SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD (SAWDB)

SAWDB EXECUTIVE COMMITTEE MEETING

January 13, 2026
10:00 AM
Southern Alleghenies Planning and Development Commission, also available via Zoom Meeting Platform
Altoona, PA

AGENDA

TOPIC	NAME
Welcome and Introductions	Cory Sisto, SAWDB Chair
Approval of Minutes from 12-9-2026*	Cory Sisto
Director's Report • WIOA Title I Expenditures • WIOA Budget and Fiscal Position	Jennifer Sklodowski, SAWDB Director
Review of Multiple Policies*	SAWDB Staff
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
Commonwealth Update	Keith Baker, Asst. Regional Director, BWPO
Other Business	All
Adjournment	

*Requires Formal Action

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, December 9, 2025
Southern Alleghenies Planning and Development Commission, also available 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 December 9, 2025, via the Zoom meeting platform.

1. Approval of Minutes from October 14, 2025.

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Members Participating

Brock Kull	Manpower
Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Joshua Miller	Somerset Trust Company
Rosalie Danchanko	Highlands Health

Non-Members

Aaron Thomas	Tableland Services
Amy Horwath	Goodwill
Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Judy Lutz	E & T
Linda Straka	Career Planner for Somerset County
Rebecca Lowry	Tableland Services
Sarah Helman	Goodwill
Jennifer Sklodowski	SAP&DC
Steven Howsare	SAP&DC
Jill Reigh	SAP&DC
Tim Baranik	SAP&DC
Carrie Fisher	SAP&DC

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

Approval of Minutes from October 14, 2025
Mr. Cory Sisto asked for a motion for approval of minutes from October 14, 2025, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Craig Shield entered a motion to approve the October 14, 2025, SAWDB meeting minutes as presented. Mr. Jesper Nielsen seconded the motion. The motion was carried.

Director's Report

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that this report reflects four months of expenditures. Invoices are due on the 12th of every month. Quarterly expenditure rates are measured against 80% expenditure requirement. At Workforce Development Board meeting in November there was a discussion about ow providers have met their quarter target, and providers are on the right path moving forward. Entering the second quarter of the fiscal year, and at this point, she is confident that the benchmarks will be met along the way.

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 moving in the right direction and there will be a clearer picture in January once November's expenditures are entered. Ms. Sklodowski shared her appreciation for providers on a job well done.

Tri-State Apprenticeship Consortium

Ms. Sklodowski shared the Southern Allegheny Workforce Development Board partnered with the Southwest Corner Workforce Development Board to participated and become a member in the Tri-State Apprenticeship Consortium which consist of Ohio, Pennsylvania and West Virginia assisting with their ARISE application. The requested amount is over $3M, with the Southwest Corner being the fiscal agent. The goal is to build Appalachia's workforce ecosystem, expanding and strengthening community systems, including education, healthcare, housing and childcare. This will help the Appalachia's to obtain a job, stay on the job and advance their careers.

Tri-State apprenticeships internships will increase the use of apprenticeships by businesses and residents in the multi state labor and build pipelines into the apprenticeships to the K12 level. The letter of intent was submitted. If the grant is awarded it will be in kind and the Southern Alleghenies will be donating in kind. The Consortium is already in place, and the Southern Alleghenies was asked to join along with new partners.

State Compliance Report

Ms. Sklodowski and the board received the State Compliance Report for PY '23 and PY '24 on December 2nd. This report measures the compliance of the WIOA formula sub recipients in the following areas:

- 80% minimum commitment expenditure of Adult Dislocated Worker and Youth funding in the first-year award
- 20% maximum expenditure of Adult and Dislocated Worker allocation on Incumber Worker Training
- 20% minimum expenditure of its Youth allocation on Work Experience
- 75% expenditure of the Youth allocation on Out of School Youth

- 100% full expenditure of Adult Dislocated Worker and Youth funding by the close of Grant.

The Workforce Board is in compliance and fully expended with the PY '23.

Ms. Sklodowski will send the report to members.

RFP Planning

The board is due to send Request for Proposals for reauthorization of WIOA. The State requested an RFP timeline for monitoring. Ms. Sklodowski tasked the Southern Alleghenies support with the RFP timeline she created. Mr. Reigh is working on the RFP mailing list which has almost been completed and the deadline for having it completed is December 21st.

Ms. Sklodowski wants to create a project team of five individuals, with one individual interested. She also broke out the policies between the three staff members and assigned them each an amount of policies to review. The staff are to review the policies by December 31st with suggestions on which policy needs updated to be approved by her. The goal is to bring those policies and procedures to the January EC meeting for approval and review.

Mr. Cory Sisto asked who the audience is and what it is for. Has Ms. Sklodowski ever done the process before? How Intensive is it?

Ms. Sklodowski shared the RFP is for all of Title I and One Stop Operators. She has never done the process before but does know that it is to be done every four years. She asked Mr. Brad Burger about his knowledge of the process.

Mr. Brad Burger shared that it depends on the amount of changes in the request for the narrative. This process is what providers are used to.

Mr. Sisto asked if the RFP comes from the lead or does each of the organizations have to submit their own individual plan.

Ms. Sklodowski informed the board of the process with the organizations to submit their individual plans. The timeline will be presented in January for approval and once the RFP committee is organized an education session will be held to provide what is needed. The Southern Alleghenies team will be handling everything through December, and January, February and March will be more the board's involvement. Between January and February developing the RFP and providing the process, let the board committee know, and get it completed by January 31st so the board can do an internal review, put everything online, with everything ready to be sent. On February 11th it will be available to the public of the Southern Allegheny region, and from that point Ms. Sklodowski will step back and the committee steps in.

Ms. Rosalie Danchanko inquired about the time that will need to be spent on the committee and expressed her interest.

The RFP bidders conference will be held on March 30th with the deadline for the RFP to be submitted is April 15th. The RFP will then be submitted to the committee on May 11th.

These guidelines will follow past guidelines and on June 17th the contracts will be approved with the contracts being executed on June 30th.

Mr. Sisto asked while reviewing the RFP is there a uniform metric provided by the state for these types of programs or is the process all internal.

Ms. Sklodowski shared that it is all internal and what was used in the past. Her and Mr. Jim Walker attended a training through the Harvard Business School that provided training on how to execute the RFP's. Prior to Mr. Walkers retirement he had worked alongside Mr. Sklodowski to prepare the execution of the RFP. Ms. Sydney Burkes will be the point person for any questions or concerns. There are regulations that need to be reviewed and updated which will be made prior to sending the RFP out.

One-Stop Operator Report

Mr. Brad Burger reported there are three way to triangulate performance, which is efficiency, effectiveness and satisfaction. In November, region wide, for walk in customers there was 184 surveys returned and out of a scale of 5, CareerLink® scored a 4.95 and every county reporting at or above a 4.91 customer satisfaction rate. CareerLink® wants a robust regional presence for the customers that need them and choose in person services versus digital services.

In line with the board AI policy and the work that has been done collaboratively with the board staff related to the KI project of doing outreach to regional employers related to some of the pain points they employers are dealing with, with staff, morale, retaining staff, attracting staff and looking at tool to give them to help them work better and to retain them. The KI project did an outreach to a number of employers with a common denominator with reports that came back which is having trouble moving data that has to be done manually, stress on existing staff. Mr. Burger spoke at the Pennsylvania Association of Chamber Professionals conference in Seven Springs, and the chamber professionals were from rural areas, and the KI project was presented to them, and they are dealing with the same dynamics at a macro level with jobs and shifting a lot of the professionals were having trouble with key positions and burning out staff. The first phase of the KI project has been started, and Mr. Burger shared his appreciation for Ms. Gwen Fisher for leading the process. With the support of the board and the economic development partners they have piloted a Robotic Process Automation Clinic which is a small group of employers that are going to come in with their cases on December 16th. They are going to work with an information technology partner that was selected, and they are going to build their first own automation and develop their incumbent workers through using this technology. The goal is to have the employers leave with something to help their staff with morale and retention.

Other Business

Adjournment

There being no further business, the meeting was adjourned at 10:35 a.m.

A motion was made by Mr. Brock Kull to adjourn the meeting. Mr. Craig Shield seconded the motion.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on **Tuesday, January 13, 2026, 10:00 a.m.**

PY25 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES

AS MEASURED AGAINST 80% EXPENDITURE REQUIREMENT

ON TARGET
SHORTFALL

Monthly Targets	Adult	Dw	Youth
Goodwill	$ 40,183	$ 33,067	$ 31,893
E&T	$ 17,067	$ 19,267	$ 12,426
Tableland	$ 10,400	$ 11,600	$ 18,226
Fund Total	$ 67,650	$ 63,934	$ 62,545

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	$ 120,548	$ 99,200	$ 95,680	$ 102,495
E&T	$ 51,200	$ 57,800	$ 37,279	$ 37,097
Tableland	$ 31,200	$ 34,800	$ 54,679	$ 24,049
Fund Total	$ 202,948	$ 191,800	$ 187,638	$ 163,641

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	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	80% Target	% of Budget Spent	% of Goal Spent
Adult																					
Goodwill	$ 602,740	49,952	58,721	47,809	YES	53,223	55,068		NO				NO				$ 264,773	$ 337,967	$ 482,192	43.93%	54.91%
E&T, Inc	$ 256,000	21,943	17,603	17,703	YES	17,674	16,022		NO				NO				$ 90,945	$ 165,055	$ 204,800	35.53%	44.41%
Tableland	$ 156,000	12,495	10,313	13,601	YES	12,636	10,573		NO				NO				$ 59,618	$ 96,382	$ 124,800	38.22%	47.77%
Total	$ 1,014,740	$ 84,390	$ 86,637	$ 79,113	YES	$ 83,533	$ 81,663	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 415,336	$ 599,404	$ 811,792	40.93%	51.16%
Dw																					
Goodwill	$ 496,000	34,104	42,777	35,084	YES	42,786	41,134		NO				NO				$ 195,885	$ 300,115	$ 396,800	39.49%	49.37%
E&T, Inc	$ 289,000	20,586	18,269	19,515	YES	20,198	20,359		NO				NO				$ 98,927	$ 190,073	$ 231,200	34.23%	42.79%
Tableland	$ 174,000	11,132	9,284	13,778	NO	11,829	10,170		NO				NO				$ 56,193	$ 117,807	$ 139,200	32.29%	40.37%
Total	$ 959,000	$ 65,822	$ 70,330	$ 68,377	YES	$ 74,813	$ 71,663	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 351,005	$ 607,995	$ 767,200	36.60%	45.75%
Youth																					
Goodwill	$ 478,398	52,193	51,701	65,722	YES	52,925	46,392		YES				NO				$ 268,933	$ 209,465	$ 382,718	56.22%	70.27%
E&T, Inc	$ 186,397	23,050	23,722	16,161	YES	12,007	12,855		NO				NO				$ 87,795	$ 98,602	$ 149,118	47.10%	58.88%
Tableland	$ 273,397	19,133	14,932	24,556	YES	25,683	22,496		NO				NO				$ 106,800	$ 166,597	$ 218,718	39.06%	48.83%
Total	$ 938,192	$ 94,376	$ 90,355	$ 106,439	YES	$ 90,615	$ 81,743	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 463,528	$ 474,664	$ 750,554	49.41%	61.76%
TOTAL WIA	$ 2,911,932	$ 244,588	$ 247,322	$ 253,929		$ 248,961	$ 235,069	$ -		$ -	$ -	$ -		$ -	$ -	$ -	$ 1,229,869	$ 1,682,063	$ 2,329,546	42.24%	52.79%
Tanf																					
Goodwill	$ 512,476	70,363	64,542	31,942	YES	27,098	28,252		NO				NO				$ 222,197	$ 290,279	$ 409,981	43.36%	54.20%
E&T, Inc	$ 185,487	43,562	26,202	6,774	YES	8,250	7,783		NO				NO				$ 92,571	$ 92,916	$ 148,390	49.91%	62.38%
Tableland	$ 120,247	30,222	52,915	14,601	YES	9,716	2,423		NO				NO				$ 109,877	$ 10,370	$ 96,198	91.38%	114.22%
Total	$ 818,210	$ 144,147	$ 143,659	$ 53,317	YES	$ 45,064	$ 38,458	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 424,645	$ 393,565	$ 654,569	51.90%	64.87%

PY23 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES

AS MEASURED AGAINST 20% & 75% WIOA EXPENDITURE REQUIREMENTS

ON TARGET
SHORTFALL

Monthly Targets	WIOA YTH - Work Exp (20%)	WIOA YTH - OSY (75%)
Goodwill	$ 7,973	$ 29,900
E&T	$ 3,107	$ 11,650
Tableland	$ 4,557	$ 17,087
Fund Total	$ 15,637	$ 58,637

Quarterly Targets	WIOA YTH - Work Exp (20%)	WIOA YTH - OSY (75%)
Goodwill	$ 23,920	$ 89,700
E&T	$ 9,320	$ 34,949
Tableland	$ 13,670	$ 51,262
Fund Total	$ 46,910	$ 175,911

Provider/Fund	WIOA Youth 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	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - Work Exp																						
Goodwill	$ 478,398	16,440	20,969	20,803	YES	15,598	7,543		NO				NO				$ 81,353	$ 397,045	$ 95,680		17.01%	85.03%
E&T, Inc	$ 186,397	21,907	(2,794)	10,755	YES	7,009	6,889		YES				NO				$ 43,766	$ 142,631	$ 37,279		23.48%	117.40%
Tableland	$ 273,397	3,348	3,495	3,283	NO	4,938	3,968		NO				NO				$ 19,032	$ 254,365	$ 54,679		6.96%	34.81%
Total WIOA Youth	$ 938,192	$ 38,347	$ 21,670	$ 34,841	YES	$ 27,545	$ 18,400	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 140,803	$ 794,041	$ 187,638		15.01%	75.04%

Provider/Fund	WIOA Youth 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	Exp Apr	Exp May	Exp June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - OSY																						
Goodwill	$ 478,398	52,193	51,701	65,722	YES	52,925	46,392		YES				NO				$ 268,933	$ 209,465		$ 358,799	56.22%	74.95%
E&T, Inc	$ 186,397	23,050	23,722	16,161	YES	12,007	12,855		NO				NO				$ 87,795	$ 98,602		$ 139,798	47.10%	62.80%
Tableland	$ 273,397	19,133	14,932	24,556	YES	25,683	22,496		NO				NO				$ 106,800	$ 166,597		$ 205,048	39.06%	52.09%
Total WIOA Youth	$ 938,192	$ 94,376	$ 90,355	$ 106,439	YES	$ 90,615	$ 81,743	$ -	NO	$ -	$ -	$ -	NO	$ -	$ -	$ -	$ 463,528	$ 474,664		$ 703,644	49.41%	65.88%

Southern Alleghenies Workforce Development Area
Budget Summary
For The Year Ending June 30, 2026

	ADULT	YOUTH	DISLOCATED WORKER	TANF	OPOID	TOTAL FUNDING
Administration at 10% of award	$ 1,036,731.55	$ 988,714.41	$ 1,194,399.41	$ 822,360.00	$ -	$ 4,042,205.37
CARRYOVER FROM PY24	$ 421,501.49	$ 383,446.09	$ 743,761.04	$ 277,273.69	$ -	$ 1,825,982.31
TRANSFER	$ 300,000.00	$ -	$ (300,000.00)	$ -	$ -	$ -
FUNDING AVAILABLE	**$ 1,758,233.04**	**$ 1,372,160.50**	**$ 1,638,160.45**	**$ 1,099,633.69**	**$ -**	**$ 5,868,187.68**

							% of Total
Administration at 10% of award	$ 139,081.47	$ 141,659.90	$ 166,526.02	$ 117,189.09	$ -	$ 564,456.48	9.62%
Training	$ 100,000.00	$ 60,000.00	$ 75,000.00	$ -	$ -	$ 235,000.00	4.00%
PY24 Training Obligations	$ 1,336.00	$ 5,592.00	$ 7,708.00	$ -	$ -	$ 14,636.00	0.25%
OJT	$ 125,000.00	$ 25,000.00	$ 125,000.00	$ -	$ -	$ 275,000.00	4.69%
PY24 OJT Obligations	$ 40,032.00	$ 6,106.00	$ 32,268.00	$ -	$ -	$ 78,406.00	1.34%
Supportive Services	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ -	$ -	$ 45,000.00	0.77%
Industry Cluster Research Consortium	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ -	$ -	$ 12,000.00	0.20%
CareerLink Operating Costs*	$ 141,048.00	$ 98,192.00	$ 141,048.00	$ 41,176.00	$ -	$ 421,464.00	7.18%
Service Delivery	$ 1,058,994.00	$ 911,724.00	$ 947,395.00	$ 848,538.00	$ -	$ 3,766,651.00	64.17%
WorkKeys License & Assessments	$ 100.00	$ 100.00	$ 100.00	$ -	$ -	$ 300.00	0.01%
North Star Assessments	$ 817.00	$ 817.00	$ 817.00	$ -	$ -	$ 2,451.00	0.04%
Reserve	$ 132,824.57	$ 103,969.60	$ 123,298.43	$ 92,730.60	$ -	$ 452,823.20	7.72%
Total	**$ 1,758,233.04**	**$ 1,372,160.50**	**$ 1,638,160.45**	**$ 1,099,633.69**	**$ -**	**$ 5,868,187.68**	**99.99%**
	$ -	$ -	$ -	$ -	$ -	$ -	