



SouthCentral Workforce Investment Board
WIB Board Meeting
Dixon University Center, 2986 N. Second Street, Harrisburg, PA
February 12, 2015 - 8:30 AM

Work Session

Members Present:

Jeff Boswell, Chair, Dr. Francis Achampong, Carl Anderson, Lynne Beeson, Matt Campbell, Colleen Hartman, Cindy Heisey, Lauren Holubec, Michael Jefferson, Frank Kocher, Ellie Lamison, Tammy Marcase, Patti McLaughlin, Kathy Possinger, Mike Ross, Stuart Savin, Tim Shenk, Kevin Sidella, Andrew Williford, and Joe Ziegler.

Staff and Others Present:

Joe Alsberry, Jan Carelock, Paul Caulfield, Doran Condon, Jodi Derr, Dawn Garman, Rich Hewitt, Wanda Jackson, Tony Juliana, Mike Lawrence, Sam Marte, Rodney McMichael, Susan Miller, Karen Overly Smith, Kevin Perkey, Wendy Potts, Robert Saidis, Brenda Stone, Hilary Thomas, Carol Warnke, Martin Wubbolt and Commissioner Bob Ziobrowski.

CALL TO ORDER - *Committee Chairperson, Jeff Boswell*

Chairperson Jeff Boswell called the meeting to order at 8:40 a.m. The Chairperson noted the presence of members constituting the majority of the SCWIB for the purposes of establishing a quorum.

CALL FOR PUBLIC COMMENT

There being no public comment, the meeting continued.

ACTION ITEMS

Approval of Minutes

After discussion, on motion duly made by Frank Kocher and seconded by Stuart Savin, it is:

RESOLVED, that the minutes of the December 4, 2014 meeting, be and hereby are approved.

(Motion carried unanimously)

Mr. Boswell stated that the Executive Committee met on February 5, 2015 and approved the Youth allocations for the year 2015-2016 and amended the Youth Contracts to extend for a 12-month period beginning on July 1, 2015, based on available funding. This will ensure continuation of services for youth participants while we transition and develop new RFP's for youth programs in line with WIOA.

BUSINESS

a. Executive Committee – *Jeffrey Boswell, Chair*

Meeting conducted on December 4, 2014. *See attached approved minutes and report behind Section 2.*

Mr. Boswell stated that we are moving forward with the strategic plan. After a thorough bid process, Dering Consulting was selected to facilitate our strategic plan. After a thorough bid process, Megan Davis Design and Factory 44, Inc. will partner with the SCWIB for the Communication and Website Development project. Community Workforce will provide four months of additional transitional consulting services to deliver additional Grants.

b. Administration/Finance Committee – *Andrew Williford, Committee Chair*

Meeting conducted on November 25, 2014. *See attached approved minutes and reports behind Section 2.*

Mr. Williford stated that the Committee met on January 29, 2015. As of December 31, 2014, we are in receipt of our annual WIA allotments for Adult, Dislocated Worker, Youth, EARN, Trade, Rapid Response and Industry Partnership funds. As of January 31, 2015, we have successfully allotted our PY 14/15 budget for ITA's. We continue to support any individual who was in the (ITA) process prior to January 31 and continue to offer and support all individuals with a variety of services provided at the PA CareerLink®. The PY 13/14 audit is underway. The Auditors have been in and are scheduled to return later this month to complete the audit. We plan to issue a tentative SCWIB budget in March/April incorporating anticipated funding. The budget will be finalized in June. The Committee is reviewing all SCWIB policies. We are currently reviewing the Purchasing and Procurement Policy. Mr. Boswell stated that we are currently using the purchasing and fiscal policies in regards to obtaining multiple bids for various projects for establishing parameters.

Fiscal Reports

See reports behind Section 2.

Operational Budget Analysis – For Fiscal Period July 1, 2014 – December 31, 2014

Total Annual Budget - \$1,682,700 and YTD Expenditures - \$769,526, Projected Expenditures - \$837,590. Total YTD and Projected Expenditures - \$1,637,763. We have a complement of 14 positions.

c. Program Development Committee and Youth Council – *Kathy Possinger, Committee Chairperson*

Program Meeting conducted on November 18, 2014 and Youth Council meeting conducted on November 19, 2014. *See attached approved minutes and reports behind Section 2.*

Ms. Possinger stated that the Youth Council and the Program Development Committee has been combined to form a Program Committee. We are seeing significant structural changes within the youth programs with the shift in focus from in-school to out-of-school youth.

d. Governance Task Force – *Mike Ross*

Mr. Ross stated that the Governance Task Force, comprised of five SCWIB Board members, is designed to look at governance issues for the SCWIB, engage the task force, engage the Board in terms of the strategic plan and to be totally transparent.

Mr. Boswell thanked the Board members for being involved with the Committees. As we move forward, for those Board members who are not involved with a Committee, please think about joining either the Program Committee or the Admin/Finance Committee.

EXECUTIVE DIRECTOR'S REPORT

See attached reports behind Section 3.

Mr. Perkey stated that our focus over the next 12-18 months will be on Strategic Planning and WIOA implementation efforts.

Mr. Perkey stated that we negotiated the lease and are working with the Landlord to remodel the SCWIB office. Walls have been torn down and offices have been built to open up the environment to make it more of a collaborative process.

DISCUSSION

Mr. Alsberry reminded all the Board members to return their Statement of Financial Interest Form and the Conflict of Interest Form by March 1, 2015.

Mr. Savin stated that we are currently half way through the Fiscal Year and we ran out of funding for Dislocated or Unemployed at the PA CareerLink® offices. As we move forward, that needs to be in our forefront. We have a history of turning off the funding, but we have balances in other accounts. Whether or not they can be transferred or used, it does not look good. What is our priority? As of last week, someone who is Unemployed who walks into a PA CareerLink® office, will not be able to get a training opportunity in their area of choice. That is something that this Board needs to keep in our forefront. How can we insure, that for the Fiscal Year, we can fund these things. It has not been there before for us. It needs to be right in front of us.

ADJOURNMENT

Upon motion by Stuart Savin and seconded by Lauren Holubec, the meeting was adjourned at 9:20 AM.

NEXT MEETING

May 14, 2015 at 8:30 AM, Dixon University Center, 2986 N. Second Street, Harrisburg, PA.

Respectfully Submitted,

Brenda S. Stone, Executive Assistant