

# Executive Committee Agenda

Zoom Video Conference  
Friday, February 13, 2026  
10:00 a.m.

<b>Introduction &amp; Call to Order</b>	J. Howe
<b>Public Comment</b>	
<b>Review &amp; Approval of Meeting Minutes</b>	J. Howe
<b>Committee Updates &amp; Action Items</b>	
– Action Needed: Appoint Jay Alexander as Chair of Audit/Finance Committee	
• Audit/Finance Committee	
• EARN Committee	
• Governance Committee	
• Personnel Committee	
• Policy & Performance Committee	
• Youth Committee	
<b>Executive Director Updates</b>	E. Mulberger
<b>Open Discussion</b>	J. Howe
<b>Upcoming Meeting Dates</b>	
• LEO Prep Meeting – March 18, 2026 @ 9:00 a.m. at the Union County Government Center	J. Howe
• Joint WDB/LEO Meeting – March 18, 2026 @ 10:00 a.m. at the Union County Government Center	
• Executive Committee Meeting – April 10, 2026 @ 10:00 a.m.	

## Executive Committee Updates and Actions to be Taken

February 13, 2026

1. Motion to approve the minutes from the October 10, 2025 Executive Committee meeting.
2. Action Needed: Appoint Jay Alexander as Chair of Audit/Finance Committee.

### **Audit/Finance Committee • Jay Alexander, Chair**

The Audit/Finance Committee will meet as needed.

### **EARN Committee • Kenneth Chappell, Chair**

The EARN Committee will meet as needed.

### **Governance Committee • Vacant**

The Governance Committee will meet as needed.

### **Personnel Committee • Michele Foust, 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 February 24, 2026.

# Executive Committee

## Meeting Minutes October 10, 2025

The Executive Committee of Advance Central PA held a Zoom Video Conference meeting on Friday, October 10, 2025.

### The following members attended:

Jay Alexander  
Jamie Aurand  
Jim Beamer  
Kenneth Chappell  
Michele Foust  
Robert Postal  
Jon Ritter

### The following staff attended:

Korrie Lucas  
Erica Mulberger  
Kelly Walter

### The following guests attended:

N/A

### The following members were excused:

Dave Zartman

### Proceedings

The meeting was called to order at 10:04 a.m. by Michele Foust, Executive Committee Chair.

### Public Comment

There was none.

### Review & Approval of Meeting Minutes



Jay Alexander made a motion to approve the August 8, 2025 Executive Committee meeting minutes. Ken Chappell 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

Jamie reported no new updates to the financial reports at this time since September expenditures are in the process of being finalized.

#### FY26 Consolidated Training Contract Obligations

From July 1, 2025 through September 30, 45 participants have been approved for ITAs and 18 participants have been approved for OJTs.

#### Advance Central PA Lease

The last lease renewal for the Advance Central PA office was lower than anticipated due to a landlord error. That lease was signed with the error in Advance Central PA's favor at \$3,690 in base rent plus \$1,000 in utilities per month. The lease is once again up for renewal and instead of an increase, the landlord proposed that rent and utilities remain the same, but that Advance Central PA vacate the top floor allowing him to turn off the heat and cooling for that portion of the building. This space currently holds three offices for the fiscal staff and a file room.

Staff recommend that accepting the offer is reasonable and will plan to reconfigure the first floor and set up more offices for sharing to avoid what otherwise would be a large rent increase.

The terms of the lease would be an original 3-year lease from December 1, 2025, to November 30, 2028, with the option to renew for another 3 years. The lease would also continue to have a "funding out" clause that would allow Advance Central PA to terminate the lease if funding decreases by 10% or more from the base year.

Advance Central PA Executive Director, Erica Mulberger conducted an online search for alternative office space in Lewisburg but found no suitable options that meet the organization's needs.

▲ Jamie Aurand made a motion to approve a 3-year lease with William J. Metzger for the Advance Central PA office located at 130 Kelly Square, Suite 1, Lewisburg PA effective December 1, 2025 through November 30, 2028 at a base rent of \$3,600 and utilities of \$1,000 per month for the first floor portion of the space. Jim Beamer seconded the motion. The motion was unanimously approved with no abstentions.

Commissioner Postal raised a question about Advance Central PA's future office needs, asking whether the organization would still require the space in three years and if the lease could be ended without penalty. Erica responded that the lease includes a clause allowing termination if WIOA and EARN funding are reduced by 10% or more. She also noted that the landlord has been flexible in the past, allowing delayed payments when funding was temporarily held up. She anticipates there will continue to be a need for the office space in the future.

#### PA CareerLink® Columbia/Montour Counties Lease

The lease for the PA CareerLink® Columbia/Montour Counties site in Bloomsburg ends on October 31, 2025. The current rent is \$7,937.50/month. The renewal option would be a three-year term from November 1, 2025 through October 31, 2028, with rent increasing by 9%, based on the Consumer Price Index per the lease terms to \$8,651.88 per month. A 10% increase was included as part of the Operating Budget and agreed to by all partners.

▲ Jamie Aurand made a motion to approve a 3-year lease renewal with Martin P. Mariano and Beverly A. Mariano, dba Mariano Rentals for the PA CareerLink® Columbia/Montour Counties site located at 421 Central Road, Bloomsburg, PA effective November 1, 2025 through October 31, 2028 at a rent amount of \$8,651.88 per month. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.

Jamie asked Erica to confirm this lease has a funding out clause; Erica confirmed that is the case for all rented spaces.

#### EARN Vehicles

The EARN program currently utilizes 15-passenger vans to transport participants to PA CareerLink® sites and other necessary locations. One of these vans, purchased in 2014, now requires extensive repairs totaling \$2,149, while its current value is only \$3,063. Given the high repair costs relative to its value, Central Susquehanna Opportunities (CSO), the EARN subcontractor, along with Advance Central PA, propose disposing of the vehicle. Due to the increasing demand for participant transportation, a replacement vehicle is needed. However, CSO lacks available funds in their EARN budget, and Advance Central PA has no unallocated funds in the cost reimbursement portion of the EARN grant. EARN performance funds are available and could be used. Erica shared her hesitation is that EARN expenditures are not being reimbursed timely by the Dept. of Human Services (DHS) at this time.

Commissioner Postal asked for an estimated cost of a new vehicle, expressed concern about fronting the costs of EARN, and concern about operating in general without funding. Members and staff discussed and agreed a request for quotes would be released only when DHS catches up with regularly reimbursing EARN costs. Advance Central PA currently has \$621,000 available in performance funds which are being used to keep the EARN program operating until DHS releases payments.

▲ Jamie Aurand made a motion to release a request for proposals for a 15-passenger van and to proceed with purchase using EARN performance funds only when the EARN allocation is available with reimbursements processed and paid regularly by the PA Dept. of Human Services. Jay Alexander seconded the motion. The motion was unanimously approved with no abstentions.

#### Budget Impasse

With the federal government shutdown and state budget impasse Advance Central PA is using carryover funds for certain fund sources, such as WIOA Adult and WIOA Youth, but does not have access to funds such as TANF. Advance Central PA staff are cutting back on travel; this includes attending in-person meetings and site visits only as necessary. Subcontractor staff have been asked to do the same.

The Audit/Finance Committee will meet as needed.

#### EARN Committee

Ken Chappell, EARN Committee Chair, provided the update.

#### EARN Program Updates

There were 61 new enrollments between July 1, 2025 through September 30, 2025, a decrease compared to the previous year's 80 in the same time period. This tracks with overall trends across the nation with fewer TANF cases.

Eight of the new enrollments are SNAP Only cases, and this is expected to increase due to recent legislation that would require SNAP Able-Bodied Adults Without Dependents (ABAWDs) to participate in employment and training services. The legislation includes changes to the exception and waiver criteria that historically exempted many SNAP recipients from meeting general work requirements. It's unclear how many individuals may or may not be required to attend EARN. DHS recently shared information about a recorded training related to ABAWDs that Advance Central PA staff will participate in.

Ken asked Erica for an update regarding the EARN budget and more information about the expenditures which have been submitted to DHS but not yet paid. Erica reported the state is still behind on payments from June until present. Payment for June is anticipated to be released; however, it is unclear when funds for operations in the current fiscal year will be available. Advance Central PA can continue fronting the cost of the EARN program through the end of November, but beyond that, loans or lines of credit would be necessary. Erica asked members to consider options if funds are not released: should the EARN programming be suspended or should a line of credit be utilized. Members discussed that repercussions for program participants would need to be understood to minimize any harm to them. They inquired about the language in Advance Central PA contracts with providers when funding is limited. Erica responded that providers are not obligated to continue services without funding.

The Committee expressed they do not support using loans or lines of credit to continue the program; however, they also agreed they need to be notified ahead of time if the staff recommendation is to suspend EARN. DHS will also need to be informed of such a decision beforehand, and Erica will compile supporting statistics before finalizing the communication to the board.

The EARN Committee will meet as needed.

#### Governance Committee

Erica Mulberger, Advance Central PA Executive Director, provided the update due to a vacancy in the Committee Chair role.

#### Recruitment

The Workforce Development Board (WDB) has one vacancy for a person representing the private sector that needs filled as soon as possible. If anyone has a lead, please let Erica know. Erica has one referral that she will be reaching out to.

#### Board Leadership

There is a current vacancy for Governance Committee Chair as well as the vacancy for the WDB Vice Chair position. Shelly's term for Chair is set to end December 31<sup>st</sup>. Erica shared there may be someone interested in the Chair role.

The Governance Committee will meet as needed.

#### Personnel Committee

Jay Alexander provided the update on behalf of Dave Zartman, Personnel Committee Chair.

The Personnel Committee met on October 1<sup>st</sup> and discussed the following items.

#### Health Insurance

Advance Central PA received a health insurance renewal proposal which included a 23% increase for their current plan. Staff requested alternative options for consideration and brought them forward to the Personnel Committee to review. The Committee discussed available options and identified an opportunity for a different health plan that keeps premiums almost identical to the current costs, without significant increases in co-pays or deductibles for

staff. If the organization renews the plan next year, Advance Central PA will also receive a reimbursement of approximately \$15,000.

▲ **Jay Alexander made a motion to change to Geisinger Funding Alternative All-Access Extra HMO with a \$500 deductible effective for the November 1, 2025, plan year with Advance Central PA continuing to pay 100% for employee premiums and 80% for dependent premiums. Rob Postal seconded the motion. The motion was unanimously approved with no abstentions.**

The question was raised about what a self-insured plan means. Erica said that it is really a quasi-self-insured plan, we only pay the regular premiums but retain some financial flexibility. If total claims remain below a predetermined threshold, the organization may receive a refund or rebate, incentivizing lower usage. However, we do not have to pay more than the monthly premiums if costs go over that threshold, like a traditional self-insured model would be responsible for.

#### Maternity & Paternity Leave

The Committee reviewed provisions for maternity and paternity leave in Advance Central PA Personnel Manual. Currently, employees who have 12 months with the organization are eligible for three weeks of paid leave. The Committee took action to build in a scale for leave time starting at six months of employment.

▲ **Jay Alexander made a motion to change Advance Central PA's Maternity and Paternity Leave Policy whereas staff will be eligible for paid leave as follows: one (1) week after six (6) months of service, two (2) weeks after 9 months of service, and three (3) weeks after 12 months of service. Jim Beamer seconded the motion. The motion was unanimously approved with no abstentions.**

Commissioner Postal asked if there is a probation policy; Erica confirmed there is.

#### 2025 Holidays

Due to budget constraints, funds were not allocated for staff merit increases. To recognize employees' hard work and dedication without incurring additional costs, the Committee approved giving staff off the Friday following both Christmas and New Year's, as well four hours of time off on New Year's Eve. The PA CareerLink® offices are already closed on those days and the Committee's decision will not impact operations.

#### Staffing Updates

Judy Fitzgerald, the PA CareerLink® Site Administrator serving Mifflin and Centre counties, submitted her resignation. Although Judy is employed by a subcontractor, the existing arrangement with the PA CareerLink® Operator and the PA Department of Labor & Industry (L&I) designates Advance Central PA as the employer of record for the new PA CareerLink® Site Administrator when turnover occurs. This will ensure continuity in leadership, even if the service provider changes.

Advance Central PA has posted the position and is currently accepting applications. The role is funded through the PA CareerLink® Operating Budget.

The Personnel Committee will meet as needed.

#### Policy and Performance Committee

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

#### Monitoring Update

The state's Apprenticeship & Training Office conducted monitoring of the Apprenticeship Building America Grant in June. All requested documentation was submitted on time, and a report was issued in late September. One finding requires corrective action and response by October 17; staff are preparing this for timely submittal.

L&I monitored the National Dislocated Worker Opioid Grant between April and June. A final report was issued in late August, identifying one corrective action necessary; staff submitted a timely response and are currently awaiting feedback from the state.

L&I's Bureau of Workforce Development Administration (BWDA) has initiated PY 2025 monitoring, and staff are currently working on uploading all requested documentation related to procurement processes and contracts. The PY 2024 monitoring report is still forthcoming. In addition, local monitoring is scheduled across multiple PA CareerLink® sites in the region, covering equal opportunity compliance and program operations.

### On the Horizon

Staff are in the process of compiling materials and preparing an agenda for a meeting for the Committee to review organizational policies and recommended changes aimed at improving efficiency and operational effectiveness.

The Policy and Performance Committee will meet as needed.

### Youth Committee

Jon Ritter, Youth Committee Chair, provided the update.

### Path to Careers Update

With demand from middle school educators, recent updates to Path to Careers allow businesses to open their Guest Speaking, Industry Tour, and Teacher in the Workplace experiences to middle school students (grades 6-8) in addition to grades 9-12. The updates are live, and it is anticipated that this expansion will help increase engagement and usage of the platform.

The Youth Committee is planning a meeting for this quarter.

### Executive Director Update

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

### Youth Initiative

The Federal Reserve Bank of Philadelphia is organizing a youth-focused initiative aimed at engaging individuals aged 18–24 in discussions about higher education, specifically comparing college pathways to alternative options. Advance Central PA is partnering with the Out-of-School Youth provider to recruit young people to participate in the focus group. Erica expressed appreciation that the initiative is targeting the local community, with a particular focus on Lycoming County.

### Budget

WIOA funds are currently flowing, and carryover funds are helping sustain operations. In preparation for an upcoming office move and to support cost-saving efforts, staff are actively cleaning and organizing the office, including shredding and recycling outdated materials. Additionally, staff expressed appreciation for the extra days off granted around the holidays, which served as a meaningful gesture of recognition during a financially constrained year.

### Grant

Erica noted two discussions she had regarding the Appalachian Regional Commissioner POWER grants which are coming due. A discussion was held with Geisinger in which it was determined Advance Central PA was brought into the project too late and we could not partner. Another discussion was with DegenSTEAM Academy and Erica did provide them with information to be considered in their application.

### Open Discussion

There was none.

### Date of Next Meeting

Executive Committee Meeting – November 14, 2025 @ 10:00 @ Advance Central PA office in Lewisburg

LEO Prep Meeting – December 17, 2025 @ 9:00 am, at the Union County Government Center in Lewisburg

WDB/LEO Joint Meeting – December 17, 2025 @ 10:00 am, the Union County Government Center in Lewisburg

### Adjournment

With no further business to discuss, Shelly adjourned the meeting at 11:10 a.m.

Respectfully Submitted,



Kelly Walter, Office/Board Coordinator

Advance Central PA  
 FY 26 Contract Expense and Obligation Report  
 From 7/1/2025 Through 12/31/25

Contract Period	Contract Title	Available Funds	Total Expended	Obligated Funds <sup>1</sup>	% of Total Oblig. and Exp	Unoblig. Amount
10/24 - 06/26	PY24 2nd Inc. WIOA Adult	745,402	745,402	0	100.00%	0
10/24 - 06/26	PY24 WIOA DW to WIOA Adult Transfer	1,000,000	368,709	556,619	92.53%	74,672
07/25 - 06/26	PY25 1st Inc. WIOA Adult	206,585	0	185,926	90.00%	20,659
10/25 - 06/26	PY26 2nd Inc. WIOA Adult	854,922	0	234,653	27.45%	620,269
	<b>Adult Programs</b>	<b>2,806,909</b>	<b>1,114,111</b>	<b>977,198</b>	<b>74.51%</b>	<b>715,600</b>
10/24 - 06/26	PY24 2nd Inc. WIOA Dislocated Worker	203,948	203,948	0	100.00%	0
07/25 - 06/26	PY25 1st Inc. WIOA Dislocated Worker	290,780	109,295	152,407	90.00%	29,078
10/25 - 06/26	PY25 2nd Inc. WIOA Dislocated Worker	1,071,507	0	146,548	13.68%	924,959
	<b>Dislocated Worker Programs</b>	<b>1,566,235</b>	<b>313,243</b>	<b>298,955</b>	<b>39.09%</b>	<b>954,037</b>
04/24 - 06/26	PY24 WIOA Youth	1,243,005	909,607	212,161	90.25%	121,237
04/25 - 06/26	PY25 WIOA Youth	1,395,019	0	767,012	54.98%	628,007
07/24 - 06/26	PY24 TANF Youth	175,564	175,564	0	100.00%	0
07/25 - 06/26	PY25 TANF Youth	803,803	284,629	463,957	93.13%	55,217
09/24 - 06/26	PY24 Business & Education Partnership 1st Inc.	44,541	24,149	0	54.22%	20,392
10/24 - 06/26	PY24 Business & Education Partnership 2nd Inc.	98,550	0	65,976	66.95%	32,574
	<b>Youth Programs</b>	<b>3,760,482</b>	<b>1,393,949</b>	<b>1,509,106</b>	<b>77.20%</b>	<b>857,427</b>
07/25- 06/26	EARN	2,650,585	960,217	1,047,860	75.76%	642,508
	<b>Welfare Programs</b>	<b>2,650,585</b>	<b>960,217</b>	<b>1,047,860</b>	<b>75.76%</b>	<b>642,508</b>
01/24 - 06/26	Next Gen 23 - Building & Construction	173,851	3,496	0	2.01%	170,355
01/24 - 06/26	Next Gen 23 - Agricultural	147,761	3,241	0	2.19%	144,520
NA	IP Sustainability Fund	586,662	9,936	0	1.69%	576,726
	<b>Industry Partnerships</b>	<b>908,274</b>	<b>16,673</b>	<b>0</b>	<b>1.84%</b>	<b>891,601</b>
01/22 - 06/26	PASmart CPI Apprenticeship	125,711	3,546	101,823	83.82%	20,342
01/23 - 03/26	Apprenticeship Building America	143,561	33,441	8,975	29.55%	101,145
06/25 - 06/26	School to Work	103,154	3,335	27,536	29.93%	72,283
	<b>Reemployment Services</b>	<b>372,426</b>	<b>36,987</b>	<b>110,798</b>	<b>39.68%</b>	<b>224,641</b>
07/25 -12/25	Statewide - PA CareerLink Awareness	19,933	19,933	0	100.00%	0
07/24 - 06/26	Statewide - Communications Coordinator	15,039	15,039	0	100.00%	0
04/24 - 04/26	DWG Opioid	235,323	112,338	76,287	80.16%	46,698
NA	Research Department	90,542	19,264	0	21.28%	71,278
NA	Degenstein	1,398	0	0	0.00%	1,398
NA	Gold Standard	49,959	585	0	1.17%	49,374
NA	Highmark Initiative	467	467	0	100.00%	0
NA	Engage	32,321	0	0	0.00%	32,321
NA	PASmart Innovation	20,000	6,742	0	33.71%	13,258
NA	Fit4Construction	42,500	0	0	0.00%	42,500
NA	ELIC	194	83	0	42.78%	111
	<b>Other Programs</b>	<b>237,381</b>	<b>27,141</b>	<b>0</b>	<b>11.43%</b>	<b>210,240</b>
	<b>Grand Total</b>	<b>12,302,292</b>	<b>3,862,321</b>	<b>3,943,917</b>	<b>63.45%</b>	<b>4,496,054</b>

**Notes:**

1 Obligated funds include the funds unexpended but obligated for the FY 26 subcontractor, training, and Resource Sharing Agreement budgets.

Advance Central PA  
 Operating Budget to Actual Comparison  
 From 7/1/2025 Through 12/31/25

	Total Budget - Original	YTD Actual Expense	Total Budget Variance - Original	Percent Total Budget Expended *
<b>Operational Expenses</b>				
Salaries And Benefits	1,180,157	547,854	632,302.52	46.42%
Staff Travel & Development	16,948	4,989	11,959.17	29.44%
Board Expenses	4,933	3,873	1,059.97	78.51%
General Office Supplies	6,046	2,167	3,879.20	35.84%
Leases - Copiers/Equipment	2,109	1,029	1,080.28	48.78%
Outreach	1,400	198	1,202.16	14.13%
Subscriptions	17,709	11,660	6,048.75	65.84%
Memberships	9,138	9,638	(499.63)	105.47%
Vehicles	0	0	0.00	0.00%
Equipment And Furnishings	11,237	0	11,237.00	0.00%
Professional Fees	16,575	814	15,761.40	4.91%
Business Services	14,760	0	14,760.00	0.00%
Computer Services	44,182	16,589	27,592.81	37.55%
Facility Costs	<u>83,953</u>	<u>39,852</u>	<u>44,101.42</u>	<u>47.47%</u>
Total Operational Expenses	1,409,147.00	638,661.95	770,485.05	<u>45.32%</u>
 Total Expenditures	 1,409,147.00	 638,661.95	 770,485.05	 <u>45.32%</u>

## Notes:

\* Anticipated expenditure rate of 50%.

Advance Central PA  
 FY26 Consolidated PA CareerLink® Operating Budget Budget to Actual Comparison  
 From 7/1/2025 Through 12/31/25

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended *	Percent Total Budget Remaining
<b>REVENUE:</b>					
WIOA Adult	517,880	206,187	311,693	39.81%	60.19%
WIOA Dislocated Worker	-	-	-	0.00%	100.00%
WIOA Out of School Youth	191,506	75,863	115,643	39.61%	60.39%
EARN	376,320	155,379	220,941	41.29%	58.71%
Advance Central PA Total: <sup>1</sup>	1,085,706	437,429	648,277	40.29%	59.71%
WAGNER PEYSER	120,963	47,357	73,606	39.15%	60.85%
WP REGIONAL	23,529	10,119	13,410	43.01%	56.99%
VETS	151,467	58,682	92,785	38.74%	61.26%
RAPID RESPONSE	19,965	7,225	12,740	36.19%	63.81%
OVR	116,614	44,431	72,183	38.10%	61.90%
OVERSIGHT	23,529	10,119	13,410	43.01%	56.99%
RESEA	362,890	142,144	220,746	39.17%	60.83%
UC	74,919	28,819	46,100	38.47%	61.53%
STAFF DEVELOPMENT <sup>4</sup>	10,835	8,739	2,096	80.66%	19.34%
State Partner Total <sup>2</sup> :	904,713	357,635	547,078	39.53%	60.47%
<b>Total REVENUE</b>	<b>1,990,418</b>	<b>795,064</b>	<b>1,195,354</b>	<b>39.94%</b>	<b>60.06%</b>
<b>EXPENSES:</b>					
<b>PERSONNEL</b>					
Total PERSONNEL	1,065,102	430,423	634,679.00	40.41%	59.59%
<b>FACILITY</b>					
Total FACILITY	737,662	356,553	381,109.08	48.34%	51.66%
<b>OPERATIONAL</b>					
Total OPERATIONAL	421,540	81,696	339,844	19.38%	80.62%
<b>USAGE FEE (Non-Partner Renters)</b>					
Total USAGE FEE <sup>3</sup>	233,887	73,608	160,279	31.47%	68.53%
<b>TOTAL EXPENDITURES</b>	<b>1,990,418</b>	<b>795,064</b>	<b>1,195,353</b>	<b>39.94%</b>	<b>60.06%</b>

NOTE: Revenue amounts show details by PA CareerLink® 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 55% of the total shared PA CareerLink® operating costs compared to 45% paid by other required PA CareerLink® FTE partners.

2 Changes to state funding include the following: UC is now a full partner rather than a usage fee. Re-employment has replaced Trade funding, and RESEA is being partially used to offset Wagner Peyser funding.

3 The usage fee budget reflects Pennsylvania State University's Institute for the Study of Adult Literacy cancelling their rental agreement with Advance Central PA for the PA CareerLink® Lycoming County effective 10/1/25.

4 The Staff Development FTE was moved out of the region effective 10/1.

Advance Central PA  
 Subcontractor Budget and Actual Comparison  
 From 7/1/2025 Through 12/31/25

## Tuscarora Intermediate Unit 11 (TIU)

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended <sup>1</sup>	Percent Total Budget Remaining
<b>OPERATIONAL EXPENSES<sup>2</sup></b>					
Adult Pool	251,804	119,948	131,856	47.64%	52.36%
Dislocated Worker Pool	173,871	82,795	91,076	47.62%	52.38%
OS Youth Pool <sup>3</sup>	304,273	145,065	159,208	47.68%	52.32%
TANF	10,000	4,770	5,230	47.70%	52.30%
EARN Pool <sup>3</sup>	19,149	9,131	10,018	47.68%	52.32%
<b>Total OPERATIONAL EXPENSES</b>	<b>759,097</b>	<b>361,709</b>	<b>397,388</b>	<b>47.65%</b>	<b>52.35%</b>
<b>TOTAL EXPENDITURES</b>	<b>759,097</b>	<b>361,709</b>	<b>397,388</b>	<b>47.65%</b>	<b>52.35%</b>

## Central Susquehanna Opportunities, Inc. (CSO)

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended <sup>1</sup>	Percent Total Budget Remaining
<b>OPERATIONAL EXPENSES<sup>2</sup></b>					
Adult Pool	865,143	432,762	432,381	50.02%	49.98%
TANF Youth	556,953	265,602	291,351	47.69%	52.31%
Dislocated Worker Pool	341,844	190,989	150,855	55.87%	44.13%
Business Edu. Partnership	82000	16,024	65,976	19.54%	80.46%
Link	148,977	44,448	104,529	29.84%	70.16%
NDWG	134,918	81,538	53,380	60.44%	39.56%
EARN Pool	1,388,120	667,456	720,664	48.08%	51.92%
EARN SNAP	46,714	19,805	26,909	42.40%	57.60%
<b>Total OPERATIONAL EXPENSES</b>	<b>3,564,669</b>	<b>1,718,624</b>	<b>1,846,045</b>	<b>48.21%</b>	<b>51.79%</b>

**DIRECT CUSTOMER SERVICES<sup>4</sup>**

Adult Pool	8,500	8,216	284	96.66%	3.34%
TANF Youth	237,325	80,697	156,628	34.00%	66.00%
Dislocated Worker Pool	8,500	1,750	6,750	20.59%	79.41%
NDWG	1,500	-	1,500	0.00%	100.00%
EARN Pool	63,500	13,955	49,545	21.98%	78.02%
<b>Total DIRECT CUSTOMER SERVICES</b>	<b>319,325</b>	<b>104,618</b>	<b>214,707</b>	<b>32.76%</b>	<b>67.24%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,883,994</b>	<b>1,823,242</b>	<b>2,060,752</b>	<b>46.94%</b>	<b>53.06%</b>

**Central Susquehanna Intermediate Unit**

	Total Budget - Original	Total Budget Current Year Actual	Total Budget Variance - Original	Percent Total Budget Expended	Percent Total Budget Remaining
<b>OPERATIONAL EXPENSES<sup>2</sup></b>					
TANF Youth	36,656	28,512	8,144	77.78%	22.22%
OS Youth Pool	983,027	468,423	514,604	47.65%	52.35%
<b>Total OPERATIONAL EXPENSES</b>	<b>1,019,683</b>	<b>496,935</b>	<b>522,748</b>	<b>48.73%</b>	<b>51.27%</b>
<b>DIRECT CUSTOMER SERVICES<sup>4</sup></b>					
TANF Youth	28,304	25,700	2,604	90.80%	9.20%
OS Youth Pool	259,141	92,614	166,527	35.74%	64.26%
<b>Total DIRECT CUSTOMER SERVICES</b>	<b>287,445</b>	<b>118,314</b>	<b>169,131</b>	<b>41.16%</b>	<b>58.84%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,307,128</b>	<b>615,249</b>	<b>691,879</b>	<b>47.07%</b>	<b>52.93%</b>

**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.

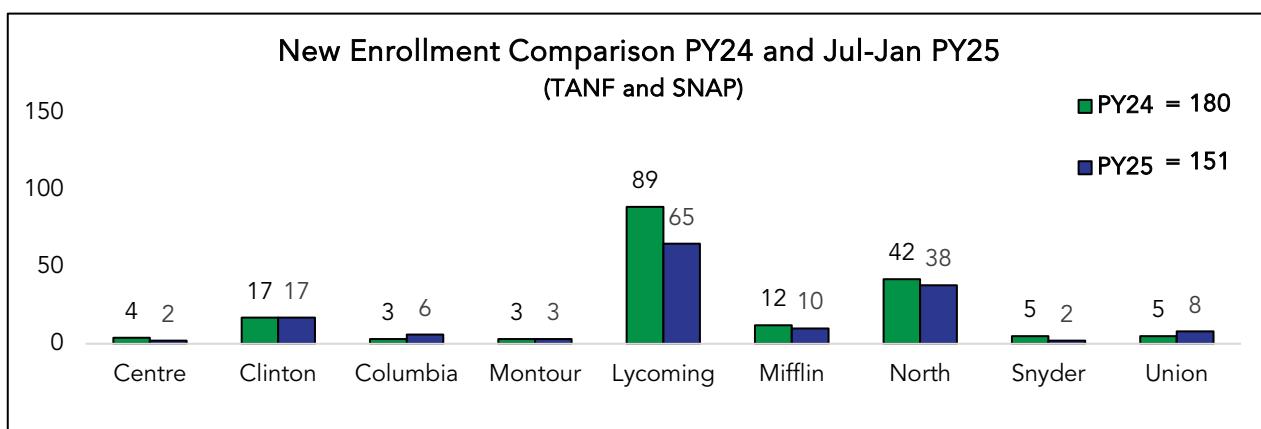
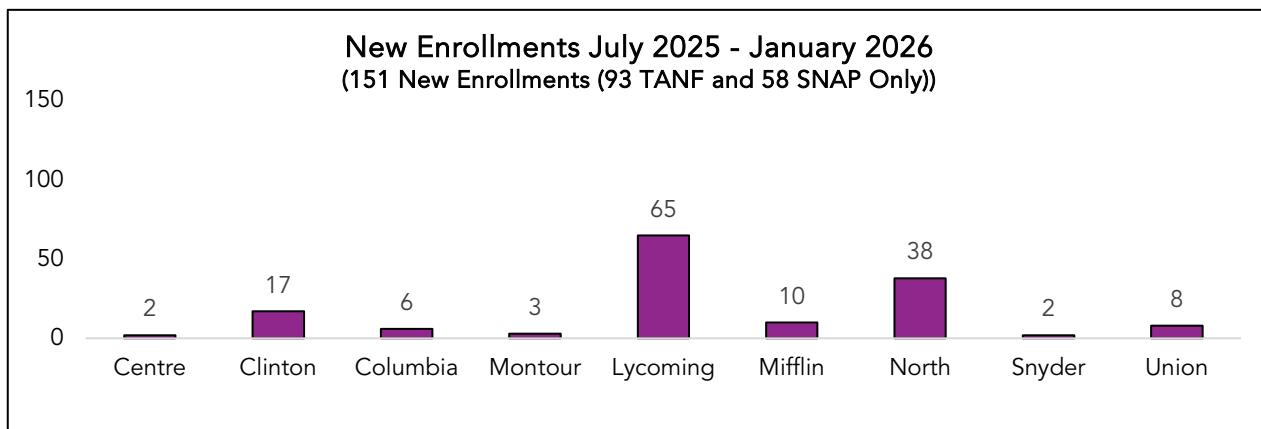
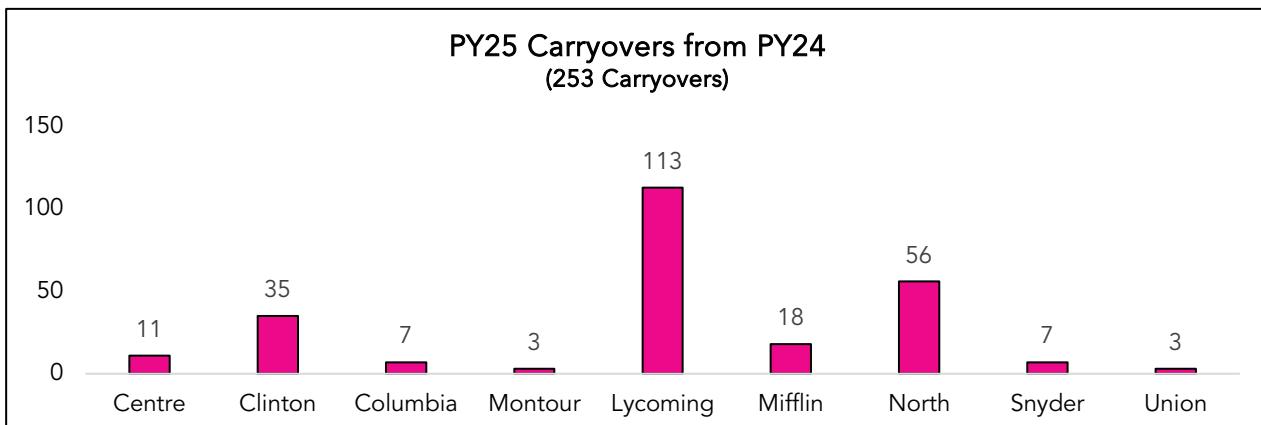
**FY26 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS**  
**As of 1/31/2026**

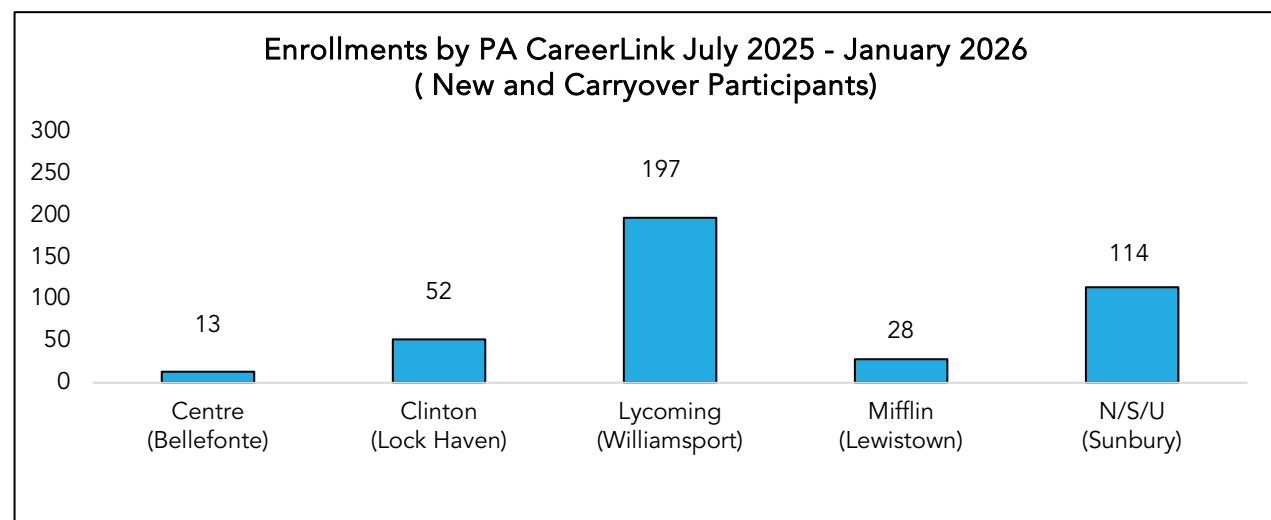
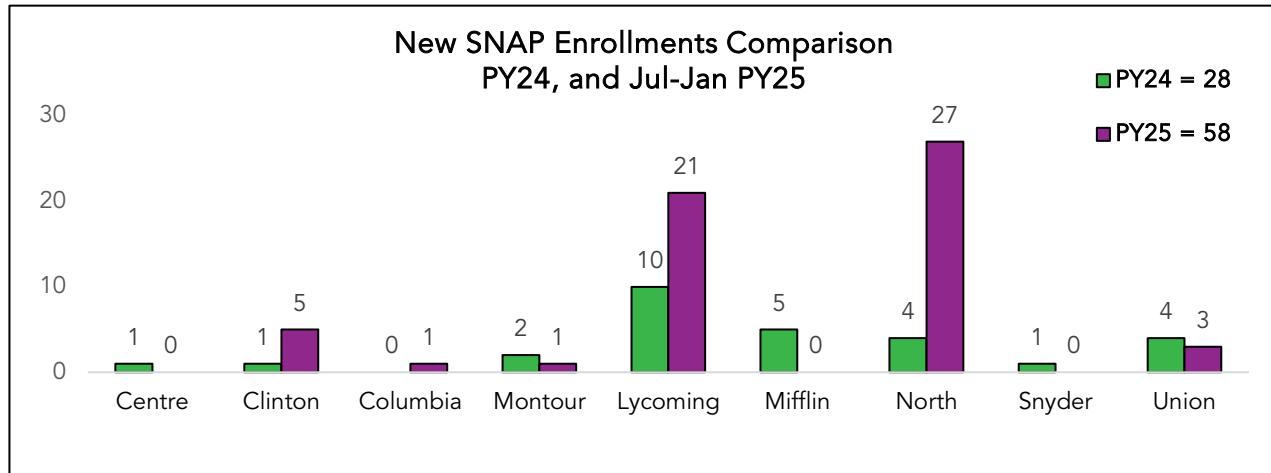
Fund Source	Budget	Encumbrance	Actual	Total Obligation	Budget Available for Encumbrance	Number of Participants	Percentage of Total Budget Obligated
<b>INDIVIDUAL TRAINING ACCOUNTS (ITAs)</b>						<b>FY26 ITA</b>	
Adult	\$93,600	\$0	\$0	\$0	\$93,600	0	0.00%
Adult POS	\$140,400	\$80,748	\$50,153	\$130,901	\$9,499	61	93.23%
Dislocated Worker	\$64,890	\$23,000	\$19,695	\$42,695	\$22,195	12	65.80%
NDWG	\$49,037	\$13,311	\$35,051	\$48,362	\$675	10	98.62%
<b>TOTAL ITA</b>	<b>\$347,927</b>	<b>\$117,059</b>	<b>\$104,899</b>	<b>\$221,958</b>	<b>\$125,969</b>	<b>83</b>	<b>63.79%</b>

<b>ON THE JOB TRAININGS (OJTs)</b>						<b>FY26 OJT</b>	
Adult	\$62,400	\$17,585	\$2,175	\$19,760	\$42,640	2	31.67%
Adult POS	\$93,600	\$18,739	\$35,938	\$54,678	\$38,922	10	58.42%
Dislocated Worker	\$46,593	\$18,459	\$22,062	\$40,521	\$6,072	5	86.97%
Out of School Youth	\$155,000	\$32,742	\$19,769	\$52,511	\$102,489	7	33.88%
<b>TOTAL OJT</b>	<b>\$357,593</b>	<b>\$87,525</b>	<b>\$79,945</b>	<b>\$167,470</b>	<b>\$190,124</b>	<b>24</b>	<b>46.83%</b>
<b>TOTAL ITA/OJT</b>	<b>\$705,520</b>	<b>\$204,584</b>	<b>\$184,844</b>	<b>\$389,427</b>	<b>\$316,093</b>	<b>107</b>	<b>55.20%</b>

<b>INCUMBENT WORKER TRAINING</b>						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%
<b>Total</b>	<b>\$236,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$236,222</b>	<b>0</b>	<b>0%</b>

## EARN Program Year 2025-2026 Enrollment Report







RECIPIENT NAME:	
COUNTY:	CASE NUMBER:

Adults who are healthy and able to work, and who do not live with children under 14, have a time limit on their SNAP benefits. After receiving benefits for three months, they need to show they are meeting certain work-related rules or qualify for an exemption to keep getting benefits. They can meet these rules by working at least 20 hours a week or taking part in approved training programs, or a mix of both. If this applies to you, you will receive another letter with more information.

**To help us determine if you are eligible for an exemption, please complete the survey below and return it to us in the enclosed postage-paid envelope as soon as possible - preferably within 10 days:**

**Individual and Household Questions - Circle Yes or No:**

Yes      No      Is anyone in your house age 13 or younger?  
If yes, do you purchase and prepare your meals with this person?      Yes      No

Yes      No      Are you pregnant?

Yes      No      Is your ability to work at least 20 hours a week limited by your physical or mental health?

Yes      No      Are you receiving or have you applied for any disability or sick benefits, such as SSI, Workers' Compensation, Veterans Disability Benefits, or vocational rehabilitation services?

Yes      No      Are you caring for an ill or disabled household member?

Yes      No      Are you participating in a drug or alcohol treatment program?

Yes      No      Are you unable to work because of domestic violence? **Circle Yes if:**

- You or your children will be at risk of being harmed if you work, or
- It will be more difficult for you to recover from abuse if you work.

Yes      No      Are you homeless or facing homelessness?

Yes      No      Are you receiving or have you applied for Unemployment Compensation?

Yes      No      Do you expect to return to work within the next 60 days?

Yes      No      Are you a migrant or seasonal farmworker returning to work within 30 days?

**Employment, Training, and Community Service Questions - Circle Yes or No:**

Yes      No      Are you working?  
If yes, where? \_\_\_\_\_  
How many hours a week? \_\_\_\_\_      What is your hourly rate? \_\_\_\_\_

Yes      No      Are you taking classes to learn English or earn a GED?  
If no, are you interested in taking free classes?  Yes  No

Yes      No      Are you in school or a training program?  
If yes, what are you studying? \_\_\_\_\_ How many hours a week? \_\_\_\_\_  
If no, are you interested in going back to school?  Yes  No

Yes      No      Are you doing community service or volunteering with a local agency?  
If yes, where? \_\_\_\_\_ How many hours a week? \_\_\_\_\_  
If no, are you interested in volunteering?  Yes  No

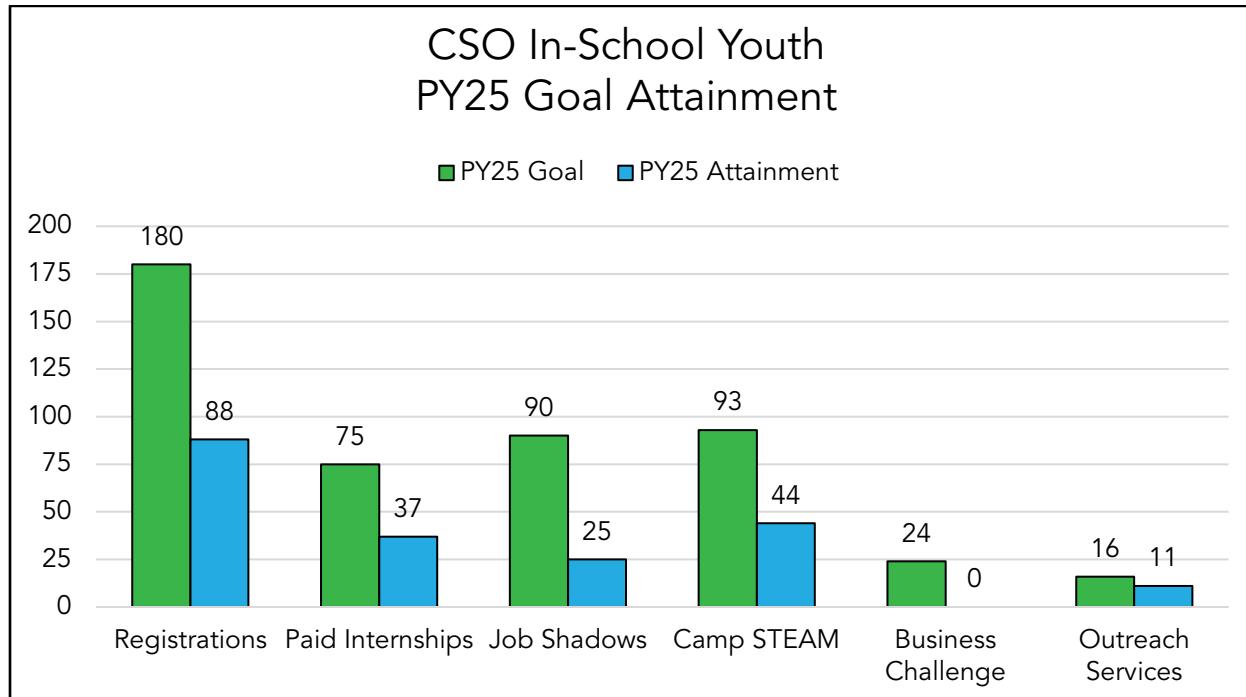
If you have questions about this survey or need help completing it, please call the Statewide Customer Service Center at 1-877-395-8930. In Philadelphia, please call 215-560-7226.

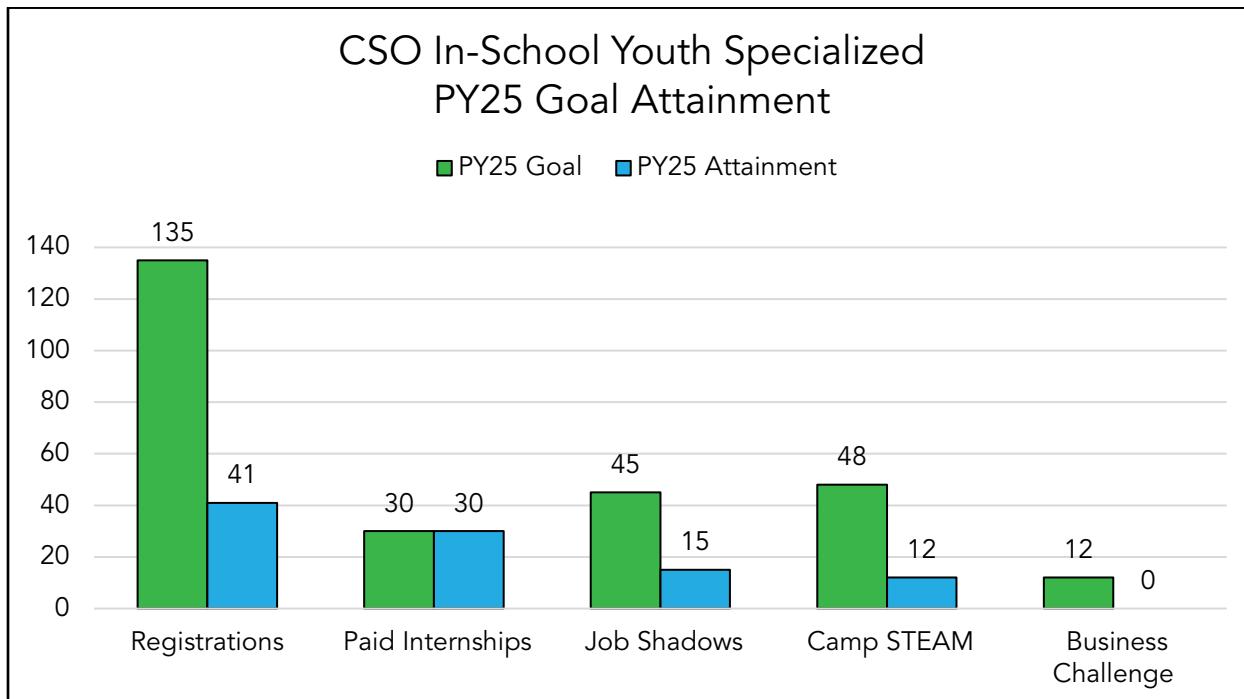
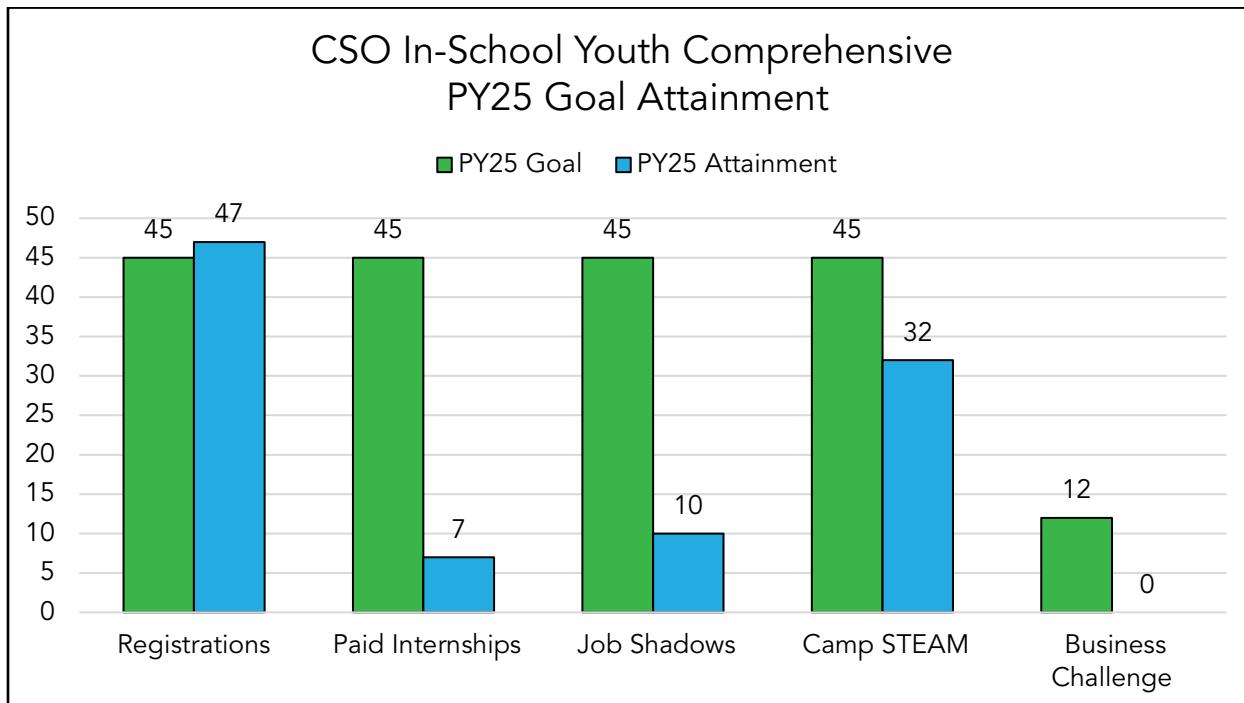
## Bridges to the Future In-School Youth Program Goal Attainment

PY25 Q2: October 1, 2025- December 31, 2025

Program Provider: CSO

Program Element	Program Year Goal	Program Year Attainment	% of goal reached
Comprehensive Registrations	45	47	104%
Comprehensive Paid Internships	45	7	16%
Comprehensive Job Shadows	45	10	22%
Comprehensive Camp STEAM	45	32	71%
Comprehensive Business Challenge	12	0	0%
Specialized Registrations	135	41	30%
Specialized Paid Internships	30	30	100%
Specialized Job Shadows	45	15	33%
Specialized Camp STEAM	48	12	25%
Specialized Business Challenge	12	0	0%
School Districts Receiving Outreach Services (BEP Grant)	16	11	69%





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

PY25 Q2: October 1, 2025- December 31, 2025

Program Provider: CSIU

Program Element	Program Year Goal	Program Year Attainment	% of goal reached
WIOA Registrations	200	97	49%
WIOA Paid Pre-Work Experience	60	18	30%
WIOA Job Shadows	30	21	70%
WIOA Paid Internships	60	13	22%
WIOA On-the-Job Training	12	3	25%

