



**Advance  
Central PA**  
Linking People & Business

## **EARN Committee Meeting**

February 20, 2024

Virtual Meeting TEAMS Webinar/Conference Call

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

# EARN Committee Meeting

## Agenda

Microsoft Teams/Teleconference  
Tuesday, February 20, 2024 1:00 p.m.

Welcome & Call to Order	K. Chappell
Review & Approval of Meeting Minutes	K. Chappell
Advance Central PA EARN Update	P. O'Connor & E. Mulberger
<ul style="list-style-type: none"><li>• Enrollment Report, Referral Rejection Summary, Performance</li><li>• Coaching Collaborative<ul style="list-style-type: none"><li>– Action Needed: Family Needs Assessment Pilot Recommendation</li></ul></li><li>• BEP Monitoring Update</li><li>• EARN Fiscal Status Update</li></ul>	
CAO Updates	K. Chappell
EARN Provider Updates	K. Sivers
PA CareerLink® Updates	B. Jones
Customer Service/DST Issues	K. Chappell
Executive Session	K. Chappell
EARN Contract	K. Chappell
<ul style="list-style-type: none"><li>– Action Needed: EARN Contract Recommendation</li></ul>	
Open Discussion	K. Chappell
Adjournment	K. Chappell

## EARN Committee

### Meeting Notes

### September 12, 2023

The EARN Committee of Advance Central PA's Workforce Development Board, held a meeting on Tuesday, September 12, 2023 via virtual TEAMS Meeting.

#### Committee Members Attending

Kenneth Chappell – Lycoming CAO  
Patricia Cox – Northumberland CAO  
Julie Eister – Snyder CAO/Union CAO  
Brooke Gessner – Alternate for Erica Mulberger  
Tara Hough – Clinton CAO  
Bruce Jones – BWPO  
Crystal Montgomery – Centre CAO/Mifflin CAO  
Wendy Townsend – Alternate for Mike Lisnock -  
Columbia CAO

#### Committee Members Excused

Mike Lisnock – Columbia CAO/Montour CAO  
Erica Mulberger – Advance Central PA

#### WDB Staff Attending

Korrie Lucas  
Patrick O'Connor  
Kelly Walter

#### Guests Attending

Megan Bair – CSO  
Jill Walter – CSO  
Kate Sivers – CSO

### Call to Order and Welcome

Ken Chappell, EARN Committee Chair, welcomed everyone and called the meeting to order at 10:33 a.m. A quorum was confirmed.

### Review & Approval of Meeting Notes

Ken recalled the last EARN Committee meeting was held March 3, 2023 and called for a motion to approve the notes which were sent in advance.



**Patty Cox made a motion to approve the March 3, 2023 EARN Committee meeting notes. Bruce Jones seconded the motion. The motion was unanimously approved with no abstentions.**

### Advance Central PA EARN Contract Update

Patrick O'Connor, Advance Central PA Adult Programs Coordinator, provided updates.

#### Enrollments and Performance Updates

Patrick presented program enrollments: from July 1, 2022 through June 30, 2023, there are 394 new enrollments (including 26 SNAP Only). Additionally, a total of 263 participants who enrolled in the prior program year carried over on the current caseloads. Most participants continue to be from Lycoming County, with 209 total enrollments.

The Referral Rejection Report showed 239 referral rejections (less those "Referred in Error") for July 1, 2022 through June 30, 2023, equating to an enrollment rate of 61%. The top reason for Referral Rejection was "Failed to Report" which is a continued area for improvement.

Patrick presented a performance update for July 2022 – May 2023 noting 57 Placements, 32 Retentions, and 17 Credentials. When comparing performance to the same timeframe in the prior program year, there is improvement in Placements but a slight dip in Retentions and in Credentialing. Patrick explained that with a number of trainings in progress, this measure is expected to improve.

Bruce Jones asked if there are trends in regard to low success rates. Patrick expressed concern with attainment rates for those working toward high school equivalency. Korrie Lucas, Advance Central PA Assistant Director, introduced the importance of in-person engagement when in the best interest of an individual participant's goal

attainment. She shared that Patrick has been communicating with EARN staff about taking advantage of opportunities to schedule with participants on-site when they are there for their Adult Basic Education classes. Increased collaboration with the Adult Basic Education providers and participants in this way may lead to improvement.

#### Coaching Collaborative Update

Advance Central PA staff and EARN staff continue to participate in a 'Coaching Collaborative' with Adjacent Possible, a technical assistance provider for the US Department of Health & Human Services, Office of Family Assistance. Patrick provided an overview of participation in this evidence-driven approach to move participants towards self-sufficiency. The first phase of the collaborative included a critical examination of leadership practices and working styles to better understand how staff approach case management and coaching and then how those are reflected in interactions with participants. Currently the team is examining how to approach participants' goals, barriers, and objectives in the most effective ways with a leadership framework in mind.

Korrie extended gratitude to Patrick and Central Susquehanna Opportunities, Inc. (CSO) for their commitment to improvement via active participation in the collaborative. As one of just several Workforce Development Boards across the country that were invited to take part, Advance Central PA was excited to accept to learn more, formalize and hone in on skills that staff already have, and continuously improve in order to provide the highest quality services possible to EARN participants. Ken Chappell thanked all involved for their efforts and enthusiasm.

#### Technical Assistance Review

The Department of Human Services (DHS) Bureau of Employment Programs (BEP) meets with Advance Central PA quarterly to review performance. At the most recent meeting, BEP Advisor Julie Tkachenko asked for progress meeting the requirement that the Family Needs Assessment (FNA) be complete within 7 days of enrollment. This was noted previously in a formal monitoring and as a corrective action, Advance Central PA implemented changes to service delivery so that the FNA is completed during orientation. Julie expressed looking forward to seeing the impact of that change as newer data becomes available.

#### EARN Fiscal Status Update

Brooke Gessner, Advance Central PA Finance Manager, presented an update on the EARN budget and expenditures through June 30, 2023 explaining line items and totals.

### County Assistance Office (CAO) Updates

Ken Chappell shared the winding down of pandemic policies and benefits for families. He provided an update on the Children's Health Insurance Program (CHIP) and the Low-Income Home Energy Assistance Program (LIHEAP).

### EARN Provider Updates

Katherine Sivers, CSO EARN Supervisor, reported a focus on increasing participant engagement by bringing participants on-site and using group activities where in a person's best interests. She provided a highlight of activities underway: parenting curriculum, educational field trips, meaningful discussion about maximizing SNAP benefits, and the continued use of Google Classroom exercises.

### PA CareerLink® Updates

Bruce Jones, Assistant Regional Director for the PA Dept. of Labor & Industry Bureau of Workforce Partnership & Operations (BWPO) gave a report of the PA CareerLink® activities in our region. He highlighted two main topics: Digital Intake and Awareness.

Digital Intake is a web-based link/form that will be filled out by each customer on their first visit to a site to promote consistency and efficiency in service delivery. The go-live implementation dates are staggered; Columbia/Montour and Centre locations are set to kick off next. Digital Intake includes EARN as an integrated partner in the PA CareerLink®.

Bruce emphasized the importance of outreach so people understand the valuable menu of services offered at PA CareerLink® and provided examples of initiatives underway.

### Customer Service/DST Issues

None to report.

## Open Discussion

None to report.

## Date of Next Meeting

The Committee will meet as needed.

## Adjournment

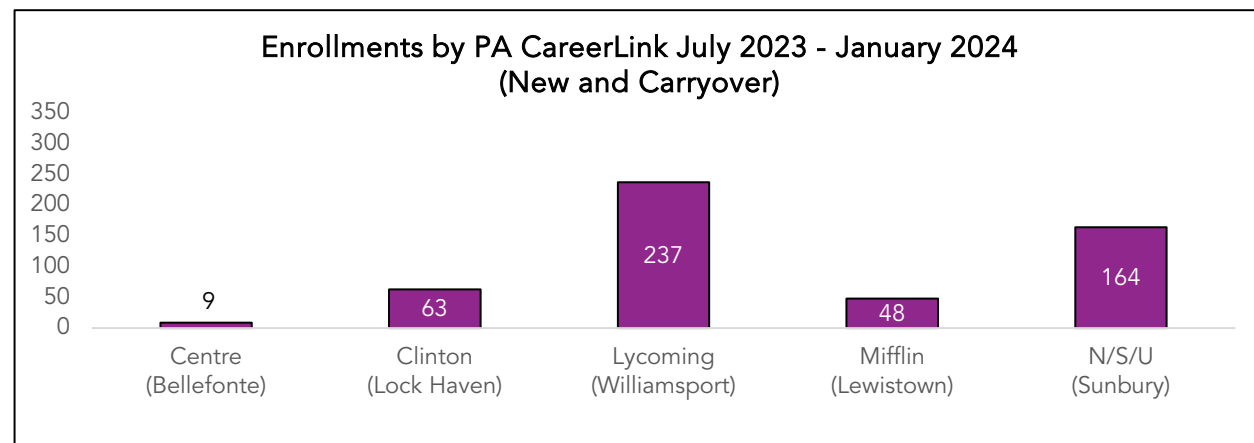
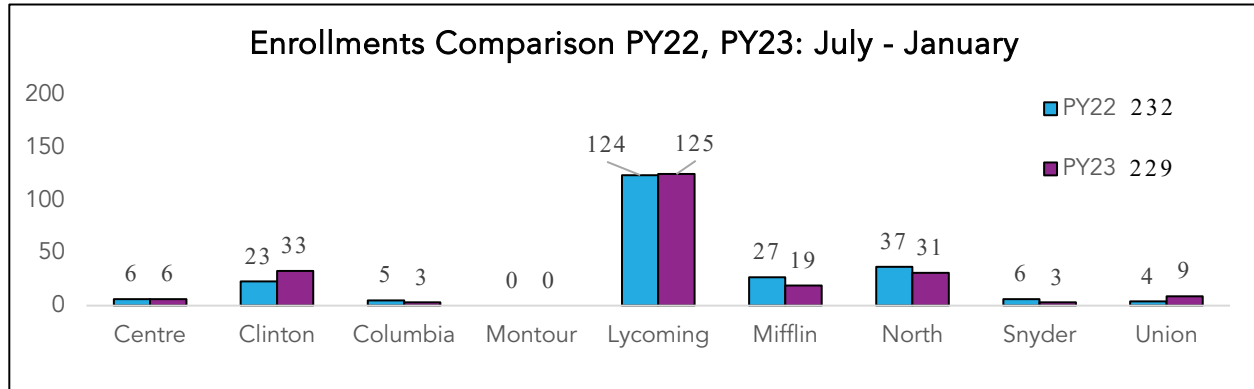
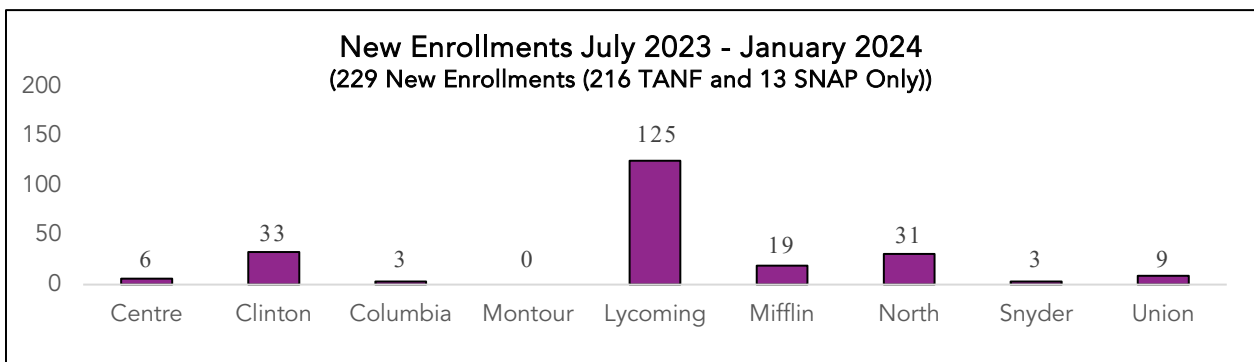
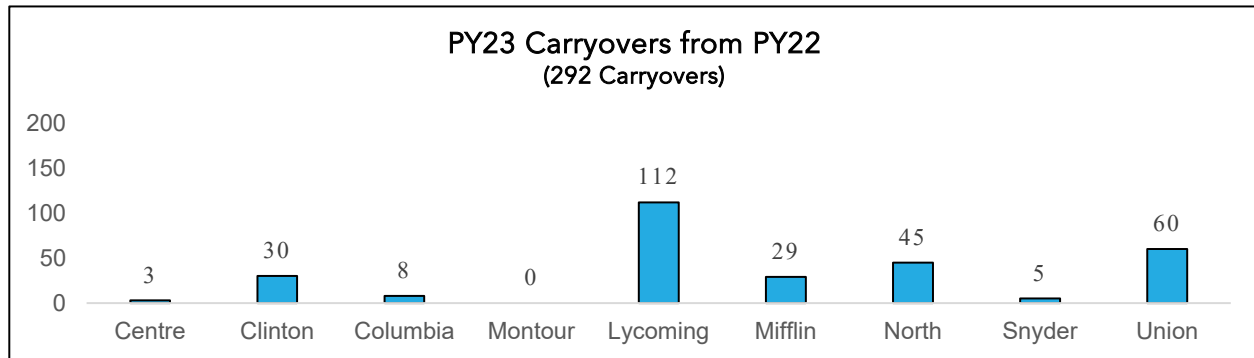
With no further business to discuss, Ken adjourned the meeting at 11:42 a.m.

Respectfully submitted,



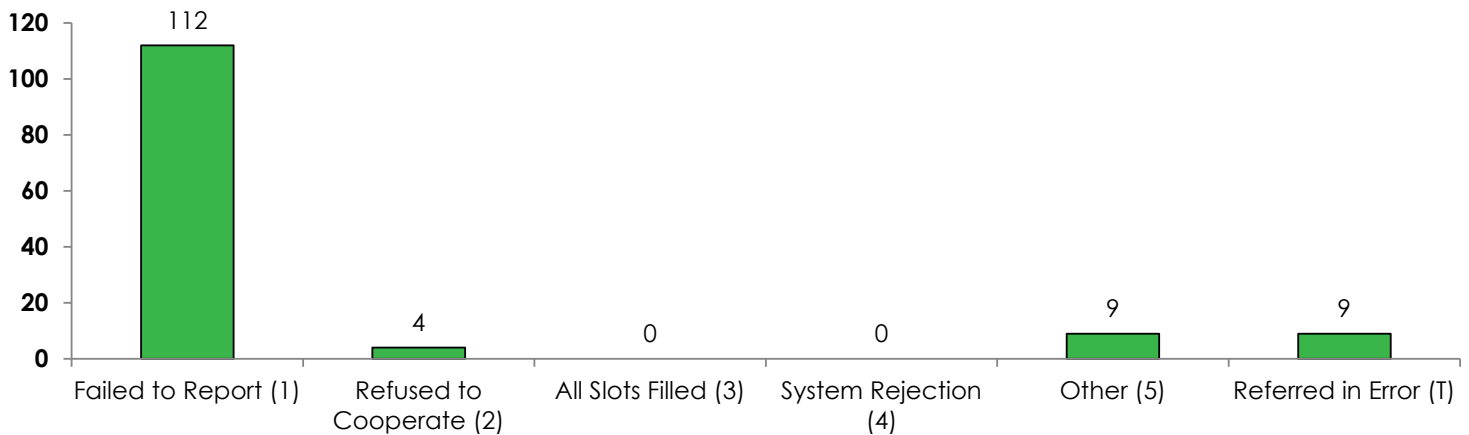
Kelly Walter, Office/Board Coordinator

## EARN Program Year 2023-2024 Enrollment Report

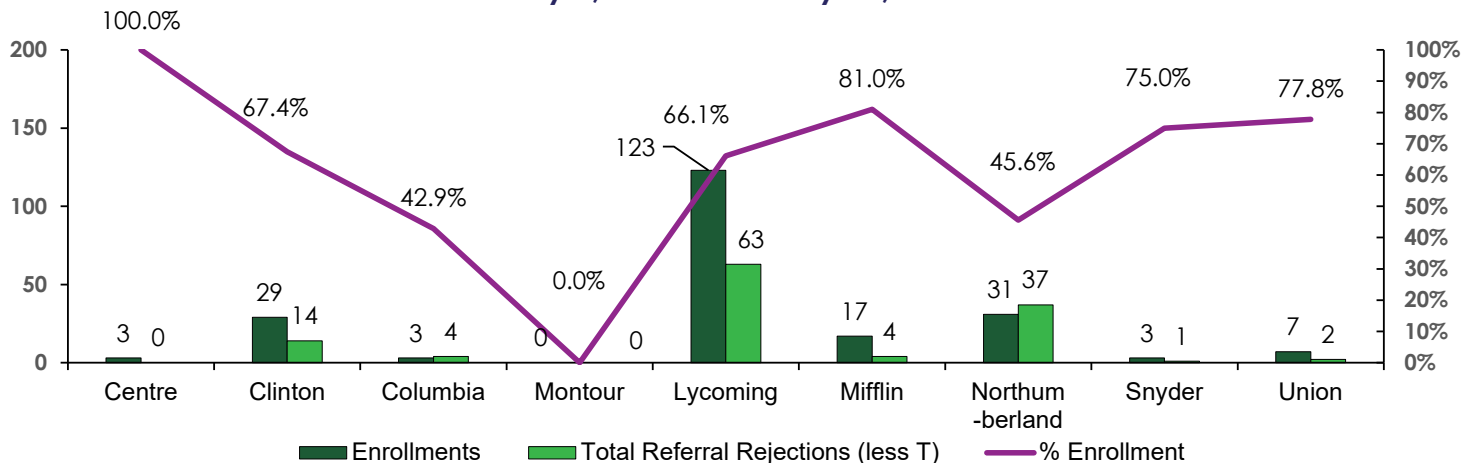


Referral Rejection Detail	Centre	Clinton	Columbia	Montour	Lycoming	Mifflin	Northum-berland	Snyder	Union	Total Per Code
Failed to Report (1)	0	13	3	0	59	3	31	1	2	<b>112</b>
Refused to Cooperate (2)	0	1	0	0	2	0	1	0	0	<b>4</b>
All Slots Filled (3)	0	0	0	0	0	0	0	0	0	<b>0</b>
System Rejection (4)	0	0	0	0	0	0	0	0	0	<b>0</b>
Other (5)	0	0	1	0	2	1	5	0	0	<b>9</b>
Referred in Error (T)	1	2	0	0	6	0	0	0	0	<b>9</b>
<b>Total Per County (excluding T)</b>	<b>0</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>63</b>	<b>4</b>	<b>37</b>	<b>1</b>	<b>2</b>	<b>125</b>
<b>Total Per County</b>	<b>1</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>69</b>	<b>4</b>	<b>37</b>	<b>1</b>	<b>2</b>	<b>134</b>

**Referral Rejection Summary:**  
**July 1, 2023 - January 31, 2024**



**New Enrollments with Referral Rejections and Enrollment Rate**  
**July 1, 2023 - January 31, 2024**

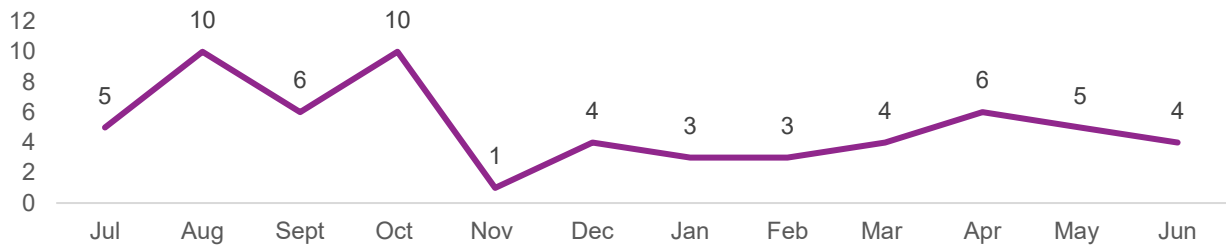




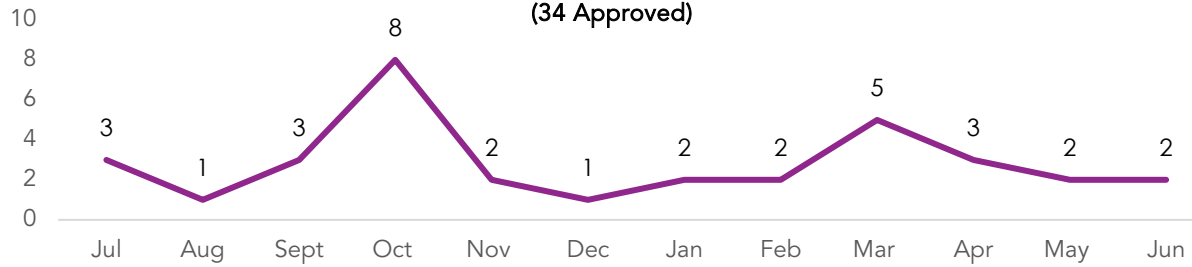


## EARN Program Year 2022-2023 Performance Report

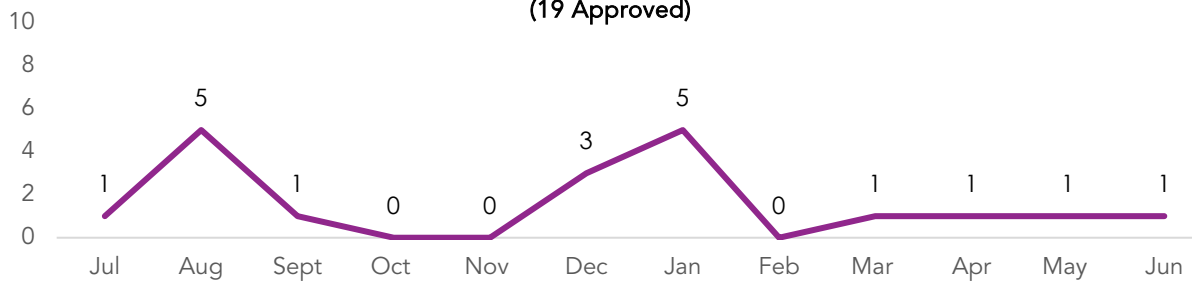
**PY22 Placement July 2022 - June 2023**  
(61 Approved)



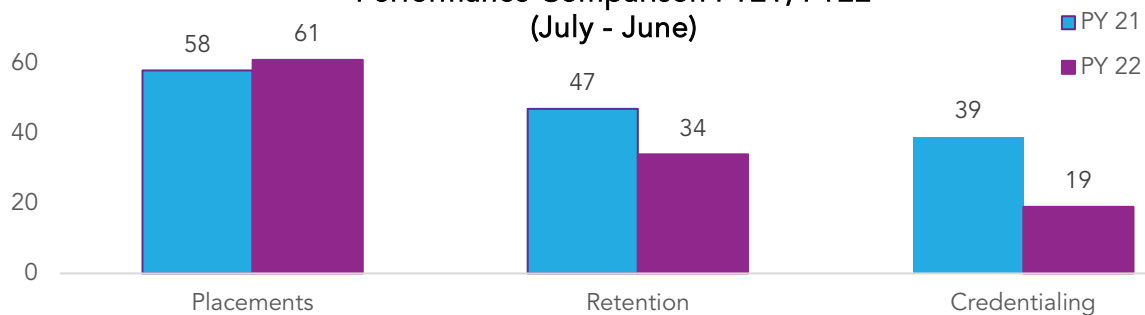
**PY 22 Retention July 2022 - June 2023**  
(34 Approved)



**PY 22 Credentialing July 2022 - June 2023**  
(19 Approved)

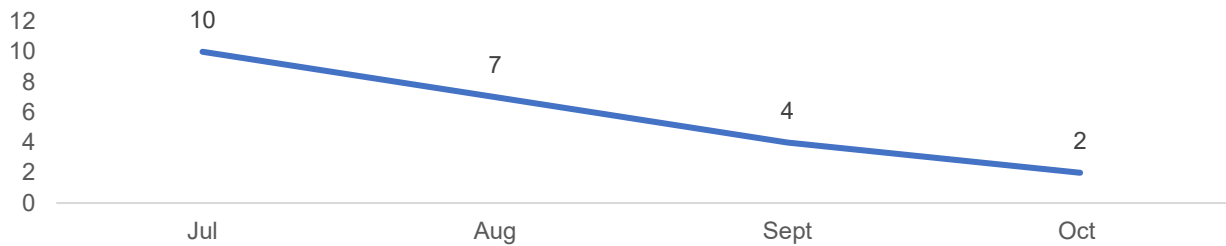


**Performance Comparison PY21, PY22**  
(July - June)

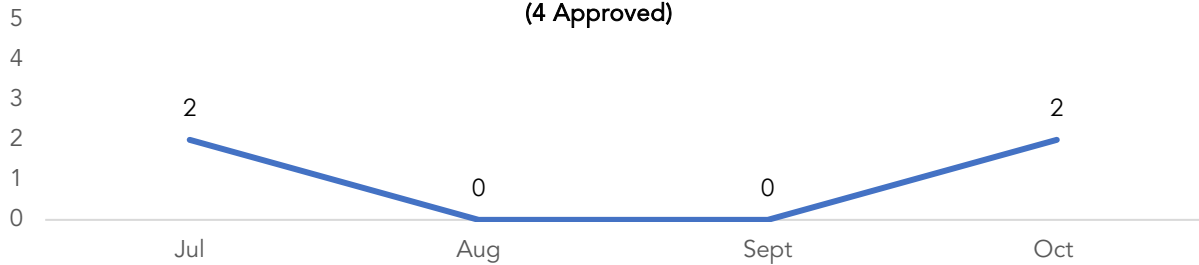


## EARN Program Year 2023-2024 Performance Report

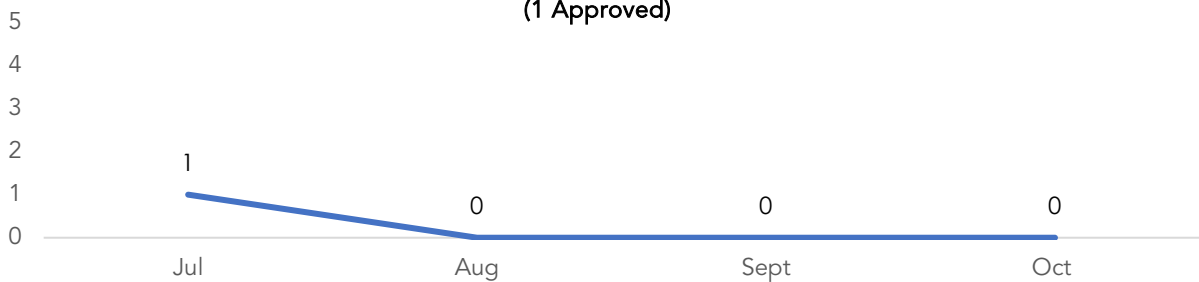
**PY 23 Placement July 2023 - October 2023**  
(23 Approved)



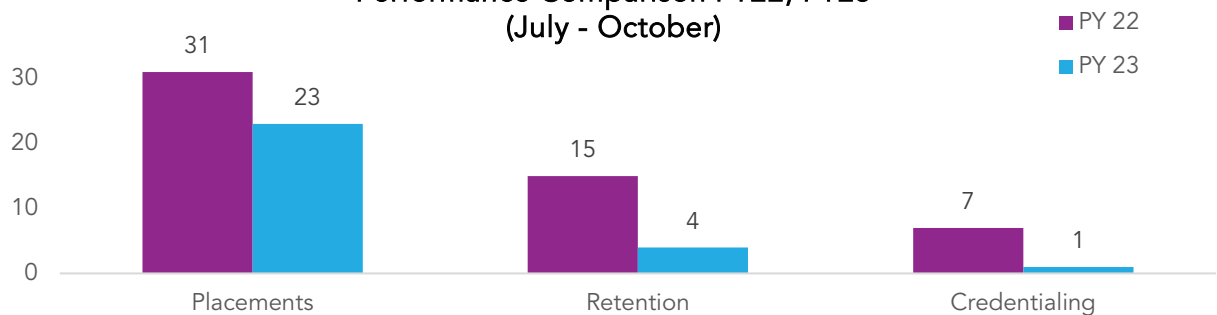
**PY 23 Retention July 2023 - October 2023**  
(4 Approved)



**PY 23 Credentialing July 2023 - October 2023**  
(1 Approved)



**Performance Comparison PY22, PY23**  
(July - October)



## 1. What is your overall stress level right now? (FILL IN A CIRCLE)

I AM VERY STRESSED

I AM NOT STRESSED AT ALL

## 2. Where do you feel you and your family currently are in these areas of life? (FILL IN A CIRCLE IN EACH PATHWAY ROW)

		AREA OF SIGNIFICANT NEED	AREA OF NEED	STABLE BUT COULD IMPROVE	THRIVING	
EMPLOYMENT AND INCOME						
<b>Current Employment</b>	I am working in a survival job that I don't like or I am not working					I am stably employed and I love my job!
<b>Past Work Experience</b>	I have no past work or volunteer experience that lasted at least six months					I have previous work or volunteer experience that I enjoyed and that lasted 6 months or more
<b>Job Search Skills</b>	I don't know where to find work; the jobs I apply for don't hire me					I am being invited to interviews and/or I have been offered a job
<b>Financial Literacy</b>	I don't use a bank or credit union and I do not know what services are available to me through a bank or credit union					I have a checking and/or savings account through a bank or credit union
<b>Income and Expenses</b>	My income is not enough to cover my basic living					My income is stable, I am current on my bills, I have money for saving or spending
<b>Justice-Involvement</b>	I work certain jobs or I have lost jobs because of current or criminal justice issues					I have no current or prior criminal justice involvement or issues

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

adjacent possible

		AREA OF SIGNIFICANT NEED	AREA OF NEED	STABLE BUT COULD IMPROVE	THRIVING	
EDUCATION AND TRAINING						
<b>Education, training, and earning a credential</b>	I don't have a high school diploma, GED, or entry-level certificate					I have a degree or industry-recognized certificate(s) in a high demand occupation
<b>Language (for non-native English speakers)</b>	I need help with English language and literacy					I am fully bi-lingual
BASIC NEEDS						
<b>Housing</b>	My family doesn't have housing					My family has stable and safe housing
<b>Food</b>	I often do not have enough food to feed my family					I always have enough healthy food to feed my family
<b>Clothing</b>	I do not have enough clothing for myself and my family					I always have enough clothing for myself and my family
<b>Transportation</b>	I do not have transportation to get to the places I need to go					I have reliable transportation and a reliable backup plan
<b>Dependent Care</b>	I have no child care					I have reliable child care and a reliable back up plan
HEALTH AND WELL-BEING						
<b>Health and Personal Well-Being</b>	My personal health and well-being need my attention					I am doing well and am fully able to work
<b>Mental Health</b>	I have several mental health symptoms that impact my daily life, work, parenting, etc.					I have no mental health symptoms or my symptoms are controlled

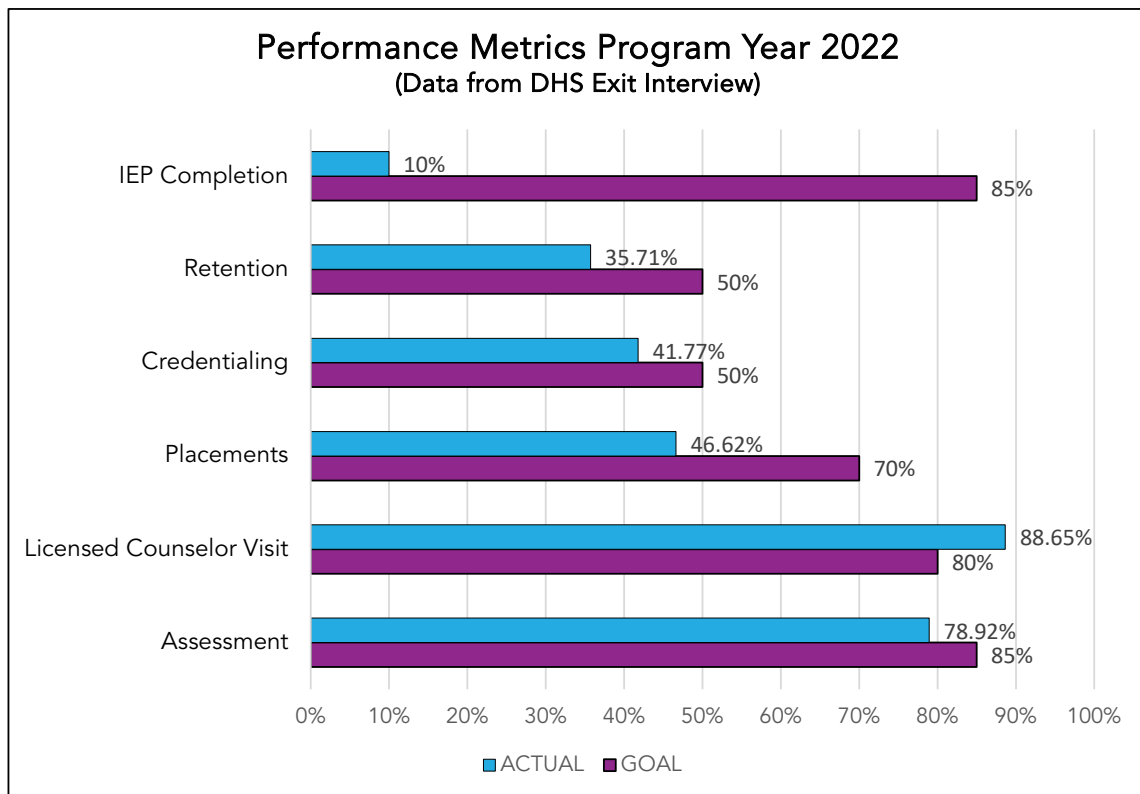
		AREA OF SIGNIFICANT NEED	AREA OF NEED	STABLE BUT COULD IMPROVE	THRIVING	
HEALTH AND WELL-BEING CONTINUED						
<b>Substance Use</b>	I have ongoing issues with drug or alcohol use causing problems for me					I don't currently use or have a history of substance use issues, or I'm currently clean and/or in a recovery program
FAMILY RELATIONSHIPS AND SOCIAL SUPPORTS						
<b>Social Support</b>	I have no social support or my network is not supportive					I have consistent and effective social support
<b>Relationship with Partner (leave blank if N/A)</b>	I am in a relationship that doesn't feel safe					I am in a safe, supportive, relationship

**3. Is there something specific that you want to talk about during this meeting with your coach?**

**4. Do we need to update any of your information? (Example address, phone number, email, employment, household composition, health or mental health providers, etc.)**

## EARN Program Year 2022-2023 Performance Metrics

This report outlines each of the key performance metrics tracked by the PA Department of Human Services, Bureau of Employment Programs (BEP). The goal for each measure is shown as a purple bar. Actual performance for program year 2022, as indicated by Advance Central PA's BEP Advisor during the monitoring exit interview, is shown in blue above the goal.



# BUDGET FOR EARN GRANT AGREEMENT

Grantee: Central Pennsylvania Workforce Development Corporation

Grant: # 4100077209

Period: July 1, 2023 through December 31, 2023

TANF Portion of Grant = \$ \$ 2,010,846.00

SNAP Portion of Grant = \$ \$ 51,904.00

Total Grant = \$ \$ 2,062,750.00

\*Administrative costs are to be included in this amount, but may not exceed 10% of the total grant.

## EARN Expenditures as of 6.30.23

### COST REIMBURSEMENT

	TANF Portion Total Grant	TANF Amount Expended	SNAP Portion Total Grant	SNAP Amount Expended	Total Grant	Balance Remaining	% Expended
<b>Administration</b>							
<u>Personnel</u>							
Salaries							
Total Salaries	\$ 130,200.00	\$ 74,207.70	\$ 3,244.00	\$ 872.84	\$ 133,444.00	\$ 59,236.30	55.61%
Fringe Benefits							
Total Fringe Benefits	\$ 39,672.00	\$ 23,777.72	\$ 988.00	\$ 273.52	\$ 40,660.00	\$ 16,882.28	58.48%
Total Personnel	\$ 169,872.00	\$ 97,985.42	\$ 4,232.00	\$ 1,146.36	\$ 174,104.00	\$ 76,118.58	56.28%
<u>Equipment &amp; Supplies</u>							
Consumable Supplies	\$ 650.00	\$ 470.23	\$ 22.00	\$ 6.61	\$ 672.00	\$ 201.77	69.97%
Equipment Purchases	\$ 738.00	\$ 82.46	\$ 42.00	\$ 1.26	\$ 780.00	\$ 697.54	10.57%
Total Equipment & Supplies	\$ 1,388.00	\$ 552.69	\$ 64.00	\$ 7.87	\$ 1,452.00	\$ 899.31	38.06%
<u>Operating</u>							
Audit	\$ 2,000.00		\$ 50.00		\$ 2,050.00	\$ 2,050.00	0.00%
Insurance	\$ 250.00	\$ 337.39	\$ 12.00	\$ 3.78	\$ 262.00	\$ (75.39)	128.77%
Postage	\$ 125.00	\$ 78.64	\$ 5.00	\$ 1.66	\$ 130.00	\$ 51.36	60.49%
Telephone	\$ 1,500.00	\$ 805.98	\$ 40.00	\$ 9.31	\$ 1,540.00	\$ 734.02	52.34%
Rent	\$ 15,250.00	\$ 8,346.80	\$ 427.00	\$ 96.38	\$ 15,677.00	\$ 7,330.20	53.24%
Bus Services	\$ 8,400.00	\$ 7,609.89	\$ 295.00	\$ 62.08	\$ 8,695.00	\$ 1,085.11	87.52%
Travel	\$ 2,300.00	\$ 1,555.44	\$ 65.00	\$ 28.95	\$ 2,365.00	\$ 809.56	65.77%
Total Operating	\$ 29,825.00	\$ 18,734.14	\$ 894.00	\$ 202.16	\$ 30,719.00	\$ 11,984.86	60.99%
<b>Total Administration</b>	<b>\$ 201,085.00</b>	<b>\$ 117,272.25</b>	<b>\$ 5,190.00</b>	<b>\$ 1,356.39</b>	<b>\$ 206,275.00</b>	<b>\$ 89,002.75</b>	<b>56.85%</b>
<b>Program Activities</b>							
<u>Other Program Expenses</u>							
Incentives (TANF)					\$ -	\$ -	#DIV/0!
Regional Technology (Zoom, WIN, Wifi)	\$ 3,237.00				\$ 3,237.00	\$ 3,237.00	0.00%
PA CareerLink® Operating Budget/RSAB	\$ 248,502.00	\$ 104,468.00			\$ 248,502.00	\$ 144,034.00	42.04%
Training & Credentials	\$ 70,857.00	\$ 10,868.00			\$ 70,857.00	\$ 59,989.00	15.34%
PWE/Subsidized Wage Contracts	\$ 5,000.00				\$ 5,000.00	\$ 5,000.00	0.00%
Total Other Program Expenses	\$ 327,596.00	\$ 115,336.00	\$ -	\$ -	\$ 327,596.00	\$ 212,260.00	35.21%
<u>Subcontractors</u>							
CSO	\$ 1,397,165.00	\$ 635,601.00	\$ 46,714.00	\$ 21,905.00	\$ 1,443,879.00	\$ 808,278.00	44.02%
TIU	\$ 85,000.00	\$ 44,998.00			\$ 85,000.00	\$ 40,002.00	52.94%
Total Subcontractors	\$ 1,482,165.00	\$ 680,599.00	\$ 46,714.00	\$ 21,905.00	\$ 1,528,879.00	\$ 848,280.00	44.52%
<b>Total Program Activities</b>	<b>\$ 1,809,761.00</b>	<b>\$ 795,935.00</b>	<b>\$ 46,714.00</b>	<b>\$ 21,905.00</b>	<b>\$ 1,856,475.00</b>	<b>\$ 1,060,540.00</b>	<b>42.87%</b>
<b>TOTAL GRANT</b>	<b>\$ 2,010,846.00</b>	<b>\$ 913,207.25</b>	<b>\$ 51,904.00</b>	<b>\$ 23,261.39</b>	<b>\$ 2,062,750.00</b>	<b>\$ 1,149,542.75</b>	<b>44.27%</b>

Performance Funds Available: \$ 647,622.35