



SouthCentral Workforce Investment Board
WIB Board Meeting
PA CareerLink® Capitol Region,
100 N. Cameron Street, Harrisburg, PA
May 22, 2014 - 8:30 AM

Work Session

Members Present:

Matt Tunnell, Chair, Dr. Francis Achampong, Bob Batory, Lynne Beeson, Bobbi Billman, Jeff Boswell, John Groninger, Michael Hain, Colleen Hartman, Cindy Heisey, Lauren Holubec, Michael Jefferson, Frank Kocher, Ellie Lamison, Shelley Mastrella, Janice Mazzitti, Patti McLaughlin, Kathy Possinger, Alesia Reese, Stuart Savin, Mike Ross, Ron Shearer, Tim Shenk, Kevin Sidella, Andrew Williford, and Keith Yohn.

Staff and Others Present:

Joe Alsberry, Sandy Butt-Richardson, Jan Carelock, Doran Condon, Jodi Derr, Cristie DeWitt, Larry Etchison, Glysol Figueroa, Allyha Goforth, Carmelo Gonzalez, Jessica Gonzalez, Rich Hewitt, Wanda Jackson, Tony Juliana, Mike Lawrence, Tammy Marcase, Sam Marte, Rodney McMichael, Susan Miller, Wendy Potts, Bob Saidis, Brenda Stone, Hilary Thomas, Carol Warnke, Jhansi Waters, and Joe Ziegler.

I. CALL TO ORDER - *Committee Chairperson, Matt Tunnell*

Committee Chairperson, Matt Tunnell 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.

II. CALL FOR PUBLIC COMMENT

There being no public comment, the meeting continued.

III. APPROVAL OF MINUTES

After discussion, on motion duly made by Mr. Kocher and seconded by Mr. Ross, it is:
RESOLVED, that the minutes of the February 27, 2014 meeting, be and hereby are approved.
(Motion carried unanimously)

IV. EXECUTIVE SESSION

The SCWIB entered into an Executive Session from 8:52 AM until 9:08 AM for discussion of personnel matters. The meeting resumed at 9:10 AM.

V. ACTION ITEMS

Executive Director

After discussion, on motion duly made by Mr. Robert Batory and seconded by Mr. Michael Ross, it is:
RESOLVED, that the SCWIB recommends to the Local Elected Officials the Executive Director personnel action listed on Exhibit "A".
(Motion carried unanimously)

SCWIB Bylaws

After discussion, on motion duly made by Ms. Kathy Possinger and seconded by Dr. Francis Achampong, it is:
RESOLVED, that the SCWIB adopt the Bylaws, as presented, with all suggested revisions.
(Motion carried unanimously)

VI. EXECUTIVE COMMITTEE REPORT

Meetings conducted on January 23, February 27, and March 26, 2014. See attached approved minutes behind Tab 2.

VII. EXECUTIVE DIRECTOR'S REPORT

The report of the Interim Executive Director is substantially set forth in the memo dated May 17, 2014, a copy of which is attached hereto behind Tab 3.

VIII. DEPUTY DIRECTOR'S REPORT

Mr. Alsberry stated that EDSI, our Title 1 Provider, have recently filled all their open positions and hired a Customer Service staff person in each of the six PA CareerLink® offices. EDSI has either met or exceeded all their ITA and OJT benchmarks.

Quality Assurance Reports

See reports behind Tab 4, for the time period of July 1, 2013 through April 30, 2014 in regards to the contracts that have been monitored by the Quality Assurance Team.

IX. COMMITTEE REPORTS

A. Operator Consortium – *Joseph Alsberry*

Meetings conducted on January 13, February 26 and March 6, 2014. See attached approved minutes behind Tab 4.

Mr. Alsberry stated that the Operator Consortia recently voted to have a single Site Administrator at each of the six PA CareerLink® offices. They are currently looking to fill two open Site Administrator positions in the Cumberland and Lebanon County offices.

B. Administration/Finance Committee – *Jeff Boswell, Committee Chair*

Meeting conducted on February 18, 2014. See attached approved minutes behind Tab 6.

Mr. Boswell stated that the Committee has been diligently reviewing all the SCWIB Policies and the SCWIB Bylaws.

It was noted that the audit was without exception and that the auditors gave an unqualified opinion on the operations of the SCWIB.

Fiscal Reports – *Mike Truskey, SCWIB Comptroller*

See reports behind Tab 7. Fiscal Report for Period July 1, 2013 – April 30, 2014.

See reports behind Tab 8. Estimated Fiscal Budget for Program Year 2014-2015.

Total Estimated Annual Budget - \$1,673,000 which is a budget variance of \$5,939.00 less than this year. Budget estimate is based on a complement of 14 full-time staff positions.

After discussion, on motion duly made by Ms. Possinger and seconded by Mr. Jefferson, it is:

RESOLVED, that the SCWIB accept the proposed 2014-2015 budget.

Motion carried unanimously.

C. Youth Council Report – *Doran Condon, Program Manager*

Meetings conducted on December 11, 2013 and February 12, 2014. See attached approved minutes behind Tab 9.

Mr. Condon stated that all narratives and budgets for next Program Year are due shortly from each youth vendor. There has been great success with the Transportation/Logistics Initiative. We are applying for a Grant through Central Pennsylvania Works to extend additional funding to the IRC Program, in Dauphin County, that specializes in a summer experience with 30 adjudicated youths. We are also working with Jump Street to

fund the Youth Career Connections Program which will address the H1B short falls. We are working with ResCare, whom provides services for youths in Cumberland and Dauphin Counties. They have struggled with enrollments this year. We are currently monitoring their progress. The youth vendors have currently exceeded all the Youth Common Measures.

D. Program Development Committee – Mike Lawrence

Meetings conducted on November 26, 2013 & February 11, 2014. See attached approved minutes behind Tab 10. Mr. Lawrence stated that the SCWIB does a good job at serving the businesses in our region. The challenge is “How do we manage our growth”? We would like to enhance our services to businesses. The SCWIB is in the process of reviewing the Job Seeker Services. The Committee is recommending continuing the contract with EDSI as the Title 1 Provider for next Program Year.

X. GENERAL REPORTS

A. Local Management Committee – Jan Carelock, Program Manager

Meetings conducted on January 24 and March 21, 2014. See attached approved minutes behind Tab 11. Ms. Carelock stated that the LMC issued an RFP for EARN services recently for Program Years 2014 through 2017. The contract was awarded to EDSI beginning July 1, 2014. The Committee recently elected a new Chairperson and a new Vice Chairperson. There are recent changes to the EARN program announced recently by BWOP. The EARN contractor continues to meet their program performance benchmarks.

XI. DISCUSSION

There being no discussion, the meeting continued.

XII. GOVERNOR’S ACHIEEMENT AWARDS RECOGNITION

PA Workforce Development Association – 2014 Governor’s Achievement Awards

Individual Adult Nomination

Nominated by: Jhansi Waters, EDSI, Harrisburg

Nomination: Carmelo Gonzalez

Job Creation Awards

Nominated by: Sandra Butt-Richardson, EDSI, York

Nomination: Assurant Solutions

Earn Participant Nomination

Nominated by: Cristie DeWitt, EDSI, Cumberland County

Nomination: Aliyha Goforth

Employer Honor Roll Nomination

Nominated by: Rosemarie Frederick, EDSI, Harrisburg

Nomination: Chiquita Fresh Express

AWARD WINNER

Employer Honor Roll Nomination

Nominated by: Rosemarie Frederick, EDSI, Harrisburg

Nomination: Spring Creek Rehabilitation & Health Care Center

Manufacturers' Association Awards

AWARD WINNERS

2014 Workforce Professional of the Year

Doran Condon, Program Manager Youth, SouthCentral WIB, Harrisburg

2014 Educator of the Year

Jim Cramer, Director of Career and Technical Education, The Gettysburg Area School District

2014 Manufacturer of the Year

Schindler Elevator Company Corporation, Hanover, PA

XIII. ADJOURNMENT

Upon motion by Mr. Jefferson and seconded by Mr. Savin, the meeting was adjourned at 10:25 AM.

NEXT MEETING

August 28, 2014 at 8:30 AM, PA CareerLink® Capitol Region, 100 N. Cameron Street, Harrisburg, PA.

Respectfully Submitted,

Brenda S. Stone, Executive Assistant