

SOUTHERN ALLEGHENIES WORKFORCE
DEVELOPMENT BOARD
MEETING
February 10, 2026
Hampton Inn, Altoona, also via Zoom

AGENDA

9:00 AM	Welcome and Call to Order	Cory Sisto, Chair
	Approval of Consent Agenda Items	Cory Sisto
	<ul style="list-style-type: none">Minutes from November 12, 2025*	
	Executive Committee Actions*	
	<ul style="list-style-type: none">December 9, 2025January 13, 2026	
	Staff Report	
	Director's Report	Jennifer Sklodowski, SAWDB Director
	<ul style="list-style-type: none">Review of BudgetRed/Green ReportTransfer of Funds RequestRequest for FundsPolicy Review/RFP UpdateAdjust Date of March EC Meeting*	
	Review of Young Adult Council Activities	Sharon Clapper, Council Chair
	Commonwealth Update	Keith Baker, Assistant Regional Director, BWPO
	One-Stop Operator Report	Bradley Burger, Lead OSO Representative
	Youth Services Presentation	Youth Providers
	Other Business	SAWDB Members
	Public Comment	Audience
	Adjournment*	Cory Sisto

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD
Quarterly Meeting
November 12, 2025
Held via Zoom Meeting Platform**

MEETING MINUTES

Members in Attendance

Bob Kutz	BBCLC
Brock Kull	Manpower
Cory Sisto	IFC
Craig Schield	OVR
Dave Carey	AFSCME Council 83
David Grimaldi	JARI
Jesper Nielsen	Croyle-Nielsen T.A.
Joshua Miller	Somerset Trust Company
Keith Baker	BWPO
Pat McCann	Lockheed Martin
Ron Aldom	Somerset County Chamber
Sharon Clapper	Clapper's Industries
Dr. Steve Nunez	Penn Highlands
Tina Swineford	AASD
Wade Baumgartner	Regional Council of Carpenters 423
Wendy Melius	CCA

Non-Members in Attendance

Aaron Thomas	Tableland Services
Apryl Dolgas	Rapid Response
Barb Covert	E & T
Brad Burger	Goodwill of the Southern Alleghenies
Carol Allenbaugh	HCCADC
Diane Schlosser	Goodwill
Gwenn Fisher	PA CareerLink® Blair/Bedford
Heather Saly	PA CareerLink® Cambria County
Jeff Schlick	BWPO Rapid Response
John Brennan	PSU
Jonathon Juhas	UC
Judy Lutz	E & T
Lisa Phillips	Tableland
Sarah Helman	Goodwill of the Southern Alleghenies
Jennifer Sklodowski	SAP&DC
Jill Reigh	SAP&DC
Sydney Burkes	SAP&DC
Tim Baranik	SAP&DC
Carrie Fisher	SAP&DC

CALL TO ORDER

Mr. Cory Sisto called the meeting of the Southern Alleghenies Workforce Development Board (SAWDB) to order at 9:00 a.m. and welcomed those in attendance.

APPROVAL OF MINUTES FROM AUGUST 12, 2025, MEETING

Mr. Cory Sisto asked for a motion to approve the minutes from the August 12, 2025, SAWDB meeting. There were no other questions, concerns, or discussions regarding the minutes.

The Executive Committee Actions from the July 8, 2025, September 9, 2025, and October 14, 2025, meetings were included in the packet.

Ms. Sharon Clapper entered a motion to approve the August 12, 2025 SAWDB meeting minutes. Mr. Keith Baker seconded the motion.

Mr. Keith Baker entered a motion to approve the Executive Committee Actions from the July 8, 2025, September 9, 2025, and the October 14, 2025. Mr. Bob Kutz seconded the motion. The motion carried.

STAFF REPORT

Ms. Jennifer Sklodowski reviewed the budget, which remains in an adequate position within the budget. In the beginning there was a cut to funding for PY'25 and it was a tough start. With the cut in funding, we remain in a strong position overall.

The fiscal department has requested a draw down of the PY'25 fund from the Commonwealth. Ms. Michele Uvegas has had to take extra steps to get the money pulled down due to the government closing as well as Pennsylvania's budget impasse. Ms. Sklodowski shared her appreciation for the fiscal staff at the Department of Labor and Industry, who made sure that we received the funding needed.

DIRECTOR'S REPORT

Review of Budget

Ms. Sklodowski shared that Adult funding has \$132,825 in reserve with program cost and service delivery. It is important to keep the reserve as such until further into the fiscal year and keep cautionary measures in place for the entire PY'25 year. Last program year there was carryover but with the uncertainty into PY'26 we might not be as fortunate next year.

The Youth funding came with its own challenges. Ms. Sklodowski expressed how proud she is of the Business Services team and how well they have been doing with OJT Youth, but the funding is low. As of Friday the service delivery funding has been suspended. She has asked the career planners to screen any Youth interested in OJT to be screened for suitability into Adult. Funding will be released in April for Youth and Ms. Sklodowski will most likely be asking to approve some of the funding being pushed out.

In Dislocated Worker we remain adequate and Ms. Sklodowski is working to gain more knowledge in utilizing Incumbent Worker Funds. The SAP&DC will be reviewing the policies and creating a

policy for incumbent worker training. There has never been a policy for incumbent worker in the Southern Alleghenies region. When the WIOA authorization goes into effect the incumbent worker will need to be utilized to keep the training numbers up. There is speak of 40%-50% training and right now the training is set at 18%. Ms. Sklodowski has partnered with Westmoreland Fayette who has shared their knowledge of incumbent workers. Ms. Janet Ward has been a tremendous help.

TANF funding is currently not available for draw down. Providers have been made aware that the Southern Alleghenies will not be paying invoices for TANF funds at this time. Once the TANF funding is received, invoices can be submitted for payment.

Red/Green Report

Ms. Jennifer Sklodowski referred to page one of the Red/Green Report, the first page shows Title I expenditures as they are measured against the 80% expenditure requirements. Targets have been met this quarter with the exception of Tableland with DW coming in a bit short. Ms. Sklodowski was proud to present the report and discuss it at the Youth meeting with a strong beginning with expenditure rates moving towards the 80% requirement.

Ms. Jennifer Sklodowski reviewed the second page of the Red/Green Report, shows the Title I quarterly rates as measured against the 20% and the 75% WIOA expenditure requirements. The providers are moving along nicely. Mr. Sklodowski gave kudos to the providers for a job well done.

Request for Support – Pilot RPA Fix It Clinic

Ms. Sklodowski asked Ms. Gwen Fisher the site administrator for Blair and Bedford CareerLink® offices to talk about the request for support.

Ms. Fisher explained her, Ms. Jill Reigh, the site administrators along with other key business services coordinators that are in the region operate the Business Services Strategy team and the goal of that team is to look at things from an employer's perspective, see how we're offering and delivering employer services and to offer continuous improvement and support. As the Business Services Team are out in the community and talking to employers, we're listening for their pain points, and we ask questions to see how our services can help. Employers as for two things. They ask for workers and more skilled workers. With 95% of the businesses in our region being small businesses with 49 staff members or less, they wear a lot of hats right now. They have expressed frustration around too much work and too few workers. When asked what is taking up so much of their time it is back-end office work such as accounting issues, manual repetitive tasks that are data entry and invoice processing, HR issues that are payroll, scheduling, time off request, shipping and receiving functions along with other manual repetitive work. The declining workforce does not help us produce more workers, and Mr. Brad Burger has spoken numerous times about the demographics in our area and the decline in workforce. The problem areas can be solved with Robotic Process Automation which is an AI robotic process automation that is a process that can be designed for software improvements. In the past year with the help of the lead operator Mr. Burger, and with Ms. Sklodowski's guidance they launched a digital assistant call KI, that we have presented to Mr. Cory Sisto to help look at the problems and develop a report for us that would give us step by step ways to implement solutions using robotic process automation. There were 17 employers were part of the study, the initial pilot launch and they were all universally delighted with the reports that they were given, giving step by step processes on how to solve some of these really pain points that plague them regarding these manual, repetitive tasks. The next conversation with the strategy team is , how do we help the employers take the next step which leads to the team holding a clinic to teach the

employers how to utilize the Robotic Process Automation and the request for \$1,000 for support for the clinics. The local software developer Personal Solutions developed a half day clinic for our team. The goal is to bring in three employers and test the automation. We will demonstrate robotic proves automation in a couple of different ways and the goal is to hands on solve one of each of the employers issues while they are there and they will walk away with steps to apply this process to other issues they have. The clinic is to help employers develop a new skill that falls into the incumbent worker arena, and as the Workforce Solutions professionals, we help them address their worker shortage by consolidating and automating some of these back room tasks. We feel this will add to our branding and credibility. There are three partner employers identified they are trusted partners with us. We are hoping for a December timeframe. The software is Microsoft Power automate, which is a very common software that can be used through everyone who has Microsoft Office.

Ms. Wendy Melius asked if the clinic will show employers how to be more efficient with some of the existing programs that they are already using within their organization.

Ms. Fisher said that's exactly what the clinic is.

Mr. Cory Sisto is very excited about the clinic. A lot of companies do not have an IT departments or dedicated staff to invest dozens of hours trying to learn the software. Mr. Sisto is excited because Mr. Burger had him sold on the model and now to see it implemented in baby steps of how to get it implemented on their own. Mr. Sisto asked how many seats can be reserved. He also shared that assuming this goes well, IFC would be happy to pay it forward and host in their area and be the employer sponsor for it.

Mr. Craig Shield asked how the success of the pilot would be measured. Will there be a three month after survey to see if they are still utilizing the tools.

Ms. Fisher said there will be different metrics. One goal is to have the employer to have one solution presented already and then follow up on a regular basis. That was done with the original pilot of KI. There was a follow up at two weeks, a month and then two months.

Ms. Sklodowski thought that once the incumbent worker policy would be in place, moving forward, especially for PY'26 the clinic will be able to utilize the incumbent worker funding to help with training numbers.

Mr. Jesper Nielsen made a motion to approve Request for Support – Pilot RPA Fix It Clinic and Mr. Bob Kutz seconded the motion.

Approval of 2026 Calendar

Mr. Sisto asked for a motion to approve the 2026 Workforce calendar dates.

Mr. Jesper Nielsen made a motion to approve the 2026 Workforce Calendar. Mr. Pat Mccann seconded the motion.

REVIEW OF YOUNG ADULT COUNCIL UPDATE

Ms. Sharon Clapper apologized for not attending in person because she was attending the UPMC Somerset Job Shadowing day. It's the high school rural immersion day in five different departments at the hospital, and typically there will be one or two students job shadow at a business. Today there are 52 students throughout the day, in the morning Rockwood school districts has 24 students then this afternoon Somerset school district with 27 students. Ms. Clapper shared her appreciation to the hospital for coordination of the state. Ms. Clapper was in attendance of the event with Mr. Ron Aldom and Mr. Aaron Thomas and asked Mr. Aldom to shared his announcement.

Mr. Aldom announced that after 20 plus years on the Southern Alleghenies Workforce Development Board, after five on Westmoreland Workforce Board he is officially retiring. Mr. Aldom expressed his appreciation to the board and what the board has done for the state and our region.

Ms. Clapper shared she has worked with Mr. Aldom for 20 years and he has done a tremendous job, and she thanked him for all the activities that he coordinated, for what he did in Somerset County, and all the hard work in our region.

Ms. Clapper gave an update on the Young Adult Council meeting that was held on November 5th, and every meeting there is a presentation. The council was happy that Ms. Brianna Pavkovich the Director of Aviation Maintenance Technician Program at St. Francis University and she works out of the St. Francis University Aviation Education Center at the Johnstown Airport. Ms. Pavkovich invited the Young Adult Council to tour the program and hold a meeting in one of the conference areas. Ms. Clapper extended that invitation to Mr. Pat McCan to tour for Lockheed Martin.

The Young Adult program has started out strong and has seen 32 new WIOA youth registrations this far, which gives a 25% increase over PY'24 during the same period. The BEP grant has provided students to participate in different career activities, with just this quarter alone there are 606 new participants enrolled. There have been 401 TANF youth served.

Ms. Sharon updated about the PAC meeting that was held at the Blair Convention Center, which was a career event that was hosted and coordinated by the IU as part of their PA Smart Grant. Every Junior within the 35 districts that make up four counties in the IU were asked to complete a survey. The questions were centered around career interests and opportunities. They were asked to bring two juniors that would represent each of the school districts. While coordinating activities youth input is important with what events they would be interested in. Mr. Joe Fetzer was the keynote speaker who was an entrepreneur coach through the Southern Alleghenies and is currently an independent consultant. While looking at the statistics from the surveys, it was very encouraging to see that almost 60% of the over 1500 high school juniors that completed the survey agreed or strongly agreed that there are good paying jobs in this region for people that want to reside here.

In the August meeting Huntingdon County presenting about the Summer Youth Program. This time, Goodwill of the Southern Alleghenies and Tableland shared their summer paid work experience with

Huntingdon included there was more worksites included, very complimentary from the work that our students did at those various worksites and from the program supervisors.

Once of the subjects reviewed was the budget and the paid work experience and wage rate. Right now, it is \$9 an hour for TANF Youth and \$10 per hour for WIOA Youth. Some of the students that were going into different businesses because there is a higher wage rate and what the discussion of raising the wage rate on the programs that we operate and making both TANF and WIOA the same wage rate. The discussion was making both \$11 an hour. With the budget and state impasses it was just a discussion to bring back for further discussion at the next meeting. Ms. Clapper thanked Ms. Sklodowski for providing the financial picture early due to Ms. Sklodowski being extremely busy with the local plan.

PRESENTATION: PENN STATE WORKFORCE DEVELOPMENT

Mr. Sisto introduced Mr. John Brennan Director of Penn State Workforce Development.

Mr. Brennan is employed at Penn State Dubois which is closing along with other campuses in June 2027. The Chancellor of Penn State asked for Mr. Brennan to start a Workforce Development program at Penn State Altoona. Mr. Brennan is presenting to showcase the plans and to ask for help.

There are 19 campuses across the state and all campuses in some way, have a workforce development program, and some of the programs are robust and some are a little smaller. In Dubois there is a large program that focuses on certain things. The website for the continuing education and workforce development is <https://continuinged.psu.edu/>.

Penn State's Commonwealth Campus Continuing Education and Workforce Development network offer accessible, inclusive professional development programs and noncredit courses to suit your needs. With virtual, blended and in-person options available. Penn State can create hyper local programs and if there is a need in this area Penn State can utilize their network and can set up a program. There are degree programs and noncredit programs. The non-credit programs are for any industry that suits the needs of employers. The Altoona region consist of 16 counties in our service area.

Mr. Brennan say his success in the Dubois region has been mostly with local programming and powdered metal manufacturing. Penn State created a Die Setter training which is a cross between a laborer and engineer. It is a skilled worker who puts the tooling into the machine that makes the parts with engineering related tasks. This is people off of the streets going through the Die Setter Training and they learn everything from industrial math, to blueprint reading, to metrology, the measuring part of things, critical engineering related subjects like statistical process control and geometric mentioning and tolerancing. Penn State partnered with eleven powder metal companies to develop what a Die Setter curriculum. That started in 2017 and to date there have been over 100 Die Setters through the training and that is probably the single most vacant position in our region.

The different success in the Dubois region is:

1. Metal Manufacturing

- a. Created the region's only Die Setter Training
 - b. Development industry-specific CNC Lathe and Mill Trainings
 - c. Quality test prep/heat treating/industry 4.0/welding/blueprint reading/GD&T/metrology/etc.
2. Healthcare
 - a. Personal Care Home Administrator
 - b. Practical Nursing (LPN)
 3. Many HR related training, AI training, Sign Language, OSHA, Leadership, Customer Service, etc.

Penn State offers training that can help middle managers or senior managers in any industry. There are companies that send their entire staff through this training because it transforms their environment and their culture. There are exceptional trainers in that department.

Mr. Bob Kutz asked if this is creating a degree for metal manufacturing or for welding or is it not a degree?

Ms. Brennan explained the program is not a degree, it is to help train the existing workforce or a potential workforce. While speaking of incumbent workers, Penn States Workforce Development Board spends a lot of money on incumbent workers because the powder metal jobs are the eighth largest industry in the state, and 40% of the entire worldwide industry is in Dubois and filling those jobs is a large focus.

Mr. Jesper Nielsen inquired about who pays for the services. Does the employer, the person who wants to be up skilled, or does Penn State pay?

Mr. Brennan said there are three different ways. There is contract training for companies who contact Penn State and a proposal is created with training outlines, introduction to the instructor and cost. There is money available for incumbent worker through different avenues including Webnet. In this area local CareerLinks® will fund a portion of the cost for the training that is held twice a year. There are open enrollment classes that are promoted in the region.

Mr. Brennan asked for ideas, instructors and partners to help develop the program and help educating him as to what is needed. Eventually looking to develop a Continuing Ed advisory committee for workforce outreach. Penn State anticipates a Railroad Training Center in Altoona and has had meetings on the apprenticeship end.

Ms. Sklodowski feels it is important to partner with Penn State moving forward with incumbent worker and why we are partnering with Penn Highlands because with WIOA reauthorization we are going to need the training numbers and dual enroll individuals.

Mr. Pat McCann feels there is a need, not only in this area, but also statewide. There is a missing line between the engineer and the machinist which is a programmer. The programmer will need to build that part and it comes out of AutoCAD, 3D modeling and G code.

Mr. Brennan said what complicates it more is that there are 100 different machines situated within these companies. Some have proprietary coding, some use standard G Code and M Code. Dubois

uses a smart machine tool, which is new to the market, but they have FANUC which has the setup, the programming and everything along with that. It is a 70-hour training course which is a much shorter task for someone than a 2-year degree.

Mr. McCann shared there are a number of machine shops in Johnstown which the industry is going to grow with contracts and defense contractors.

Mr. Brennan thanked everyone for their time and is looking forward to working with the board.

ONE STOP OPERATOR UPDATE

Mr. Burger said looking at the performance of the OSO there are three types of elements that are looked at to triangulate. One is related to efficiency and the resources put in versus what is put out. The centers are operated efficiently as far as being mindful of the cost related to the centers, and on an ongoing basis, tweaking them to maximize efficiency. Another element is related to effectiveness which are the outcomes of what is done. Most are measured from outside through the state those outcomes related to those programs that operate within this center. The third area is satisfaction. When looking at the three elements, and the vantage points we see where the power programs are doing that satisfaction element addresses the two main stakeholder groups, which is job seekers and employers. At this point providers have been doing it, and it's had some fragmentation of where we do it, and what surveys were being carried out, and then try to pull that all together. Two of the site administrators have been handling different parts, one is Ms. Gwen Fisher on the job seeker side, and then Ms. Barb Covert who is handling the employer side. Mr. Burger asked them both to speak of the data that is shown on the monthly reports.

Ms. Barb Covert, the site administrator for Huntingdon County Employment and Training and the affiliate site in Fulton County spoke of the initiative that represents a major step forward in how to measure the impact, that accountability and the strength of collaboration among the regional CareerLink® sites. The team has invested significant efforts in this project throughout the spring and summer months. The employer job fair survey truly showcases the spirit of collaboration that defines the PA CareerLink® offices across the Southern Allegheny region. Fall 2025 will provide a comprehensive look at the outcomes across all five counties and illustrates how collective planning can show great results. Job fairs continue to serve as one of the most effective tools for connecting employers, job seekers, including youth, veterans and adults reentering the workforce. When the project was developed the goals were to develop a standardized approach to data collection, analysis and reporting for all job fair events across the region. This process was also to ensure that the CareerLink® offices that are hosting these events are using the same key metrics, and that we can report outcomes consistently to the workforce board. The employer satisfaction survey came to evaluate employer satisfaction with CareerLink® services to identify unmet and emerging business needs, and that we could also address through continued engagement. Beyond the job fair, some of the highlights of the employer satisfaction survey are that during the events, a QR code could be used to register for the event and the day of the event to complete the survey, with copies available at the job fair the staff can enter into the regional database. Ultimately, this initiative strengthens our ability to tell the story of workforce impact backed by verified data that demonstrates results and reflects the hard work our CareerLink® teams and the value collaboration of our Southern Alleghenies region. The initiative was not only just the site administrators, but was also our reach initiative of the region businesses service team strategy with key members from within our CareerLinks® assisting with this strategic planning. Ms. Covert said the results represent the hard work and collaboration of our teams, and it has been her pleasure to lead the team and facilitate this group. This standardized job fair results process is an example of how data is being turned into

action, ensuring that every event not only connects people to jobs, but also drives continuous improvement across the system. There is now a regional model that will be used throughout the years to come for the job fair events, which also can provide planning and help with future investments the success of the regional employer satisfaction survey initiative would not have happened. Ms. Covert thanks Mr. Joe Razzo the BWPO staff with the Blair County office. Mr. Razzo was able to take the ideas and then put it into the survey and the QR code and manages the regional database. He also created a step by step instructional video that went out to the teams on how to use the QR code, how to use the database and he went over and above to make sure that regionally we have the information we need at our fingertips.

Ms. Covert highlighted the first regional survey with the regional data came out for the fall job fairs for the five counties. Some of the highlights are below:

- 355 employers participated
- 331 employers completed the survey which is a 93% completion rate
- Over 1000 job seekers
- 70 veterans
- 44 employers completed a two week job fair survey
- 70 additional interviews scheduled
- 25 confirmed new hires
- 117 conditional job offers

Some preliminary information is coming in with some additional hires have been made and interviews are still being scheduled. There is still information that needs gathered and when the job seekers come in they are asked how they heard about the event so that they know how to invest for outreach efforts prior to the events. The result is of the two week survey that went out after the job fair to the employers to see how they're doing, what they're hiring for, and if they could use some additional assistance. Looking at the engagement, 54 of the employers want to participate in industry tours, 23 job shadowing opportunities, 77 employers said they would be interested in hosting Lunch and Learn activities through the BEP program. There were 48 employers that said they would be interested in hosting STEM engagement activities and then 20 employers said they would be interested in hosting virtual tours for the schools.

Mr. Jesper Nielsen said if there is 8143 job openings advertised for these fairs, and with the conditional job offers made at 117 the success rate is 1.14%.

Ms. Covert said it is a drop in the ocean but 32.5% of the attendees that came to the job fairs across the region were either employed full-time or part time.

Mr. Neilsen inquired about what can be done to improve the success rate. Pre-vet people better to have matches already lined up.

Ms. Gwen Fisher shared there are workshops in advance to help job seekers because job fairs can be overwhelming with over 100 employers. The workshops help with resume, speech, and making the job seeker more presentable. The employers are spoken to about who they send to represent their company due to some of the employers not being engaged.

Mr. Covert said in Huntingdon they will have a concierge for first time attendance at the job fairs. On average each job seeker spoke to on average 6 employers. The information and the data will

help with continuous improvement and help with strategies at the job fair with our employers, with our outreach efforts.

Mr. Craig Schield said while walking around the job fairs, one of the things that he had noticed was that a lot of the employers were in the healthcare industry and jobseekers coming in weren't interested in healthcare. Jobseekers coming in weren't interested in the industries that were there to hire. The different sectors need to be represented.

Ms. Covert said the job fair tries to target the top employers in the county and try to get the top 10 employers. This year in Fulton County Career Fair it was set up in industry clusters. If a jobseeker wants to work in manufacturing, there would be manufacturers in one second. The industry clusters weren't favored by employers due to being next to their competitors.

Ms. Fisher shared that they tried categorizing every employer and what jobs they are hiring for in a book. When jobseekers arrived they were asked what job they were looking for, and when they explained what they were seeking, the partners would highlight what employers were hiring for that job.

Ms. Tina Swineford asked if there were employers that cross county lines. The Adult Ed classes attended the job fair with one of the jobseekers showed interest in one of the employers to find out that the company was in Indiana County and the jobseeker could not travel to the company. Ms. Swineford was curious about the vetting for the employers who do attend.

Ms. Fisher and Ms. Covert shared they try to keep the employers within a certain mileage or minutes away from the job fair.

Mr. Bob Kutz inquired about representation from Indiana County for the Homer City project. The project is the largest project in the country and needs employees. This is the largest power generating station in the continental United States, and Mr. Baumgartner group is advertising right and if having difficulty finding employees and wanted to know if CareerLink® is advertising as well.

Ms. Heather Saly shared there will be a drilling conference in Indiana and can collaborate. Cambria County hired a Business Service Consultant and can have him make connections as well.

Ms. Fisher reported that Mr. Keith Baker, with BWPO helped at the Bedford job fair and the Bureau of Bio Statistics in printing birth certificates for 15 people at the fair. She thanked Mr. Baker for his assistance in helping with those connections to the state. This was the first job fair they had attended and were happy with the outcome. They developed a standardized regional way to track jobseeker satisfaction for those people who are walking into the career. There were past surveys that weren't as helpful as this one because it is focused, regional, standardized approach and has helped collect good data from the satisfaction of the walk-in customers. To date, 1180 surveys were completed. There has been an overall satisfaction rate across the region is 98.7%. The in-person questions services which include job search, unemployment guidance, resume help, workshops, training, exploration, receive appointments, which is our state unemployment required visits, which really underscores our role here as an in-person service provider. The key comments that were received was how friendly and helpful the CareerLink® staff are. The surveys sometimes mention staff by name and how helpful the staff was to the client. Those comments keep the staff motivated to keep moving forward. She thanked Ms. Heather Saly for sending reports every month.

SAWDB TITLE II UPDATE

Ms. Tina Swineford who is with the Altoona School District Adult Education Program introduced Ms. Carol Allenbaugh with the Huntingdon and Fulton County Child and Adult Development Corporation and Ms. Diane Schlosser with Goodwill of the Southern Alleghenies. The Altoona school district provides adult education programming in Blair County and Ms. Allenbaugh is the leader of the adult education programming in Huntingdon and Fulton Counties, while Ms. Schlosser leads Cambria, Bedford and Somerset counties.

Ms. Swineford provided a background as to why Adult Education Title II is important to the Southern Alleghenies region. Title II plays a critical role in Southern Alleghenies compliance with the WIOA law which provides Adult Education and Skill Development classes which translates to free GED/High school equivalency classes. The free classes are in high school equivalency, refresher classes for those who already graduated high school, have their diploma, they have been in the workforce or maybe not in the workforce. They are adults who want to go back to school, but they haven't been students in a long time. The refresher classes are to help build their academic skills again for success in post-secondary or career training programs. ELS or English language learner classes have recently been added for individuals who have immigrated here from other countries and need to learn the language so they can be contributing citizens in the workforce.

Ms. Schlosser shared her program is the Title II holder in Cambria, Somerset and Bedford County and the diplomas that the students earn come directly from the Pennsylvania Department of Education. They do not say GED, they do say high set. The eligibility isn't invasive as other providers, students are asked for a social security number and if that can't be provided they are still eligible. The intake is 3 hours and the student can be enrolled and start classes the very next day or perhaps later that day depending. Ms. Schlosser holds classes in the CareerLink® in Somerset four days a week, Bedford two days a week and in Cambria there is renovations right now so classes are held in their Even Burke office alongside the CareerLink®. They work closely with the CareerLink® and receive referrals and the CWDS system referral system.

Ms. Allenbaugh shared that Huntingdon County Child and Adult Development has four sites within Huntingdon and Fulton Counties. They partner with Employment and training to provide Adult Educational Services. They are funded to serve 81 students per year, and out of those students, to pick a success story. There were 14 students entered employment last year, and of those six was for the very first time. There was a student who was generational and was the first person in his family in three generations to get a high school equivalency diploma and obtain his first job. Huntingdon County partnered to do High Set testing and this year 19 students successfully passed one or more of their high set tests out of those seven obtained their high school equivalency.

Ms. Swineford is very proud of the students and of the program that offers critical programming and services in the Southern Allegheny region. The number of students that have secured jobs is 107 but it is an understated number because many of the students are coming in already working full-time or part-time jobs and are looking for a brighter future, better jobs, and bigger opportunities for their families. Many are trying to break that cycle of generational poverty and some were victims of covid. There is one location in Blair County with four teachers, a Student Support Coordinator, a Data Specialist and all are part-time. There were 117 students enrolled last year with 16 participating in the English second language class. There are eight people in the morning classes and eight people in the afternoon classes due to the small space. There were 19 individuals successfully pass their high school equivalency and earn their diploma last year. The high school

equivalency is equivalent to the classes taken in high school. These individuals work hard to master the material so that they can successfully pass those exams.

Ms. Schlosser shared there on average is 223 individuals a year in her three counties that get registered and attend 12 hours of classes.

LOCAL PLAN UPDATE

Ms. Sklodowski updated the local plan with the recommendations made and the plan is ready for approval by the state upon approval by the board.

Ms. Swineford suggested the language from the ITA policy should be adopted withing the local plan and more specific.

Mr. Sisto asked for a motion to be made to approve the local plan, conditional on the plan being in line with ITA guidelines. The board can vote on the local plan to be approved conditional that minor change.

Mr. Tina Swineford entered a motion to approve the local plan, conditional on the plan being in line with ITA guidelines. Mr. Keith Baker seconded the motion.

OTHER BUSINESS

None

PUBLIC COMMENT

None

NEXT SAWDB MEETING

The next meeting of the Southern Alleghenies Workforce Development Board is scheduled for February 10, 2026, at 9AM.

ADJOURNMENT

Mr. Jesper Nielsen made a motion to adjourn. Ms. Sharon Clapper seconded the motion. The meeting was adjourned at 11:13 a.m.

**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.

**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**

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 how 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 participate 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.**

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

Tuesday, January 13, 2026

**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 January 13, 2026, via the Zoom meeting platform.

1. Approval of Minutes from December 9, 2025.
2. Approval of Review of Multiple Policies

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

Tuesday, January 13, 2026

**Southern Alleghenies Planning and Development Commission, also available via Zoom
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Cory Sisto	IFC Services
Craig Shield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Keith Baker	BWPO
Rosalie Danchanko	Highlands Health
Wendy Melius	CCA

Non-Members

Amy Horwath	Goodwill
Amy Kimmel	Tableland Services
Barb Covert	E & T
Brad Burger	Goodwill
Dan Hornbake	BWDA Oversight Representative
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Heather Saly	BWPO CareerLink®
Judy Lutz	E & T
Lisa Phillips	Tableland
Rebecca Lowry	Tableland Services
Renee Imgrund	Goodwill
Sarah Helman	Goodwill
Jennifer Sklodowski	SAP&DC
Steven Howsare	SAP&DC
Emily Hite	SAP&DC
Jill Reigh	SAP&DC
Sydney Burkes	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 December 9, 2026

Mr. Cory Sisto asked for a motion for approval of minutes from December 9, 2026, Executive Committee meeting. There were no questions, concerns, or discussions regarding the minutes.

Mr. Jesper Nielsen entered a motion to approve the December 9, 2025, SAWDB meeting minutes as presented. Mr. Keith Baker 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 five months of expenditures. Invoices are due on the 12th of every month. Quarterly expenditure rates are measured against 80% expenditure requirement. The invoices from December were due yesterday, there will be a better financial picture in February's meeting. Providers are moving in the right direction.

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 in a strong position. Mr. Sklodowski shared that during the February meeting there will be a request to remove money from reserves to supplement for summer programs.

Review of Multiple Policies

Mr. Sisto recommended breaking the policy updates into three tranches. The first being those policies that just have corrections of spelling, dates being updated, and policies needing updated. The second being policies that marked for deletion. The last being the policies that have substantial changes and those that need more discussions can be dealt with at another period in time.

Mr. Bock Kill entered a motion to approve the Policy Updates with Basic Corrections Such as Grammar, Dates and Title Updates. Mr. Jesper Nielsen seconded the motion. The motion was carried.

Policy Deletions

Mr. Tim Baranik shared The Individual Referrals for Youth Policy, which will be deleted because it is not applicable to WIOA which was effective April 1, 2006. The policy was a WIA Policy prior to WIOA coming into effect in 2014.

Ms. Sklodowski suggested deleting a memo listed in the regulations dated in May 21, 2012 a policy titled Regulated Selective Registration Requirements for WIA Funded Title I programs which had fallen under WIA and was still listed under the policy and procedures. Another from July 13, 2004 which was Self Sufficiency which should be deleted in context in WIOA customer flow and no longer relevant. There was another memo in July 13, 2004

which was The Flow of WIA Service policy. Southern Alleghenies are asking to rescind these policies.

Mr. Keith Baker entered a motion to approve the Deletion of the Policy/Memos that are outdated and not consistent with current policies amended by the State. Mr. Jesper Nielsen seconded the motion. The motion was carried.

Policy Changes

Mr. Jill Reigh spoke of the HPO Demand List which was a policy implemented by SAPDC which is now issued from the state. The HPO Demand List was updated in July 2024. Mr. Reigh made changes to the first paragraph to indicate the HPO Demand List developed each year with the July 1 effective date and the policy will include reference to the Annual Department of Labor and Industry High Priority Occupation Policy.

Mr. Keith Baker shared the Policies verbiage still showed the title of Southern Alleghenies Workforce Investment Board

Mr. Brock Kull entered a motion to approve the HPO Demand List Policy update and revisions. Mr. Keith Baker seconded the motion. The motion was carried.

The Measurable Skills Gain Policy is an update in title with a revision. Ms. Reigh was taking advantage of the Policy that does address credential attainment. There were marks missed in year 2024 in adding measurable skill gains through functionality which has made great strides. When there are measurable skill gains it will be added in to the CWDS database under the correct codes.

Mr. Jesper Nielsen entered a motion to approve the OJT Measurable Skill Gains Policy as revised. Mr. Brock Kull seconded the motion. The motion was carried.

The Youth Incentive Payments Policy that Ms. Jill Reigh revised and removed the gift cards because they weren't applicable anymore. If the participants came in on a strong foundation by the second year they could show the improvements. The referral bonus was removed due to that not being approved.

Mr. Sarah Helman asked if Ms. Reigh could clarify the part where it states participants may receive a 100\$ incentive and on page two it states participants will receive a 50\$ incentive for credentials.

Mr. Brock Kull asked what the budget was associated with the incentives. He was concerned that keeping the credential incentive at 100\$ if there will be enough to cover all of the participants.

Ms. Sklodowski shared there is enough in the budget to serve the incentives.

Ms. Barb Covert offered a solution removing the last bullet that states participants earning a successful attainment of an Industry Recognized credential when enrolled in the program completion may also receive the \$100 incentive. It was already addressed and is the same thing spelled out different ways.

Cory Sisto asked then to change the \$50 incentive to an \$100 incentive on the second page.

Mr. Brock Kull entered a motion to approve the Youth Incentive Payments Policy update and revisions. Mr. Jesper Nielsen seconded the motion. The motion was carried.

The Priority of Service to Access Individualized Career Services and Training Policy was to update the financial guidelines and hasn't been updated for 10 years. The policy will be removed, and the board will be a reference to source material to remain current.

Mr. Jesper Nielsen entered a motion to approve the removal of Priority of Service to Access Individualized Career Services and Training Policy and to Reference the current sources. Mr. Brock Kull seconded the motion. The motion was carried.

Mr. Baranik was given feedback on the Work Based Training Policy and the training lengths associated with the police. There are various types of work experience such as Youth, OJT, transitional with each being different. With the policy being 12 weeks or 360 hours, it causes the Youth to be short because the Youth can only work part time. The suggestion was to eliminate the 12 week and just keep the 360 hours.

Mr. Sisto inquired if the 12-week policy was an internal guidance or a state limit. Would it be more practical to have a 12 week limit but an exception clause or to eliminate a 12 week limit.

Ms. Covert informed that the OSY have a barrier from the beginning because they are only able to work part time, which sometimes is only 20 hours a week. She suggests that putting 12 weeks and/or 360 hours then it can be at the counselor's discretion. The Youth participants only work less hours a week and more than likely will fail. Youth participants may start at 10 hours a week and work their way up to longer hours.

Ms. Sklodowski asked Mr. Nielsen if he remembered why the 12 weeks was chosen.

Mr. Nielsen said it was a matter of insuring that it wasn't dragging out forever.

Ms. Sklodowski asked providers if there was ever a problem with SAPDC Board staff extending the period when requested.

Ms. Helman shared the providers have been doing a case-by-case basis based on the needs of the customer and to keep it a 14-week max. Sometimes that doesn't always work with compound and complex barriers and might need extra time to complete those hours.

Mr. Nielsen asked what percentage of Youth were able to manage completion in 2024. If the timeline was doubled, would it take care of the problem and mitigate some of the concerns regarding barriers that would prevent that level of time commitment.

Mr. Sisto suggested the policy should state 24 weeks or 360 hours.

Ms. Judy Lutz said there were some that would have to end prior to the hours being completed because there are some with significant intellectual or learning disabilities and it would be discriminatory for them not to have the same chance for them to succeed because they can't do it in the same amount of time.

Mr. Brock Kull shared it could be discriminatory either way and the verbiage should just include

the hours and not the week timeline.

Mr. Sisto agreed and shared there isn't a lot of cost with anyone involved regarding compliance.

Ms. Covert questioned the transitional worker if the 480 hours was new because it had always been 360 hours prior. The providers budget for 360 hours at \$11 an hour.

Mr. Baranik pointed to the last page that the wage for Youth under the old policy it was \$9 for TANF and \$10 for WIOA at the meeting it was agreed upon and voted on by the board for TANF and WIOA to both be paid 10\$ an hour.

Ms. Gwen Fisher asked how often the policies related to either an employer reimbursement for a program or a job seeker's wage be reevaluated based on a self sufficiency wage for the area. With the changes of the property guidelines that the self-sufficiency wage would change.

Mr. Sisto asked if there were any policies where any type of wage structure or reimbursement to be reviewed every three years or with regularity or is just when it is willfully inadequate it needs updated.

Mr. Nielsen shared it's the ladder and it's brought to the board's attention to be updated.

Mr. Sisto proposed that there should be a policy that when the budget is completed annually there should be a committee with providers and board members to review the wages and recommend any changes.

Ms. Sklodowski shared her concerns that once the wages are raised there isn't any way to go backwards in case of cuts to funding.

Mr. Sisto suggested being conservative. There isn't a guarantee there will be an increase but the board does need to make sure annually that we are compliant with anything that is governed by regulatory framework or supposed to be guided by poverty levels. There is a fiduciary obligation to review the wage increase.

Mr. Baranik shared this isn't a self-sustaining wage and is part of a work experience training program. This is to be a steppingstone for work experience and being paid while working.

Ms. Sklodowski informed the board that last year there was a cut made to Youth and the fiscal department is looking to balance out the Youth program and are counting on the next allocation to come in. If for some reason those allocations aren't awarded there is going to be a choice between the amount of Youth we serve or wage. With the cut in Youth money were not going to be able to serve as many Youth as prior. She likes the idea of the workgroup getting together fiscally to review the budget. She suggested tabling this policy due to the necessary changes.

Ms. Sydney Burkes provided the updates made to the Supportive Services Policy which was combined the Youth, Dislocated and Adult with specifications.

Mr. Sisto provided context on the policy as being services provided across several programs consolidated into one policy.

Ms. Burkes shared the only point that was added was the maximum \$500 auto repair reimbursement.

Mr. Baranik specified that three policies were virtually the same, which then was consolidated. The auto repair was in prior policies, but it wasn't mentioned that the \$500 auto repair was covered. There are participants with barriers to getting to training or work with a working vehicle. The cap was set at \$500. While looking at other Workforce Development Board policies across the state most only have one supportive service policy with auto repair being common. There is also a supportive service covering childcare which states: Child Care Assistance may be provided until the participant receives their first full paycheck when enrolled in OJT or subsidized work experience. The word full was added due to the first check usually being a partial check.

In the Youth Supportive Service there weren't any restrictions if they were receiving childcare or transportation, they could continue to receive them while working, with Youth most are working 10-20 hours a week the paycheck restriction wasn't included in the Youth portion. He recommended putting a clause that this requirement does not apply to WIOA Youth. There isn't an exclusion for Youth as far as paychecks were concerned due to the minimal hours.

Mr. Sisto clarified to add that exclusion for Youth. He asked who made the decision on the services provided, if it was the providers or state.

Ms. Jill Reigh said that the providers submit the services provided to SAPDC staff and then is presented to Mr. Jennifer Sklodowski to present to the board.

Mr. Baranik shared services are reviewed carefully and want to help people avoid barriers.

Mr. Sisto suggested tabling the Supportive Services Policy due to the approval process not being outlined in order for the providers to follow the process. He also wanted to add the exclusion for Youth.

Mr. Brock Kull shared it will help against discrimination as well if it is documented.

Ms. Judy Lutz inquired about the Transportation assistance during ITA participation is available only if the participant is unemployed and unable to secure other transportation resources. She spoke with Mr. Jim Walker prior to retirement about adding the words under employed. Under employed for an ITA participant per WIOA guidelines would ensure the participant is receiving services.

Mr. Jesper Nielsen asked about how under employed is defined. There would have to be very specific guidelines to determine under employment.

Mr. Sisto suggests reviewing when brought to the full board meeting to add unemployed or under employed according to WIOA guidelines.

Ms. Imgrund under employed falls under part time but also could fall under the self-sufficiency wage and the verbiage would have to be specific. There are guidelines through WIOA to define under employed.

Mr. Sisto referred to the Monitoring and Oversight QA Policy and asked for a motion for approval of the revisions and updating the dates and names.

Mr. Jesper Nielsen entered a motion to approve the revisions and updates to the Monitoring and Oversight QA Policy; Mr. Brock Kull seconded the motion. The motion was carried.

Ms. Barb Covert suggested this type of policy is something that Title II programs do with Adult Education while doing their monitoring and risk analysis. They also share the score with providers. This Policy can be built into the continuous improvement plan, professional development for the team to help providers. This will help with the Risk Analyst monitoring from the state, it shows those opportunities already accomplished to eliminate any risk or issues before that monitoring visit. She asked that Southern Alleghenies share our monitoring with program operators and give areas that can be potentials to do continuous improvement.

One-Stop Operator Report

Mr. Brad Burger provided an update on employer and customer satisfaction in December remained high. While looking at data for the region and he is beginning to see a tension point between Real GDP and employed persons that is reflective of lower productivity. Clients have come back from the pandemic at a steeper rate than Real GDP going up which means productivity is not going up proportionate to the clients entering the workforce. This goes back to the work that the board has been doing providing the Robotic Process Automation training opportunities for employers to help with incumbent worker training. There does seem to be a growing tension within productivity. From a historic standpoint it decoupled many years ago where GDP was going up at a faster rate than employed people. At the national level there is a decoupling right now between smaller workforces and productivity going up. The discussions about the incumbent worker support types of training adopting various hardware and software-based interventions to help expand that labor footprint is good timing. The Blair CareerLink® that resides at the Altoona library that is on the school district campus, the lease is up mid-year. There is a process with criteria as to where to put a CareerLink is where the heatmap shows the highest usage in an affordable place and that there isn't a commitment to being there forever. The process involves collecting data, looking at costs because every dollar spent in CareerLink® is a dollar taken from direct services which all the partners contribute to the CareerLinks®. They begin a negotiation process and then take it back to the partners to show where the numbers are coming from, then it is up to the partner's approval. They are in one of the cycles currently with the Altoona School District. Mr. Burger just wanted to reassure the board that they do a lot of back-end math, data crunching and negotiating. In some cases, they can be very complicated. In Bedford it took months to find a place to make the financial model work. They do rely heavily on the input of the partners in the actual center of being responsive from the customer service standpoint to their needs.

Commonwealth Update

Mr. Keith Baker shared on January 8th the House passed a partial funding package of the WIOA Reauthorization to avert another shut down but is unsure what will happen after January 31st.

He spoke on the TEGL 10-23 Work Authorization Verification that was issued in July. WIOA states, "Participation in programs and activities or receiving funds under Title I of WIOA shall be available to citizens and nationals of the United State, lawfully admitted permanent residents aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States" BWDA is finalizing Impact Analysis which includes changes to CWDS and changes to process in offices. This loosely translates to verifying if the participant is legal to work in the United States. BWPO will have access to UC SAVE system but only as a last resort and all other methods to verify legal status must be exhausted. BWPO is waiting for BWDA to release their Impact Analysis before putting anything into action. They suspect there will be a drop in CareerLink® traffic.

Mr. Jesper Nielsen asked if there was a specific verification process to be followed.

Mr. Baker answered not that he has seen yet.

Ms. Gwen Fisher asked if there would be a conflict with the CareerLink® equal opportunity actions in the facilities. CareerLink® employees are to help anyone who walks in.

Mr. Baker said that BWDA is looking into it.

Ms. Renee Imgrund asked if it was everyone who walks into the door or is it just WIOA services and pointed to the WIOA Self Attestation with Quality Assurance/Continuous Improvement policy that states they don't have to verify the Social Security number. The policy is inaccurate. With the EEO 1 having to sign it and is thinking that won't be good enough moving forward.

Mr. Baker said that will apply more to data validation.

TEGL 05-25 Maximizing Innovation in Workforce Innovation and Opportunity act is to better serve job seekers and employers by providing state and local workforce development systems waiver opportunities, to promote flexibility within the Workforce Innovation and Opportunity Act (WIOA) formula funded programs and supports the Administration's workforce priorities outlined in Executive Order (EO) 14278, preparing Americans for High-Paying Skilled Trade Jobs of the Future. Basically L&I will give states opportunities to request waivers around some of the policies to be more flexible with what they do.

Mr. Baker asked Ms. Sklodowski what the protocol for the local board to get a waiver from the state.

Ms. Sklodowski said there has been talk about it, and there is form to apply for that waiver.

Mr. Baker updated about the Workforce Reimagined. What COVID has taught us was that there are services to deliver anything directly to the consumer. Which L&I developed Workforce Reimagined with a virtual CareerLink® that is in the works. There is an online case management software that helps case manage online and as the process was started the office of administrations OIT put a halt to it because that system that UC procured can only provide access to the commonwealth staff. The CWDS person in the borough is looking at another system that looks like OAOIT will approve it. They haven't defined it yet but they are looking for them. The Workforce Reimagined groups include:

- Digital Intake Redesign is a kiosk to input information. This was to collect demographic information and barriers information.
- Communications
- Marketing
- Personnel/HR
- Policy & Procedures
- Statewide Workshops
- Training
- Virtual CareerLink®

The Technology needs face barriers by COPA and partner staff due to inability to share technology. There needs to be prioritization of seamless service delivery over rigid IT policies with things like Google Docs, Sharepoint and Local software choices. The good news is that BWPO staff will be getting CoPilot.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned at 11:37 a.m.

A motion was made by Mr. Jesper Nielsen to adjourn the meeting. Mr. Brock Kull seconded the motion.

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

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	\$ 51,282
Fund Total	\$ 46,910	\$ 175,931

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	
WIOA YTH - Work Exp																						
Goodwill	\$ 478,398	16,440	20,989	29,803	YES	15,598	7,543	3,788	YES				NO				\$ 85,141	\$ 393,257	\$ 65,690	\$ 173,900	17.90%	88.99%
E&T, Inc	\$ 186,397	21,907	(2,794)	10,755	YES	7,009	6,889	7,992	YES				NO				\$ 51,758	\$ 134,639	\$ 37,279	\$ 138,846	27.77%	138.84%
Tableland	\$ 279,397	3,348	3,485	3,283	NO	4,938	3,968	3,433	NO				NO				\$ 22,465	\$ 250,932	\$ 54,679	\$ 41,099	8.22%	41.09%
Total WIOA Youth	\$ 938,192	\$ 38,347	\$ 21,670	\$ 34,841	YES	\$ 27,545	\$ 18,400	\$ 15,213	YES	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 159,016	\$ 778,828	\$ 187,638	\$ 187,638	18.83%	83.15%

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	
WIOA YTH - OSY																						
Goodwill	\$ 478,398	52,193	51,701	64,722	YES	52,925	46,392	45,509	YES				NO				\$ 314,442	\$ 165,956	\$ 358,799	\$ 358,799	65.73%	87.64%
E&T, Inc	\$ 186,397	23,050	23,722	18,161	YES	12,007	12,855	19,781	YES				NO				\$ 107,576	\$ 78,821	\$ 139,798	\$ 139,798	57.71%	76.95%
Tableland	\$ 279,397	19,133	14,952	24,556	YES	25,663	22,496	24,851	YES				NO				\$ 131,851	\$ 141,746	\$ 205,048	\$ 205,048	48.15%	64.20%
Total WIOA Youth	\$ 938,192	\$ 94,376	\$ 90,355	\$ 108,439	YES	\$ 90,615	\$ 81,743	\$ 90,141	YES	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 553,869	\$ 384,523	\$ 703,644	\$ 703,644	58.01%	78.69%

**Southern Alleghenies Workforce Development Board (SAWDB)
Incumbent Worker Training Policy**

POLICY		Incumbent Worker Training
■ NEW	REVISION	
PURPOSE		To provide guidance on Incumbent Worker Training
DATE APPROVED BY SAWDB		XXXXXX <u>01-13-2026</u>

The Workforce Innovation and Opportunity Act of 2014 (WIOA) allows and encourages incumbent worker training. The board, in conjunction with the local employers or groups of employers of incumbent workers which may include employers in partnership with other entities for the purpose of delivering training, are permitted to assist in funding training. The training must help workers to obtain skills necessary to retain employment or avert a layoff; increase both a participant’s and a company’s competitiveness; and be conducted with a commitment from an employer to retain or avert the layoff(s) of the incumbent worker(s) trained. The funds used will be a part of the Board’s regular adult and dislocated worker allocations.

Training support provided through an Industry Partnership will count toward the WIOA’s plan requirement that local workforce boards support Industry Partnerships that operate within the local area. To receive Incumbent Worker Training, an incumbent worker does not have to meet the eligibility requirements for participation in career and training services for adults and dislocated workers under WIOA, unless they are also enrolled as a participant in the WIOA adult or dislocated worker program.

Eligibility Criteria for Training Services – Must be documented for approved training

1. Employer considerations:
 - a. The strategy of the board in fulfilling the vision and goals established in the local plan;
 - b. Employee characteristics such as the extent that the employees historically represent individuals with barriers to employment as defined in WIOA Section 3(24), and how the individuals would benefit from a skills gain that results in retention or advancement;
 - c. The quality of the training (e.g., industry-recognized credential, advancement opportunities, etc.);
 - d. The number of participants the employer plans to train;
 - e. The wage and benefit levels of participants before and after training;
 - f. Occupations must be in-demand as defined by WIOA Section 3(23) and local area labor market information produced by the Center for Workforce Information and Analysis (CWIA);
 - g. The employer should be in a stable, in-demand industry as determined by CWIA labor market information. If in a declining industry, there must be compelling reasons to justify the investment such as the long-term viability of the employer.

- h. The employer must not have laid off workers within 120 days to relocate to PA from another state;
 - i. The employer must be current in unemployment insurance and workers compensation taxes, penalties, and/or interest or related payments.
2. Incumbent worker considerations:
- a. Employed and meets the Fair Labor Standards Act requirement for an employer-employee relationship;
 - b. Has worked for the employer for a minimum of six months.

Employer Payment of Non-Federal Share

Employers receiving support for incumbent worker training are required to pay for the non-federal share of the cost of the training. The WIOA allows the local board to establish the amount of the cost share in accordance with guidance that pertains to the number of employees at a local operation. The cost share for incumbent worker training is established as:

- 1. 10% cash for employers with less than or equal to 50 employees
- ~~1.2~~ 25% cash for employers with ~~up to~~ 51-100 employees; and
- ~~2.3~~ 50% cash for employers with more than 100 employees.

The employer size is determined by the number of employees at the time of the execution of the incumbent worker contract and applies to all employers including those with seasonal or intermittent size fluctuations. The size of the employer may be substantiated by information provided by the Center for Workforce Information and Analysis (CWIA), current Labor market Information, the employer website, or a size range available through data provided by CWIA.

Contracting Requirements

The board will use the Southern Alleghenies Planning and Development Commission contracting procedures to secure training. The IP employer members can determine the training that they would like to receive and select a provider. The SAPDC will then enter into an agreement with the provider for the federal share of the training cost. Employers will also be required to sign a training agreement that reflects their obligation to pay the training provider directly and agree to the collection and dissemination of performance information required to substantiate the training progress and employee eligibility.

Southern Alleghenies Workforce Development Board (SAWDB)

Supportive Services Policy

Adult, Dislocated Worker & Youth

POLICY		Supportive Services Policy
<input type="radio"/> NEW	<input checked="" type="checkbox"/> REVISION	
PURPOSE		To ensure success for Adults, Dislocated Worker and Youth engaged in selected WIOA Training or Work Experience services
DATE APPROVED BY SAWDB		December 12, 2023
DATE REVISIONS APPROVED BY SAWDB		January 13, 2026

POLICY

Unified Supportive Services Policy (Adult, Dislocated Worker, and Youth)

PURPOSE

To ensure successful participation and completion of Workforce Innovation and Opportunity Act (WIOA) services by eligible **Adults, Dislocated Workers, and Youth** by providing supportive services that reduce barriers to training, work experience, and employment.

APPLICABILITY

This policy applies to individuals determined eligible and enrolled in: - WIOA Adult Services - WIOA Dislocated Worker Services - WIOA Title I Youth Services

Supportive services are available while participants are actively engaged in approved WIOA individualized career services, training services, work experience, or on-the-job training (OJT).

A per-person supportive services cap of \$4,000.00 applies across all service categories.

SUPPORTIVE SERVICES AVAILABLE

1. Childcare Support

WIOA funds may be used to assist with childcare expenses for eligible participants engaged in approved WIOA or Trade-funded training, OJT, subsidized work experience, or individualized training accounts (ITA), subject to the following conditions:

- Participants must be enrolled full-time in training, OJT, subsidized work experience, or ITA services.
- For OJT and subsidized work experience participants, childcare assistance is available only until the participant receives their first FULL paycheck. This requirement does Not apply to participants in our Youth program.
- Participants are required to apply for **Child Care Works** and all other available childcare subsidies prior to receiving WIOA childcare assistance.
- If eligible for subsidized daycare, participant co-pays will be covered through WIOA supportive services.
- For participants not eligible for subsidized care, reimbursement is limited to **\$2.00 per hour, per child**, with a maximum of **\$14.00 per child per day**.
- Reimbursement is limited to actual time spent in class or at work, plus up to **two (2) hours of travel time**.
- Childcare must be provided by a registered daycare provider or eligible relative (excluding parents of the child).
- Daycare providers may be paid directly on a monthly basis, or participants may be reimbursed with appropriate receipts. Any cost difference is the responsibility of the participant.
- For care provided by a family member or friend, a completed **W-9 form** is required prior to payment.
- Career Planners are responsible for:
 - Seeking alternative childcare resources when available (e.g., Department of Human Services, Head Start)
 - Verifying all childcare documentation, including W-9 submissions
 - Collecting class schedules each semester childcare is requested
 - Completing and submitting invoice documentation to SAP&DC

2. Transportation Assistance

Transportation supportive services can be used for:

- Van Service
- Bus Token, Bus Pass
- Automobile Repair
- Automobile Mileage Reimbursement

Transportation assistance may be provided to support travel to and from training, school, work experience, or OJT sites, **subject to the following:**

- Assistance may be provided until the participant receives their first FULL paycheck when enrolled in OJT or subsidized work experience. This requirement does Not apply to participants in our Youth program.
- Transportation assistance during ITA participation is available only if the participant is unemployed and unable to secure other transportation resources.
- Mileage reimbursement will be available for those traveling **more than 10 miles round trip** and is based on the distance from the customer's home to their training institution or work site. The rate of reimbursement will be **80% of the Federal standard mileage reimbursement rate for automobiles**; calculations for mileage reimbursement will begin with the 11th mile traveled.
- Auto repairs (for essential components like brakes, tires, batteries, etc., with a **\$500.00 lifetime cap**. Auto repair is for immediate need when the vehicle is the one available to the participant. Auto repair can only be used when the vehicle is needed for participation in employment and training activities or for the participant to pursue employment goals as part of an active IEP or ISS. This maximum \$500 Auto Repair reimbursement will be included in the \$4,000 per-person Supportive Service cap referenced on Page 1 of this policy.
- Transportation assistance is paid on a **monthly basis**.
- Career Planners are responsible for completing and submitting all required invoice documentation to SAP&DC.

3. Implement Allowance

An Implement Allowance may be provided to offset costs of items that enhance employability or support the transition into employment. Allowable items include, but are not limited to:

- Professional or work attire
- Tools and equipment
- Professional or commercial certifications
- Driver education
- GED testing
- Personal hygiene items (Youth participants)

Conditions include:

- Career Planners must assess the participant's needs and document the service in the Individual Employment Plan (Adult/Dislocated Worker) or Individual Service Strategy (Youth).
- Participants will be counseled on cost-effective options and alternatives prior to purchase.
- Assistance may be provided through gift cards, gift certificates, or direct vendor payments.

- Participants are required to submit all purchase receipts.
- Ineligible purchases will be deducted from future needs-based payments.
- Career Planners are responsible for completing and submitting invoice documentation to SAP&DC prior to purchase of allowable items listed above.
- A \$400.00 lifetime cap applies to the Implement Allowance. This \$400 Implement Allowance will be included in the \$4,000 per-person Supportive Service cap referenced on Page 1 of this policy.

ADDITIONAL PROVISIONS

- Supportive services are provided based on documented need and availability of funds.
- Services must be reasonable, necessary, and directly related to participation in WIOA activities.
- If additional training-related funds become available, supportive services may be expanded to align with state-approved guidelines.

POLICY OVERSIGHT

Career Planners are responsible for ensuring compliance with this policy, maintaining accurate documentation, and verifying participant eligibility prior to ~~authorizing supportive services.~~ submitting a Supportive Service Request Form to SAWDB for approval. SAWDB staff reserve the right to request documentation and/or receipts validating cost, mileage, etc. of supportive service requests. SAWB staff will review the request and forward to the SAWDB Director for final approval. All documentation in CWDS and the file must be clear and consistent on what was provided. Services entered should match all case notes and documentation.

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**Southern Alleghenies Workforce Development Board (SAWDB)
Work Based Training Policy**

POLICY		Work Based Training Policy
NEW	REVISED	X
PURPOSE		To outline the work-based related services.
DATE APPROVED BY WDB		January 14, 2020
DATE REVISIONS APPROVED BY SAWDB		January 13, 2026

The Workforce Innovation and Opportunity Act (WIOA) authorizes several Work Based Training options that may be utilized, as appropriate, to assist job seekers to re-enter or advance in the workforce. The following programs may be used by the Workforce Development Board (WDB):

- On-the-Job Training
- Transitional Employment
- Incumbent Worker Training
- Registered Apprenticeship
- Paid Work Experience for Youth

General Guidelines

1. Eligibility of Participant

Any individual considered for participation in work-based training must have been certified as eligible and recommended through a PA CareerLink® of the Southern Alleghenies as appropriate for such training. Any work-based training agreement must be implemented prior to the participant's first day of work. Internships or Paid Work Experience with a clearly defined end date may be considered at later date for an OJT.

No employee hired under terms of a work-based training agreement may displace, including partial displacement, any employee currently employed as of the date of participation.

Participants in Incumbent Worker Training (IWT) must be determined eligible according to the guidelines set forth in the Workforce Innovation and Opportunity Act WIOA Desk Reference for IWT. 008

1. Eligibility of Employer

No work-based training agreement will be authorized for any organization or part thereof that has relocated until 120 days after the date on which such organization begins operations at the new location if the relocation of such organization or part thereof results in a loss of employment for any employee of such organization at the original location.

The work-based training agreement must not impair existing contracts for services or collective bargaining agreements. In order to assure the integrity of collective bargaining agreements, the signature of a designated union representative, indicating awareness that the work-based training agreement is in place and that they have the right to comment to the WDB relative to any problems bearing on the bargaining agreement, is required on all work-based training agreements covering positions represented by a collective bargaining agreement.

A Work Opportunity Tax Credit may not be taken at the same time for the same individual participant as an active work-based training agreement.

Work-based training vendors must disclose any potential conflicts of interest with the Title I service provider.

The WDB will not authorize work-based training for occupations where tips, commissions, bonuses, or similar methods of payment provide the primary compensation to the participating employee.

The WDB will not authorize agreements with employer vendors who have previously exhibited a pattern of failing to provide participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. The WDB will not authorize agreements with employers whose past performance is such that they can reasonably be expected to adversely affect the WDB's ability to meet and exceed the Performance Measures agreed to in the course of negotiations with the State Department of Labor and Industry (L&I) and United States Department of Labor (USDOL). In making determinations with respect to an employer vendor's continued suitability, the WDB shall consider whether work-based training employees quit voluntarily, were terminated for good cause, or were released due to unforeseeable changes in business conditions.

On the Job Training

General Guidelines

The number of allowable OJT training hours is determined by the Specific Vocational Preparation code (SVP) for a named occupation. The maximum length of an OJT is six-months. Every OJT participant must have an individualized training plan that addresses specific skill gaps and competencies that require training.

The SVPs are a set of codes developed by the US Department of Labor. The SVPs are found in occupation specific data within the O*NET and are used to estimate the amount of education or training that is necessary to enter into an occupation. Service providers are expected to use the SVP Codes in conjunction with employers to develop training plans. The

SVP code dictates the “maximum” number of allowable hours and providers must consider any previous participant experience when developing the training plan.

The hourly rate and employer reimbursements for adult, dislocated worker, and youth OJT participants will be set according to the following scale:

- Adult-DW:** Equal to or greater than \$13.80 hr. and less than \$14.37 hr. = (40% reimbursement)
Equal to or greater than \$14.37 hr. = (50% reimbursement)
- Youth:** Equal to or greater than \$10.00 hr. and less than \$11.00 = (40% reimbursement)
Equal to or greater than \$11.00 hr. (50% reimbursement)

The reimbursement for Salaried positions that are paid hourly will be calculated on the company’s definition of a full-time work week. For example, if 35 hours is considered full time, the annual salary divided by 1,820 hours (35 x 52 weeks).

No fee may be charged to the participant or the employer for placement.

It is allowable for OJT contracts/master agreements for positions that require a license, such as Commercial Driver’s License, to provide for the actual on-the-job experience and training.

The allowable hours may be modified on a case-by-case basis upon review of the employees past work history and formal training.

Payments to employers with multiple OJT participants will automatically be suspended temporarily if any participant is terminated until the circumstances of the termination have been clearly determined and reported to the Board.

Participant Eligibility

No family members, previous employees, or current employees are eligible for the program.

All employees selected must be eligible WIOA applicants and the employers have the right to review potential employees utilizing their own company procedures before making a final hiring decision.

Contracts/Master Agreements are developed by the Title I Providers and submitted to the Board staff for review. No employees are permitted to start an OJT experience until the contract/master agreement is approved by the Board.

OJT participants cannot be hired to replace any current employees or to fill positions vacant through layoff or work stoppages.

OJT participants must be hired for full-time positions defined as at least 30 hours per week.

Employer Eligibility

The employer must agree to compensate an OJT participant in the same manner that similarly positioned employees are compensated. The OJT participant can be compensated at a higher rate based on merit or other factors; however, the reimbursement will be based on the base rate for the position within the company.

Employers will be reimbursed based on the number of actual hours worked and will be paid only for the actual hours the employee is engaged in productive work which provides knowledge and skill essential to the full and adequate performance of the job. No payment will be made for sick days, vacation, holidays, or non-OJT training time.

The employer must show proof of Worker Compensation, or equivalent protection for each employee covered contract/master agreement.

The contract/master agreement must be a fixed unit cost agreement and adjustments will not be made during the term of the agreement without the written approval of the board.

The **maximum** reimbursement rate for all employers is set at 50% of the hourly rate for the contracted OJT position unless there are discretionary grants with modified reimbursement rates. In that case, the discretionary funds may be used to supplement the 50% reimbursement rate using the rates outlined in the discretionary grant.

The Board will not authorize contracts/master agreements with employers who have previously exhibited a pattern of failing to provide participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. Neither will the board authorize agreements with employers whose past performance is such that they can reasonably be expected to adversely impact the Board's ability to meet and exceed the Board's negotiated performance measures. In making suitability determinations, the Board will take into consideration issues such as contract/master agreement compliance, whether OJT participants quit voluntarily, were terminated for good cause or were released due to unforeseeable changes in business conditions, continued wage growth, participant satisfaction, and any other factors the board determines. The Board will not authorize a contract/master agreement for an employer that is under suspension or debarment.

The Board will not authorize training for individuals employed through employment staffing, employee leasing, or organizations unless the work those individuals perform is solely for the benefit of the employing organization.

Quality Assurance

All OJT employers will be monitored for compliance by the Board staff through the use of on-site visits, phone interviews, employer surveys, review of payroll records and participant file reviews. A report of each monitoring visit will be kept on file with the Board.

The Board reserves the right to approve OJT contracts/master agreements that exceed \$25,000.

Transitional Employment

Transitional Employment will provide time-limited, wage-paid work experience for individuals with chronic unemployment or inconsistent/limited work history. No more than 10% of the Adult or Dislocated Worker WIOA Title I allocation will be used to support this service.

1. Participant Eligibility

Transitional Employment (TE) will be available to eligible participants in the SAWDA who are determined eligible under the WIOA (Adult or Dislocated Worker) and the Employment, Retention and Advancement Network (EARN) Temporary Assistance for Needy Families program.

- o An individual is considered chronically unemployed or to have inconsistent work history if the individual, within the last two years, has not worked steadily, has had differing skill and wage level positions (contract, temporary, permanent, etc.) or has held numerous jobs.

2. Employer Eligibility

A transitional job may be within the private for-profit, non-profit, or public sectors and preferably in a high-priority occupation. Employers who host transitional job participants must have an executed and current Transitional Worksite agreement with the provider and designate a person to provide supervision and feedback to the participant. Participating employers must agree to monitoring requirements set forth by the workforce board regarding WIOA and all other local, state, federal workforce regulations and guidelines. Participating employers are not obligated to offer regular employment at the end of the program.

3. Training Length

The minimum length will be 4 weeks, and the maximum transitional employment length shall be 12 weeks not to exceed 480 hours, ~~not exceed 360 hours~~. A Transitional Work Experience Worksite Agreement must be executed and current for all Employer host worksites of the Transitional Work Experience program prior to participant placement at the work site.

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4. Wage Requirements

The Title I program provider will be the employer of record and pay an amount equal to the pay of a similarly situated employee at the targeted business but not less than the federal minimum wage or exceed \$14.37 (the subsidized wage rate for the OJT program in the region). Shift differentials, overtime, premium pay and other non-regular wages will not be considered.

The transitional employment wage will be paid only for the actual hours the employee is engaged in productive work which provides knowledge and skill essential to the full and

adequate performance of the job. No payment will be paid for sick days, vacation, holidays, classroom training hours, etc.

5. Supportive Services

Supportive Services as appropriate and within the guidelines of the WDB Supportive Service Policy must be offered and made available to participants enrolled in TE.

Incumbent Worker Training

Incumbent Worker Training is designed to meet the requirements of an employer to retain a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. It is expected that the employer will commit to retain or avert the layoffs of those workers trained.

Employers must pay a share of the training cost based on the following:

- =/< 50 employees = 10%
- 51 to 100 employees = 25%
- >100 employees = 50%

Apprenticeship

The SAWDB may support apprenticeships with either support for the cost of related technical instruction (RTI) or for the hands-on portion of the training. RTI support will be treated the same as Individual Training Accounts and the hands-on training will be supported in accordance with the On-the-Job Training guidelines referenced above.

Paid Work Experience for Youth

Paid Work Experience (PWE) for Youth is time limited with the specific outcome of providing youth exposure to possible careers and the requirements and expectations of employers for their employees. Work experience is fully subsidized by the contracted youth program – no cost is incurred by the employer; however, it is expected the employer will provide supervision to the youth participating in work experience at their work site.

1. Funding

Paid Work Experience for Youth (PWE) will be available to participants of the PA CareerLink® sites in the SAWDA who are eligible under the Youth WIOA funding stream and to participants in contracted programs funded with the TANF Youth funding stream.

2. Training Length

The maximum length of a specific work experience is ~~12 weeks~~, will not exceed 360 hours. A youth may participate in multiple work experiences.

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3. Wage Requirements

Youth Work Experience providers must pay at least the Pennsylvania minimum wage. Wage rates may vary depending on the funding stream. The current wage rate for both WIOA and TANF participants is **\$10 per hour**.

Pennsylvania CareerLinkSM

Time Period (click control to select multiple)

2nd Quarter

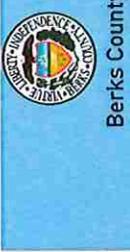
Region (click control to select multiple)

All

[View Southern Alleghenies Results](#)

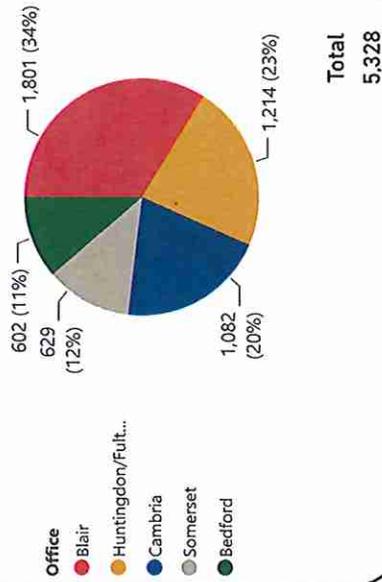
[Clear Selections](#)

Offices by Region & Workforce Development Area

Select all	 Delaware County	 Berks County	 Bucks County	 Advance Central PA Linking People & Business Central	 Chester County
 Montgomery County	 Lackawanna	 Workforce Solutions North Central	 Northern Tier	 Lehigh Valley	 Luzerne/Schuylkill
 Pocono Counties	 West Central	 SCPa Works South Central	 Southern Alleghenies	 Southwest Corner	 Philadelphia County
 Tri-County	 Westmoreland/Fayette	 Tri-County	 SAP&DC Southern Alleghenies	 Partner 4 Work Three Rivers	 Partner 4 Work Three Rivers

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Local Office Contact



Participant Services Southern Alleghenies 2nd Quarter

Labor Market Information - September 2025

Local Area Unemployment Statistics (LAUS) Program, Seasonally Adjusted & Preliminary

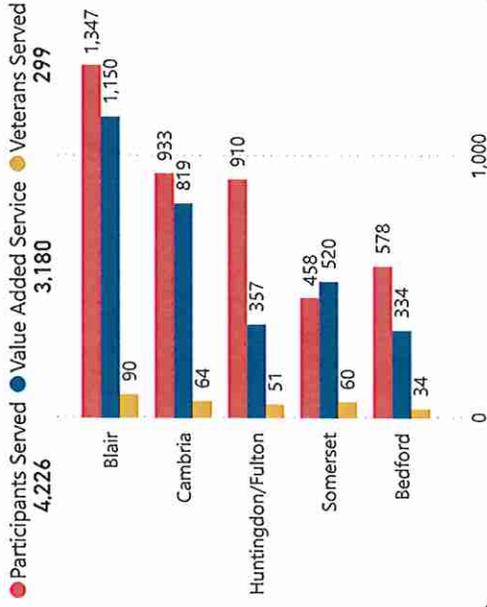
Data - The Center for Workforce Information & Analysis (CWI/A)

County	Employed	Unemployed	Labor Force	UR
Bedford	21,800	1,000	22,900	4.6%
Blair	54,500	2,300	56,700	4.0%
Cambria	53,400	2,700	56,100	4.8%
Fulton	6,800	300	7,100	4.5%
Huntingdon	18,100	1,000	19,100	5.1%
Somerset	30,800	1,500	32,400	4.7%

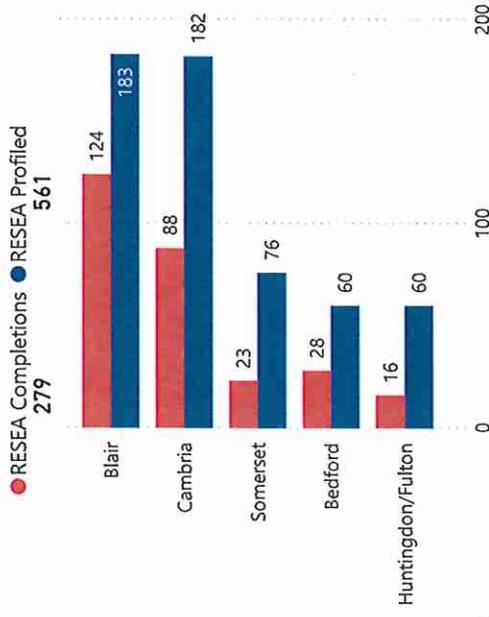
SkillUP™ PA Registrations

Total
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Participant Services



Reemployment Services & Eligibility Assessment

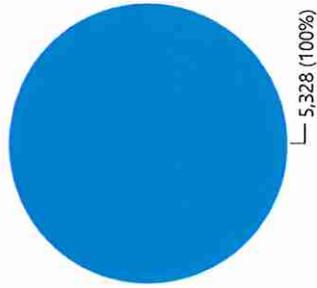


Definitions & Source: Commonwealth Workforce Development System (CWDS)

- Local Office Contact:** Unique participants that received a Local Contact (LC) service.
- Participant Served:** Unique participants that received a Labor Exchange service.
- Value Added:** Unique participants that received a value added service.
- Veterans Served:** Number of unique veterans that received a Labor Exchange service.
- SkillUp PA Registrations:** Number of new SkillUp registrations in CWDS.
- RESEA Completions:** Number of RESEA participants that completed their service meeting.
- RESEA Profiled:** UC claimants that have been profiled to attend RESEA

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Local Office Contact



Time Period
● 2nd Quarter

Total
5,328

SkillUP™ PA Registrations

Total
(Blank)



Participant Services Southern Alleghenies

2nd Quarter

Labor Market Information - September 2025

Local Area Unemployment Statistics (LAUS) Program, Seasonally Adjusted & Preliminary
Data - The Center for Workforce Information & Analysis (CWIA)

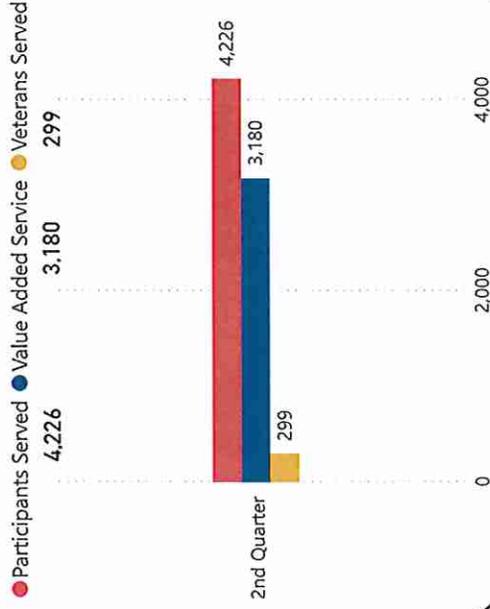
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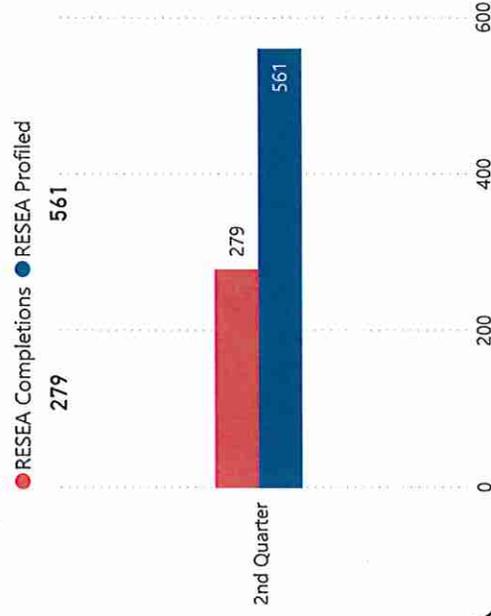
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Participant Services



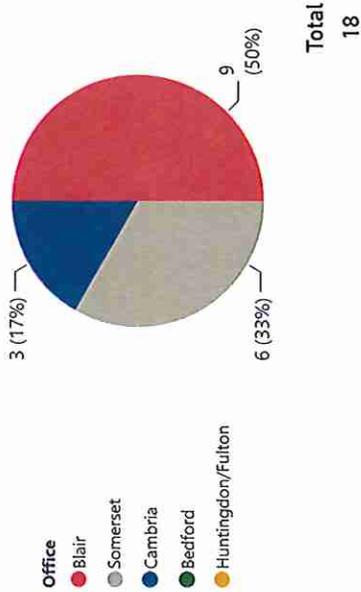
Reemployment Services & Eligibility Assessment



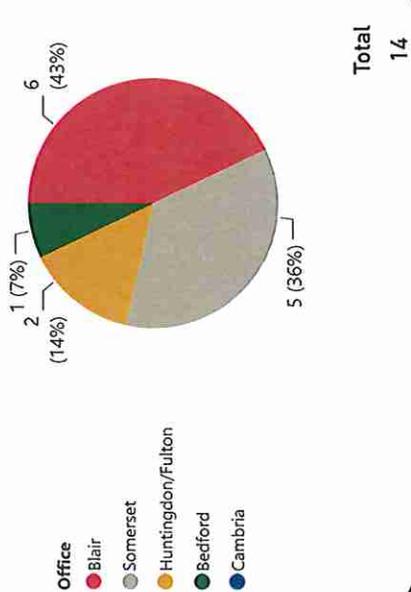
Pennsylvania CareerLinkSM

Employer Services Southern Alleghenies 2nd Quarter

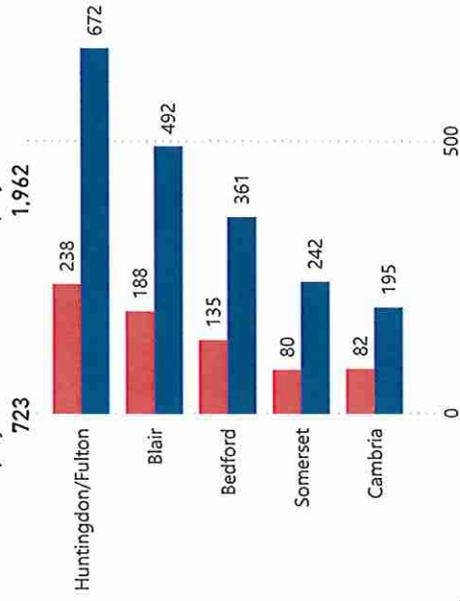
Newly Registered Employers



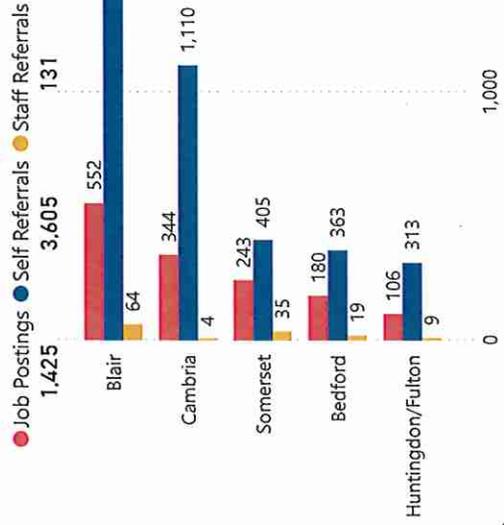
On-The-Job-Training (OJT)



Employer Services



Job Postings



CWIA Job Postings (LMI)

The Conference Board - LightCast - Help Wanted OnLine™ - Center for Workforce Information & Analysis (CWIA)

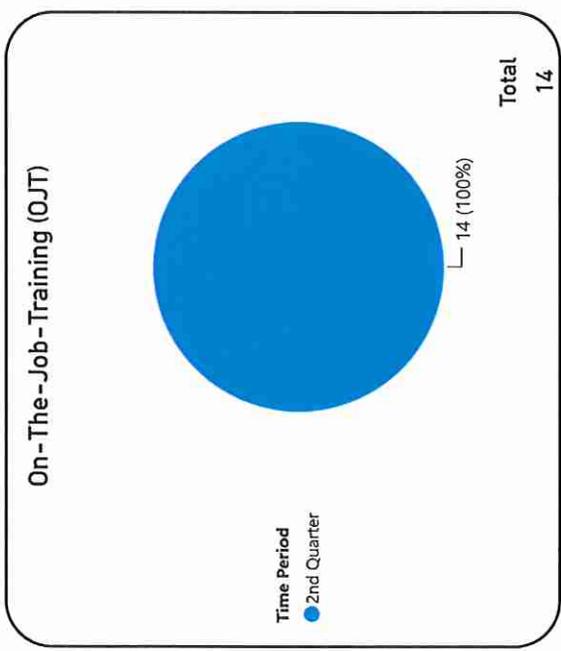
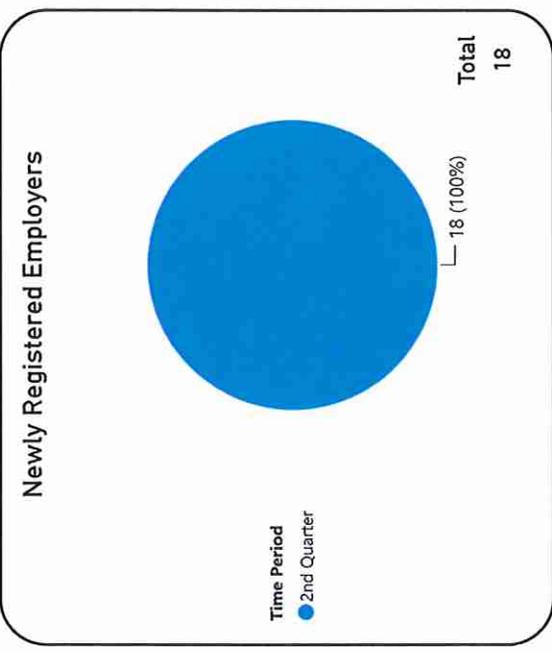
Office	November 2025 Job Postings	November 2024 Job Postings	Over-the-Year Change
Fulton	139	85	54
Huntingdon	507	329	178
Bedford	683	346	337
Somerset	849	443	406
Cambria	1,879	1,533	346
Blair	2,664	1,559	1,105

Definitions & Source: Commonwealth Workforce Development System (CWDS)

- New Employers:** Number of new employers registered in CWDS.
- Employers Served:** Number of unique employers that received a service in CWDS.
- Employer Services:** Number of services entered into CWDS.
- OJT:** Number of new WIOA OJT contracts entered into CWDS.
- Job Postings:** New job postings entered onto PA CareerLink website.
- Self Referrals:** Number of participants that applied to a job posting on the PA CareerLink.
- Staff Referrals:** Number of participants referred to a job posting by PA CareerLink Staff.

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Pennsylvania
CareerLinkSM
 Employer Services
 Southern Alleghenies
 2nd Quarter

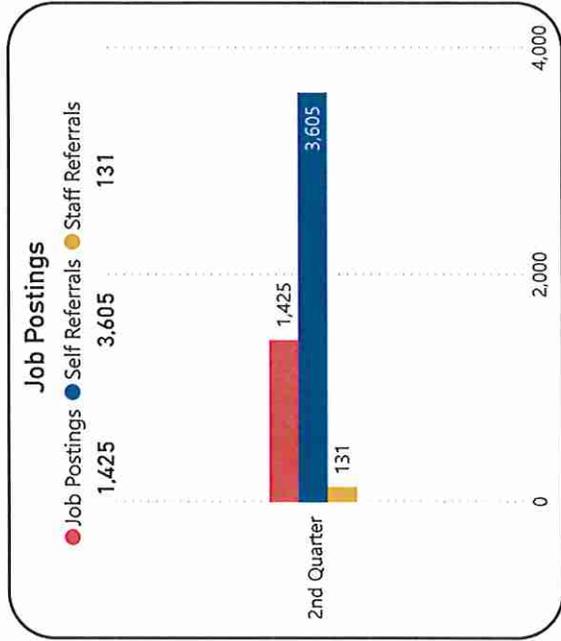
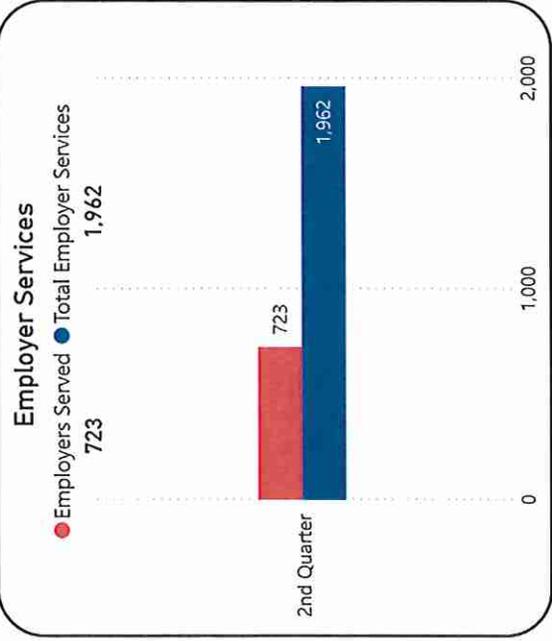


CWIA Job Postings (LMI)
The Conference Board - LightCast - Help Wanted OnLine™ - Center for Workforce Information & Analysis (CWIA)

Office	November		Over-the-Year Change
	2025 Job Postings	2024 Job Postings	
Blair	2,664	1,559	1,105
Cambria	1,879	1,533	346
Somerset	849	443	406
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Participant Services
Southern Alleghenies
2nd Quarter

Local Office Contact
Southern Alleghenies

Office	Local Office Contact
Bedford	602
Blair	1,801
Cambria	1,082
Huntingdon/Fulton	1,214
Somerset	629
Total	5,328

CWIA Labor Force/LAUS Data (LMI)
Local Area Unemployment Statistics (LAUS) Program, Seasonally Adjusted & Preliminary Data - The Center for Workforce Information & Analysis (CWIA)

County	Employed	Unemployed	Labor Force	UR
Bedford	21,800	1,000	22,900	4.6%
Blair	54,500	2,300	56,700	4.0%
Cambria	53,400	2,700	56,100	4.8%
Fulton	6,800	300	7,100	4.5%
Huntingdon	18,100	1,000	19,100	5.1%
Somerset	30,800	1,500	32,400	4.7%

SkillUP™ PA Registrations
Southern Alleghenies

Office	SkillUp Registrations
Bedford	602
Blair	1,801
Cambria	1,082
Huntingdon/Fulton	1,214
Somerset	629
Total	5,328

Participant Services
Southern Alleghenies

Office	Participants Served	Value Added Service	Veterans Served
Bedford	578	334	34
Blair	1,347	1,150	90
Cambria	933	819	64
Huntingdon/Fulton	910	357	51
Somerset	458	520	60
Total	4,226	3,180	299

Reemployment Services & Eligibility Assessment (RESEA)
Southern Alleghenies

Office	RESEA Completions	RESEA Profiled
Bedford	28	60
Blair	124	183
Cambria	88	182
Huntingdon/Fulton	16	60
Somerset	23	76
Total	279	561

Definitions & Source: Commonwealth Workforce Development System (CWDS)
Local Office Contact: Unique participants that received a local contact (LC) service.
Participant Served: Unique participants that received a Labor Exchange service.
Value Added: Unique participants that received a value added service.
Veterans Served: Number of unique veterans that received a Labor Exchange service.
SkillUP PA Registrations: Number of new SkillUP registrations in CWDS.
RESEA Completions: Number of RESEA participants that completed their service meeting.
RESEA Profiled: UC claimants that have been profiled to attend RESEA.

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Participant Services Southern Alleghenies

2nd Quarter

CWIA Labor Force/LAUS Data (LMI)

Local Area Unemployment Statistics (LAUS) Program, Seasonally Adjusted & Preliminary Data - The Center for Workforce Information & Analysis (CWIA)

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Somerset	30,800	1,500	32,400	4.7%

Definitions & Source: Commonwealth Workforce Development System (CWDS)

Local Office Contact: Unique participants that received a local contact (LC) service.

Participant Served: Unique participants that received a Labor Exchange service.

Value Added: Unique participants that received a value added service.

Veterans Served: Number of unique veterans that received a Labor Exchange service.

SkillUp PA Registrations: Number of new SkillUp registrations in CWDS.

RESEA Completions: Number of RESEA participants that completed their service meeting.

RESEA Profiled: UC claimants that have been profiled to attend RESEA

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Local Office Contact

Southern Alleghenies

Time Period	Office	Local Office Contact
2nd Quarter	Bedford	602
2nd Quarter	Blair	1,801
2nd Quarter	Cambria	1,082
2nd Quarter	Huntingdon/Fulton	1,214
2nd Quarter	Somerset	629
Total		5,328

SkillUp™ PA Registrations

Southern Alleghenies

Time Period	Office	SkillUp Registrations
2nd Quarter		279
Total		561

Participant Services

Southern Alleghenies

Time Period	Participants Served	Value Added Service	Veterans Served
2nd Quarter	4,226	3,180	299
Total	4,226	3,180	299

Reemployment Services & Eligibility Assessment (RESEA)

Southern Alleghenies

Time Period	RESEA Completions	RESEA Profiled
2nd Quarter	279	561
Total	279	561

Pennsylvania CareerLinkSM

Employer Services Southern Alleghenies 2nd Quarter

New Employers
Southern Alleghenies

Office	New Employers
Bedford	0
Blair	9
Cambria	3
Huntingdon/Fulton	0
Somerset	6
Total	18

Employer Services
Southern Alleghenies

Office	Employers Served	Total Employer Services
Bedford	135	361
Blair	188	492
Cambria	82	195
Huntingdon/Fulton	238	672
Somerset	80	242
Total	723	1,962

CWIA Job Postings (LMI)

The Conference Board - LightCast - Help Wanted OnLine™ - Center for Workforce Information & Analysis (CWIA)

Office	November 2025 Job Postings	November 2024 Job Postings	Over-the-Year Change
Blair	2,664	1,559	1,105
Cambria	1,879	1,533	346
Somerset	849	443	406
Bedford	683	346	337
Huntingdon	507	329	178
Fulton	139	85	54

On-The-Job-Training (OJT)

Southern Alleghenies

Office	OJT
Bedford	1
Blair	6
Cambria	0
Huntingdon/Fulton	2
Somerset	5
Total	14

Job Postings

Southern Alleghenies

Office	Job Postings	Self Referrals	Staff Referrals
Bedford	180	363	19
Blair	552	1,414	64
Cambria	344	1,110	4
Huntingdon/Fulton	106	313	9
Somerset	243	405	35
Total	1,425	3,605	131

Definitions & Source: Commonwealth Workforce Development System (CWDS)

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Staff Referrals: Number of participants referred to a job posting by PA CareerLink Staff.

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New Employers
Southern Alleghenies

Time Period	Office	New Employers
2nd Quarter	Bedford	0
2nd Quarter	Blair	9
2nd Quarter	Cambria	3
2nd Quarter	Huntingdon/Fulton	0
2nd Quarter	Somerset	6
Total		18



CWIA Job Postings (LMI)

The Conference Board - LightCast - Help Wanted OnLine™ - Center for Workforce Information & Analysis (CWIA)

Office	November 2025 Job Postings	November 2024 Job Postings	Over-the-Year Change
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Employer Services

Southern Alleghenies

Time Period	Employers Served	Total Employer Services
2nd Quarter	723	1,962
Total	723	1,962

On-The-Job - Training (OJT)

Southern Alleghenies

Time Period	Office	OJT
2nd Quarter	Bedford	1
2nd Quarter	Blair	6
2nd Quarter	Cambria	0
2nd Quarter	Huntingdon/Fulton	2
2nd Quarter	Somerset	5
Total		14

Job Postings

Southern Alleghenies

Time Period	Job Postings	Self Referrals	Staff Referrals
2nd Quarter	1,425	3,605	131
Total	1,425	3,605	131

All Participant Services by Region

Southern Alleghenies

Region	Participant Services Category	Count
South Central Region	Local Office Contact	5,328
South Central Region	Participants Served	4,226
South Central Region	RESEA Completions	279
South Central Region	RESEA Profiled	561
South Central Region	Value Added Service	3,180
South Central Region	Veterans Served	299
Total		13,873

All Participant Services by Region & WDA

Southern Alleghenies

WDA	Participant Services Category	Count
Southern Alleghenies	Local Office Contact	5,328
Southern Alleghenies	Participants Served	4,226
Southern Alleghenies	RESEA Completions	279
Southern Alleghenies	RESEA Profiled	561
Southern Alleghenies	Value Added Service	3,180
Southern Alleghenies	Veterans Served	299
Total		13,873

All Participant Services by Region, WDA & Office

Southern Alleghenies

WDA	Office	Participant Services Category	Count
Southern Alleghenies	Bedford	Local Office Contact	602
Southern Alleghenies	Bedford	Participants Served	578
Southern Alleghenies	Bedford	RESEA Completions	28
Southern Alleghenies	Bedford	RESEA Profiled	60
Southern Alleghenies	Bedford	Value Added Service	334
Southern Alleghenies	Bedford	Veterans Served	34
Southern Alleghenies	Blair	Local Office Contact	1,801
Southern Alleghenies	Blair	Participants Served	1,347
Southern Alleghenies	Blair	RESEA Completions	124
Southern Alleghenies	Blair	RESEA Profiled	183
Southern Alleghenies	Blair	Value Added Service	1,150
Southern Alleghenies	Blair	Veterans Served	90
Southern Alleghenies	Cambria	Local Office Contact	1,082
Southern Alleghenies	Cambria	Participants Served	933
Southern Alleghenies	Cambria	RESEA Completions	88
Southern Alleghenies	Cambria	RESEA Profiled	182
Southern Alleghenies	Cambria	Value Added Service	819
Southern Alleghenies	Cambria	Veterans Served	64
Southern Alleghenies	Huntingdon/Fulton	Local Office Contact	1,214
Southern Alleghenies	Huntingdon/Fulton	Participants Served	910
Southern Alleghenies	Huntingdon/Fulton	RESEA Completions	16
Southern Alleghenies	Huntingdon/Fulton	RESEA Profiled	60
Southern Alleghenies	Huntingdon/Fulton	Value Added Service	357
Southern Alleghenies	Huntingdon/Fulton	Veterans Served	51
Southern Alleghenies	Somerset	Local Office Contact	629
Southern Alleghenies	Somerset	Participants Served	458
Southern Alleghenies	Somerset	RESEA Completions	23
Southern Alleghenies	Somerset	RESEA Profiled	76
Total			13,873

All Business Services by Region

Southern Alleghenies

Region	Business Services Category	Count
South Central Region	Employers Served	723
South Central Region	Job Postings	1,425
South Central Region	New Employers	18
South Central Region	OJT	14
South Central Region	Self Referrals	3,605
South Central Region	Staff Referrals	131
South Central Region	Total Employer Services	1,962
Total		7,878

All Business Services by Region & WDA

Southern Alleghenies

WDA	Business Services Category	Count
Southern Alleghenies	Employers Served	723
Southern Alleghenies	Job Postings	1,425
Southern Alleghenies	New Employers	18
Southern Alleghenies	OJT	14
Southern Alleghenies	Self Referrals	3,605
Southern Alleghenies	Staff Referrals	131
Southern Alleghenies	Total Employer Services	1,962
Total		7,878

All Business Services by Region, WDA & Office

Southern Alleghenies

WDA	Office	Business Services Category	Count
Southern Alleghenies	Bedford	Employers Served	135
Southern Alleghenies	Bedford	Job Postings	180
Southern Alleghenies	Bedford	New Employers	0
Southern Alleghenies	Bedford	OJT	1
Southern Alleghenies	Bedford	Self Referrals	363
Southern Alleghenies	Bedford	Staff Referrals	19
Southern Alleghenies	Bedford	Total Employer Services	361
Southern Alleghenies	Blair	Employers Served	188
Southern Alleghenies	Blair	Job Postings	552
Southern Alleghenies	Blair	New Employers	9
Southern Alleghenies	Blair	OJT	6
Southern Alleghenies	Blair	Self Referrals	1,414
Southern Alleghenies	Blair	Staff Referrals	64
Southern Alleghenies	Blair	Total Employer Services	492
Southern Alleghenies	Cambria	Employers Served	82
Southern Alleghenies	Cambria	Job Postings	344
Southern Alleghenies	Cambria	New Employers	3
Southern Alleghenies	Cambria	OJT	0
Southern Alleghenies	Cambria	Self Referrals	1,110
Southern Alleghenies	Cambria	Staff Referrals	4
Southern Alleghenies	Cambria	Total Employer Services	195
Southern Alleghenies	Huntingdon/Fulton	Employers Served	238
Southern Alleghenies	Huntingdon/Fulton	Job Postings	106
Southern Alleghenies	Huntingdon/Fulton	New Employers	0
Southern Alleghenies	Huntingdon/Fulton	OJT	2
Southern Alleghenies	Huntingdon/Fulton	Self Referrals	313
Southern Alleghenies	Huntingdon/Fulton	Staff Referrals	9
Southern Alleghenies	Huntingdon/Fulton	Total Employer Services	672
Total			7,878

All Participant Services

Commonwealth Total

Participant Services Category	Count
Local Office Contact	5,328
Participants Served	4,226
RESEA Completions	279
RESEA Profiled	561
Value Added Service	3,180
Veterans Served	299
Total	13,873

All Business Services

Commonwealth Total

Business Services Category	Count
Employers Served	723
Job Postings	1,425
New Employers	18
OJT	14
Self Referrals	3,605
Staff Referrals	131
Total Employer Services	1,962
Total	7,878