

**LACKAWANNA COUNTY
WORKFORCE INVESTMENT BOARD**

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
*The Recovery Act***

**SUB-COMMITTEE MEETING
6-22-09**

MEETING MINUTES

Members Attending

**Don Ames
Jack Callahan
Tom Donohue
Fred Lettieri
Harry Lindsay
Joe Scagliotti**

Members Unable to Attend

**Elizabeth Bertocki
Austin Burke
Jack McNulty**

The initial meeting of the Lackawanna County WIB ARRA Sub-Committee convened at 8:30 AM on Monday, June 22, 2009, in the Executive Conference Room at the PA CareerLink Lackawanna County, 135 Franklin Avenue, Scranton, PA 18503. The meeting style followed a pre-set agenda. Ms. Virginia Turano, WIB Executive Director, presided.

The first item of business involved the appointment of the Sub-Committee Chair. Mr. Harry Lindsay was nominated and graciously accepted.

The second item of business was Ms. Turano's description of the duties of the Sub-Committee in regards to overall oversight of the ARRA functions and activities. A descriptive handout supporting this information was presented.

The third item of business was an explanation and review of *Draw Down Reports* which will be forwarded to the membership via email as they occur but no less than bi-weekly for perusal, questions, and subsequent approval. As of the meeting date, a total of \$128,600 has been drawn on four draw dates. Copies of the forms supporting these draws were provided along

with an internal ARRA Fiscal Report documenting budget levels, actual expenditures through May 31, 2009, estimated encumbered expenses, and unexpended funds to date.

The fourth business item involved a report by Ms. Cathy Gerard, WIA Adult/Dislocated Worker Operations Director, of responses to a May 14, 2009, formal Request for Proposal (RFP) that was issued for “innovative” cohort training ideas. A total of nine (9) educational/training institutions responded to the RFP promoting 23 curriculums. Ms. Gerard provided a comprehensive spreadsheet listing all respondents, the proposed training activity, dates of training, number proposed to be served, total training hours of proposed activities, the amount of funding requested, and the individual cost per head. In addition, Ms. Gerard presented a format of a checklist that was used in the review process. A total of \$2,580,655 was requested. Due to the fact that the WIB has an allowable budget of approximately \$500,000 for cohort training under the Adult and Dislocated Worker ARRA funding streams, individual proposal information was reviewed, discussed and reduced to fit allowable parameters. The following programs/activities were approved on a motion from Joe Scagliotti and a second by Jack Callahan with all members concurring:

<u>Educational/Training Institution</u>	<u>Curriculum/Activity</u>	<u>Number of Students</u>	<u>Approved Funding Level</u>
Johnson College	Industrial Maintenance Mechanic Technician Training	16	\$52,660
	Renewable Energy Services Technician Training	16	31,360
Career Technology Center of Lackawanna County	Welding	12	33,350
Smith & Solomon Trucking	CDLA/A + OSHA Forklift Operator Certificate	5	22,490
Revolutionary Education Center	Home Health Aide Specialist	10	40,000
Luzerne County Community College (Lackawanna County Training Site)	Nurses Aide + CPR Training	10	14,000

Penn State University Worthington Scranton Campus	APICS-CPIM Test Prep/ Certificate in Production Management	10	40,500
Lackawanna College (Carbondale Location)	GED + Nurses Aid	12	46,740
(Scranton Campus)	GED + Medical Office Assistant	6	40,500
	GED + Nurses Aid	8	30,360
	Nurses Aid + Hispanic Culture Competency	6	22,770
	Accounting Technician with Emphasis on Computerized Accounting	6	47,970
	Paramedic with Spanish Language Cultural Competency	10	70,000
	TOTALS =	<u>127</u>	<u>\$492,250</u>

The fifth item of business involved the presentation of a *Supportive Service Policy* to address the needs of individuals involved in cohort training. As designed this Policy will provide:

- *an allowance of \$25.00 per week will be provided to a participant who is enrolled in full-time training (defined as over 12 hours per week) and is satisfactorily attaining skill levels as prescribed in the training outlined and documented through weekly time and attendance records and monthly progress report.*
- *a \$100 gift certificate/card (or other equivalent non-cash reimbursement) will be awarded to a participant who successfully completes a prescribed training activity and secures employment. A copy of the diploma, certificate, industry credential or license (or the like) must be submitted along with verification of hire.*

In addition, an *Emergency Needs Account* will be established and earmarked for specialized needs of clients as identified and documented by program staff.

Following much discussion, a motion to approve the Supportive Service Policy was made by Tom Donohue and seconded by Joe Scagliotti. All members concurred.

Under Other Business, Ms. Gerard presented a recently developed brochure designed specifically to address the “training” client. This brochure will be available at the PA CareerLink and disseminated throughout the community, as appropriate.

In addition, the Committee moved to table a Request for Proposal recently received from the Northeastern Pennsylvania Industrial Resource Center (NEPIRC) in the amount of \$150,000 [from ARRA funding] to support the development and distribution of a Layoff Aversion Initiative [survey] across employers within the manufacturing sector in Lackawanna County. At this time, funding to support this type of initiative is under investigation at the State level. This proposal will be revisited upon further investigation and state-related program outcomes.

With no further business to discuss, the meeting adjourned at 9:30 AM.