



**South Central Workforce Investment Board**  
**WIB Board Meeting**  
**Dixon University Center, 2986 N. Second Street, Harrisburg, PA**  
**August 28, 2014 - 8:30 AM**

Work Session

Members Present:

Matt Tunnell, Chair, Dr. Francis Achampong, Bob Batory, Lynne Beeson, Jeff Boswell, Jim Cramer, Michael Hain, Cindy Heisey, Michael Jefferson, Frank Kocher, Ellie Lamison, Tammy Marcase, Shelley Mastrella, Kathy Possinger, Alesia Reese, Tim Shenk, Kevin Sidella, Andrew Williford, and Joe Ziegler.

Staff and Others Present:

Carol Adukaitis, Joe Alsberry, Jan Carelock, Doran Condon, Jodi Derr, Alan Dudley, Rich Hewitt, Wanda Jackson, Tony Juliana, Mike Lawrence, Sam Marte, Rodney McMichael, Susan Miller, Kevin Perkey, Wendy Potts, Lori Rank, Robert Saidis, Brenda Stone, Hilary Thomas, Curtis Tribue, Mike Truskey, Carol Warnke, and Martin Wubbolt.

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

Committee Chairperson, Matt Tunnell called the meeting to order at 8:45 a.m. The Chairperson noted the presence of members constituting the majority of the SCWIB for the purposes of establishing a quorum.

Ms. Kathleen Howley, Senior Associate Vice Chancellor for ASA, welcomed Board members and guests to the Dixon University Center.

Mr. Tunnell welcomed Kevin Perkey, the new SCWIB Executive Director.

**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 Ms. Possinger, it is:  
**RESOLVED**, that the minutes of the May 22, 2014 meeting, be and hereby are approved.  
(Motion carried unanimously)

**IV. ACTION ITEMS**

Fiscal Policy

The Board will be provided a redlined copy of the current updated Fiscal Policy and action to adopt this Policy will be taken at the next SCWIB Board meeting.

**V. EXECUTIVE COMMITTEE REPORT**

Meetings conducted on April 10, May 22 and June 24, 2014. See attached approved minutes behind Tab 2.

Mr. Tunnell stated that WIOA was approved and will become effective July 1, 2015. The Executive Committee authorized Mr. Perkey to search for firms to help the SCWIB with strategic planning.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Mr. Perkey stated that he has met with the majority of Board members. In conversations with the Board members, there was discussion regarding engaging our business community and partners more strategically in our work. The new legislation, WIOA, there is an opportunity to engage in planning work and focus on aligning our activities with the legislation. WIOA allows the WIBs to retain local control. The Act shifts

control of Youth funds to Out-of-School youths. It also streamlines funding and removes a number of programs.

## **VII. DEPUTY DIRECTOR'S REPORT**

See reports behind Tab 3

Mr. Alsberry stated that EDSI is currently fully staffed with the exception of one position. The SCWIB met five (5) and exceeded four (4) of the Common Measures for the 4<sup>th</sup> Quarter of Program Year 2013. The Operators Consortia hired two new Site Administrators to fill the open positions in the PA CareerLink® offices in Cumberland and Lebanon County. The Operators Consortia concurred that there be a single Site Administrator at each PA CareerLink® office in our region. The EARN guidelines and policies have changed recently. The LMC continues to meet to discuss the changes.

## **VIII. COMMITTEE REPORTS**

### **Administration/Finance Committee – Jeff Boswell, Committee Chair**

Meeting conducted on May 13, 2014. See attached approved minutes behind Tab 4.

Mr. Boswell stated that the Committee has been diligently reviewing all the SCWIB Policies. The SCWIB Bylaws have been approved. The Fiscal Policy (attached) has been updated and approved by the Administration/Finance Committee. A redlined copy of the Fiscal Policy will be provided to the Board Members and the vote will be tabled until the December 4, 2014 meeting. The Committee also reviewed the Procurement Policy.

### **Fiscal Reports – Mike Truskey, SCWIB Comptroller**

See reports behind Tab 4. Fiscal Reports for Program Year 2013-2014 (July 1, 2013 – June 30, 2014) and Fiscal Reports for July 1, 2014 through July 31, 2014.

### **B. Youth Council Report – Kathy Possinger, Committee Chairperson**

Meetings conducted on April 9, 2014. See attached approved minutes behind Tab 5.

Ms. Possinger stated that all the Youth vendors have submitted their updated narratives and budgets for the 2014-2015 Program Year which began on July 1, 2014. The Summer Program served over 120 youths. One Youth Contractor fell short of meeting the goals for the last quarter. They were set on a performance benchmark. They have been working aggressively and have been meeting and achieving those goals. We will continue to review the vendor for compliance. We will be generating an RFP for the start of Program Year 2015 (July 1, 2015).

### **C. Program Development Committee – Alesia Reese, Committee Chairperson**

Meetings conducted on May 6, 2014 and May 15, 2014. See attached approved minutes behind Tab 6.

Ms. Reese stated that the Committee is excited about all the opportunities. The Committee would like to establish a system that strategically addresses the workforce growth needs in our region.

## **XI. DISCUSSION**

There being no discussion, the meeting continued.

## **X. ADJOURNMENT**

Upon motion by Mr. Jefferson and seconded by Ms. Reese, the meeting was adjourned at 9:51 AM.

### **NEXT MEETING**

**December 4, 2014** at 8:30 AM, Dixon University Center, 2986 N. Second Street, Harrisburg, PA.

Respectfully Submitted,

Brenda S. Stone, Executive Assistant