



Board of Directors Meeting
(Via Conference Call)
February 9, 2017 - 8:30 AM

Work Session

Members Present:

Keith Baker, Bob Batory, Lynne Beeson, Jeff Boswell, Chair, Matt Campbell, Cindy Heisey, Tom Palisin, Matt Paules, Mike Ross, Tim Shenk, Kenn Tuckey, and Andy Williford.

Staff and Others Present:

Joe Alsberry, Doran Condon, Wanda Jackson, Jamal Jones, Jesse McCree, Lori Rank, Robert Saidis, Brenda Stone, Adria Strasubaugh, Mike Truskey, Martin Wubbolt, and Joe Ziegler.

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.

CONSENT AGENDA

After discussion, on motion duly made by Andy Williford and seconded by Matt Campbell, it is **RESOLVED**, the Consent Agenda consisting of the minutes of the November 10, 2016 Board of Directors are hereby approved. (Motion carried unanimously)

BUSINESS

Admin & Finance Committee Report

(Please see reports included in packet)

Operational Budget Analysis – For PY 16/17 – as of December 31, 2016

Total Annual Budget - \$1,571,000 and YTD Expenditures - \$726,523, Percent of Budget Expended 46.25%. We have a complement of 14 positions.

PY 16/17 Income Statement – as of December 31, 2016

Total Revenue - \$5,800,563. Total Expenses - \$5,800,563.

Procurement Policy

Mr. Truskey stated that the State recently monitored our Fiscal Policies and has identified the need to add recommended language to our Procurement Policy regarding the Conflict of Interest and any Disciplinary actions.

Audit

Mr. Truskey stated that Boyer and Ritter are currently conducting the Audit for Fiscal Year ending June 30, 2016. Their report should be completed by the end of February.

Program Committee Report

(Please see reports included in packet)

Mr. Condon stated that we submitted a Business Education Partnership Grant recently for \$150,000. This will give us an opportunity to serve in-school youths in our region. We received the TANF Youth Proposals for summer and year-round activities. They are currently being reviewed and we will have a decision by the end of May as to who the Provider will be. We are on track for outcomes for Adult, Dislocated Worker and Youth.

Executive Committee Report

Mr. Boswell stated that there is a Regional Planning Session scheduled for March 21, 2017 from 9:00 am – 11:00 am at the Pa School Boards Association in Mechanicsburg, PA.

CEO Report

(Please see reports included in packet)

Mr. McCree stated that due to the closing of the Unemployment Compensation (U/C) Call Centers, our PA CareerLink® offices are seeing foot traffic increase by 50% to 150% depending on the day and the location. There is a dedicated U/C phone line at every PA CareerLink® office. If approved by this Committee, I will draft a letter to the State outlining the challenges and concerns and send it out to the Committee to review before submitting to the State.

ADJOURNMENT

Upon motion by Keith Baker and seconded by Andy Williford, the meeting was adjourned at 9:55 AM.

NEXT MEETING

May 11, 2017 at 8:30 AM, Dixon University Center, 2986 N. Second Street, Harrisburg, PA.

Respectfully Submitted,

Brenda S. Stone, Assistant Secretary