	6,507,000	-4,000	20,000
United States	166,951,000	133,000	2,949,000

## Percent Change in Civilian Labor Force: June 2023

■ Month Change ■ Year Change



June 2023 Seasonally Adjusted Data (Downloaded September 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	76,600
Clinton County	16,200
Columbia County	32,700
Lycoming County	52,900
Mifflin County	20,100
Montour County	9,000
Northumberland County	39,900
Snyder County	18,800
Union County	18,600

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

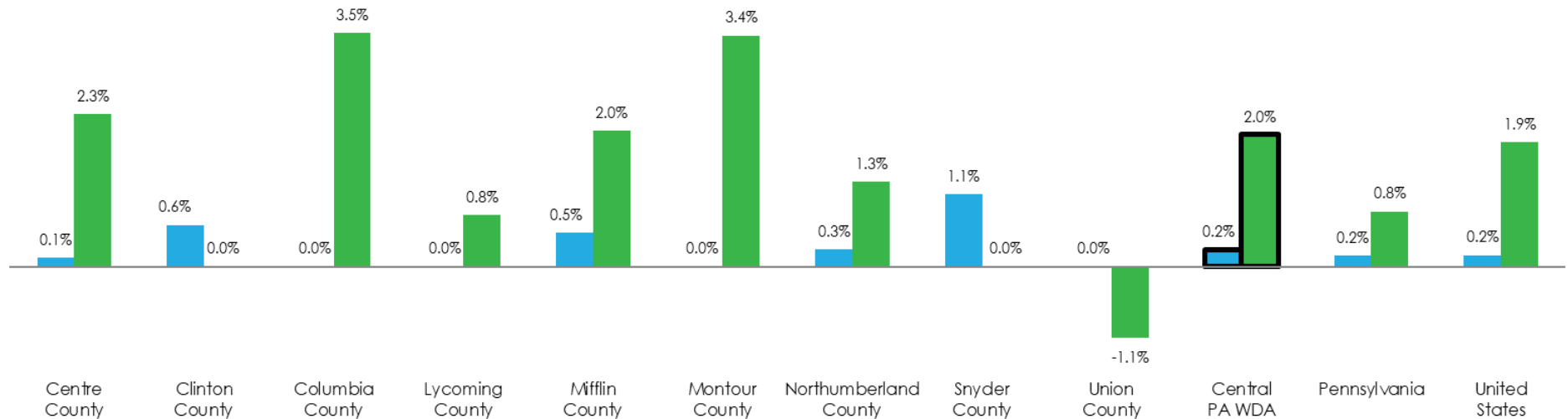


June 2023

	Change Since		
	June 2023	May 2023	June 2022
<b>Central PA WDA</b>	<b>284,800</b>	<b>700</b>	<b>5,500</b>
Pennsylvania	6,261,000	10,000	51,000
United States	160,994,000	273,000	2,937,000

## Percent Change in Employed Population: June 2023

■ Month Change ■ Year Change



June 2023 Seasonally Adjusted Data (Downloaded September 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	2,500
Clinton County	700
Columbia County	1,300
Lycoming County	2,100
Mifflin County	800
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.

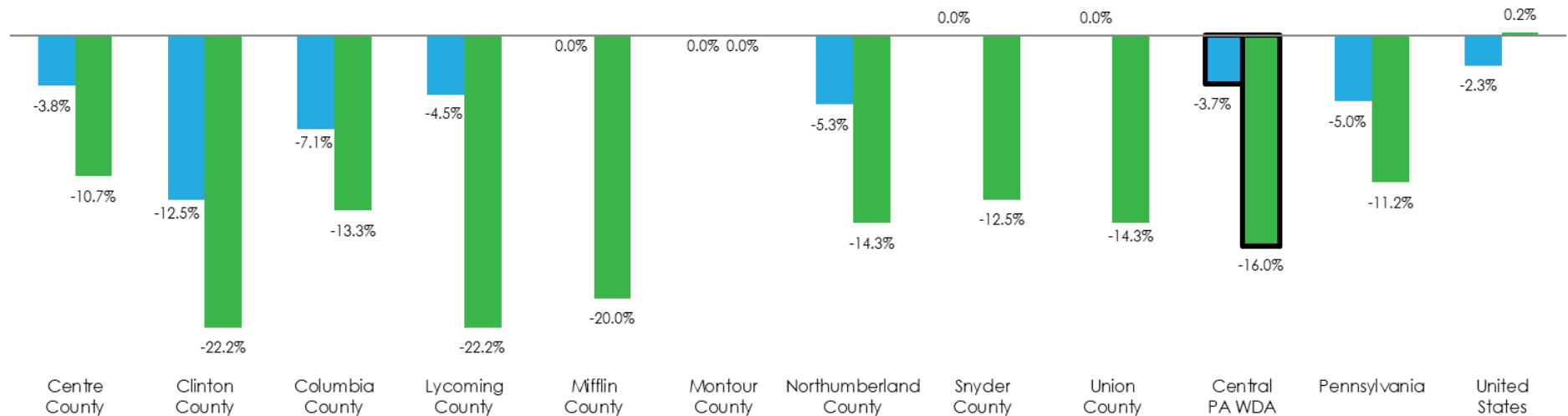


June 2023

	Change Since		
	June 2023	May 2023	June 2022
<b>Central PA WDA</b>	<b>10,500</b>	<b>-400</b>	<b>-2,000</b>
Pennsylvania	246,000	-13,000	-31,000
United States	5,957,000	-140,000	12,000

## Percent Change in Unemployed Population: June 2023

■ Month Change ■ Year Change



June 2023 Seasonally Adjusted Data (Downloaded September 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.

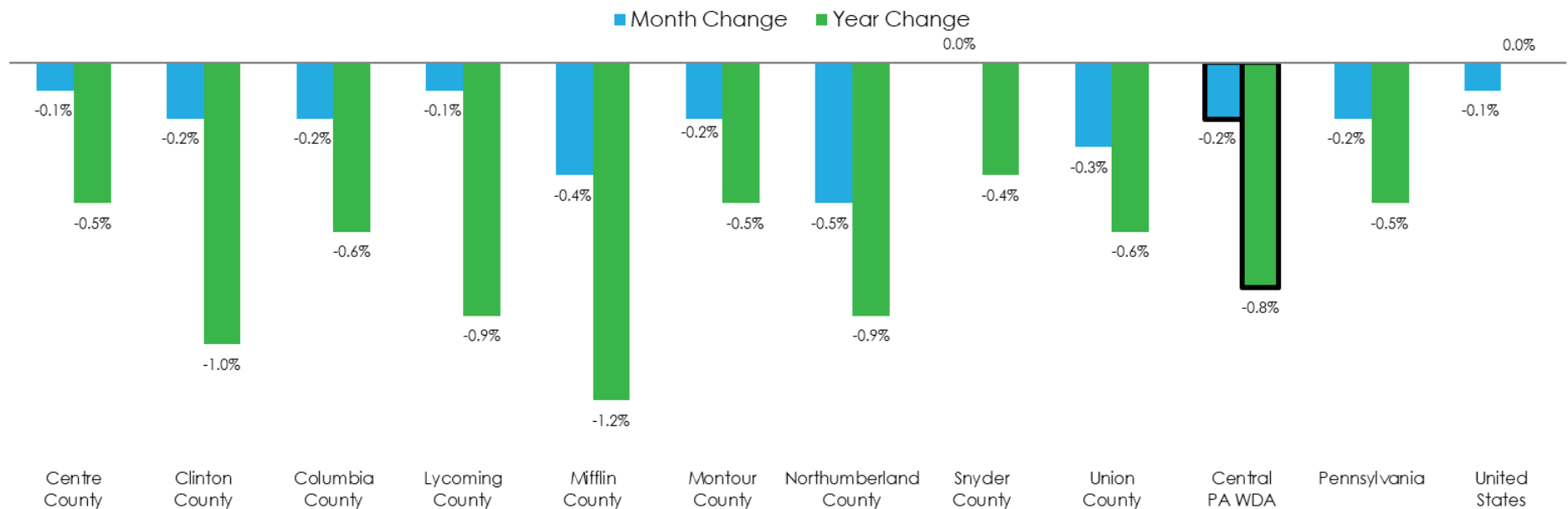
## Unemployment Rates

Unemployment Rates	June 2023	May 2023	June 2022
Centre County	3.1%	3.2%	3.6%
Clinton County	4.3%	4.5%	5.3%
Columbia County	3.9%	4.1%	4.5%
Lycoming County	3.9%	4.0%	4.8%
Mifflin County	3.6%	4.0%	4.8%
Montour County	2.9%	3.1%	3.4%
Northumberland County	4.2%	4.7%	5.1%
Snyder County	3.6%	3.6%	4.0%
Union County	3.0%	3.3%	3.6%
<b>Central PA WDA</b>	<b>3.5%</b>	<b>3.7%</b>	<b>4.3%</b>
Pennsylvania	3.8%	4.0%	4.3%
United States	6.0%	3.7%	3.6%

June 2023

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: June 2023



June 2023 Seasonally Adjusted Data (Downloaded September 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.



# Online Job Postings Analysis

## Central Pennsylvania

Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union Counties

Online Job  
Postings:  
12,200

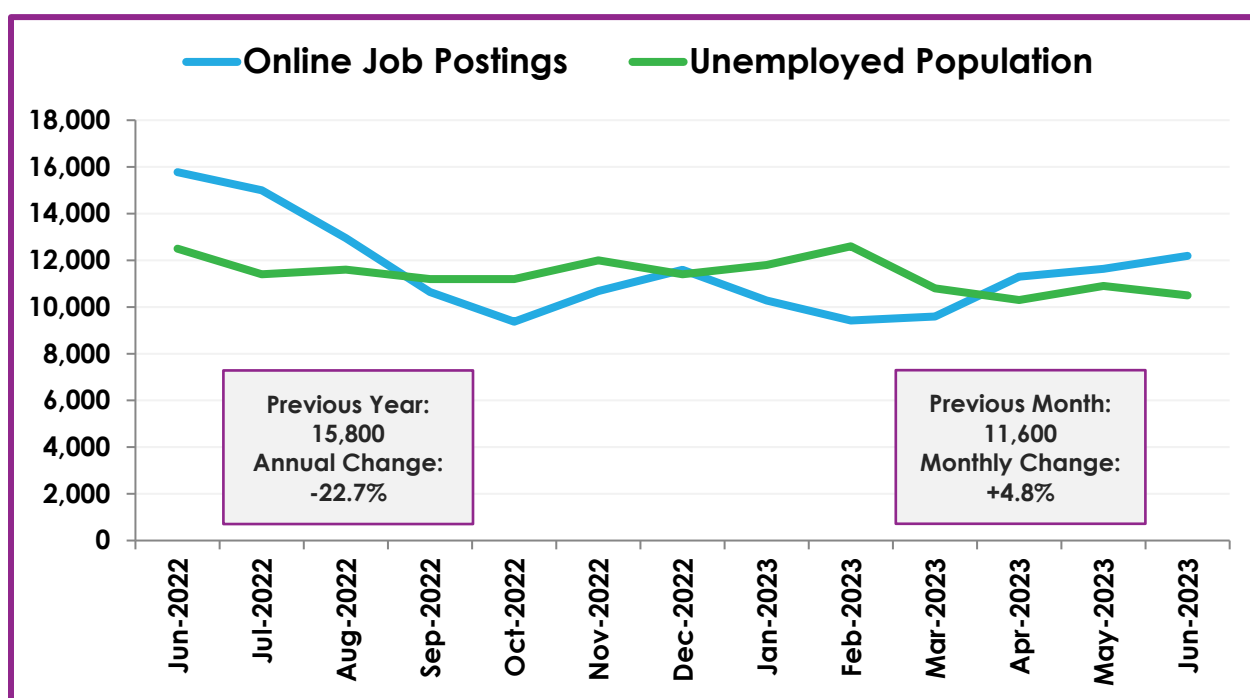
Unemployed:  
10,500

Unemployment  
Rate:  
3.5%

Unemployed  
/Job Posting:  
0.9

Online Job Postings are not seasonally adjusted. Annual trends reveal overall changes.

Unemployed and unemployment rate are seasonally adjusted. The number of unemployed persons only includes individuals who are not working and are eligible and actively searching for employment.



Unemployed and Unemployment Rate Source:

PA Department of Labor and Industry, Center for Workforce Information & Analysis

*If every Central Pennsylvania jobseeker filled an online job posting,  
the unemployment rate would drop to -0.6%,  
but 1,700 more postings would still remain.*

## Online Job Postings by Occupational Grouping

Occupational Grouping	June 2023	May 2023	June 2022	Monthly Change	Annual Change	Unemployed
Healthcare Practitioners and Technical	3,093	2,791	4,672	10.8%	-33.8%	212
Management	1,076	1,093	1,307	-1.6%	-17.7%	715
Sales and Related	775	729	875	6.3%	-11.4%	582
Office and Administrative Support	769	738	919	4.2%	-16.3%	995
Computer and Mathematical	732	751	1,024	-2.5%	-28.5%	181
Healthcare Support	677	667	1,219	1.5%	-44.5%	350
Educational Instruction and Library	612	601	564	1.8%	8.5%	111
Unclassified	521	555	764	-6.1%	-31.8%	0
Transportation and Material Moving	503	451	836	11.5%	-39.8%	1,100
Architecture and Engineering	453	424	396	6.8%	14.4%	128
Food Preparation and Serving Related	380	338	423	12.4%	-10.2%	440
Installation, Maintenance, and Repair	371	344	316	7.8%	17.4%	357
Business and Financial Operations	367	350	505	4.9%	-27.3%	271
Production	354	414	372	-14.5%	-4.8%	1,029
Arts, Design, Entertainment, Sports, and Media	320	257	331	24.5%	-3.3%	137
Life, Physical, and Social Science	285	261	283	9.2%	0.7%	68
Community and Social Service	251	248	304	1.2%	-17.4%	117
Building and Grounds Cleaning and Maintenance	176	178	214	-1.1%	-17.8%	316
Construction and Extraction	161	157	153	2.5%	5.2%	1,479
Personal Care and Service	149	141	127	5.7%	17.3%	152
Protective Service	124	111	128	11.7%	-3.1%	113
Farming, Fishing, and Forestry	21	18	19	16.7%	10.5%	61
Legal	19	15	23	26.7%	-17.4%	27
Military	1	1	2	0.0%	-50.0%	2
<b>Total Online Job Postings</b>	<b>12,190</b>	<b>11,633</b>	<b>15,776</b>	<b>4.8%</b>	<b>-22.7%</b>	<b>8,938</b>

Unemployed data provided by Lightcast; derived from Characteristics of the Insured Unemployed, Local Area Unemployment Statistics, and Lightcast databases; based on 12-month averages; unclassified indicates no previous work experience or unspecified.

## Employers

- BAYADA Home Health Care
- Bloomsburg University of Pennsylvania
- Bucknell University
- Commonwealth of Pennsylvania
- CompHealth
- Encompass Health
- Geisinger Health System
- Pennsylvania State University
- Personify
- University of Pittsburgh Medical Center

These employers have the highest number of online job postings.

## Occupations

- Clinical Laboratory Technologists and Technicians: \$27.45
- First-Line Supervisors of Retail Sales Workers: \$19.22
- Home Health and Personal Care Aides: \$12.71
- Licensed Practical and Licensed Vocational Nurses: \$24.40
- Nursing Assistants: \$16.46
- Operations Research Analysts: \$39.73
- Postsecondary Teachers: \$38.92
- Registered Nurses: \$37.71
- Retail Salespersons: \$13.66
- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: \$18.10

These occupations have the highest number of online job postings.

## Increasing Postings

- Coaches and Scouts: \$18.82
- Cooks, Restaurant: \$13.65
- General Internal Medicine Physicians: \$133.62
- Hairdressers, Hairstylists, and Cosmetologists: \$14.22
- Medical Assistants: \$17.06
- Occupational Therapy Aides: \$27.55
- Physicians, All Other: \$83.53
- Retail Salespersons: \$13.66
- Social and Community Service Managers: \$32.52
- Teachers and Instructors, All Other: \$25.83

These occupations have the highest increase in online job postings during the past year.

Wages are based on jobs held in Central PA and not the wages advertised in the online job postings.

Due to lack of data availability for SOC 31-2012, Occupational Therapy Aides, wage information is shown for SOC 31-2011, Occupational Therapy Assistants.

Wage Source: Lightcast, 2023.3; occupational wages do not include benefits and are based on current median estimates.

# New Online Job Postings – July 2023

## Central Pennsylvania

Centre, Clinton, Columbia, Lycoming, Mifflin,  
Montour, Northumberland, Snyder, and Union Counties



### EMPLOYERS

- ATX Learning
- BAYADA Home Health Care
- Bucknell University
- Commonwealth of Pennsylvania
- CompHealth
- CVS Health
- Dollar General
- Encompass Health
- Geisinger Health System
- Georgia College
- LocumTenens.com
- Pennsylvania State University
- Personify
- Spherion Staffing
- Susquehanna University
- The Giant Company
- United States Department of Homeland Security
- University of Pittsburgh Medical Center
- Walmart
- Weis Markets

### OCCUPATIONS

- Clinical Laboratory Technologists and Technicians
- Coaches and Scouts
- Customer Service Representatives
- Education Administrators, Postsecondary
- Fast Food and Counter Workers
- First-Line Supervisors of Retail Sales Workers
- General Internal Medicine Physicians
- Heavy and Tractor-Trailer Truck Drivers
- Home Health and Personal Care Aides
- Licensed Practical and Licensed Vocational Nurses
- Medical and Health Services Managers
- Medical Assistants
- Nursing Assistants
- Operations Research Analysts
- Physicians, All Other
- Postsecondary Teachers
- Registered Nurses
- Retail Salespersons
- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
- Stockers and Order Fillers

Based on employers and occupations with the highest number of new online job postings in **July 2023**.

Source: Lightcast, 2023.3

Updated: September 2023

## 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> Cancelled
<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>WDB/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*

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

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

**Jamie Aurand, Immediate Past Chairperson**  
*Lock Haven Rehabilitation & Senior Living*

**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*

**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*

**Jennifer Stehman**  
*UPMC*

**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  
Todd Taylor  
Suzanne White

*Staff Contact: Korrie Lucas*

### Youth Committee

Suzanne White, Chair  
Jeff Lowry  
Jon Ritter  
Jennifer Stehman  
Jenna Witherite

*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)

**Vacant, Fiscal Coordinator:** Responsible for providing direct support relating to: contracting; procurement; inventory; database management and oversight of management information systems, and operational functions. Reports to Finance Manager.

### 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, Operations Manager:** Responsible for day to day oversight and quality of the EARN, WIOA, and other workforce programs and staff. Reports to the Assistant Director.  
[ahann@AdvanceCentralPA.org](mailto:ahann@AdvanceCentralPA.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 Operations Manager.  
[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 Operations Manager. [mohargan@AdvanceCentralPA.org](mailto:mohargan@AdvanceCentralPA.org)

**Gabrielle Randall, Research & Grants 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 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 Operations Manager.

**Vacant, 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.

**Vacant, Outreach Coordinator:** Responsible for outreach strategy and implementation with a goal of increasing the public's awareness of the public workforce network and use of the PA CareerLink®. Reports to the Assistant Director.

**Vacant, Youth Programs Coordinator:** 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 Operations Manager.

### 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)