The following members were in attendance:

**WIB Committee Members**
- Jim Ferguson, TCWIB Chair
- Scott Campbell, Secretary
- Jerry Richardson, Treasurer
- Art Cordwell, Assistant Secretary-Treasurer
- Vickie DeThomas, at-large
- Reba Johnson, at-large
- Jack Nelson, at-large
- Janet Talerico, at-large
- Chuck Wetmore, at-large

**Guests**
- Jim Eckstein, Butler County Commissioner
- Patty Evanko, Indiana County Commissioner
- Dave Frick, Indiana County Commissioner
- Dale Pinkerton, Butler County Commissioner
- Phil Tack, TCWIB Member
- Robert Joseph, TCWIB Member

**WIB Staff**
- Fred Fornataro, Executive Director
- Steve Paffrath, CFO

The TCWIB Chair convened the meeting at 8:07 am. A quorum of the Executive Committee was established.

I. Minutes
The Chair called for approval of the October 19, 2012 Executive Committee minutes. The minutes were unanimously approved.

II. Membership Review
The director provided handouts outlining the current membership status. There were three private sector/business seats lost by September 30th, one each per county. The Armstrong County Commissioners were in the process of appointing Anthony Roppollo as a business sector representative. Phil Rosenbauer and Gary Gay will be resigning by the end of December, both are public seats and at least Gary Gay (OVR) will probably have to be replaced by nomination from Labor and Industry. The board membership per county is out of balance with each other and the director will provide a further update once all the dust has settled on the resignations and appointments. WIBs are required by law to maintain a 51% private/business majority and the three counties (by local agreement) are to maintain equal representation on the board.

Michelle Staton, Deputy Secretary of Labor for Workforce Development, will be attending next week’s TCEB meeting at which time the county commissioners can ask questions about board membership and other alternatives to the local board size and meeting formats. All three county’s commissioners went ahead and appointed the membership cohort that expired in September, 2012.

III. TCWIB Documents

**Local Operational Plan**
The director supplied an updated timeline to the committee. The TCWIB Operational Plan has been submitted by the original due date of November 2nd and is awaiting Labor and Industry approval. At this point TCWIB is in compliance with providing the thirty-day comment period and should not have to repeat this process unless there is something substantial that comes directly from Labor and Industry.

**PA CareerLink Documents**
A document summary table was handed out which illustrated all of the required documents for local workforce areas. The documents included everything from the county commissioners’ agreement all the way to the Resource Sharing Agreement Budgets. Each of these documents has received local approval and are either signed or are in the process of being signed. Once again, the Department of Labor and Industry will need to provide the final signatures especially on the budget documents. These documents should remain valid for at least a short while until either new PA Guidelines are released or until operations or PA CareerLinks® change again.

IV. Youth Council Update
The director reported on behalf of the TCWIB Youth Council. It is once again time to bid and award Title I WIA youth services for the next 2-3 years. The proposed timeline is provided in the TCWIB Youth Council summary page. It is in line with TCWIB meetings so as to recommend the awards in time for the May 2013 meeting. All other TCWIB Youth Council meetings are being scheduled to coincide with TCWIB full board meetings in order to vote on TCWIB Youth Council recommendations in a timely fashion. An RFP is being developed for the bid process.

Since Phil Rosenbauer will be retiring and resigning from both TCWIB and TCWIB Youth Council, a new TCWIB Youth Council Co-Chair will need to be selected/appointed. Jim Ferguson, TCWIB Chair, is working on possible candidates.

V. Personnel Update
Mia McMillen, TCWIB’s EARN/WIP Coordinator has tendered her resignation. TCWIB staff is in the process of receiving resumes and looking to backfill this position. Currently, resumes are being screened and interviews are being scheduled. Even though this program may be bid next year TCWIB still needs to fill this position for oversight purposes and in order to be able to bid next spring if necessary.

A copy of the biometrics report was provided to the TCWIB Executive Committee. This report will be useful in determining which wellness programs yield the best outcomes towards better overall health. Staff is scheduled to begin the biggest loser and the sandwich-walk again, both popular activities.
The EARN case manager that resigned and initially received UC has been overturned due to TCWIB’s appeal. This is a first for TCWIB. TCWIB’s solicitor informed TCWIB management that if the former case manager appeals TCWIB’s appeal, UC might be reinstated. If there are any changes the director will notify the TCWIB Executive Committee.

VI. Fiscal Report
The CFO reported that $250k in Industry Partnership funding was received as well as $75k in Rapid Response funding which will be used for ITAs (Individual Training Accounts). A Gorell Industries report was given. All dislocated Gorell workers that have sought services have been served and there remains funding from this effort. TCWIB and Career TRACK will ask Labor and Industry to reallocate those funds to other dislocated workers. Gorell funding must be spent by June 30, 2013.

The auditors have completed last fiscal year’s audit and there were no findings, nor a management letter. The 990 still needs to be completed and when it is done the TCWIB fiscal committee will be convened to review it before posting and submitting to the IRS. The auditors, Maher Duessel, contacted the TCWIB Chair, Jim Ferguson, as part of the audit review process. TCWIB is required to be made aware of (internal) monitoring findings. In the past the board instructed the TCWIB Director to handle all internal monitoring reports and findings. However, Labor and Industry is requiring more. A quarterly monitoring summary will be provided to the board on a regular basis going forward. A copy is included in today’s meeting packet.

So far this year TCWIB is running at about $400k less than last year and there is not much chance of getting additional funds at this time. If sequestration takes place after the first of the calendar year, TCWIB could see another 10% reduction in funding. All local PA CareerLink partners® are in the same situation and if all local agencies get cut this will be new collective territory. CareerLinks and WIB offices may need looked into again. The good news is that all of the current partners and TCWIB Operator have been great to work with and just like what transpired last year regarding the centers, TCWIB staff is confident that amicable, positive resolutions will result.

VII. Shine Again and EARN Program Update
The November, 2012 Shine Again Boutique Report was provided to the TCWIB Executive Committee. The report was changed slightly to reflect the EARN funds needed to maintain the program. Recalling that there is no longer a separate fund for maintaining the boutique and it now has to share funding with the EARN program. Since the EARN budget has been cut for the current year and very likely will be cut in future years, the LMC will be reviewing whether to keep the boutique operating (as part of the EARN program) or not. Discussion continued regarding the original direction provided by the TCWIB and TCEB. The boutique was to be maintained until such time as welfare funding ceased for this center. The funding has not been eliminated but rolled into the general EARN budget making it a tougher call. The boutique also serves as the Workwear site for Armstrong County and the Centralized Community Service Site (work experience site) for the Tri-County local area.

The EARN Performance Report was not included in this month’s meeting packet because there are still a number of bugs which need worked out in the report. The intended use of the report is to track EARN performance in order to determine that portion of EARN funding which is performance based.

The LMC will be discussing the boutique and its future after the new EARN coordinator is hired. No further direction has come as to whether next year’s EARN program will be bid or not. It is possible it might not happen that soon because DPW is still attempting to work out the bugs within the new WIB contracting and payment system.

There being no further committee actions the meeting was adjourned at 9:00 am with no additional required board actions.

Submitted by: Fred Fornataro