

Executive Committee Agenda

Zoom Video Conference
Friday, February 14, 2025
10:00 a.m.

Introduction & Call to Order M. Foust

Public Comment

Review & Approval of Meeting Minutes M. Foust

Committee Updates & Action Items

- Audit/Finance Committee
 - Action Needed: Increase Out of School Youth Training Funds
 - Action Needed: Renew line of credit with First National Bank
 - Action Needed: Modify Advance Central PA Cost Allocation Plan
- EARN Committee
- Governance Committee
- Personnel Committee
 - Action Needed: Complete Third-party Review of Salary Scale
- Policy & Performance Committee
 - Action Needed: Award contract for One-Stop Operator
- Youth Committee

Executive Director Updates E. Mulberger

Open Discussion M. Foust

Upcoming Meeting Dates M. Foust

- LEO Board Meeting – March 19, 2025 @ 9:00 a.m.
- Joint WDB/LEO Meeting – March 19, 2025 @ 10:00 a.m.
- Executive Committee Meeting – April 11, 2025 @ 10:00 a.m.

Executive Committee

Meeting Notes November 8, 2024

The Executive Committee of Advance Central PA held a Zoom Video Conference meeting on Friday, November 8, 2024.

The following members attended:

Jay Alexander
Jim Beamer
Kenneth Chappell
Michele Foust
Dean Girton
Jon Ritter
Dave Zartman

The following members were excused:

Jamie Aurand
Robert Postal

The following staff attended:

Korrie Lucas
Erica Mulberger

The following guests attended:

Bob Pisko

Proceedings

The meeting was called to order at 10:02 a.m. by Michele Foust, Executive Committee Chair.

Public Comment

Erica Mulberger, Executive Director, introduced Bob Pisko as the region's compliance monitor from the PA Dept. of Labor & Industry, Bureau of Workforce Development Administration. Bob greeted the Executive Committee.

Review & Approval of Meeting Minutes

- ▲ **Dean Girton made a motion to approve the August 9, 2024 Executive Committee meeting minutes. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

Executive Committee Updates & Action Items

Michele reviewed the proposed 2025 Workforce Development Board meeting schedule which includes planned meeting for the WDB, LEO, and Executive Committee.

- ▲ **Jim Beamer made a motion accept the 2025 Workforce Development Board Meeting Schedule. Jon Ritter seconded the motion. The motion was unanimously approved with no abstentions.**

Personnel Committee

Dave Zartman, Personnel Committee Chair, provided the update.

Health Insurance

The Personnel Committee reviewed insurance plan options resulting in a recommendation to switch to an Affordable Care Act Plan. The recommended plan has lower copays, eliminates co-insurance, has lower deductibles, and reduces the maximum out of pocket for family coverage. The Personnel Committee reviewed the cost of insurance premiums to the cost of care items and decided this was the best option forward.

- ▲ **Dave Zartman made a motion to change to Geisinger Small Group ACA All-Access HMO with a \$400 deductible effective for the November 1, 2024 plan year with Advance Central PA continuing to pay 100% for employee premiums and 80% for dependent premiums. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

Staffing

Staff has been actively interviewing to fill two positions: Business Engagement Coordinator and Communications Coordinator. There were strong candidates for each.

Jamie Mercaldo, currently employed by Advance Central PA as the PA CareerLink® Site Administrator in Sunbury and Bloomsburg has accepted the Business Engagement Coordinator position. She brings significant experience and skills into her new position. The Site Administrator position is posted.

Staff are in the process of completing second interviews with candidates for Communications Coordinator.

Erica added there are applicants for Site Administrator with first round interviews scheduled next week. Dave asked whether applications are external or internal; Erica responded that to date they are external. Jamie will begin in her new role effective December 2.

The Personnel Committee will meet as needed.

Audit/Finance Committee

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

Financial Reports through September 30, 2024

The Contract Expense and Obligation Report shows the total funding available, amount expended, and amounts obligated and unobligated through September 30th. Additions to the report since last presented include the PY24 Business and Education Partnership grant and the Dislocated Worker Opioid grant (DWG Opioid) which will be awarded in increments; full grant amounts are \$150,000 and \$1,211,675, respectfully.

The Advance Central PA Operating Budget to Actual Report shows Advance Central PA spent 18.64% of the 25% anticipated expenditure rate for this time of the year. Several line items are over the anticipated expenditure rate due to expenditures being made early in the year rather than throughout the year. Vacancies such as for Business Engagement Coordinator contribute to being under the expected 25%.


As shown on the Consolidated RSAB Expense Report, PA CareerLink® sites are currently at 23.81% expended. The report includes costs such as rent, supplies, and shared staff (Site Administrator, Greeter, Security Guard, etc.). Advance Central PA pays 53% of the overall cost of operating PA CareerLink® with Title I and EARN funds while other partners pay 47%.

The Subcontractor Budget to Actual Comparison shows expenses for each of the procured service providers and Erica noted there are no concerns at this time. She explained the Appalachian Regional Commission (ARC) Reboot grant ended September 30th. Unexpended funds resulting from lower than expected enrollments will be returned to ARC. Reboot will continue under the DWG Opioid grant.

The FY25 Consolidated Training Contract Obligations report from July 1, 2024 through October 18, 2024 shows 55 participants have received ITAs and 20 participants were approved for OJTs. Notably, 82% of the ITAs were Adult Priority of Service (POS). Compared to the same time frame in the prior year, there were 37 ITAs (33 POS) and 19 OJTs.


Adult Training Funds

The available budget for Adult ITAs and OJTs are running low. Staff recommends increasing available funds by \$50,000 from the unallocated portion of the budget to avoid a wait list.

 **Jim Beamer made a motion to increase Adult ITA and OJT training funds by \$50,000. Dean Girton seconded the motion. The motion was unanimously approved with no abstentions.**

PA CareerLink® Centre County Lease

The lease for the PA CareerLink® Centre County expired on September 30th with a month-to month extension in place. Staff has negotiated with the landlord; new terms are a two-year lease with rent increasing from \$4,084.47 a month to \$4,207.01 with improvements made to the site including new carpet. Erica explained this negotiated lease has the same funding out clause as all site leases do, providing a safety net if there would be a decrease in funding.

 **Dave Zartman made a motion to enter a 2-year extension of the lease agreement with American Philatelic Research Library for the PA CareerLink® Centre County located at 204 Match Factory Place, Bellefonte, PA 16823, effective October 1, 2024 through September 30, 2026 with a cost of \$50,484.12 per year. Jay Alexander 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.

There are 71 new TANF Only EARN enrollments from July through October 1, 2024 and an additional nine SNAP Only EARN enrollments and seven Refugee Status enrollments, bringing the total to 87 new participants. New enrollments have been trending around 400 each program year.

DHS Bureau of Employment Program Policy Updates

Ken explained hourly requirements for EARN participants are set by the County Assistance Office based on federal requirements and individual/family circumstances. DHS was recently able to negotiate federal hourly requirements, reducing the 30-hour requirement for TANF Only adults to 20 hours, regardless of their other circumstances. Staff views this change as positive because it decreases the demands EARN participants and their children may face.

Coaching Collaborative

Advance Central PA staff and EARN staff continue to participate in the “Coaching Collaborative” project. The group is reviewing and evaluating current case management process flows to identify areas of improvement. Upon completion, a model of the overall case flow will be created, allowing current and future staff to visualize how a participant moves through services. The group is also finalizing a resource guide that will list local services, organizations, and supports. It will be a useful tool for EARN staff and participants alike, as well as other partner programs.

The EARN Committee will meet as needed.

Governance Committee

Dean Girton, Governance Committee Chair, provided the update.

Membership

Dean reminded members that Sue Auman’s resignation leaves a vacancy for a representative from a labor union or community-based organization working with youth or individuals with disabilities. Applicants from any county are welcome and there is a 120-day limit to filling the vacancy to stay compliant. Dean asked everyone to consider this and send information to Erica on prospective candidates.

Workforce Development Leadership

With the first year of Shelly’s two-year term as Chair coming to a close in December, the role of WDB Vice-Chair continues to be vacant; filling this position sets the WDB up for having a successor candidate for Chair. In accordance with federal rules, the position is open to private-sector members and the Governance Committee welcomes interested parties to speak to Erica.

Additionally, we may need to fill the Treasurer and Audit/Finance Committee Chair role pending Jim Stopper’s ability to be re-appointed to the WDB at the December LEO Board meeting. Erica has spoken to Jamie Aurand, and he is willing to step into the Treasurer and Audit/Finance Committee Chair role if needed. Dean affirmed this as a solid plan given Jamie’s current role on the Audit/Finance Committee and extensive knowledge of the WDB and experience with finances.

The Governance Committee will meet as needed.

Policy and Performance Committee

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

Advance Central PA Monitoring Highlights

Jim highlighted the local monitoring that is underway including for Adult/Dislocated Worker program operations and equal opportunity, and In-School Youth programming including 2024 summer activities.

Staff are currently working on a revised monitoring report format that aligns more closely with the reports received by the PA Dept. of Labor & Industry.

PA Department of Labor & Industry Bureau of Workforce Development Administration (BWDA) Monitoring

BWDA will soon provide local areas the initial findings from their PY23 monitoring. Staff recently submitted all requested documents related to BWDA’s PY24 Procurement and Subcontractor monitoring as BWDA will continue to monitor aspects of operations on their year-round schedule.

PA Department of Labor & Industry Office of Equal Opportunity (OEO) Monitoring

OEO is conducting 2024 Equal Opportunity compliance monitoring. Staff must complete and submit the OEO survey by December 5, 2024. The last OEO monitoring was successfully closed with no concerns.

WIOA Job Seeker Services Request for Proposals (RFP)

A selection committee is needed to review proposals submitted in response to the open WIOA Job Seeker Services RFP which includes Adult/Dislocated Worker services. Jim volunteered to serve and highly recommended that others volunteer in this capacity as well.

The Policy and Performance Committee will meet as needed.

Youth Committee

Jon Ritter, Youth Committee Chair, provided the update.

In-School Youth (ISY) - Bridges to the Future operated by Central Susquehanna Opportunities, Inc. (CSO):

Jon shared a chart that breaks down goals between Comprehensive Registrations and Specialized Registrations. Comprehensive Registration means students want access to all the youth activities outlined in WIOA including case management, introduction to entrepreneurialism, financial literacy, leadership, etc. Specialized Registration means the students want access to specific program offerings like paid internship or Camp STEAM without registering for all the other services.

Although a quarter of the way through the program year which would indicate new registrations should be at 25%, the program is on target since recruitment begins at the start of the school year. CSO is currently on target to meet goals for specialized paid internships and job shadows while Camp STEAM and Business Challenge are scheduled to occur later in the school year and summer.

Out-of-School Youth (OSY) - YES to the Future (YES) operated by Central Susquehanna Intermediate Unit (CSIU):

Recruitment for OSY occurs year-round, so actual new registrations at 25% of the goal shows the program is on target. CSIU is slightly lagging the anticipated 25% rate in the paid pre-work experience and paid internships; however, they are on target to exceed their goals for job shadows and OJT.

Business Education Partnership Grant Updates

Advance Central PA is currently using funds from the Business Education Partnership grant to hold more Dinner & Dessert Student/Business Networking events between now and June 2025. Currently scheduled are an event with Clinton County Government, two events with Geisinger Danville, and an event with Lock Haven Rehabilitation & Senior Living. More events are in the pipeline for 2025.

Advance Central PA's newest Business Education Partnership grant spans September 2024-June 2026 and focuses on the continuation of projects that have proven successful, including: Virtual Reality career exploration, Aviation STEM Camps, What's So Cool About Manufacturing?, and scholarships for Pennsylvania Free Enterprise Week.

The Youth Committee is currently planning a meeting.

Executive Director Update

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

- All subcontracts are due to end June 30, 2025 and will be procured this year. There will be numerous opportunities to volunteer to serve on an Evaluation Committee.
- The Local Plan needs re-written and submitted as required for implementation July 2025. The new data resource made available by the PA Dept. of Labor & Industry, Econo-View, will be helpful in looking at data to develop a strategy for assisting businesses. Econo-View includes comprehensive information about business health, challenges, and growth. Erica will be communicating with members to develop the Local Plan.
- Reported by the Sun-Gazette in Williamsport, political vandalism occurred in the city last weekend. Two PA CareerLink® vans were targeted and damaged with broken windows and attempted fire. CSO leadership is working with police and their insurance company to determine next steps. In the meantime, CSO has transferred a van to Williamsport so that EARN transportation services are not negatively impacted.

- Advance Central PA was notified that a company on Path to Careers had posted an image they did not have ownership rights to. After consulting with our solicitor, Erica learned the fee of \$500, less a 10% discount, must be paid to cover the cost of using the image. The image has since been removed and Path to Careers has been updated with a required field for users to indicate they have the rights to the images they are uploading and will be responsible for costs if they do not.
- Staff have written over 30 letters of support for local career & technical education providers as they submit grants for equipment. If they are all awarded, grants will bring over \$1M in new equipment to the providers in the region- a clear benefit to students and businesses.
- Erica reported that the PA CareerLink® is closed Monday for Veterans Day and asked the Committee if they would consider allowing Advance Central PA to have the day off as well. Staff continue to work hard and make an impact; this would be meaningful to them to be able to take the day in honor of America's Veterans.



Jim Beamer made a motion to give Advance Central PA staff a holiday on November 11, 2024, Veterans Day. Ken Chappell seconded the motion. The motion was unanimously approved with no abstentions.

- In coordination with the PA Rural Population Revitalization Commission, SEDA-COG held a stakeholder meeting focused on the population decline and brainstorming of steps the state could be taking to keep the current population here and increase it. Each county in the Central WDA was represented by either Commissioners or economic development partners. Erica appreciated being at the table for discussion.
- Erica attended an event held by US Representative Glenn "GT" Thompson in October. After meeting with his staff previously on WIOA Reauthorization, this more recent event allowed Erica to continue the discussion directly with Representative Thompson. Topics discussed include the need for WIOA Youth funding and the negative impact of training expenditure requirements. Erica provided local information including that 13% of expenditures were budgeted for training locally in the prior year with an unspent balance at the end of the year, indicating that we are meeting the training demand in our region without a blanket 50% training expenditure requirement. Blanket proposals to issues seen in other states are not the right direction forward and will have a negative impact on Central PA.
- Erica has recently met with US Senator Bob Casey's staff and will be prepared to educate incoming Senator David McCormick going forward so that he understands the local needs.

Open Discussion

None.

Date of Next Meeting

LEO Meeting – December 18, 2024, at 9:00 a.m.

Joint WDB/LEO Board Meeting – December 18, 2024, at 10:00 a.m.

Executive Committee Meeting – February 14, 2024, at 10:00 a.m.

Adjournment

With no further business to discuss, Shelly adjourned the meeting at 10:48 a.m.

Respectfully Submitted,



Korrie Lucas, Assistant Director

Executive Committee Updates and Actions to be Taken

February 14, 2025

1. Motion to approve the minutes from the November 8, 2024 Executive Committee meeting.

Audit/Finance Committee • Jamie Aurand, Chair

- Action Needed: Increase Out of School Youth Training Funds
- Action Needed: Renew line of credit with First National Bank
- Action Needed: Modify Advance Central PA Cost Allocation Plan

The Audit/Finance Committee will meet as needed.

EARN Committee • Kenneth Chappell, Chair

The EARN Committee will meet as needed.

Governance Committee • Dean Girton, Chair

The Governance Committee will meet as needed.

Personnel Committee • Dave Zartman, Chair

- Action Needed: Complete Third-party Review of Salary Scale

The Personnel Committee will meet as needed.

Policy and Performance Committee • Jim Beamer, Chair

- Action Needed: Award contract for One-Stop Operator

The Policy and Performance Committee will meet as needed.

Youth Committee • Jon Ritter, Chair

The Youth Committee will meet as needed.

Advance Central PA
 FY 25 Contract Expense and Obligation Report
 From 7/1/2024 Through 12/31/24

Contract Period	Contract Title	Available Funds	Total Expended	Obligated Funds ¹	% of Total Oblig. and Exp	Unoblig. Amount
07/23 - 06/25	PY23 1st Inc. WIOA Adult	7,148	7,148	0	100.00%	0
10/23 - 06/25	PY23 2nd Inc. WIOA Adult	1,105,194	897,432	145,773	94.39%	61,989
07/24 - 06/25	PY24 1st Inc. WIOA Adult	242,160	0	217,944	90.00%	24,216
10/24 - 06/25	PY24 2nd Inc. WIOA Adult	989,634	0	607,050	61.34%	382,584
	Adult Programs	2,344,136	904,580	970,767	80.00%	468,789
10/23 - 06/25	PY23 2nd Inc. WIOA Dislocated Worker	596,857	596,857	0	100.00%	0
07/24 - 06/25	PY24 1st Inc. WIOA Dislocated Worker	411,078	294,461	75,510	90.00%	41,107
07/24 - 06/25	PY24 2nd Inc. WIOA Dislocated Worker	1,495,884	0	852,444	56.99%	643,440
	Dislocated Worker Programs	2,503,819	891,318	927,954	72.66%	684,547
10/23 - 06/25	PY22 Rapid Response	69,027	59,126	9,902	100.00%	0
	Rapid Response Programs	69,027	59,126	9,902	100.00%	-1
04/23 - 06/25	PY23 WIOA Youth	1,069,231	692,059	229,654	86.20%	147,518
04/24 - 06/25	PY24 WIOA Youth	1,612,444	0	541,643	33.59%	1,070,801
07/23 - 06/25	PY23 TANF Youth	453,976	452,169	0	99.60%	1,807
07/24 - 06/25	PY24 TANF Youth	762,667	69,171	617,368	90.02%	76,128
06/23 - 06/25	PY22 Business & Education Partnership	63,942	26,849	22,601	77.34%	14,492
09/24 - 06/25	PY24 Business & Education Partnership 1st Inc.	51,450	696	0	1.35%	50,754
10/24 - 06/25	PY24 Business & Education Partnership 2nd Inc.	98,550	0	0	0.00%	98,550
	Youth Programs	4,112,260	1,240,944	1,411,266	64.50%	1,460,050
07/24 - 06/25	EARN	2,684,111	893,346	1,056,572	72.65%	734,193
	Welfare Programs	2,684,111	893,346	1,056,572	72.65%	734,193
02/20 - 06/25	Next Gen 19 - Healthcare	227,294	1,141	0	0.50%	226,153
02/20 - 06/25	Next Gen 19 - Adv. Man.	217,904	300	0	0.14%	217,604
01/24 - 06/25	Next Gen 23 - Building & Construction	175,000	221	0	0.13%	174,779
01/24 - 06/25	Next Gen 23 - Agricultural	149,692	375	0	0.00%	149,317
NA	IP Sustainability Fund	411,002	0	0	0.00%	411,002
	Industry Partnerships	1,180,892	2,037	0	0.17%	1,178,855
01/22 - 06/25	PASmart CPI Apprenticeship	194,571	38,159	128,886	85.85%	27,526
01/23 - 06/25	Apprenticeship Building America	159,642	6,657	8,975	9.79%	144,010
	Reemployment Services	354,213	44,816	137,861	51.57%	171,536
08/22 - 06/25	DCED Videos	29,810	661	0	2.22%	29,149
10/20 - 09/24	ARC Reboot	361,065	57,577	0	15.95%	303,488
07/24 - 12/24	Statewide - CareerLink Awareness	20,000	19,597	0	97.99%	403
07/24 - 06/25	Statewide - Communications Coordinator	49,525	2,601	0	5.25%	46,924
04/24 - 06/25	DWG Opioid ²	386,912	1,746	288,561	75.03%	96,605
NA	Research Department	111,571	25,971	0	23.28%	85,600
NA	Gold Standard	53,144	3,012	0	5.67%	50,132
NA	Highmark Initiative	777	0	0	0.00%	777
NA	Engage	28,828	110	0	0.38%	28,718
NA	Fit4Construction	42,500	0	0	0.00%	42,500
NA	ELIC	432	58	0	13.43%	374
	Other Programs	237,252	29,151	0	12.29%	208,101
	Grand Total	13,485,710	4,065,318	4,514,322	63.62%	4,906,070

Notes:

- 1 Obligated funds include the funds unexpended but obligated for the FY 24 subcontractor, training, and Resource Sharing Agreement budgets.
2. Grant is separated into increments, only the 1st increment has been received. Total of grant is \$1,211.675.

Advance Central PA
Operating Budget to Actual Comparison
From 7/1/2024 Through 12/31/24

	Total Budget - Original	YTD Actual Expense	Total Budget Variance - Original	Percent Total Budget Expended *
Operational Expenses				
Salaries And Benefits	1,353,122	498,067	855,054.74	36.81%
Staff Travel & Development	35,207	2,488	32,719.21	7.07%
Board Expenses	8,413	3,943	4,470.19	46.87%
General Office Supplies	6,996	2,198	4,797.62	31.42%
Leases - Copiers/Equipment	2,289	864	1,424.81	37.75%
Outreach	2,050	803	1,247.42	39.15%
Subscriptions	18,647	14,824	3,823.31	79.50%
Memberships	10,998	10,748	249.91	97.73%
Vehicles	0		0.00	#DIV/0!
Equipment And Furnishings	11,237	1,670	9,567.43	14.86%
Professional Fees	16,950	645	16,305.34	3.80%
Business Services	14,760	1,001	13,759.25	6.78%
Computer Services	45,144	17,631	27,513.09	39.05%
Facility Costs	<u>76,886</u>	<u>39,059</u>	<u>37,826.56</u>	<u>50.80%</u>
Total Operational Expenses	1,602,699.00	593,940.12	1,008,758.88	<u>37.06%</u>
Total Expenditures	1,602,699.00	593,940.12	1,008,758.88	<u>37.06%</u>

Notes:

* Anticipated expenditure rate of 50%.

Advance Central PA
 FY25 Consolidated RSAB Budget to Actual Comparison
 From 7/1/2024 Through 12/31/24

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended *	Percent Total Budget Remaining
REVENUE:					
WIOA Adult	234,608	97,861	136,747	41.71%	58.29%
WIOA Dislocated	234,608	97,861	136,747	41.71%	58.29%
WIOA Out of School	133,946	56,079	77,867	41.87%	58.13%
EARN	264,688	108,556	156,132	41.01%	58.99%
Advance Central PA Total: ¹	<u>867,849</u>	<u>360,357</u>	<u>507,493</u>	<u>41.52%</u>	<u>58.48%</u>
WAGNER PEYSER	254,608	105,736	148,872	41.53%	58.47%
WP REGIONAL	15,420	6,710	8,710	43.51%	56.49%
VETS	121,097	51,525	69,572	42.55%	57.45%
RAPID RESPONSE	12,234	4,848	7,386	39.63%	60.37%
OVR	114,584	47,398	67,186	41.37%	58.63%
OVERSIGHT	15,420	6,710	8,710	43.51%	56.49%
RESEA	217,036	90,361	126,675	41.63%	58.37%
STAFF DEVELOPMENT	29,378	13,373	16,005	45.52%	54.48%
TRADE	0	-	-	#DIV/0!	#DIV/0!
State Partner Total:	779,776	326,661	453,115	41.89%	58.11%
 Total REVENUE	<u><u>1,647,625</u></u>	<u><u>687,018</u></u>	<u><u>960,607</u></u>	<u><u>41.70%</u></u>	<u><u>58.30%</u></u>
EXPENSES:					
PERSONNEL					
Total PERSONNEL	<u>848,971</u>	<u>378,128</u>	<u>470,843.16</u>	<u>44.54%</u>	<u>55.46%</u>
FACILITY					
Total FACILITY	<u>693,729</u>	<u>337,139</u>	<u>356,590.08</u>	<u>48.60%</u>	<u>51.40%</u>
OPERATIONAL					
Total OPERATIONAL	<u>304,321</u>	<u>84,694</u>	<u>219,627</u>	<u>27.83%</u>	<u>72.17%</u>
USAGE FEE (Non-Partner Renters)					
Total USAGE FEE	<u>199,396</u>	<u>112,943</u>	<u>86,453</u>	<u>56.64%</u>	<u>43.36%</u>
 TOTAL EXPENDITURES	<u><u>1,647,625</u></u>	<u><u>687,018</u></u>	<u><u>960,607</u></u>	<u><u>41.70%</u></u>	<u><u>58.30%</u></u>

NOTE: Revenue amounts show details by RSAB partner. The expenses are listed by category. Monthly, the expenses are allocated to all partners and then the revenues are collected. Therefore revenues and expenditures should be equal.

* Anticipated expenditure rate of 50%.

1 Advance Central PA is responsible for approximately 52% of the total shared PA CareerLink® operating costs compared to 48% paid by other required PA CareerLink® partners.

Advance Central PA
 Subcontractor Budget and Actual Comparison
 From 7/1/2024 Through 12/31/24

Tuscarora Intermediate Unit 11(TIU)

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended ¹	Percent Total Budget Remaining
OPERATIONAL EXPENSES ²					
Adult Pool	528,641	263,738	264,903	49.89%	50.11%
Dislocated Worker Pool	521,905	344,786	177,119	66.06%	33.94%
PACL Awareness	1,188	1,188			
OS Youth Pool ³	100,000	46,096	53,904	46.10%	53.90%
TANF	10,000	4,610	5,390	46.10%	53.90%
ARC Reboot ⁵	18,999	15,992	3,007	84.17%	15.83%
EARN Pool ³	100,000	46,096	53,904	46.10%	53.90%
Total OPERATIONAL EXPENSES	<u>1,280,732</u>	<u>722,506</u>	<u>558,226</u>	56.41%	43.59%
DIRECT CUSTOMER SERVICES ⁴					
ARC Reboot	6,693	-	-	0.00%	100.00%
Total DIRECT CUSTOMER SERVICES	<u>-</u>	<u>-</u>	<u>-</u>	0.00%	100.00%
TOTAL EXPENDITURES	<u>1,280,732</u>	<u>722,506</u>	<u>558,226</u>	56.41%	43.59%

Central Susquehanna Opportunities, Inc. (CSO)

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended ¹	Percent Total Budget Remaining
OPERATIONAL EXPENSES ²					
Adult Pool	619,254	270,390	348,864	43.66%	56.34%
IS Youth Pool	39,735	14,901	24,834	37.50%	62.50%
TANF Youth	583,520	249,591	333,929	42.77%	57.23%
Dislocated Worker Pool	607,399	261,426	345,973	43.04%	56.96%
Business Edu. Partnership	30,452	12,470	17,982	40.95%	59.05%
Rapid Response ⁶	63,840	56,117	7,723	87.90%	12.10%
ARC Reboot ⁵	32,620	28,164	4,456	86.34%	13.66%
EARN Pool	1,420,619	608,998	811,621	42.87%	57.13%
EARN SNAP	46,714	21,415	25,299	45.84%	54.16%
Total OPERATIONAL EXPENSES	<u>3,444,153</u>	<u>1,523,472</u>	<u>1,920,681</u>	44.23%	55.77%

DIRECT CUSTOMER SERVICES ⁴					
Adult Pool	10,000	5,502	4,498	55.02%	44.98%
IS Youth Pool	6,014	-	6,014	0.00%	100.00%
TANF Youth	238,775	85,128	153,647	35.65%	64.35%
Dislocated Worker Pool	5,000	1,375	3,625	27.50%	72.50%
ARC Reboot ⁵	7,535	474	7,061	6.29%	93.71%
EARN Pool	31,000	14,838	16,162	47.86%	52.14%
Total DIRECT CUSTOMER SERVICES	298,324	107,317	191,007	35.97%	64.03%
TOTAL EXPENDITURES	3,742,477	1,630,789	2,111,688	43.58%	56.42%

Central Susquehanna Intermediate Unit

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended	Percent Total Budget Remaining
OPERATIONAL EXPENSES ²					
TANF Youth	191,085	78,809	112,276	41.24%	58.76%
OS Youth Pool	768,299	392,257	376,042	51.06%	48.94%
Total OPERATIONAL EXPENSES	959,384	471,066	488,318	49.10%	50.90%
DIRECT CUSTOMER SERVICES ⁴					
TANF Youth	51,833	25,898	25,935	49.96%	50.04%
OS Youth Pool	260,951	90,642	170,309	34.74%	65.26%
Total DIRECT CUSTOMER SERVICES	312,784	116,540	196,244	37.26%	62.74%
TOTAL EXPENDITURES	1,272,168	587,606	684,562	46.19%	53.81%

NOTES:

1 Anticipated expenditure rate of 50% for operating expenses.

2 Operational expenses include personnel, facilities, and operating expenses for the subcontractors.

3 These budgets are for TIU's Business Services contract in which TIU assists with placements of program participants and helps employers find talent from all PA CareerLink[®] programs.

4 Direct customer services include wages and benefits for participants in paid work experience and support services like transportation, clothing, and clearances.

5 ARC Reboot ended 9/30/24.

6 CSO Rapid Response budget includes The Link. A portion of the Link budget will be paid under a separate contract.

FY25 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS
As of 1/31/2025

Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance	Number of Participants	Percentage of Total Budget Obligated
INDIVIDUAL TRAINING ACCOUNTS (ITAs)						FY25 ITA	
Adult	\$3,054	\$0	\$2,760	\$2,760	\$294	2	90.36%
Adult POS	\$253,539	\$119,741	\$103,102	\$222,843	\$30,696	77	87.89%
Dislocated Worker	\$91,546	\$4,430	\$39,885	\$44,315	\$47,231	14	48.41%
TOTAL ITA	\$348,140	\$124,171	\$145,747	\$269,918	\$78,222	93	77.53%

ON THE JOB TRAININGS (OJTs)						FY25 OJT	
Adult	\$12,036	\$2,959	\$8,592	\$11,551	\$485	2	95.97%
Adult POS	\$87,847	\$46,096	\$26,076	\$72,172	\$15,676	9	82.16%
Dislocated Worker	\$61,031	\$18,277	\$17,030	\$35,308	\$25,723	5	57.85%
Out of School Youth	\$102,329	\$60,236	\$30,755	\$90,991	\$11,339	14	88.92%
TOTAL OJT	\$263,243	\$127,568	\$82,453	\$210,021	\$53,222	30	79.78%
TOTAL ITA/OJT	\$611,383	\$251,738	\$228,200	\$479,939	\$131,444	123	78.50%

INCUMBENT WORKER TRAINING						Number of Participants	Percentage of Total Budget Obligated
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance		
Adv. Manufacturing	\$192,984	\$0	\$0	\$0	\$192,984	0	0%
Healthcare	\$193,800	\$0	\$0	\$0	\$193,800	0	0%
Agriculture	\$102,052	\$0	\$0	\$0	\$102,052	0	0%
Construction	\$134,170	\$0	\$0	\$0	\$134,170	0	0%
Total	\$623,006	\$0	\$0	\$0	\$623,006	0	0%

PROPOSED COST ALLOCATION REVISION

February 14, 2025

Add the following language to the Cost Allocation Plan:

Request for Funds

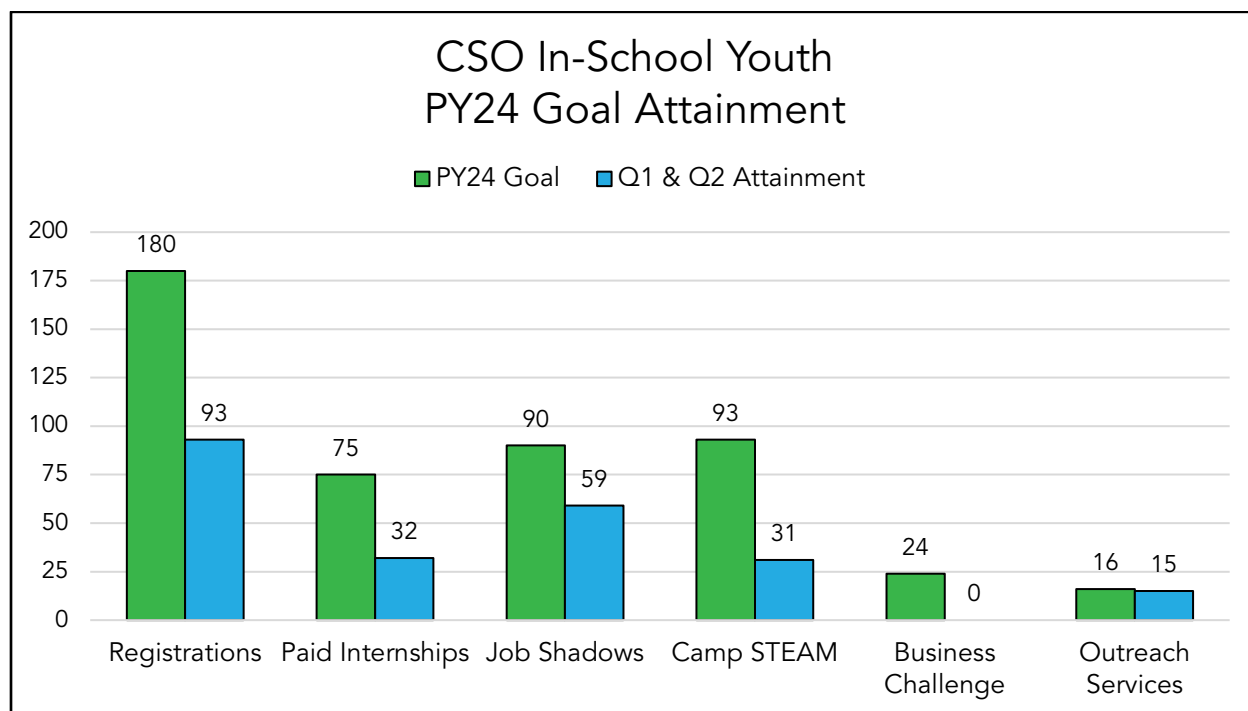
To ensure Advance Central PA can pay expenses without delinquency, Advance Central PA will emphasize submitting Request for Funds frequently. Direct costs will be requested as they are incurred as reasonable. As needed, and as determined by the Executive Director and the Finance Manager, cost pooled expenses may be requested prior to month end. If draws for cost pooled expenses are determined necessary prior to month end, the following procedures will be followed:

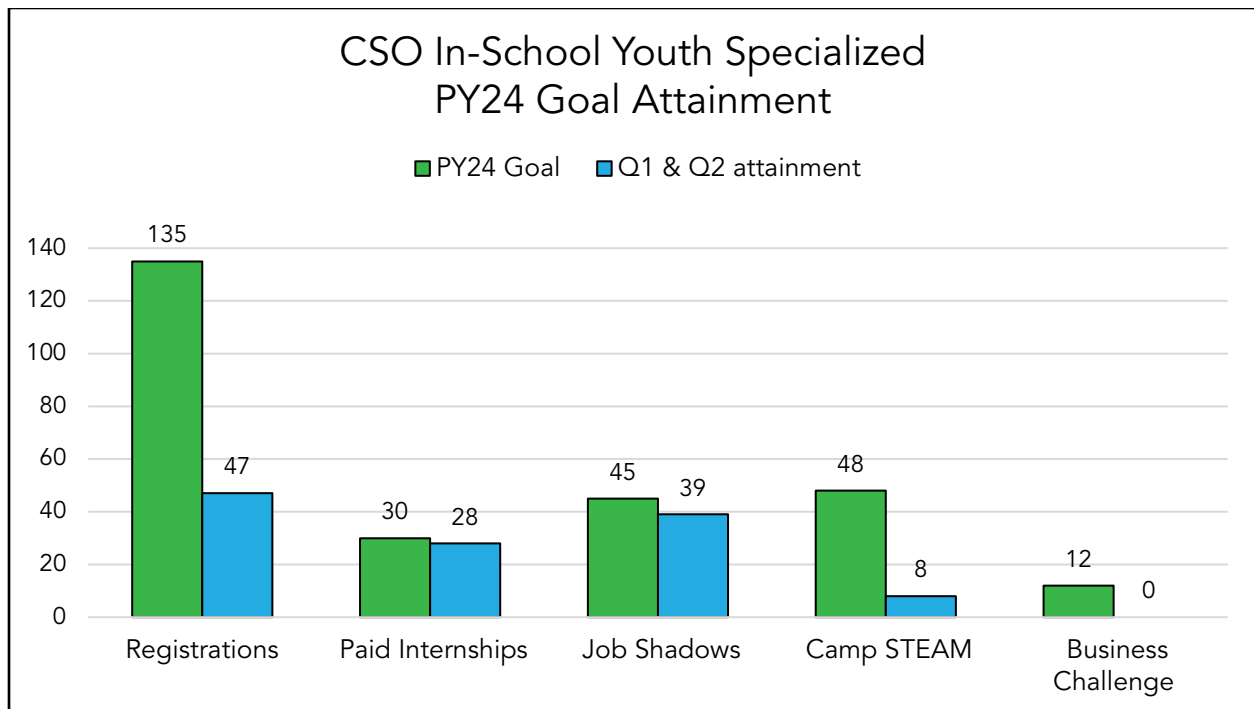
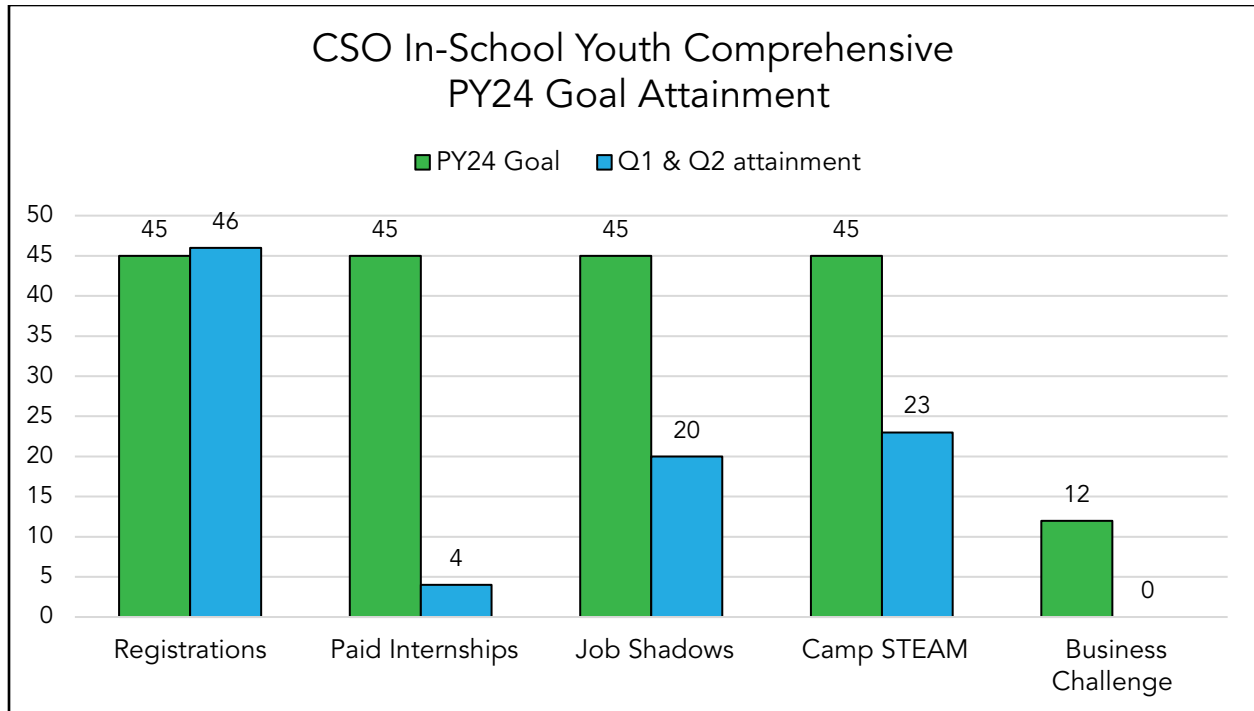
- A. Advance Central PA will submit a Request for Funds based on the allocation ratio from the prior month.
- B. At the end of each month, Advance Central PA will distribute that month's Cost Pooled Expenses based on actual time allocations for the month and reconcile the previous request(s), requesting additional funds as needed.

Bridges to the Future In-School Youth Program Goal Attainment

PY24 Q1 & Q2: July 1, 2024- December 31, 2024
Program Provider: CSO

Program Element	Program Year Goal	Q1 & Q2 Attainment	% of goal reached
Comprehensive Registrations	45	46	102%
Comprehensive Paid Internships	45	4	9%
Comprehensive Job Shadows	45	20	44%
Comprehensive Camp STEAM	45	23	51%
Comprehensive Business Challenge	12	0	0%
Specialized Registrations	135	47	35%
Specialized Paid Internships	30	28	93%
Specialized Job Shadows	45	39	87%
Specialized Camp STEAM	48	8	17%
Specialized Business Challenge	12	0	0%
School Districts Receiving Outreach Services (BEP Grant)	16	15	94%



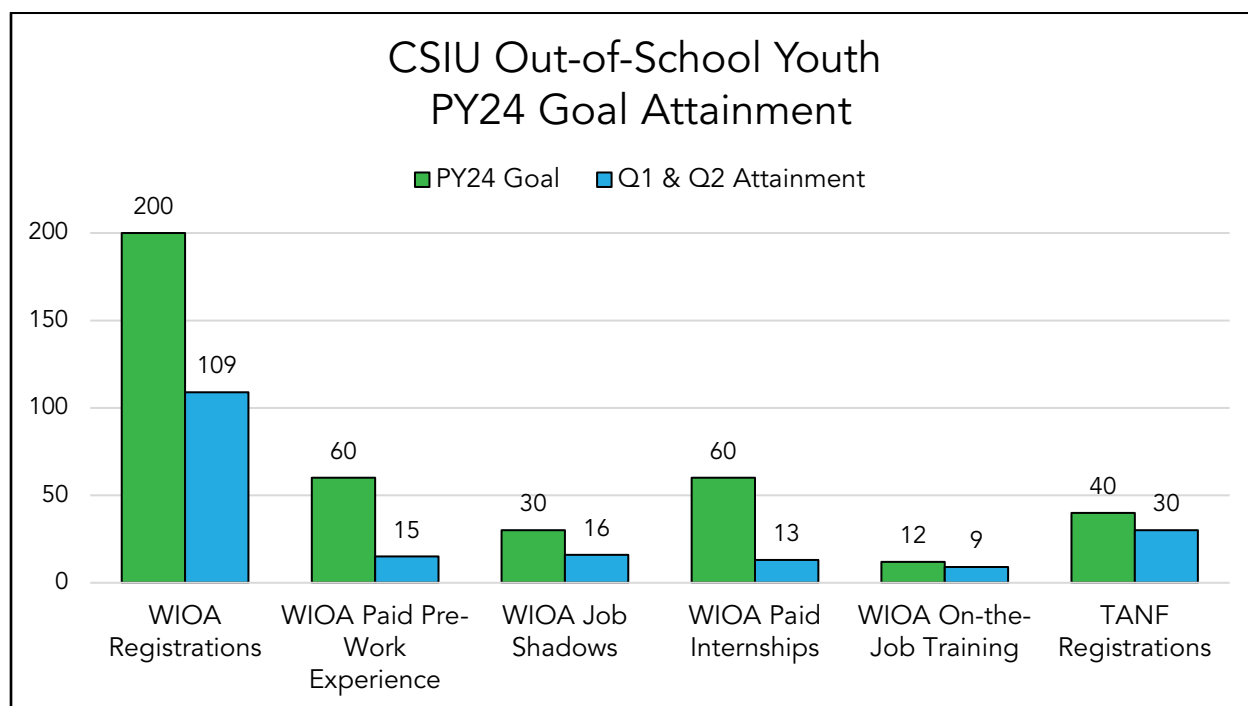


YES to the Future Out-of-School Youth Program Goal Attainment

PY24 Q1 & Q2: July 1, 2024- December 31, 2024

Program Provider: CSIU

Program Element	Program Year Goal	Q1 & Q2 Attainment	% of goal reached
WIOA Registrations	200	109	55%
WIOA Paid Pre-Work Experience	60	15	25%
WIOA Job Shadows	30	16	53%
WIOA Paid Internships	60	13	22%
WIOA On-the-Job Training	12	9	75%
TANF Registrations	40	30	75%



2025 MEETING SCHEDULE

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

<p>February 14 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>March 19 <i>Third Wednesday</i></p>	<p>LEO Board Meeting 9:00 a.m. to 9:30 a.m. WDB/LEO Board Meeting 10:00 a.m. to Noon</p>
<p>April 11 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>May 9 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>June 18 <i>Third Wednesday</i> *Meeting at Playworld <i>1000 Buffalo Rd, Lewisburg, PA 17837</i></p>	<p>Annual Meeting of the Members (LEO) 9:00 a.m. to 9:30 a.m. WDB/LEO Board Meeting 10:00 a.m. to Noon</p>
<p>August 8 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>September 17 <i>Third Wednesday</i></p>	<p>LEO Board Meeting 9:00 a.m. to 9:30 a.m. WDB/LEO Board Meeting 10:00 a.m. to Noon</p>
<p>October 10 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>November 14 <i>Second Friday</i></p>	<p>Executive Committee 10:00 a.m. to Noon</p>
<p>December 17 <i>Third Wednesday</i></p>	<p>LEO Board Meeting 9:00 a.m. to 9:30 a.m. WDB/LEO Board Meeting 10:00 a.m. to Noon</p>

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, Lewisburg.