



## Action Items – April 6, 2022

### From Committees:

#### 1. Finance Committee Action Items:

##### a. Quarter 2 Revised PY21 WIOA Budgets (October-December 2021 FSRs):

- i. The Adult budget was revised to reflect an increase in training dollars for Supportive Services, ITAs, and OJT, offset by decreases in Program Salaries and Fringe Benefits.
- ii. The Youth budget was revised to move funding from the In-School Youth categories to WIOA Out-of-School Work Experience – Participant Costs, Incentives and Other Training Expenses.

##### b. WFS PY21 Revised Budget Revisions:

- i. Staff Salaries & Fringe Benefits – All line items were reduced to reflect the staffing changes in the organization with the exception of Health Insurance, which was increased due to annual renewal premium increases
- ii. Operating Expenses: Increased Travel Expenses – for staff to attend the PWDA Workforce Conference, NAWB Conference, and Labor Market Training Forum; Increased Copying – to adjust for the cost of the new lease for the Xerox copier machine; Increased Telephone Expenses – to include the purchase of a new cell phone for staff; Increased IT Support – to reflect the balance remaining in the IT contract and the increased cost of the Gmail application/email hosting; Decreased Operator Expenses – to reflect the reduced Operator costs associated with the change to a new Operator effective January 1, 2022 Increased Insurance – includes the increased cost of Commercial Business and Liability Insurance for 2022; Increased Miscellaneous Operating Expenses – includes the amount of unbudgeted administrative dollars available for the program year
- iii. Equus Subcontractor Expenses – increased to reflect an additional \$20,000 award in EARN Performance funds to serve additional customers

### Other Action Items:

#### 2. Information Technology Agreement Extension

- a. ACS Agreement - July 1, 2022-June 30, 2023 – Proposal and Contract Attached
- b. No increase in monthly contract which is \$1,750 per month or \$21,000 per year which includes maintenance of all existing equipment. Anything beyond this scope will be billed at \$85/hour plus travel time to locations beyond Elk County at the Federal Mileage Rate which is currently \$0.585 per mile.
- c. On-site and remote services are provided to Workforce Solutions Administrative Office, 6 comprehensive PA CareerLink centers and 1 affiliate center.

**3. Clearfield County PA CareerLink Lease Renewal –**

Staff recommend approval to sign a 5-year extension on the current lease at the Clearfield County PA CareerLink® which is set to expire on June 30, 2022. In discussion with the landlord, CSN Holding, LLC, the monthly rent will not increase despite the landlords' expenses increasing over the last 10 years. There has not been an increase in the past 10 years. The landlord will include the replacement of vinyl in the entryway of the center. The new lease would be from July 1, 2022-June 30, 2027

**4. Local Workforce Development Plan Modification –**

The local workforce plan has been modified to reflect the following changes: staffing changes, removal of Future's committee, addition of Policy and Performance Committee, changes to the One Stop Operator sections including consortium membership, youth contact person change as well as changes to the Organizational Chart to reflect staffing and Operator Changes. Staff would like approval to post the plan modification for the required 30-day Public Comment Period beginning on April 11 through May 11, 2022 at which time the modification would be submitted to Labor and Industry for final approval.

**5. Local Monitoring and Oversight Policy and Procedures -**

The revised Monitoring and Oversight Policy and Procedures has been updated to align with Pa Labor and Industry's Workforce System Policy (WSP) No. 183-01 (C1) - Oversight and Monitoring Policy. As a recipient of funds under WIOA we must conduct regular oversight and monitoring of our WIOA contractors as required under WIOA.

**6. Award to EQUUS – Title I Provider – Training and Supportive Services related to ARC INSPIRE GRANT**

The PA CareerLink® is one of the main partners in the Appalachian Regional Commission (ARC) INSPIRE grant that we recently received. Supportive Service and Training funding is available to participants serviced through this funding. We are recommending that a total of \$42,000 be awarded to EQUUS Workforce Solutions, our Title I Provider for the provision of Supportive Service and Training Awards to eligible participants. This includes \$20,000 for Supportive Services and \$20,000 for Training as well as 5% in administrative funding.