

Executive Committee Agenda

Zoom Video Conference
Friday, August 8, 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: Add “Positive Pay” services to general checking account
- EARN Committee
 - Action Needed: Approval of changes to EARN Incentive Services Policy
- Governance Committee
 - Corporate Document Discussion
- Personnel Committee
- Policy & Performance Committee
- Youth Committee

Executive Director Updates

E. Mulberger

Open Discussion

M. Foust

Upcoming Meeting Dates

M. Foust

- LEO Prep Meeting – September 17, 2025 @ 9:00 a.m. at the Union County Government Center
- Joint WDB/LEO Meeting – September 17, 2025 @ 10:00 a.m. at the Union County Government Center
- Executive Committee Meeting – October 10, 2025 @ 10:00 a.m.

Executive Committee

Meeting Minutes

May 9, 2025

The Executive Committee of Advance Central PA held a Zoom Video Conference meeting on Friday, May 9, 2025.

The following members attended:

Jay Alexander
Jamie Aurand
Jim Beamer
Kenneth Chappell
Michele Foust
Dean Girton
Robert Postal
Jon Ritter
Dave Zartman

The following members were excused:

N/A

The following staff attended:

Korrie Lucas
Brooke Gessner
Erica Mulberger
Kelly Walter

The following guests attended:

Robert Pisko

Proceedings

The meeting was called to order at 10:00 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.

Review & Approval of Meeting Minutes



Dean Girton made a motion to approve the April 11, 2025 Executive Committee meeting minutes. Rob Postal seconded the motion. The motion was unanimously approved with no abstentions.

Executive Committee Updates & Action Items

Audit/Finance Committee

Jamie Aurand, Audit/Finance Committee Chair, provided the update.

Financial Reports through 3/31/2025

The financial reports show the total funding available, amount expended, and amounts obligated and unobligated through March 31st. Jamie reported a new line item on the report for the requested \$1 million transfer from WIOA Dislocated Worker to WIOA Adult.

The Advance Central PA Operating Budget to Actual Report shows Advance Central PA spent 56.99% of the 75% anticipated expenditure rate for this time of the year. The Consolidated RSAB Expense Report showing total expenditures and revenues for the PA CareerLink® sites was also reviewed. Subcontractor Budget to Actual Comparison shows the expenses for each of the service providers.

The FY25 Consolidated Training Contract Obligations report from July 1, 2024 through April 30, 2025 shows 119 participants have received Individual Training Accounts (ITAs) and 37 participants were approved for On-the-Job Training (OJTs). During the entirety of FY24, there were 76 ITAs and 33 OJTs; the increase is almost entirely due to the increase in Adult ITAs and Out-of-School Youth OJTs.

Monitoring

Jamie noted that the PA Dept. of Labor & Industry will be conducting fiscal monitoring will be conducted at Advance Central PA's office on May 28th.

The Audit Finance Committee will meet on May 14th to review the FY26 budgets.



EARN Committee

Ken Chappell, EARN Committee Chair, provided the update.

Enrollments

Ken noted 264 new enrollments between July 1, 2024, through May 1, 2025, with 22 of those enrollments being volunteer SNAP Only. While enrollments were tracking normally at the start of the year, this is a decrease compared to the same time period last program year, which saw 326 total enrollments.

EARN Family-Centric Updates

The EARN team at the PA CareerLink® of Lycoming County recently organized an event featuring a variety of interactive games designed to engage families and foster meaningful interactions with program staff.

DHS Bureau of Employment Programs (BEP) Monitoring

As previously reported, BEP released its formal monitoring report for the program year ending June 30, 2024. In response, staff submitted a timely corrective action plan and are now actively implementing it. Key components of the plan include the development and rollout of training on data entry and performance validation. Additionally, staff are creating an external agency referral tracker to monitor referrals made to support agencies outside the state's system of record.

The EARN Committee will plan to meet in the next quarter.

Governance Committee

Dean Girton, Governance Committee Chair, provided the update.

Board Certification

Dean was happy to report that Advance Central PA staff received notice the Local Workforce Development board has been re-certified through December 31, 2026. This process included review of the current board member composition, statement of financial interest, letters of recommendation, and conflict of interest forms.

Recruitment

The WDB has one vacancy for a person representing the private sector that needs filled as soon as possible to remain compliant with the 51% business representation requirement. Dean shared that Erica has been communicating with a potential candidate but welcomed help developing a pipeline of candidates.

Board Leadership

There is still a vacancy for the Vice Chair position. The expectation is that person would step into the Chairperson role in January 2026.

The Governance Committee will meet as needed.

Personnel Committee

Dave Zartman, Personnel Committee Chair, provided the update.

Staffing

There are no staffing changes to report. The existing team remains strong and is dedicated and effective in their work, collaborating as needed to meet deadlines and expectations.

The Personnel 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 staff monitoring underway including Adult and Dislocated Worker programming, EARN programming, Operations of PA CareerLink® Lycoming County and PA CareerLink® Clinton County, and In-School-Youth (ISY) programming.

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

BWDA is visiting the Advance Central PA office on May 28th for onsite fiscal monitoring.

PA Department of Labor & Industry Bureau of Workforce Partnerships and Operations (BWPO)

PY 2024 WIOA Common Measures data validation monitoring will begin in August 2025 and will include onsite monitoring and participant case file review.

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 goal for Comprehensive Registrations has been exceeded, with 47 registrations. Specialized Registrations are currently at 68, with a goal of 135, and are expected to increase as students seek paid internships for summer. ISY staff have identified 46 comprehensive participants who are interested in starting a paid internship in June which will surpass the goal.

Camp STEAM is scheduled for the first two weeks of June and will increase the number of specialized participants.

Jon reported four ISY participants from Milton High School currently completing a Business Challenge with Playworld and seven students from Berwick High School currently completing a Business Challenge with Meldon Commercial Products, Inc. There is also a virtual Business Challenge for Comprehensive participants scheduled for the last week of May, with program participants from several school districts planning to sign up.

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

It was reported at the last meeting that there were concerns with OSY meeting program year goals based on the current data. While there have been increases in some areas since the last meeting, the OSY program continues to be under target on some goals. For example, because Out-of-school youth recruitment occurs year-round, it is anticipated new registrations should be at 80% to meet the goals compared to the actual of 73%.

WIOA Paid Internships are under target with 28 to date, with a goal of 60. Both Paid Internship and OJT count toward the 20% paid work experience expenditure requirement in WIOA; with OSY exceeding OJT goals, CSIU is meeting the 20% requirement.

Staff is working closely with CSIU to implement long-term strategies aimed at meeting contract goals. These efforts include adopting active grant management practices, review of lengthy enrollment and data entry procedures, and refreshed outreach materials to help the program effectively connect with young people interested in workforce services.

Business Education Partnership Grant Update

Advance Central PA held two successful Dinner & Dessert student networking events recently with Chance Aluminum and Penn Highlands Healthcare. Three more events are scheduled with Emmanuel Center for Nursing and Rehabilitation, West Pharmaceutical Services, and Glenn O. Hawbaker, Inc.

The Youth Committee is planning a meeting for next quarter.

Commissioner Postal inquired about how businesses and students are connected for paid internships. Erica Mulberger, Advance Central PA Executive Director, explained that on the student side, ISY staff are in high schools and have both a strong understanding of students' interests and connections to educators and guidance personnel who make referrals. ISY staff coordinate with the Business Solutions Team (BST) to make the match. Similarly, OSY staff provide services and assessments to help those young adults identify career paths of interest so that the BST can help identify paid internship placements.

Executive Director Update

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

Update on Executive Order and Outreach

President Trump's Executive Order (EO) from April 23, 2025 aimed at overhauling federal workforce development programs calls for a comprehensive review and potential consolidation of existing federal workforce programs. The Secretary of Labor, the Secretary of Commerce, and the Secretary of Education are required to review all federal workforce development programs and submit a report within 90 days. The EO states the report must identify opportunities to realign resources citing that federal workforce development and education programs are

ineffective, must include plans to reform, redirect, or eliminate them. The same EO requires a report within 120 days that outlines a plan to surpass 1 million new apprentices.

The EO raises concerns about the possible elimination of Title II funding which supports adult education, GED attainment, English as a Second Language (ESL) instruction, and career pathways. There is also concern about the elimination of the Senior Community Service Employment Program, which supports employment for older Americans.

Further, a key misconception addressed in the order is that the Workforce Innovation and Opportunity Act (WIOA) does not support apprenticeships; however, WIOA does prioritize them, and Advance Central PA is already well-positioned to expand such initiatives. Erica has begun advocacy efforts by contacting Representative Thompson and is planning to contact Senator McCormick and Senator Fetterman to make sure they are educated on this.

Commissioner Postal asked how Erica is prepared to handle potential changes to the budget. Erica responded that the current budget is being built on what is known while also being conservative. There is some attrition at a few PA CareerLink® offices and those positions will not be filled at this point.

Governor's Achievement Award Update- Chance Aluminum

Chance Aluminum will be receiving the Governor's Achievement Award at the upcoming Pennsylvania Workforce Development Association (PWDA) conference in Hershey. The PA CareerLink® in Lycoming County was integral in assisting them in finding new employees through OJT and recruitment events.

Co-Enrollment

The PA WDB has a subcommittee reviewing best practices in co-enrollment within the PA CareerLink®. DHS has reached out to staff to learn more about operations in Central. Meanwhile PA WDB staff have reached out to have a similar conversation. A meeting is being arranged.

FY 26 Budget

The preliminary budget has been submitted to the PA Dept. of Labor & Industry. New this year, the Operating Budget for the PA CareerLink® includes funding for The Link since supplemental funds are not available. Partner buy-in appears to be strong and it is anticipated this will be approved.

Open Discussion

There was none.

Date of Next Meeting

Annual Meeting of the Members/LEO Meeting – June 18, 2025 @ 9:00 am at Playworld

WDB/LEO Joint Meeting – June 18, 2025 @ 10:00 am at Playworld

Executive Committee Meeting – August 8, 2025 @ 10:00 @ Advance Central PA office in Lewisburg

Adjournment

With no further business to discuss, Shelly adjourned the meeting at 10:33 a.m.

Respectfully Submitted,



Kelly Walter, Office/Board Coordinator

Executive Committee Updates and Actions to be Taken

August 8, 2025

1. Motion to approve the minutes from the May 9, 2025 Executive Committee meeting.

Audit/Finance Committee • Jamie Aurand, Chair

- Action Needed: Add “Positive Pay” services to general checking account

The Audit/Finance Committee will meet as needed.

EARN Committee • Kenneth Chappell, Chair

- Action Needed: Approval of changes to EARN Incentive Services Policy

The EARN Committee will meet as needed.

Governance Committee • Dean Girtton, 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 6/30/2025

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	\$5,054	\$0	\$4,327	\$4,327	\$727	3	85.61%
Adult POS	\$245,539	\$32,625	\$196,270	\$228,895	\$16,644	86	93.22%
Dislocated Worker	\$91,546	\$0	\$62,138	\$62,138	\$29,408	20	67.88%
NDWG	\$67,057	\$8,980	\$48,049	\$57,029	\$10,028	17	85.05%
TOTAL ITA	\$409,197	\$41,605	\$310,784	\$352,389	\$56,808	126	86.12%

ON THE JOB TRAININGS (OJTs)						FY25 OJT	
Adult	\$12,036	\$775	\$10,776	\$11,551	\$485	2	95.97%
Adult POS	\$93,847	\$26,527	\$65,980	\$92,507	\$1,340	18	98.57%
Dislocated Worker	\$61,031	\$7,840	\$37,968	\$45,808	\$15,222	7	75.06%
Out of School Youth	\$152,329	\$34,019	\$68,141	\$102,159	\$50,170	18	67.06%
TOTAL OJT	\$319,243	\$69,161	\$182,865	\$252,025	\$67,218	45	78.94%
TOTAL ITA/OJT	\$728,440	\$110,765	\$493,649	\$604,414	\$124,026	171	82.97%

INCUMBENT WORKER TRAINING						Number of Participants	Percentage of Total Budget Obligated
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance		
Adv. Manufacturing	\$197,975	\$0	\$177,152	\$177,152	\$20,824	249	89%
Healthcare	\$206,431	\$0	\$119,276	\$119,276	\$87,155	180	58%
Agriculture	\$102,052	\$0	\$0	\$0	\$102,052	0	0%
Construction	\$134,170	\$0	\$0	\$0	\$134,170	0	0%
Total	\$640,628	\$0	\$296,427	\$296,427	\$344,201	429	46%

FY26 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS
As of 7/25/2025

Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance	Number of Participants	Percentage of Total Budget Obligated
INDIVIDUAL TRAINING ACCOUNTS (ITAs)						FY26 ITA	
Adult	\$93,600	\$0	\$0	\$0	\$93,600	0	0.00%
Adult POS	\$140,400	\$13,203	\$0	\$13,203	\$127,197	6	9.40%
Dislocated Worker	\$66,890	\$12,695	\$0	\$12,695	\$54,195	4	18.98%
NDWG	\$19,008	\$0	\$0	\$0	\$19,008	0	0.00%
TOTAL ITA	\$319,898	\$25,898	\$0	\$25,898	\$294,000	10	8.10%

ON THE JOB TRAININGS (OJTs)						FY26 OJT	
Adult	\$62,400	\$7,076	\$0	\$7,076	\$55,324	1	11.34%
Adult POS	\$93,600	\$26,343	\$0	\$26,343	\$67,257	4	28.14%
Dislocated Worker	\$44,593	\$12,939	\$0	\$12,939	\$31,654	2	29.02%
Out of School Youth	\$155,000	\$16,848	\$0	\$16,848	\$138,152	3	10.87%
TOTAL OJT	\$355,593	\$63,206	\$0	\$63,206	\$292,387	10	17.77%
TOTAL ITA/OJT	\$675,491	\$89,104	\$0	\$89,104	\$586,387	20	13.19%

INCUMBENT WORKER TRAINING						Number of Participants	Percentage of Total Budget Obligated
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance		
Agriculture	\$102,052	\$0	\$0	\$0	\$102,052	0	0%
Construction	\$134,170	\$0	\$0	\$0	\$134,170	0	0%
Total	\$236,222	\$0	\$0	\$0	\$236,222	0	0%

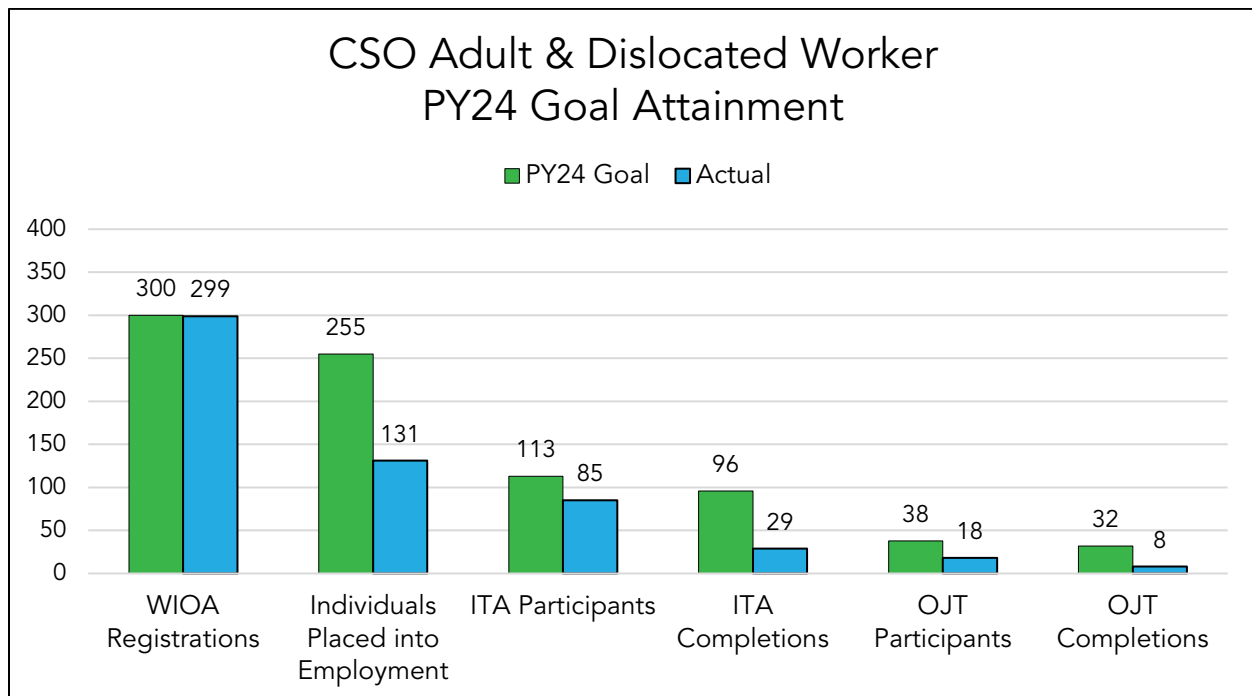
CSO Adult and Dislocated Worker Programs Goal Attainment PY24 July 1, 2024- June 30, 2025

Program Element	Program Year Goal	Actual	% of goal reached
WIOA Registrations	300	299	99.7%
Individuals Placed into Employment	255	131	51%
ITA Participants	113	85 ¹	75%
ITA Completions	96	29 ²	30%
OJT Participants	38	18	47%
OJT Completions	32	8 ³	25%

¹ There are an additional 15 ITA contracts that are carryovers from PY23 not included in the measure.

² Seven of the ITA Completions are ITA carryover contracts from PY23. Most remaining ITA contracts are still ongoing.

³ Two OJT completion contracts are from PY23. Eight OJT participants are still currently in training. There were four unsuccessful OJT contracts.



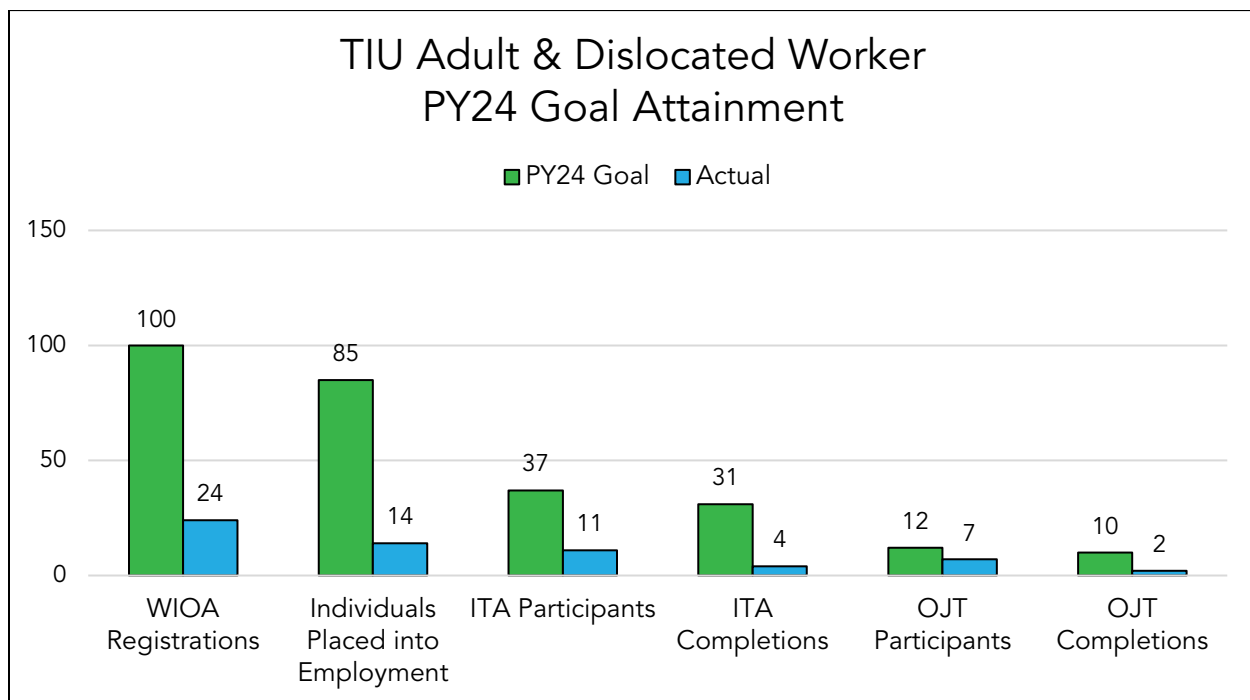
TIU Adult and Dislocated Worker Programs Goal Attainment PY24 July 1, 2024- June 30, 2025

Program Element	Program Year Goal	Actual	% of goal reached
WIOA Registrations	100	24	24%
Individuals Placed into Employment	85	14	16%
ITA Participants	37	11 ¹	30%
ITA Completions	31	4 ²	13%
OJT Participants	12	7	58%
OJT Completions	10	2 ³	20%

¹ There are another 4 ITA contracts that are carryovers from PY23 not included in the measure.

² Two ITA completions are carryovers from PY23. Most remaining ITA contracts are ongoing.

³ Three OJT participants are still currently in training. There were an additional two unsuccessful OJT contracts.



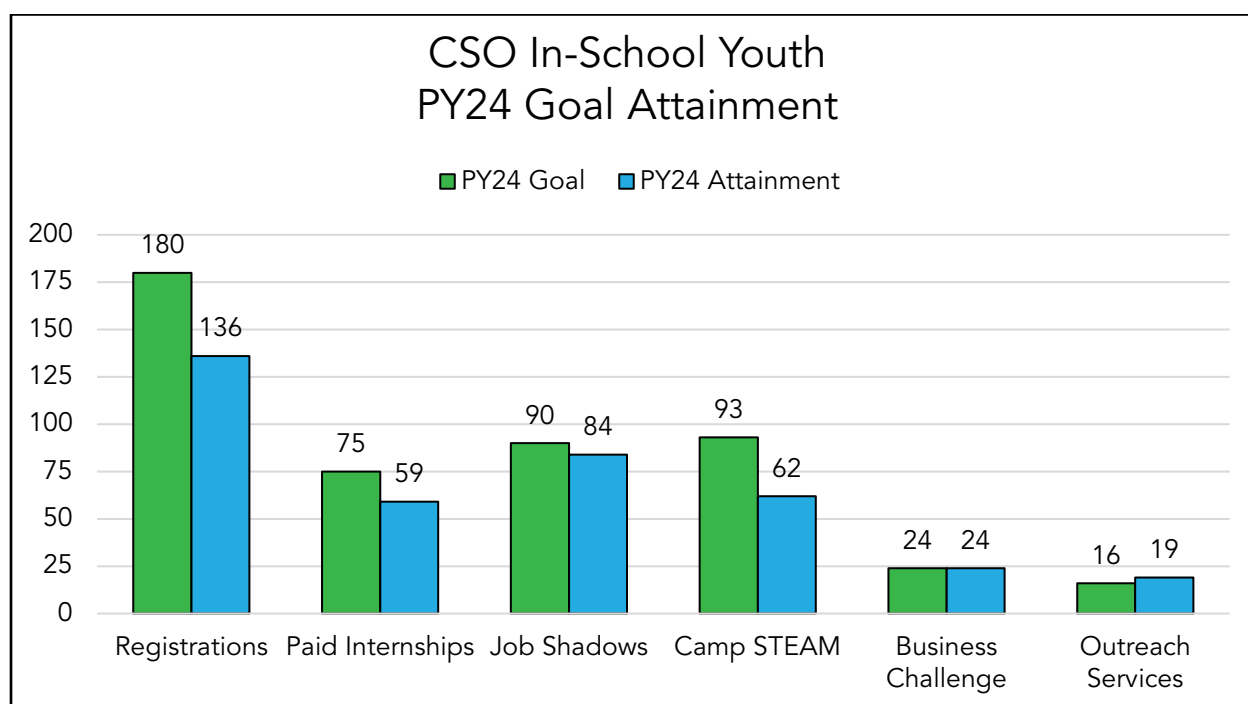
Bridges to the Future In-School Youth Program

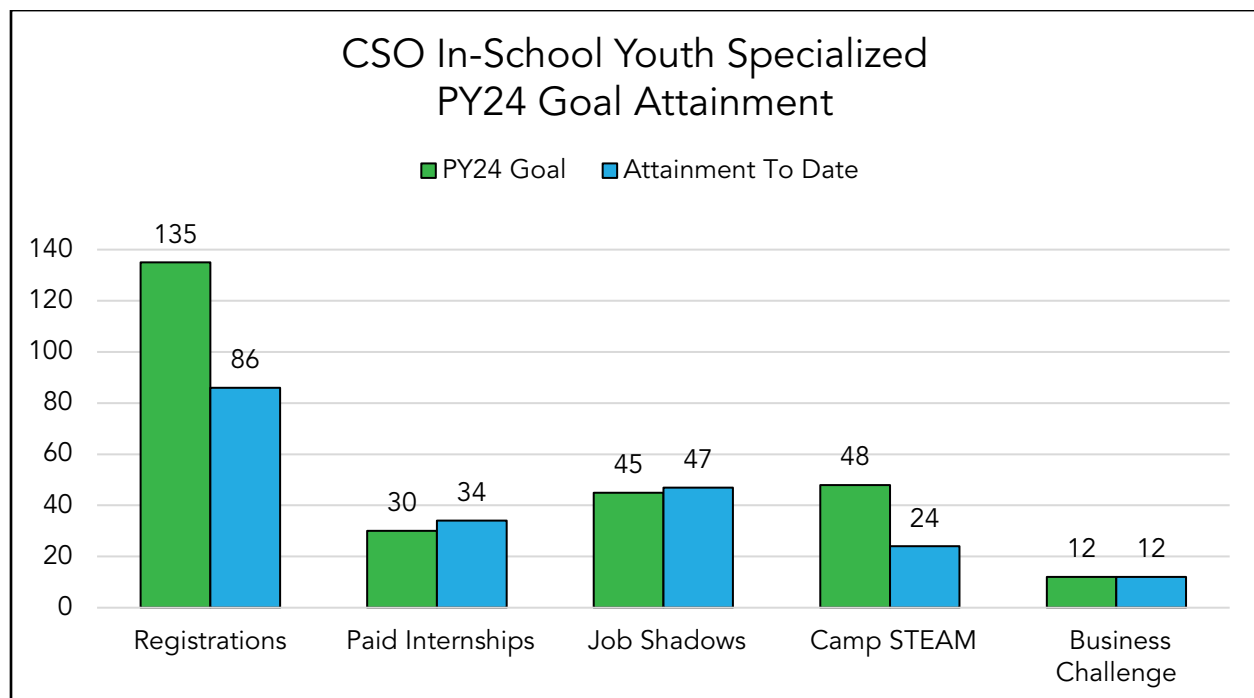
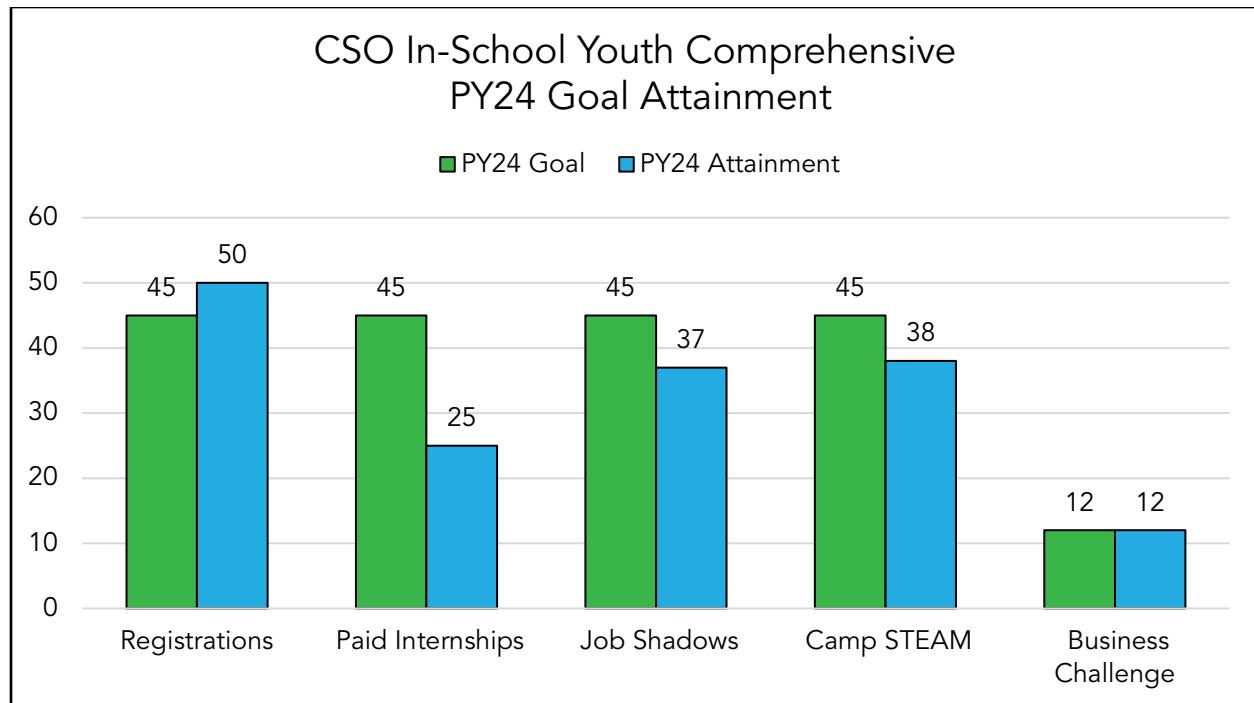
Goal Attainment

PY24 July 1, 2024- June 30, 2025

Program Provider: CSO

Program Element	Program Year Goal	Program Year Attainment	% of goal reached
Comprehensive Registrations	45	50	111%
Comprehensive Paid Internships	45	25	56%
Comprehensive Job Shadows	45	37	82%
Comprehensive Camp STEAM	45	38	84%
Comprehensive Business Challenge	12	12	100%
Specialized Registrations	135	86	64%
Specialized Paid Internships	30	34	113%
Specialized Job Shadows	45	47	104%
Specialized Camp STEAM	48	24	50%
Specialized Business Challenge	12	12	100%
School Districts Receiving Outreach Services (BEP Grant)	16	19	119%





YES to the Future Out-of-School Youth Program

Goal Attainment

PY24 July 1, 2024- June 30, 2025

Program Provider: CSIU

Program Element	Program Year Goal	Program Year Attainment	% of goal reached
WIOA Registrations	200	165	83%
WIOA Paid Pre-Work Experience	60	22	37%
WIOA Job Shadows	30	32	107%
WIOA Paid Internships	60	31	52%
WIOA On-the-Job Training	12	13	108%
TANF Registrations	40	42	105%

