

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD (SAWDB)**

SAWDB EXECUTIVE COMMITTEE MEETING

March 12, 2024

10:00 AM

Southern Alleghenies Planning and Development Commission, also available via Zoom Meeting Platform
Altoona, PA

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome and Introductions	Jesper Nielsen, SAWDB Chair
Approval of Minutes from January 9, 2024*	Jesper Nielsen
Director's Report	Jennifer Sklodowski, SAWDB Director
<ul style="list-style-type: none">• Red/Green Report• Request for Support – Cambria Job Fair*• Request for Support – Penn Highlands Careerfest*• Request for Support – Somerset County Ag Days*• PA CareerLink® Days• Commonwealth Workforce Transformation Program	
Presentation – Veteran Community Initiatives	Josh Hauser, Community Operations Director
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
Other Business	All
Adjournment	

***Requires Formal Action**

The Southern Alleghenies Workforce Development Board receives funding through the US Department of Labor and the PA Department of Labor and Industry. All costs associated with this meeting are funded 100% by the Workforce Innovation and Opportunity Act. For detailed information see <https://sapdc.org/stevens-amendment/>

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

**Tuesday, January 9, 2024
Held via Zoom Meeting Platform
Altoona, Pennsylvania**

ACTION SUMMARY

Following are the major actions taken by the SAWDB Executive Committee at its regular meeting held on January 9, 2024, via the Zoom meeting platform.

1. Approved the minutes of the SAWDB Executive Committee meeting held on December 12, 2023, as presented. The motion was made by Ms. Sharon Clapper and seconded by Mr. Brock Kull. The motion passed with unanimous approval.
2. Motion to approve a \$1,185 sponsorship for the Bedford County Job Fair and a \$1,500 sponsorship for the Blair County Spring Job was made by Mr. Bob Parsons and seconded by Ms. Sharon Clapper. The motion passed with unanimous approval.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

January 9, 2024

**Held via Zoom Meeting Platform
Altoona, Pennsylvania**

Members Participating

Bob Parsons	B & B Designed Systems
Brock Kull	Manpower
Cory Sisto	IFC Services
Craig Schield	OVR
Julia Brulia	Gateway Travel Plaza
Keith Baker	BWPO
Sharon Clapper	Clapper's Industries
Wendy Melius	CCA

Non-Members

Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Heather Saly	BWPO
Linda Stranka	Tableland Services
Lisa Phillips	Tableland Services
Rebecca Lowry	IFS Services
Sarah Helman	Goodwill
Jen Sklodowski	SAP&DC
Steve Howsare	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	SAP&DC
Renee Best	SAP&DC

Call to Order

SAWDB Vice-Chair, Mr. Cory Sisto, called the meeting of the Southern Alleghenies Workforce Development Board Executive Committee to order at 10:00 a.m. and roll call was taken. The meeting was open to the public and also available virtually using Zoom.

Approval of Minutes from December 12, 2023

Mr. Cory Sisto asked for a motion for approval of the minutes from the December 12, 2023, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Sharon Clapper made a motion to approve the December 12, 2023, Executive Committee meeting minutes as presented. Mr. Brock Kull seconded the motion. The motion passed with unanimous approval.

Director's Report

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that it reflects five months of expenditures. December invoices are expected to be sent to SAP&DC by January 12th. The first page of the report reflects Title I provider expenditure rates as measured against the 80% expenditure requirement.

Regarding Adult, providers have spent 38% of their budget which is a bit of a concern Ms. Sklodowski will monitor this closely. Providers are on track to meet that 80% requirement. For Dislocated Worker, providers have spent 56% of their goal and the 80% requirement will be met by the end of fiscal year. Providers are not meeting Youth quarter targets yet as they have spent 48% of their budget, but once expenditures come in for December they will be in a better position.

Regarding TANF, providers are spending at a quick rate and are meeting quarter targets. Tableland exceeded their goal spent at 108%. This is a concern as they are almost out of funds and will not have any additional funds for the remainder of the program year. Mr. Cory Sisto asked if anyone is at risk of losing their TANF services or not being able to assist clients for the rest of the fiscal year. Ms. Sklodowski stated that Tableland will not be able to assist any future youth for the rest of this fiscal year, but there will be no suspension of services.

Ms. Lisa Phillips provided an update on Tableland's TANF program. In comparison to the 2022 year, their program has doubled the number of youth that were served. The number of youth served jumped from 23 to 45. There were ten youth transferred into the co-ops and Tableland continued to provide additional services to them beyond the summer program. Seven of those youth were retained by the employer. It has been a very successful operation. Tableland is anticipating using Community Services Block Grant funds if necessary to offset the support that youth applied for.

Ms. Sklodowski referred to page 2 of the Red/Green report and stated that it tracks expenditure rates as measured against the 20% and 75% WIOA expenditure requirements. Providers are on track for the region, but Tableland is falling short with WIOA Youth Work Experience at 2% of their budget being spent. Ms. Sklodowski will be working with SAP&DC's fiscal department to review the budget to determine how SAWDB can assist providers in spending the money.

Annual Report

Ms. Jennifer Sklodowski shared that the Pennsylvania Workforce Development Act (PAWDA) requires that the Pennsylvania Workforce Development Board submit an annual report to the General Assembly by March 1st of each calendar year. The PAWDA also requires that local workforce development boards submit an annual report, which is included in the PA WDB's annual report. Contributions have been requested from providers with a submission due date of close of business on January 19th. The Southern Alleghenies Annual Report is in the process of being completed and is due to the state by close of business on February 2, 2024. Ms. Sklodowski will have this report ready to review at the next Executive Committee meeting.

Local Board Compliance Review

Ms. Jennifer Sklodowski stated that the SAWDB was monitored by the state for FY'22. The fiscal and procurement system as well as the boards compliance and oversight functions were monitored by the state. There were no findings or concerns identified, and there is no further action required from the board. Ms. Sklodowski congratulated the team on a job well done.

Request for Support: Bedford and Blair Counties

Ms. Jennifer Sklodowski reported that the SAWDB received two requests for support:

- Bedford County Job Fair to be held on April 3, 2024, at the Bedford County Fairgrounds. The total amount requested is \$1,185.
- Blair County Spring Job Fair to be held on April 17, 2024, at the Jaffa Shrine. The total amount requested is \$1,500.

Mr. Bob Parsons made a motion to approve the requests for support: \$1,185 for the Bedford County Job Fair and \$1,500 for the Blair County Spring Job Fair. Ms. Sharon Clapper seconded the motion. The motion passed with unanimous approval.

Ms. Gwen Fisher noted that the funding requests are for costs associated with hall rentals and tables/chairs. The community partners are covering for some of the other costs, and the PA CareerLink® centers will be covering the costs for flyers and manpower.

Notice of Grant Application – Schools to Work

Ms. Jennifer Sklodowski stated that she received a notice of grant application from the Forest Hills School District; they submitted an application for Schools to Work, Round 4 for PY'23 in the amount of \$230,000. This project will serve Cambria County and the Greater Johnstown region. Ms. Sklodowski reviewed the anticipated functions of the proposal in detail.

L&I's Line Items for Budget

Ms. Jennifer Sklodowski shared that she attended a call concerning the budget where Teacher in the Workplace was being discussed as being supported through the state for PY'24. The hope is that the state can get this added as a line item on the budget for PY'24.

Ms. Sklodowski provided information on the continuation of funding in support of the Business Education Partnership Grant:

- Teacher in the Workplace initiatives
- School to Work Projects
- Industry Partnerships – focus on IT and Healthcare
- One-Stop System in Schools – Ms. Sklodowski will revisit having iPads and different items in school districts to help youth with the PA CareerLinks®.

Ms. Clapper spoke of grants from the PA Farm Bill that were awarded in Blair and Huntingdon Counties and asked if Ms. Sklodowski could find out who is receiving this money for agricultural projects.

One-Stop Operator Report

Mr. Brad Burger shared that the WIOA Reauthorization is picking up steam and has a good chance of passing this year. If it does pass, there will be a number of flexibility options that are needed to be able to adapt our system to the current and future reality. Mr. Burger will continue

to monitor this closely.

Mr. Burger spoke of the Workforce Symposium that was held in November. The issue of the changing dynamics within the population in our region is gaining momentum. There are more discussions taking place in the media. Mr. Burger will be presenting at the Blair Chamber on Thursday related to this data and how to adapt our environment to this growing reality.

The PA CareerLink® Bedford will remain at the Bedford Career and Technology Center for three years.

Discussion centered on news articles focused on population loss. Mr. Burger noted that it comes down to a growth mindset and growth approach versus an adaptation approach. School districts and other municipalities are grappling with this. People are working through the process of a growth approach or adaptation approach to best serve the residents.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned at 10:30 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, March 12, 2024, 10:00 a.m.**

PY23 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES
AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT

ON TARGET	Monthly Targets				Quarterly Targets				YTD	Exp June	Exp May	Exp Apr	Exp March	Exp Feb	Exp Jan	Exp Dec	QTR Target	QTR Target	QTR Target	YTD	Available	80% Target	% of Budget Spent	
	Adult	Dw	Youth	Tanf	Adult	Dw	Youth	Tanf																
SHORTFALL																								
	Goodwill	\$ 42,372	\$ 34,333	\$ 35,703																				
	E&T	\$ 20,425	\$ 15,819	\$ 16,037																				
	Tableland	\$ 16,498	\$ 9,796	\$ 14,301																				
	Fund Total	\$ 79,295	\$ 59,948	\$ 66,041																				

Provider/Fund	Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	YTD	Available	80% Target	% of Budget Spent	
Adult	\$ 635,585	49,200	36,657	39,100	NO	47,367	39,538	37,878	NO	42,365	-	-	NO	-	\$ 294,105	\$ 341,480	46.27%	
Goodwill																		
E&T, Inc	\$ 306,382	11,903	19,608	14,201	NO	14,248	15,407	18,874	NO	19,086	-	-	NO	-	\$ 113,127	\$ 193,255	36.92%	
Tableland	\$ 247,463	12,396	14,048	16,232	NO	15,468	18,045	15,197	NO	17,221	-	-	NO	-	\$ 106,607	\$ 140,856	43.08%	
Total	\$ 1,189,430	\$ 73,499	\$ 72,313	\$ 69,533	NO	\$ 77,083	\$ 70,990	\$ 71,749	NO	\$ 78,672	\$ -	\$ -	NO	\$ -	\$ 513,839	\$ 675,591	43.20%	

Dw	Goodwill	E&T, Inc	Tableland	Total													
\$ 515,000	48,945	52,001	49,373	YES	51,338	45,618	48,526	YES	52,981	-	-	-	NO	-	\$ 348,162	\$ 166,838	67.60%
\$ 237,288	12,608	23,343	17,662	YES	17,405	18,067	22,500	YES	9,860	-	-	-	NO	-	\$ 121,445	\$ 115,843	51.18%
\$ 146,933	11,321	12,579	11,730	YES	17,207	12,501	12,628	YES	14,606	-	-	-	NO	-	\$ 92,772	\$ 54,161	63.14%
Total	\$ 899,221	\$ 72,474	\$ 87,923	\$ 78,765	YES	\$ 85,950	\$ 76,186	\$ 83,654	YES	\$ 77,427	\$ -	\$ -	NO	\$ -	\$ 562,379	\$ 336,842	62.54%

Youth	Goodwill	E&T, Inc	Tableland	Total													
\$ 585,538	52,877	49,426	46,186	YES	33,791	28,771	26,405	NO	32,222	-	-	-	NO	-	\$ 264,678	\$ 270,860	49.42%
\$ 240,552	22,268	35,408	22,868	YES	15,048	10,423	18,211	NO	16,695	-	-	-	NO	-	\$ 140,721	\$ 99,831	58.50%
\$ 214,510	11,333	11,951	12,769	NO	15,816	18,918	24,396	YES	29,815	-	-	-	NO	-	\$ 124,798	\$ 89,712	58.18%
Total	\$ 990,600	\$ 85,478	\$ 96,785	\$ 81,623	YES	\$ 64,455	\$ 58,112	\$ 69,012	NO	\$ 78,792	\$ -	\$ -	NO	\$ -	\$ 530,197	\$ 460,403	53.52%

TOTAL WIA	Budget	Exp July	Exp Aug	Exp Sept	QTR Target	Exp Oct	Exp Nov	Exp Dec	QTR Target	Exp Jan	Exp Feb	Exp March	QTR Target	YTD	Available	80% Target	% of Budget Spent
\$ 3,079,251	\$ 232,451	\$ 257,021	\$ 229,821	\$ 227,488	\$ 200,268	\$ 224,415	\$ 234,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,606,415	\$ 1,472,835	\$ 2,463,400	52.17%

Tanf	Goodwill	E&T, Inc	Tableland	Total													
\$ 612,884	65,247	59,494	18,467	YES	22,189	21,376	18,853	NO	24,038	-	-	-	NO	-	\$ 229,654	\$ 383,230	37.47%
\$ 128,444	26,605	29,731	5,131	YES	3,204	4,228	8,905	NO	1,692	-	-	-	NO	-	\$ 79,495	\$ 48,948	61.89%
\$ 143,806	31,695	35,978	39,490	YES	5,869	11,520	7,434	NO	791	-	-	-	NO	-	\$ 132,707	\$ 115,045	92.28%
Total	\$ 885,134	\$ 123,547	\$ 125,093	\$ 63,086	YES	\$ 31,292	\$ 37,124	\$ 35,192	NO	\$ 26,521	\$ -	\$ -	NO	\$ -	\$ 443,277	\$ 708,107	45.32%

WIOA YTH - Work Exp
 Goodwill
 E&T, Inc
 Tableland

ON TARGET
 SHORTFALL

Monthly Interest	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 8,926	\$ 33,471
E&T	\$ 4,009	\$ 15,035
Tableland	\$ 3,575	\$ 13,407
Fund Total	\$ 16,510	\$ 61,913

Quarterly Interest	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 26,777	\$ 100,413
E&T	\$ 12,028	\$ 45,104
Tableland	\$ 10,726	\$ 40,221
Fund Total	\$ 49,531	\$ 185,738

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Interest	Exp Oct	Exp Nov	Exp Dec	QTR Interest	Exp Jan	Exp Feb	Exp March	QTR Interest	Exp Apr	Exp May	Exp June	Summ YTD	Available	20% Interest	75% Interest	% of Budget Spent	% of Goal Spent
WIOA YTH - Work Exp	\$ 535,538	18,374	16,794	5,965	YES	5,361	1,232	1,233	NO	2,780	-	-	NO	-	-	-	\$ 51,733	\$ 483,799	\$ 107,108	\$ 107,108	9.88%	48.31%
Goodwill	\$ 240,552	10,666	21,441	9,867	YES	5,908	18,709	10,091	YES	10,955	-	-	NO	-	-	-	\$ 87,537	\$ 153,015	\$ 48,110	\$ 48,110	36.39%	191.95%
E&T, Inc	\$ 214,510	478,75	1,757	485	NO	570	624	5,474	NO	4,582.09	-	-	NO	-	-	-	\$ 13,972	\$ 200,538	\$ 42,802	\$ 42,802	6.51%	32.57%
Tableland	\$ 990,600	\$ 29,040	\$ 39,992	\$ 16,317	YES	\$ 11,739	\$ 20,565	\$ 16,788	NO	\$ 18,317	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 152,768	\$ 837,832	\$ 198,120	\$ 198,120	15.42%	77.11%

Provider/Fund	WIOA Youth Budget	Exp July	Exp Aug	Exp Sept	QTR Interest	Exp Oct	Exp Nov	Exp Dec	QTR Interest	Exp Jan	Exp Feb	Exp March	QTR Interest	Exp Apr	Exp May	Exp June	Summ YTD	Available	20% Interest	75% Interest	% of Budget Spent	% of Goal Spent
WIOA YTH - OSY	\$ 535,538	52,877	49,326	46,286	YES	33,781	23,771	26,408	NO	32,219	-	-	NO	-	-	-	\$ 264,678	\$ 270,860	\$ 401,654	\$ 401,654	49.42%	65.90%
Goodwill	\$ 240,552	22,268	35,408	22,668	YES	15,048	10,423	16,211	NO	16,695	-	-	NO	-	-	-	\$ 140,721	\$ 99,831	\$ 160,414	\$ 160,414	58.50%	78.00%
E&T, Inc	\$ 214,510	11,322.8	11,952	12,768	NO	1,5816	18,918	24,396	YES	2,9814.92	-	-	NO	-	-	-	\$ 124,738	\$ 88,712	\$ 160,883	\$ 160,883	58.16%	77.57%
Tableland	\$ 990,600	\$ 86,478	\$ 95,686	\$ 81,722	YES	\$ 64,455	\$ 53,112	\$ 69,015	YES	\$ 78,729	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 530,197	\$ 480,403	\$ 742,950	\$ 742,950	53.52%	71.36%