

# Executive Committee Agenda

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

Introduction & Call to Order J. Howe

Public Comment

Review & Approval of Meeting Minutes J. Howe

## Committee Updates & Action Items

- Audit/Finance Committee
- EARN Committee
- Governance Committee
- Personnel Committee
- Policy & Performance Committee
  - Action Needed: Business Solutions Contract
- Youth Committee
  - Action Needed: Out-of-School Youth Contract

Executive Director Updates E. Mulberger

Open Discussion J. Howe

Upcoming Meeting Dates J. Howe

- Executive Committee Meeting – May 8, 2026 @ 10:00 a.m.
- Annual Meeting of the Members and LEO Prep Meeting – June 17, 2026 @ 9:00 a.m. at the Union County Government Center
- Joint WDB/LEO Meeting – June 17, 2026 @ 10:00 a.m. at the Union County Government Center

# Executive Committee Updates and Actions to be Taken

April 10, 2026

1. Motion to approve the minutes from the February 13, 2026 Executive Committee meeting.

## **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**

- Action Needed: Business Solutions Contract

The Policy and Performance Committee will meet as needed.

## **Youth Committee • Jon Ritter, Chair**

- Action Needed: Out-of-School Youth Contract

The Youth Committee will meet May 13, 2026.

# Executive Committee

## Meeting Minutes February 13, 2026

The Executive Committee of Advance Central PA held a Zoom Video Conference meeting on Friday, February 13, 2026.

### The following members attended:

Jay Alexander  
Jim Beamer  
Kenneth Chappell  
Jonah Howe  
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:

Michele Foust  
Dave Zartman

### Proceedings

The meeting was called to order at 10:01 a.m. by Jonah Howe, Executive Committee Chair. Jonah introduced himself as the new Chair of the Workforce Development Board and is looking forward to working more closely with everyone.

### Public Comment

There was none.

### Review & Approval of Meeting Minutes

- ▲ Jim Beamer made a motion to approve the October 10, 2025 Executive Committee meeting minutes. Ken Chappell seconded the motion. The motion was unanimously approved with no abstentions.

Jay Alexander has stepped forward volunteering to fill the vacant role for Chair of the Audit/Finance Committee. Jonah asked if there was a motion to make that appointment.

- ▲ Jim Beamer made a motion to appoint Jay Alexander the chair of the Audit/Finance Committee effective February 13, 2026. Jon Ritter seconded the motion. The motion was unanimously approved with no abstentions.

### Executive Committee Updates & Action Items

#### Audit/Finance Committee

Jay Alexander, Audit/Finance Committee Chair, provided the update.

Financial statements through December 31, 2025 were included in the meeting materials and provided in advance.

#### Contract Expense and Obligation Report

This report reflects the total funding available, amounts expended, and amounts obligated and unobligated.

While funds have not yet been received, Jay noted Advance Central PA will be awarded a new \$400,000 apprenticeship grant in partnership with the Central Pennsylvania Institute of Science and Technology (CPI).

#### Advance Central PA Operating Budget to Actual Report

This report shows Advance Central PA's budgeted and actual operating costs. In total, Advance Central PA expended 45% of its operating budget. Jay pointed out that several line items exceed the anticipated 50% expenditure rate due to costs that are incurred at a single point in the year rather than spread evenly throughout

the year. Membership expenses are over budget as a result of PWDA and NAWB membership rates increasing beyond the amounts originally budgeted.

#### Consolidated Operating Budget Expense Report

This report reflects total expenditures and revenues for the PA CareerLink® sites. The overall expenditure rate is 40%.

Pennsylvania State University's Institute for the Study of Adult Literacy (ISAL) terminated its rental agreement at the PA CareerLink® Lycoming County site effective October 1 after securing lower-cost space. Erica Mulberger, Advance Central PA Executive Director, noted that ISAL relocated to the Horizon Credit Union building. Advance Central PA is also exploring whether this space could be a viable option for the Lycoming County PA CareerLink® site, as staffing levels have decreased and less space may be required. Advance Central PA remains in the middle of the current lease; however, due to funding reductions, the funding-out clause may be exercised as needed. Discussions are ongoing, and additional information will be shared as it becomes available.

#### Subcontractor Budget to Actual Comparison

This report shows the expenses for each of the service providers which the Committee reviewed.

#### FY26 Consolidated Training Contract Obligations

Jay reviewed the number of participants approved for Individualized Training Accounts (ITAs) and On-the-Job Training (OJTs) including a slight decrease from FY25 to the current year, however, staff have observed an increase in training submissions throughout January.

Staff will be reallocating funds to increase the amount available to eligible Dislocated Workers as that funding stream is running low compared to the Adult budget.

#### Audit Update

Jay reported that Advance Central PA's auditors, Young, Oakes, Brown and Company (YOBCO), were on-site in December to conduct the Single Audit. The audit resulted in a clean opinion with no findings. Staff will be scheduling a meeting with YOBCO and the Audit/Finance Committee to review the audit results.

The Audit/Finance Committee will meet soon to review the audit.

#### EARN Committee

Ken Chappell, EARN Committee Chair, provided the update.

#### EARN Enrollment Updates

There were 162 new enrollments between July 1, 2025 through January 29, 2025, a decrease compared to the previous year's 180 in the same time period. This tracks with overall trends across the nation with fewer TANF cases.

However, 66 of the new enrollments are SNAP Only cases, 21 of which enrolled in January. This is a significant increase from the 28 total SNAP Only cases in the entire 12-months of PY24.

In response to the increase in SNAP Only enrollments, Advance Central PA reached out to County Assistance Office (CAO) Directors to determine whether there had been changes in referral practices. Staff also proactively contacted the Bureau of Employment Programs (BEP) to express concern that the SNAP EARN budget may not be sufficient to sustain the current enrollment trend. BEP advised that no additional SNAP EARN funding is available and recommended focusing on identifying exemptions. Advance Central PA staff developed a plan based on this information resulting in EARN staff assisting SNAP referrals with a review of possible exemptions which will then be reported to the CAO.

#### DHS Bureau of Employment Programs- Monitoring Report

Ken shared the Bureau of Employment Programs (BEP) released its formal monitoring report for the program year ending June 30, 2025. The report requested corrective action plans in three performance areas: placement, credentialing, and retention. A corrective action plan will address the findings. Staff was pleased to see improvement from the prior year with no findings related to technical items such as timeliness of assessments.

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

Due to vacancies, the Board is out of compliance with the requirement that at least 50% of members are from the private sector. Two additional private-sector business members must be appointed as soon as possible. Members are encouraged to share any potential candidates or leads. Erica shared that Jon provided a prospective candidate, and she plans to reach out. She also shared that Jamie Aurand has secured a job in our region and anticipates that he will apply for appointment to fill one of those vacancies.

### Leadership

Erica extended sincere thanks to Shelly for her years of dedicated leadership. Congratulations were shared with Jonah as he has assumed the role of Chair and will serve in this position through the end of 2028. Jay was thanked again for stepping into the Audit/Finance Committee Chair role.

Two leadership vacancies remain: Governance Committee Chair and WDB Vice Chair.

The Governance Committee will meet as needed.

### Personnel Committee

Erica provided the update.

### Staffing Update

Advance Central PA has elected to pause hiring for the vacant PA CareerLink® Site Administrator position through June. Current Site Administrators Rachael Ulmer and Jamison Bond have been performing strongly and have received positive feedback from both the PA CareerLink® Operator and frontline staff. Currently, Rachael is covering the Centre County site, and Jamison is covering the Mifflin County site. Staff will reevaluate operational needs and make a recommendation on whether to reopen the position or transition from a three-Site-Administrator regional model to a two-Administrator model.

Commissioner Postal expressed support for this approach, noting that reducing overhead while maintaining or increasing productivity is a sound strategy.

The Personnel Committee will meet as needed.

### Policy and Performance Committee

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

### Monitoring Update

On October 16, 2025, staff submitted a corrective action plan in response to monitoring of the Apprenticeship Building America Grant. This response addressed one finding regarding a support service payment for rent where the month was not indicated on standard forms.

Jim shared that the Bureau of Workforce Development Administration (BWDA) issued preliminary findings in two subsections of the PY24 monitoring: Procurement and Subcontracts and Local Workforce Development Board (LWDB) Policies and Agreements. Staff responded to two technical issues.

On January 28, the Office of Equal Opportunity issued their preliminary 2025 monitoring findings which included two recommendations and one required correction. Staff met virtually with the Office of Equal Opportunity (OEO) and are prepared to submit a formal response by the March 26 deadline. Jim noted, the US Department of Labor recently rescinded their 2022 guidance which defined "sex" as a protected group to include transgender and gender identity. To ensure compliance with this change, OEO has recommended removing such references from local policies while maintaining "sex" as a standalone protected class.

The US Dept of Labor visited Harrisburg in January for monitoring. Five case files were selected for monitoring. Staff coordinated on a tight timeline and submitted all requested documentation.

Local monitoring in progress includes PA CareerLink® operations and National Dislocated Worker Grant compliance.

### Limited English Proficiency (LEP) Plan

The regional LEP plan was due for routine review including the collection and analysis of recent data to determine the need for PA CareerLink® documents to be translated into other languages. The new data did not warrant any additional translations; therefore, the revisions to the plan were minimal, and the revised plan was released February 4.

### Equal Opportunity Complaints

As the Equal Opportunity Officer, Marca O'Hargan, investigated two equal opportunity complaints from WIOA Out-of-School Youth participants alleging misconduct by their paid internship site leadership. Their allegations were found to be warranted. Resolution included recommendation that the business owner complete equal opportunity training. The young adults were removed from their work site immediately upon communicating their concerns with the program staff.

Erica shared that one individual who filed the Equal Opportunity complaint expressed sincere appreciation that Advance Central PA took the matter seriously. The family noted it was meaningful to see adults holding other adults accountable, even though the employer involved was dissatisfied with how the issue was handled.

### On The Horizon

A committee meeting will be scheduled to review several policies and recommended changes for improved efficiency and operations.

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)

Jon reported the annual goal for Comprehensive Registrations has been exceeded, with 47 registrations compared to a goal of 45. Specialized Registrations total 41 through the first two quarters, compared to an annual goal of 135. Historically, Specialized Registrations increase during the spring as participants enroll to complete paid internships over the summer.

Participation of camp STEAM remains on track, with 44 participants having completed Camp STEAM to date, compared to an annual goal of 93.

To date, 37 paid internships have been completed, compared to an annual goal of 75. Paid internship activity typically increases during the fourth quarter, as most ISY participants also complete internships during the summer months.

No Business Challenges have been held thus far in the program year; however, multiple group activities are planned for the spring.

The ISY program is due for competitive procurement, with an anticipated contract start date of July 1, 2026. The Youth Committee will meet in February to review performance data, discuss the benefits and challenges of the current program design, and make recommendations to staff to support the release of a request for proposals (RFP).

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

Program registrations are on target, with 97 WIOA registrations in the first and second quarters, and a goal of 200

WIOA paid internships remain below target, with 13 participants engaged compared to an annual goal of 60. Challenges in meeting this goal have been attributed to reduced business capacity. On-the-Job Training (OJT) outcomes are also below target, with three placements achieved toward an annual goal of 12.

The OSY RFP was released January 8. Proposals are due by February 27, with an anticipated contract start date of July 1, 2026.

Erica reported that during a recent monitoring review, staff identified a potential issue involving a paid internship participant who appears to have been compensated simultaneously by both the employer and the program, which is not allowable. At this time, it is unclear whether this duplication was known by any/all parties involved. Staff are

actively reviewing the situation to fully understand how this occurred and determine appropriate next steps and corrective actions, if any.

#### Path to Careers Update

The Central PA Chamber of Commerce has invited Advance Central PA to hold a seminar on March 4 to present information to business members regarding the benefits of registering on Path to Careers and posting experiences. Advance Central PA staff will assist participating businesses in completing their registration following the presentation.

The next Youth Committee meeting will be February 24<sup>th</sup>.

#### **Executive Director Update**

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

#### Service Delivery Requests for Proposals (RFPs)

Erica shared that procurement is underway for a number of programs with consideration about how to move forward with others. For example, staff is evaluating the most effective path forward for the Business Solutions Contract.

#### Funding and Budget Updates

Advance Central PA is fully funded through October 2026 at level funding. She cautioned that last year Advance Central PA was one of only two boards that requested and received leftover funding the state had available, which helped sustain operations through the current year even with the substantial funding decrease.

Advance Central PA is taking a cautious and conservative approach to budget planning moving for the upcoming fiscal year.

#### **Open Discussion**

Commissioner Postal asked whether there were any early comments regarding Governor Shapiro's proposed budget. Erica noted an increase in funding for industry partnerships but cautioned that similar increases are often proposed and usually are not upheld.

#### **Date of Next Meeting**

LEO Prep Meeting – March 18, 2026 @ 9:00 am, at the Union County Government Center in Lewisburg

WDB/LEO Joint Meeting – March 18, 2026 @ 10:00 am, the Union County Government Center in Lewisburg

Executive Committee Meeting – April 10, 2026 @ 10:00 @ Advance Central PA office in Lewisburg

#### **Adjournment**

With no further business to discuss, Jonah adjourned the meeting at 11:00 a.m.

Respectfully Submitted,



Kelly Walter, Office/Board Coordinator

**FY26 CONSOLIDATED TRAINING CONTRACT OBLIGATIONS**  
As of **4/1/2026**

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	\$68,600	\$0	\$0	\$0	\$68,600	0	0.00%
Adult POS	\$155,400	\$63,838	\$83,166	\$147,004	\$8,396	65	94.60%
Dislocated Worker	\$76,890	\$33,090	\$37,661	\$70,751	\$6,139	21	92.02%
NDWG	\$49,037	\$0	\$43,174	\$43,174	\$5,863	12	88.04%
<b>TOTAL ITA</b>	<b>\$349,927</b>	<b>\$96,928</b>	<b>\$164,001</b>	<b>\$260,929</b>	<b>\$88,998</b>	<b>98</b>	<b>74.57%</b>

<b>ON THE JOB TRAININGS (OJTs)</b>						<b>FY26 OJT</b>	
Adult	\$62,400	\$21,831	\$4,117	\$25,948	\$36,452	3	41.58%
Adult POS	\$78,600	\$16,695	\$43,860	\$60,555	\$18,045	11	77.04%
Dislocated Worker	\$59,593	\$17,456	\$31,473	\$48,928	\$10,665	6	82.10%
Out of School Youth	\$155,000	\$29,871	\$30,780	\$60,651	\$94,349	8	39.13%
<b>TOTAL OJT</b>	<b>\$355,593</b>	<b>\$85,852</b>	<b>\$110,230</b>	<b>\$196,083</b>	<b>\$159,510</b>	<b>28</b>	<b>55.14%</b>
<b>TOTAL ITA/OJT</b>	<b>\$705,520</b>	<b>\$182,781</b>	<b>\$274,231</b>	<b>\$457,011</b>	<b>\$248,509</b>	<b>126</b>	<b>64.78%</b>

Please note: the following number of ITAs and OJTs are also co-enrolled in ABA:

ITA:	0
OJT:	0