



Local Elected Official (LEO) Board Meeting

June 19, 2024

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/>.

Local Elected Official (LEO) Board Meeting Agenda

Union County Government Center, Lewisburg
Wednesday, June 19, 2024
9:20 a.m. – 9:45 a.m.

9:20 – 9:25	Call to Order and Approval of Minutes	Rob Postal
9:25 – 9:30	Public Comment	
9:30 – 9:40	Executive Director’s Update	Erica Mulberger
9:40 – 9:45	Open Discussion	
9:45	Adjournment/Date of Next Meeting	Rob Postal
	<ul style="list-style-type: none">• Executive Committee – August 9, 2024 at 10:00 a.m.• LEO Board - September 18, 2024 at 9:00 a.m.• WDB/LEO Board – September 18, 2024 at 10:00 a.m.	

Local Elected Official Board Action Items June 19, 2024

1. Motion to approve the minutes from the March 20, 2024 LEO Board meeting.

Motion:

Second:

Local Elected Officials (LEO Board)

Meeting Notes

March 20, 2024

The Local Elected Official (LEO) Board of Advance Central PA held a meeting Wednesday, March 20, 2024 at the Union County Government Center, Lewisburg, PA.

LEO Board Members Attending

Commissioner Angela Harding, Clinton County
Commissioner Rebecca Dressler, Montour County
Commissioner David Kovach, Columbia County
Commissioner Joe Klebon, Northumberland County
Commissioner Mark Mussina, Lycoming County
Commissioner Robert Postal, Mifflin County
Commissioner Stacy Richards, Union County

Guests Attending

Jon Dewald
Michele Foust
Dean Girton
Dave Zartman

WDB Staff Attending

Korrie Lucas
Erica Mulberger
Gabi Randall
Kristie Swetts
Kelly Walter

LEO Board Members Excused

Commissioner Steven Dershem, Centre County
Commissioner Chuck Steininger, Snyder County

Call to Order and Welcome

Commissioner Robert Postal opened the meeting at 9:08 a.m. and confirmed a quorum was met.

Approval of Meeting Minutes

Commissioner Postal called for a motion to approve the December 20, 2023, meeting minutes previously sent to all LEO Board members.

- ▲ **Commissioner Angela Harding made a motion to approve the minutes from the December 20, 2023 LEO Board meeting. Commissioner Dave Kovach seconded the motion. The motion was unanimously approved with no abstentions.**

Invitation for Public Comments

Commissioner Postal opened the floor for public comments. There was none.

Fiscal Year 2023 Single Audit Review

Commissioner Postal welcomed Chris Shirock (on the phone) from Young, Oakes, Brown & Company (YOBCO) to present an overview of the FY2023 Single Audit. Chris thanked staff for their cooperation throughout the audit and then guided the LEO Board through the full audit report, announcing an unmodified, clean opinion of the audited materials that resulted in no findings.

Chris began by explaining a change in accounting principles regarding a new requirement that long term leases must be capitalized and reported as both right of use assets and right of use liabilities. The organization has adopted the new accounting guidance.

He then explained that as a low-risk auditee, YOBCO needed to test 20% of federal awards. The WOIA Cluster, (i.e., Adult, Dislocated Worker, and Youth formula fund grants) were tested and represented 64% of the total expenditures on the Schedule of Expenditures of Federal Awards, significantly surpassing the minimum requirement.

In summary, Chris reported an unmodified opinion was issued on Advance Central PA's financial statements. There were no material weaknesses in internal control identified, and the audit of financial statements did not disclose any noncompliance.

Members asked a variety of questions which Chris responded to including an explanation of: the timing of when bills are submitted and reported, the increase in accounts payable that results from how and when grants are received, further information about how the new requirement regarding long-term leases works, and confirmation of the percentage of administration versus program expenditures. Erica Mulberger, Advance Central PA Executive Director, clarified that staff can charge to program depending on what their tasks are. The Board thanked staff for both their efficiency in maintaining a 4% administrative rate when the cap is 10% and their dedication to compliance as demonstrated in the audit.

- ▲ **Commissioner Joe Klebon made a motion to accept the Single Audit for Fiscal Year 2023 as presented by Young, Oakes, Brown & Company P.C. Commissioner Stacy Richards seconded the motion. The motion was unanimously approved with no abstentions.**

LEO Committee Appointment

Commissioner Postal announced there are two openings for LEO members on the Audit/Finance Committee and asked for volunteers who would like to submit their name to the WDB Chair for appointment. One of the key responsibilities of the LEO Board is to assure fiscal accountability. Commissioner Stacy Richards and Commissioner Rebecca Dressler volunteered.

Workforce Development Board Membership

Erica Mulberger, Advance Central PA Executive Director, provided an update. Suzanne White is retiring from Kish Bank and has recommended Beth Gilmore for consideration on the WDB. Tracie Witter has changed positions with PPL and has recommended Jonah Howe for consideration. Both referrals completed applications that were reviewed by the Governance Committee and subsequently recommended for the LEO Board's consideration. Erica recommended slightly extended terms to stagger the cohorts of WDBs for sustainability purposes.

- ▲ **Commissioner Angela Harding made a motion to appoint Beth Gilmore, Vice President, Human Resource Director for Kish Bank and Jonah Howe, Regional Affairs Director for PPL, to the Workforce Development Board as business organization representatives with terms from April 1, 2024 through June 30, 2027. Commissioner Mark Mussina seconded the motion. The motion was unanimously approved with no abstentions.**

Executive Director's Update

Erica Mulberger, Advance Central PA Executive Director, provided updates.

New Member Orientation

Orientation was offered to new Commissioners as well as existing LEO Board members as a refresher. With six in attendance, Erica reported it went well. Commissioner Postal thanked Erica and encouraged others to attend upcoming sessions as they are offered.

Open Discussion

Commissioner Angela Harding discussed the Dinner & Dessert events staff are organizing around the region to help employers connect with high school students; she plans to host one showcasing opportunities with Clinton County Government. She encouraged fellow Commissioners to connect with the staff and their local PA CareerLink® for opportunities.

Commissioner Postal discussed the value of signing days for high school students who will be entering the workforce.

Commissioner Kovach asked Erica for updates on STEM learning and initiatives. Erica shared that Central PA EcosySTEM is a collaboration between Central Susquehanna Intermediate Unit and Sun Area Technical Institute as well as other partners dedicated to STEM learning. This is the group that invited Erica to learn more about a successful STEM initiative in Florida earlier in the year. Degenstein Foundation is launching DegenSTEAM Academy with a library of STEM activities to scale some of the lessons learned during that trip to Florida. Further, Erica shared that the Chamber of Business Industry Centre County is doing work in STEM via a Business Committee.

Dave Zartman questioned if there was a rapid response to River Run Foods. Erica explained there was a meeting planned with the company as part of the Engage! grant with SEDA-COG, however the communication stalled. Erica will find out more.

Date of Next Meetings

Commissioner Holdren announced the following upcoming meetings:

- Executive Committee – April 12, 2024 at 10:00 a.m.
- Annual Meeting of the Members/LEO Board Meeting – June 19, 2024, 9:00 a.m.
- WDB/LEO Board – June 19, 2024 at 10:00 a.m.

Adjournment

With no further business to attend to, Commissioner Holdren adjourned the LEO Board at 9:44 a.m.

Respectfully submitted,
Kelly Walter



Office/Board Coordinator