

Executive Committee Agenda

Zoom Video Conference
Friday, April 11, 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
- EARN Committee
- Governance Committee
- Personnel Committee
- Policy & Performance Committee
- Youth Committee

Executive Director Updates E. Mulberger

Open Discussion M. Foust

Upcoming Meeting Dates M. Foust

- Executive Committee Meeting – May 9, 2025 @ 10:00 a.m.
- Annual Meeting of Members/LEO Board Meeting – June 18, 2025 @ 9:00 a.m. @ Playworld in Lewisburg.
- Joint WDB/LEO Meeting – June 18, 2025 @ 10:00 a.m. @ Playworld in Lewisburg.

Executive Committee

Meeting Notes February 14, 2025

The Executive Committee of Advance Central PA held a Zoom Video Conference meeting on Friday, February 14, 2025.

The following members attended:

Jay Alexander
Jamie Aurand
Kenneth Chappell
Michele Foust
Robert Postal
Jon Ritter
Dave Zartman

The following members were excused:

Jim Beamer
Dean Girton

The following staff attended:

Korrie Lucas
Erica Mulberger
Kelly Walter

The following guests attended:

None

Proceedings

The meeting was called to order at 10:07 a.m. by Michele Foust, Executive Committee Chair.

Public Comment

There were no public comments.

Review & Approval of Meeting Minutes

- ▲ Commissioner Postal made a motion to approve the November 8, 2024 Executive Committee meeting minutes. Jon Ritter seconded the motion. The motion was unanimously approved with no abstentions.

Executive Committee Updates & Action Items

Audit/Finance Committee

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

Financial Reports through December 31, 2024

The Contract Expense and Obligation Report shows the total funding available, amount expended, and amounts obligated and unobligated. Updates since last report include the 2nd increment of the Business and Education Partnership (BEP) 2024 grant. Available funds total over \$13 million. Erica explained Advance Central PA has traditionally maintained a \$1 million WIOA carryover as a fiscally conservative measure that helps maintain stability and mitigate fluctuating funding levels, but this will decrease due to full staffing.

The Advance Central PA Operating Budget to Actual Report is slightly under the anticipated expenditure rate at this point in the year, however, several line items will increase this spring with staff attendance at conferences and events.

As shown on the Consolidated RSAB Expense Report, PA CareerLink® sites are currently at 41.7% 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 have been sent back and program operations will continue under the National Dislocated Worker Opioid grant.



The FY25 Consolidated Training Contract Obligations report from July 1, 2024 through January 31, 2025 shows 93 participants have received ITAs and 30 participants were approved for OJTs. At the same time last year, there were 62 ITAs and 24 OJTs.

Out of School Youth (OSY) On-the-Job Training (OJT) Funds

With 14 OJTs written for OSY to date this program year compared to 5 at the same time last year, funds are running low. Staff would like to increase OSY OJT training funds by \$50,000 to avoid a wait list. Commissioner Postal asked where the money will come from in the budget. Erica replied it will come from the WIOA Youth unobligated monies.

- ▲ **Jamie Aurand made a motion to increase WIOA Out of School Youth On-the-Job training funds by \$50,000. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

Renewal of Line of Credit with First National Bank

Advance Central PA has a \$1 million dollar line of credit in the event there is a delay in receiving funds due to something like a government shutdown or delays in the federal or state budgets being passed. The current rate is 4% and Advance Central PA does not pay fees or interest unless funds are draw down. The line of credit must be renewed annually but has not been used to date.

- ▲ **Jamie Aurand made a motion to renew Advance Central PA's \$1,000,000 line-of credit with First National Bank through January 8, 2026. Dave Zartman seconded the motion. The motion was unanimously approved with no abstentions.**

Cost Allocation Plan

Currently, reimbursement for indirect costs are requested once a month after the month has been closed and the costs have been allocated. Due to the uncertainty that occurred at the end of January regarding the potential federal funding freeze, Advance Central PA would like to revise the cost allocation plan to reflect that indirect costs may be requested prior to month end if necessary to ensure there is cash to pay for expenses. Allocation percentages from the prior month would be used as the basis for the request. After that month is closed, the indirect costs will be reconciled and an additional request for funds will be made as necessary.

- ▲ **Jamie Aurand made a motion to accept the revised cost allocation plan as written to adjust for requesting indirect costs prior to month end. 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.

Enrollments

There are 162 new enrollments from July 1, 2024 through February 1, 2025 and an additional 18 SNAP Only enrollments and seven Refugee Status enrollments, bringing the total to 187 new participants. New enrollments have been trending around 400 each program year.

DHS Bureau of Employment Programs (BEP) Policy Updates

BEP is finalizing the formal monitoring for Program Year 2023 and a report is expected by spring.

EARN Program Updates

Ken reported several EARN events where participant and children alike enjoyed relevant workshops. Upcoming activities were highlighted including an event with River Valley Transit to teach participants about the benefits of the bus system and how to get the most use out of it, an upcoming diaper distribution, and an event with a representative from Alexander Kia who will provide insights on buying, owning, and maintaining a vehicle.

The EARN Committee will meet as needed.

Governance Committee

Erica Mulberger, Advance Central PA Executive Director, provided the update on behalf of Dean Girton.

Membership

At the recommendation of Union County Commissioner Stacy Richards, Erica has been in contact with Susie Weller, Union-Snyder Community Action Agency Executive Director regarding the WDB vacancy for "a labor union or community-based organization working with youth or individuals with disabilities". Susie plans to complete an application.

Additionally, there is a private sector member vacancy that needs to be filled.

Erica shared that required documents have been submitted to the state for WDB recertification.

Workforce Development Leadership Vice-Chair

The Vice-Chair position remains vacant as Shelly completes her first year as Chair. Filling this role now ensures a successor is in place. The Governance Committee encourages interested members to speak with Erica.

Treasurer

Jamie Aurand continues to fill the role of Treasurer for the WDB due to the vacancy left by Jim Stopper. Anyone interested in this role for the long-term should speak to Erica.

Local Plan

Staff are working on a revised four-year Local Plan to submit to the state for review later this month. Data is being refreshed and there are some new questions being asked that staff are crafting responses to. The new plan will be in effect July 1, 2025 – June 30, 2029. The WDB and LEO will be required to approve the Local Plan once it is vetted by the state.

Erica shared concerns about WIOA reauthorization and how it may change the way services are offered; regardless, the Local Plan deadline stands.

The Governance Committee will meet as needed.

Personnel Committee

Dave Zartman, Personnel Committee Chair, provided the update.

Staffing

There have been no changes to staffing since the last new hires were reported. Both are doing well.

Morgan Whitteker, the Communications Coordinator, has taken over review of all materials coming from the PA CareerLink® to assure compliance and quality, has taken over Advance Central PA's social media accounts, and is taking on outreach projects, such as participation in First Community Foundation Partnership's upcoming Raise the Region event.

Jamison Bond, the Site Administrator in Sunbury and Bloomsburg has jumped into his role, developing rapport with partners, identifying inefficiencies and addressing them, and showing leadership in his role.

Performance Reviews

The Personnel Committee met via Zoom on January 9th to review employee performance and merit increases. The Personnel Committee is happy with the work of all employees and approved increases as appropriate in accordance with the approved budget. Staff are grateful to the Personnel Committee for their acknowledgement of their dedication and deliverables in 2024.

Third Party Vendor

The Personnel Committee discussed the need for an updated market analysis of Advance Central PA's salary scale, which was last completed in 2021. They also reviewed concerns about the complexity of the performance review tool and suggested aligning it with current HR practices. Commissioner Postal inquired about the previous analysis cost and questioned whether an RFQ is needed. Erica responded that quotes will be obtained, and the prior cost was approximately \$3,000. He also asked if the pay analysis would include working conditions such as remote or hybrid options. Erica noted she was unsure if the market data varies for onsite, hybrid and remote workers but we can ask.

- ▲ **Dave Zartman made a motion to procure a third-party vendor to complete a market analysis of Advance Central PA's salary scale and review the performance management system. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.**

The Personnel Committee will meet as needed.

Policy and Performance Committee

Erica Mulberger provided the update on behalf of Jim Beamer.

Advance Central PA Monitoring Highlights

Erica highlighted the local monitoring that is underway including CSO PY2023 Adult and Dislocated Worker programming and Equal Opportunity compliance and CSO's PY23 TANF In-School Youth programming and 2024 summer activities including paid internships.

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

BWDA PY23 monitoring is now closed. Staff received notice on February 3 that BWDA had accepted our proposed resolutions for their 2 recommendations and 2 required actions. BWDA PY25 monitoring is underway. Documents related to the Sunshine Act were provided as requested.

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

OEO met with staff on February 6th to review their 2024 monitoring preliminary findings. Staff must submit a formal response to OEO no later than March 23rd. The findings are technical in nature and will be easily resolved with the technical assistance provided by OEO.

WIOA One-Stop Operator Request for Proposals (RFP)

The procurement of a One-Stop Operator is required by WIOA every four years. The current contract expires on June 30, 2025. Therefore, staff released an RFP in November with proposals due by January 8, 2025. Erica explained that the Operator acts as a firewall, ensuring seamless operations, coordinating partner programs at PA CareerLink®, aligning services with Board strategies, and driving continuous improvement.

The Evaluation Committee recommends awarding a contract to CSO as a consortium with: the PA Department of Labor's Bureau of Workforce Partnerships and Operations (BWPO), Penn State Institute for the Study of Adult Literacy, and Tuscarora Intermediate Unit (TIU), with Private Industry Council of the Central Corridor as the lead, firewall, and point of contact.

- ▲ **Jon Ritter made a motion to award a contract for PA CareerLink® One-Stop Operator to Central Susquehanna Opportunities, Inc. as the lead applicant and consortium members Bureau of Workforce Partnership Operations, Penn State Institute for the Study of Adult Literacy, Tuscarora Intermediate Unit, and Private Industry Council of the Central Corridor in the amount of \$30,000 for July 1, 2025 through June 30, 2026 with options to extend annually through June 30, 2029. Ken Chappell seconded the motion. The motion was unanimously approved with no abstentions.**

The Policy and Performance Committee will meet as needed.

Youth Committee

Jon Ritter, Youth Committee Chair, provided the update.

In-School Youth (ISY) program operated by Central Susquehanna Opportunities, Inc. (CSO):

The program year goal for Comprehensive Registrations has been exceeded with 46 registrations. While Specialized Registrations are not yet at 50% halfway through the year, they remain on track due to in-school youth recruitment beginning in September. Goals in both Comprehensive and Specialized categories are expected to progress as the school year continues.

Out-of-School Youth (OSY) program operated by Central Susquehanna Intermediate Unit (CSIU):

With OSY recruitment occurring year-round, it is anticipated new WIOA registrations to be at 50% or higher to meet the program goals. CSIU is slightly behind the anticipated 50% rate in the pre-work experience and paid internships; however, they are on target to exceed their goals for job shadows, OJT, and TANF Registrations.

Business Education Partnership (BEP) Grant Update

Advance Central PA is currently using funds from the BEP grant to hold more Dinner & Dessert Student Networking events between now and June 2025. Four events have been held so far this fall and winter with Geisinger Danville, Lock Haven Rehabilitation & Senior Living, and local experts in the Aviation industry.

Multi-School Spring Career Fair

The PA CareerLink® Business Solutions Team is coordinating a multi-school career fair on March 5th at Susquehanna University, bringing together school districts from Northumberland, Snyder, and Union Counties. This event aims to streamline business participation while providing students with career exploration opportunities. To help cover transportation costs for students, Advance Central PA has requested \$3,000 from the Charles and Betty Degenstein Foundation and is awaiting a decision on the funding.

The Youth Committee is currently planning a meeting.

Executive Director Update

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

WIOA Reauthorization

Erica reported reauthorization was not completed during the continuing resolution process but remains under consideration. Staff are developing a flyer to provide lawmakers with a quick visual summary of Advance Central PA's impact, focusing on key data and fast facts.

Commissioner Postal emphasized the importance of monitoring carryover funds as it may imply less funding is needed to carryout programs. Erica noted the carryover funds are used for stability, because Advance Central PA's WIOA allocations can fluctuate significantly from year to year but understands the sentiment.

PA CareerLink® Mifflin County- Staffing Challenges

Erica shared staffing challenges in Mifflin County which are a result of the contracting decision from the RFP for Job Seeker Services. The contract will switch to a single provider, CSO, providing services across the region. TIU has had four resignations since announcement was made. Responsible for the contract through June 30, Erica is currently asking TIU to fill the positions and continue work as usual. Even with the vacancies, Advance Central PA staff has reviewed caseloads and anticipates TIU should be able to handle this without a gap in services. CSO will interview the TIU staff closer to July 1, 2025.

Business Closures

PA CareerLink® staff rallied to support employees impacted by the closure of Cabinetworks in Juniata County. Success stories coming from the closure include employees moving from manufacturing positions to office work or re-training.

Rockview State Correction Institution may be closed after a public comment period. Erica noted staff would be offered jobs in other state institutions, however, the Rapid Response team has a finger on the pulse of what is going on and is ready to respond.

Community College Support Letter

The Susquehanna Valley Community Education Project (SVCEP) asked for a letter of support for their project during the December 2024 WDB/LEO meeting. Erica asked for discussion so that a decision might be made. The Committee agreed to serve as the sub-committee responsible for making a recommendation and commenced discussion. Historical data and reports were reviewed along with population trends. The Committee discussed that data supports a shift toward maximizing existing educational infrastructure rather than investing in new, independent institutions. Given declining population trends, consolidating resources and improving integration between postsecondary locations would help maintain quality education while ensuring financial sustainability in our region. Articulation agreements are being expanded across the region and businesses are now more focused on apprenticeships. Overall the Committee agreed businesses must have a skilled workforce and supported the need for robust trainings.



Dave Zartman made a motion to issue the following decision: The WDB acknowledges the need for robust training offerings in Central PA so that businesses have the skilled workforce they need and individuals have access to education for their respective career paths. In alignment with WIOA which disallows the endorsement of any specific training provider and requires full transparency of eligible providers, the WDB does not specifically endorse any particular project generally working to enter

the education and training space at this time. Jamie Aurand seconded the motion. The motion was unanimously approved with no abstentions.

Open Discussion

None.

Date of Next Meeting

LEO Meeting – March 19, 2025 @ 9:00 am; WDB/LEO Joint Meeting – March 19, 2025 @ 10:00 am;
Executive Committee Meeting – April 11, 2025 10:00 am

Adjournment

With no further business to discuss, Shelly adjourned the meeting at 11:25 a.m.

Respectfully Submitted,



Kelly Walter, Office/Board Coordinator

Executive Committee Updates and Actions to be Taken

April 11, 2025

1. Motion to approve the minutes from the February 14, 2025 Executive Committee meeting.

Audit/Finance Committee • Jamie Aurand, Chair

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

The Personnel Committee will meet as needed.

Policy and Performance Committee • Jim Beamer, Chair

The Policy and Performance Committee will meet as needed.

Youth Committee • Jon Ritter, Chair

The Youth Committee will meet as needed.

FY25 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS
As of **3/31/2025**

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	\$4,415	\$1,567	\$2,760	\$4,327	\$88	3	98.01%
Adult POS	\$253,439	\$84,809	\$131,668	\$216,477	\$36,962	80	85.42%
Dislocated Worker	\$91,546	\$18,430	\$29,400	\$47,830	\$43,716	14	52.25%
NDWG	\$67,057	\$9,992	\$31,857	\$41,849	\$25,208	16	62.41%
TOTAL ITA	\$416,457	\$114,798	\$195,685	\$310,483	\$105,974	113	74.55%

ON THE JOB TRAININGS (OJTs)						FY25 OJT	
Adult	\$10,776	\$0	\$10,776	\$10,776	\$0	2	100.00%
Adult POS	\$87,847	\$38,819	\$33,286	\$72,106	\$15,742	12	82.08%
Dislocated Worker	\$61,031	\$16,393	\$26,536	\$42,928	\$18,102	6	70.34%
Out of School Youth	\$152,329	\$49,557	\$48,582	\$98,139	\$54,190	16	64.43%
TOTAL OJT	\$311,983	\$104,769	\$119,181	\$223,949	\$88,034	36	71.78%
TOTAL ITA/OJT	\$728,440	\$219,567	\$314,865	\$534,432	\$194,008	149	73.37%

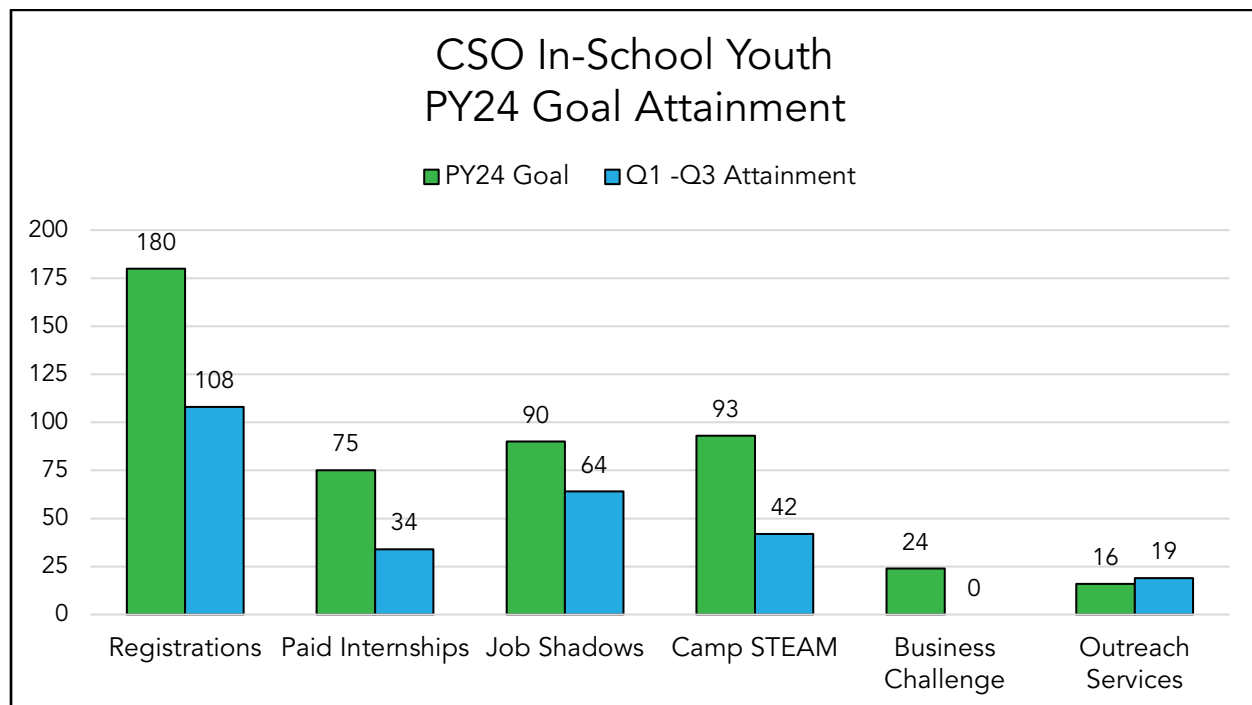
INCUMBENT WORKER TRAINING						Number of Participants	Percentage of Total Budget Obligated
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance		
Adv. Manufacturing	\$192,984	\$0	\$0	\$0	\$192,984	0	0%
Healthcare	\$193,800	\$0	\$0	\$0	\$193,800	0	0%
Agriculture	\$102,052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

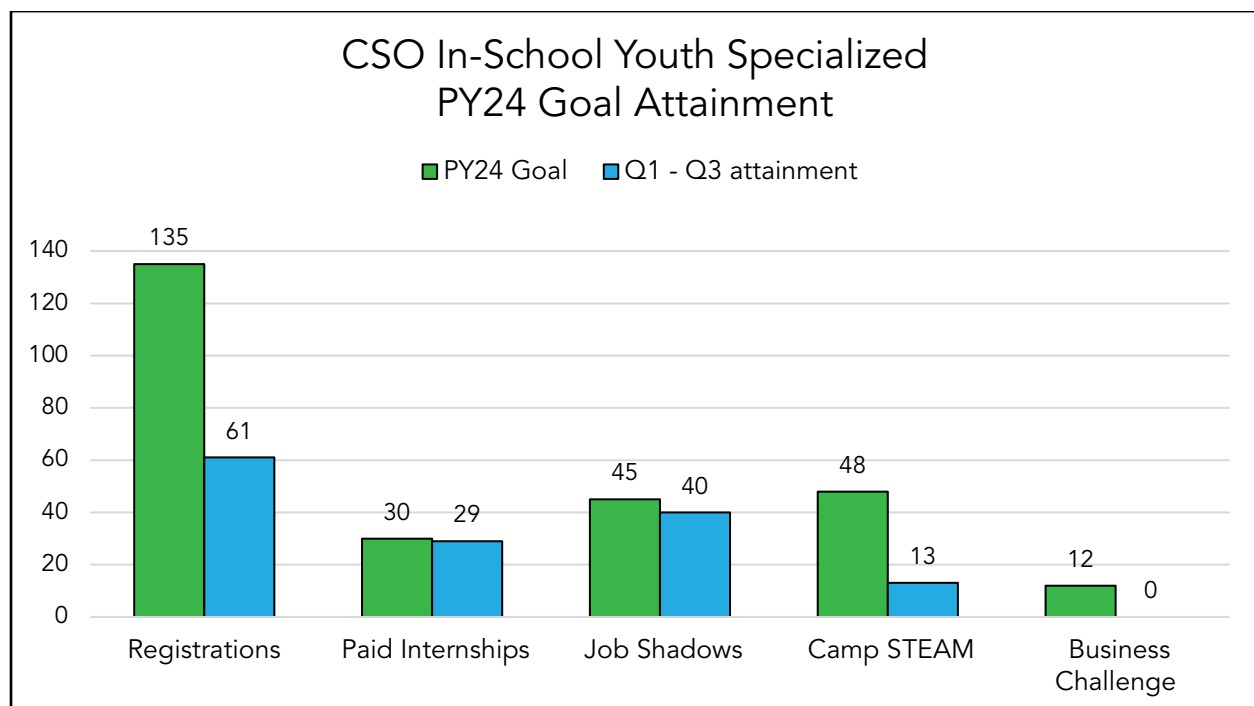
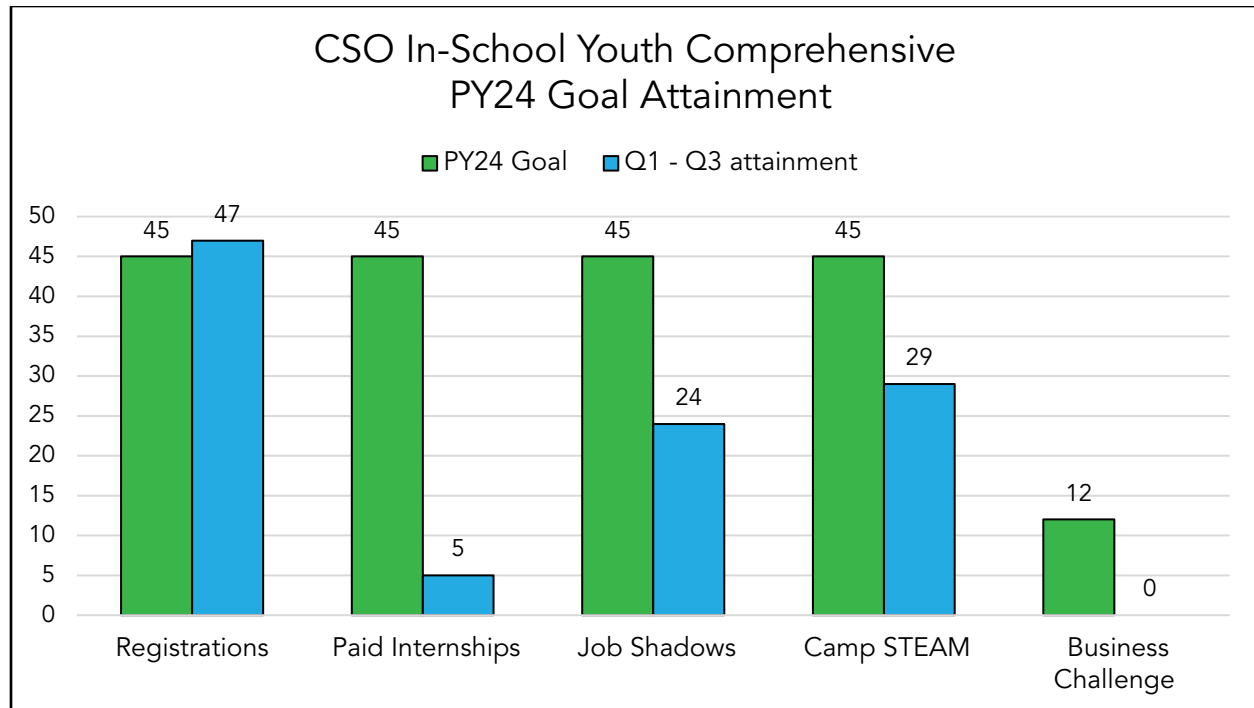
Bridges to the Future In-School Youth Program Goal Attainment

PY24 Q1 – Q3: July 1, 2024- March 31, 2025

Program Provider: CSO

Program Element	Program Year Goal	Q1 – Q3 Attainment	% of goal reached
Comprehensive Registrations	45	47	104%
Comprehensive Paid Internships	45	5	11%
Comprehensive Job Shadows	45	24	53%
Comprehensive Camp STEAM	45	29	64%
Comprehensive Business Challenge	12	0	0%
Specialized Registrations	135	61	45%
Specialized Paid Internships	30	29	97%
Specialized Job Shadows	45	40	89%
Specialized Camp STEAM	48	13	27%
Specialized Business Challenge	12	0	0%
School Districts Receiving Outreach Services (BEP Grant)	16	19	119%





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

PY24 Q1 – Q3: July 1, 2024- March 31, 2025

Program Provider: CSIU

Program Element	Program Year Goal	Q1 – Q3 Attainment	% of goal reached
WIOA Registrations	200	138	69%
WIOA Paid Pre-Work Experience	60	17	28%
WIOA Job Shadows	30	19	63%
WIOA Paid Internships	60	25	42%
WIOA On-the-Job Training	12	11	92%
TANF Registrations	40	28	70%

