

**BERKS COUNTY WORKFORCE DEVELOPMENT BOARD
(WDB)**

7:30 a.m.

June 15, 2018

**PA CareerLink® Berks County, 1920 Kutztown Road, Suite F, Reading, PA 19604
Meeting Summary**

Members Present

Ms. Ashley Chambers
Mr. John DeVere
Ms. Marianne Egolf
Ms. Kristi Gage-Linderman
Mr. Robert Harrop (via conference call)
Ms. Carole Homolash
Ms. Joanne Judge
Mr. Lewis McCoy (via conference call)
Mr. Thomas McKeon
Mr. Brian McMahan (via conference call)
Mr. James Nichols
Mr. Randolph Peers
Mr. Mark Pinkasavage (via conference call)
Mr. Gregg Riefenstahl
Mr. Michael Rowley
Mr. Russell Showers (via conference call)
Mr. Barry Unger
Ms. Tammy White

Members Absent

Ms. Debra Antol
Mr. Thomas Brizek
Mr. Michael Fischetti
Mr. Modesto Fiume
Ms. Peggy Kershner
Mr. John Morahan
Ms. Jeannine Rohrbach
Mr. Mark Schlott
Ms. Connie Skipper
Mr. Pablo Tejada
Ms. Karyn Troxell
Dr. Anna Weitz

Staff and Guests Present

Mr. Daniel Fogarty	Berks County Workforce Development Board Staff
Mr. John Moser	Berks County Workforce Development Board Staff
Ms. Megan Noll	Berks County Workforce Development Board Staff
Mr. Rory Stevenson	Berks County Workforce Development Board Staff
Ms. Patricia Spencer	Berks County Workforce Development Board Staff
Ms. Patricia Adamczyk	PA CareerLink® Berks County Administrator
Ms. Ellen Albright	Greater Reading Chamber Alliance

The meeting was called to order by Ms. Judge, Chairperson, at 7:30 a.m. A quorum was present.

Ms. Judge asked for a motion to approve the items on the consent agenda: approval of the March 16, 2018 meeting minutes; approval of CareerLink contract extensions as recommended by appropriate WDB Committees (Business Services Team (BST) with Educational Data Systems, Inc. (EDSI) eff. 7/1/18 – 6/30/19, EARN Program with EDSI eff. 7/1/18 – 6/30/19, Year Round Youth/Young Adult Program with ResCare eff. 7/1/18 – 6/30/19); and approval of PY 2018 CareerLink MOU/RSAB (Memorandum of Understanding/Resource Sharing Agreement Budget) which was recommended by the One-Stop Oversight Committee. A motion to approve the consent agenda items was made by Mr. Rowley and seconded by Mr. Peers. All members voted their approval.

The Finance Committee Report was introduced by Mr. Fogarty. The format of the Budget vs. Expenses YTD report has been revamped by Ms. Noll, Fiscal Officer, at the request of the Finance Committee. On June 1, we received notice of a nearly 30% increase in our annual local WIOA Adult, Dislocated Worker and Youth allocations for PY2018. Mr. Fogarty pointed out that this “increase” returns the WDB’s Title I funding levels to approximately where they were in PY2014. With the cost reductions and operational improvements that were put in place over the past three years, the Board is in a strong fiscal and program position for PY2018 while allowing for healthy projected “carryover” formula funds into PY2019.

Mr. Fogarty pointed out that the proposed budget included \$75,000 for “normalization” and standardization of the MIS system used by the WDB to monitor contractor performance and facilitate performance reporting to the state, WDB and other stakeholders. A procurement and cost sharing agreement with the Lancaster WDB for this project is currently being explored.

Members discussed how Individual Training Account (ITA) funds are awarded to eligible vendors in accordance with federal, state and local policies. Mr. Peers added that the Greater Reading Chamber Alliance’s proposals for other funding must complement the Board’s applications. Mr. DeVere invited Mr. Peers to attend the next Training and Industry Partnership Committee meeting to continue the discussion.

Mr. Peers moved to approve the proposed PY2018 Budget; Mr. DeVere seconded the motion and all members voted their approval.

Ms. Judge asked Ms. Noll to comment on the status of her Fiscal Monitoring. Ms. Noll replied that monitoring of nine of the ten WDB contractors has been completed and there are no major findings to be corrected. She added that PY2018 fiscal training with contractors has been scheduled for June 21, 2018 at the WDB office. Ms. Judge complimented Ms. Noll on her progress and good job.

The Executive Committee Report was introduced by Ms. Judge. On Board composition, Dr. Anna Weitz and Ms. Connie Skipper have announced retirement plans effective June 30, 2018. Ms. Judge thanked the five Board members who have agreed to be reappointed for an additional three-year term: Ms. Antol, Mr. DeVere, Ms. Egolf, Ms. Gage-Linderman and Mr. Tejada. Ms. Auria Bradley, Director of Literacy Programs at RACC, and Dr. Anne Zayaitz, Provost and Vice President for Academic Affairs at Kutztown University of Pennsylvania, have been appointed by the Board of County Commissioners to three-year terms through June 30, 2021.

Mr. Moser reviewed the WIOA Title I Performance Outcomes chart for the 3rd Quarter PY2017 Program Year-to-Date Results. He said that the metrics show performance of people served over a year ago. He uses an internal method of tracking performance and reports Berks County’s numbers regularly.

Mr. Fogarty reminded members of the additional state mandated target for training expenditures. He further noted that each of the 23 Workforce Development Boards self-measure and report their training target metrics to PA L&I. Mr. Moser added that there will be no penalty from PA L&I for workforce areas who fail to meet the state’s 30% target through PY2020.

The Training and Industry Partnership Committee Report was commented on by Mr. DeVere, Chair of the Committee. The second annual Berks Regional Manufacturing Summit will be held on October 10, 2018 in RACC's Miller Center for the Arts and Schmidt Training and Technology Center. A great collaboration of local partners is once again contributing to the event planning.

Mr. DeVere complimented Mr. Stevenson for very creative planning, industry partnership grant writing and distribution of the awarded grants to benefit local companies with training opportunities for incumbent workers. \$50,000 has been expended or obligated as subsidy for 105 incumbent worker training (IWT) activities by Berks County Advanced Manufacturing employers on a 1:1 matching basis.

Mr. Fogarty introduced Ms. Ellen Albright, Greater Reading Chamber Alliance. Ms. Albright had briefed the Committee on the new Greater Berks "Next Generation" Advanced Manufacturing Industry Partnership model for which the GRCA has been awarded a planning grant in the amount of \$25,000 in "seed" funding from the PA DOL&I. GRCA will also pilot a Manufacturing Training to Careers project in the Fall of 2018 as a result of a recently awarded DCED grant. The project will include entry-level adaptive skills, math fundamentals and ESL training.

Mr. Unger expressed his disappointment over lack of state approval of requests for apprenticeship grant awards when so much effort and detail had been expended in the proposal. Mr. Fogarty replied that it is difficult to obtain any feedback from the state when applications are not funded. Mr. DeVere suggested that the information in the proposals should be kept, tweaked a little and resubmitted for any future grant opportunities.

An update on the new Sheet Metal Workers Local 19 Central PA Training Center under construction in Hamburg was included in the Board's packet and briefly commented on by Mr. DeVere as a very positive addition to the region.

The One-Stop Oversight Committee report and Administrator's Report was introduced by Ms. Adamczyk. L&I has started a 12-week paid media campaign to rebrand and increase awareness of the PA CareerLink[®] system. By August, the JobGateway URL will land at www.pa.careerlink.pa.gov and the website will be called PA CareerLink[®].

The Reemployment Services and Eligibility Assessment (RESEA) program began locally on April 30. Facilitation is restricted to state staff in PA CareerLink[®] offices. The design of this program (more mandatory claimant activities and time-intensive staff involvement) will cause some reduction in the flow of Unemployment Compensation claimants to the office when compared to the previous Profile Re-Employment Program (PREP).

The Spring Job Fair was held at the Crowne Plaza on May 14. There were a record number of 90 employers registered and 614 job seekers attended.

The *By the Numbers* (July 2017 – April 2018) chart was reviewed by Ms. Adamczyk who commented on the 61 employer recruitments for the time period. She said many are repeat reservations for space reflecting ongoing demand for and high customer satisfaction for these services.

Mr. McKeon commented on the progress of the Committee on Increasing Opportunities for Individuals with Disabilities. A “Save the Date” flyer was included in the Board’s packet for the First Annual Employer Symposium *Hiring People with Disabilities: Proven Steps for Success* scheduled for September 12, 2018 from 7:30 a.m. – 11:30 a.m. at Cabela’s, Hamburg, PA. Ms. Homolash thanked Mr. Fogarty and Mr. McKeon for assisting her in the recent presentation to the State Board of Vocational Rehabilitation. Ms. Homolash invited WDB members to attend the event and see how hiring people with disabilities could fit into their business plans.

As part of the Youth Committee report and before reviewing the PowerPoint presentation on the Disconnected Youth Final Report, Mr. Fogarty acknowledged Mr. Cole Golden from Leadership Berks who participated in the meeting on the conference call line. He also named the team members involved in the study and subsequent report: Courtney Dixon, Cole Golden, Chris Phillips, Tamera Lobb, Miranda Carter, Michael Leifer, Henry Guzman and Daniel Herb. An article entitled “Berks Employer Opportunities Discovered through Disconnected Young Adult Study” will be published in an upcoming *Commerce Quarterly*.

Going forward, members were encouraged to give their ideas and thoughts to Ms. White and Mr. Fogarty on ways to get more employers involved with disconnected youth. Mr. Fogarty stated that almost all disconnected youth have multiple reasons for the disconnect but the good news is that many persons involved have good input and impact.

Mr. Rowley requested that the slide presentation be emailed to Board members after the meeting.

A progress report on the Summer Program was included in the Youth Committee report to be followed up at the next quarterly WDB meeting in September.

Mr. Fogarty reported that Ms. Chambers was leaving her position as Executive Director of United Community Services in mid-July after ten years of service. Mr. Fogarty thanked Ms. Chambers for her service on the Board. Ms. Chambers has agreed to remain on the Youth Committee as a non-Board member.

The COO report included an update on the Berks County Labor Market and PY2017 Performance in Six Priority Areas of Focus. Mr. Fogarty stressed the very productive work accomplished by the Board, especially in the specific Committees.

Mr. Fogarty also thanked our small but committed staff for so many significant accomplishments in PY2017.

There was no Market Intelligence Discussion or Public Comment.

On a motion made by Ms. White and seconded by Mr. Rowley, Ms. Judge adjourned the meeting at 8:58 a.m.

The next quarterly WDB meeting is scheduled for 7:30 a.m. on September 21, 2018.