

Board of Directors Meeting

Wednesday, September 10, 2008

7:45 a.m. – 9:30 a.m.

Regional Enterprise Tower - The Conference Center, 31st Floor

7:45 a.m. **Welcome and Call to Order** (Marlene Hogan)

Roll Call and Declaration of Proxies (TRWIB Board Member)

7:55 a.m. **CEO's Report** (Ron Painter)

8:15 a.m. **Committee Reports**

Action Items are outlined on page 2.

Some committee reports are included in the Briefing Book; others are distributed separately or at the Board meeting. Marlene Hogan, TRWIB Vice President, will chair the meeting in Tommy Johnson's absence.

- **Executive Committee** (Marlene Hogan)
Pages 4-11
- **Program Committee** (Mary Richter; Barbara Parees, Administrator, PA CareerLink Downtown Pittsburgh)
Pages 12-27
- **Appointments and Nominations Committee** (Scott Biddle)
Pages 28-29
- **Youth Policy Update** (Tim Aldinger)

9:00 a.m. **Discussion:** Dr. Robert Garraty, Ph.D.
Executive Director, PA Workforce Investment Board

9:20 a.m. **Open Forum** (Marlene Hogan)

9:25 a.m. **Public Comment Period** (Marlene Hogan)

Note: Individual speakers are limited to three (3) minutes.

9:30 a.m. **Adjournment of Board Meeting** (Marlene Hogan)

A table of contents for this Briefing Book is on page 3.
Continental breakfast will be available at 7:30 a.m.

2008 Board of Directors' Meeting

- **November 12, 2008 (TRWIB and TRWIB, Inc. Corporate meeting)**

Action Items

September 10, 2008

Note: The items listed below require a quorum.

Executive Committee

- Approve actions taken by the Executive Committee since the last full Board meeting.** (page 4)
- Approve the minutes from the May 14 , 2008 TRWIB Board meeting**
(pages 6-11)

Program Committee

- Approve Program Committee Report** (page 12)

Appointments and Nominations Committee

- Approve Committee report** (page 28)

Youth Policy Update

- Approve Youth Policy report**

Table of Contents

Briefing Book
September 10, 2008

| Section | Topic | Page |
|----------|--|-----------|
| A | Action Items..... | 2 |
| B | Table of Contents..... | 3 |
| C | Executive Committee | 4 |
| D | Program Committee Report..... | 12 |
| | WIA Training Reports | |
| | SEA Reports | |
| | Customer Satisfaction Reports | |
| | PY 2007 WIA Monitoring Results Summary | |
| | Pittsburgh/Allegheny County PA CareerLink Report | |
| E | Appointment and Nominations Committee | 28 |
| F | About the Board: Overview..... | 30 |
| | Staff, Consultants, and Contractors | |
| | Pittsburgh/Allegheny County PA CareerLink Network | |

EXECUTIVE COMMITTEE REPORT

ACTION ITEMS

- Approve actions taken by the Executive Committee since the last full Board meeting. The Executive Committee met on June 13, 2008 and July 25, 2008:

1. Approved staff recommendations and letter to PA WIB regarding Industry Partnership Proposals.

This was the first year TRWIB received all proposals and was asked by the State to comment. TRWIB staff reviewed the proposals and submitted their comments to both the Executive Committee and the PA Workforce Investment Board. **The following is a list of proposals received:**

| Applicant | Cluster | Industry Partnership Request | Incumbent worker training request |
|------------------------------|--|-------------------------------------|--|
| Three Rivers Area LMC | Adv Manufacturing (Metals and Metals Fabrication) | \$150,000 | \$0 |
| Catalyst Connection | Adv Manufacturing (Agile Robotics) | \$72,450 | \$139,900 |
| Catalyst Connection | Information Communication (Entertain Tech) | \$80,000 | \$0 |
| Catalyst Connection | Agricultural Food Processing | \$80,945 | \$0 |
| WIN | Adv Manufacturing (Chemical, Rubber, and Plastics) | \$85,000 | \$200,000 |
| WIN | Business/Financial Services | \$85,000 | \$200,000 |
| Pittsburgh Plumbers Local 27 | Building/Construction | \$0 | \$156,121 |

EXECUTIVE COMMITTEE REPORT

| | | | |
|---|---|--------------------|--------------------|
| Keystone Development Partnership/Maglev | Adv Manufacturing (Metals and Metals Fabrication) | \$85,000 | \$300,000 |
| Keystone Development Partnership | Energy (Utilities) | \$200,000 | \$600,000 |
| Three Rivers Clean Energy | Energy | \$125,000 | \$300,000 |
| Steamfitters Local 449 | Temp Control | \$0 | \$130,083 |
| Steamfitters Local 449 | Welding | \$0 | \$152,730 |
| TRWIB, Inc. | | \$40,000 | \$0 |
| Total Requests | | \$1,003,395 | \$2,178,834 |

2. Approved TRWIB monitoring results of Allegheny County, city of Pittsburgh and PA CareerLink Pittsburgh Allegheny County sites.

There were no findings.

3. Accepted State monitoring results of TRWIB and recommended response.

Findings included a request for copies of member nomination letters and conflict of interest forms, as well as a directive that TRWIB conduct OJT contract and FSR monitoring. TRWIB has responded to the State and resolved these findings.

- Approve meeting minutes from May 14, 2008 Board meeting

EXECUTIVE COMMITTEE REPORT

BOARD MEETING MINUTES

May 14, 2008

Board Members

Aul, Jamie
Bland, Stephen
Briney, Debra
Coplan, David
Curet, Mary
Dagostino, Robert
Durno, Donna
Givner, Lisa
Grom, Bob
Haynes, Leon
Hester, Julie
Hines, Dr. Mary
Hurley, Robert
Johnson, Tommy
Johnston, Robert
Kiliany, Terry
Kunic, Carol
Lasky, Jr., John
Massaro, David
McElveen, Everett
McMahon, Tim
McNaughton, Tammie
Noonan, Arthur
Rubinstein, Robert
Rohm, John
Spiegel, Kenneth
Stieving, David
Stratico, Joe
Trainer, Patty
Trant, Barbara
Vogel, Ray
Vogt, Greg
Whalen, Kevin

Guests

Blockside, Charles
Brenner, Jim
Bureau, Ed
Durrett, Mallory
Finegan, Judy
Guiser, Eric
Hiwiller, Dan
Killmeyer, Susanne
Mickens, Kevin
Mundie, Karen
Olander, Raeann
Parees, Barbara
Pferdekamper, Eric
Williams, Brian
Young, Reginald

Staff

Aldinger, Tim
Barrett, Bridget
Bode, Audrey
Boland, Kelleigh
Henderson, Shad
Holden, Laura
Holliday, McCrae
Krofcheck, Vera
Painter, Ron
Palmer, Jill

EXECUTIVE COMMITTEE REPORT

Tommy Johnson welcomed members and guests and called the meeting to order at 7:55 a.m.

Mr. Johnson took roll call and announced a quorum. The TRWIB received two proxies approving all action items.

CEO's Report

Mr. Painter welcomed new board members. He thanked our seasoned board members for submitting the names of potential members, which made recruitment quite easy.

Mr. Painter acknowledged the following new members: **Jamie Aul**, Attorney at law, Tucker Arensberg; **Stephen G. Bland**, President, Port Authority; **Debra Briney**, Department Manager Training, U.S. Steel Corporation-Mon Valley Works; **Robert Dagostino**, President, Dagostino Electronic Services, Inc.; **Carol Kunic**, District Administrator, Pittsburgh Office of Vocational Rehabilitation; **Carol Mendelson**, Attorney at law, Pennsylvania Securities Commission; **Arthur Noonan**, Consultant & Actuary, Mercer; **Kenneth Spiegel**, Blister Packaging Manager, Elizabeth Carbide Die Co., Inc. and **David Stieving**, Branch Manager, Kelly Services.

Mr. Painter reported that due to federal budget cuts and rescissions, the TRWIB, the City, and the County are bracing for significant budget cuts. The Commonwealth anticipates \$8M in reduced federal funding in July 2008. A continuing resolution would hold the budget at current year levels; a federal budget would allow for budget cuts. There also is no hope for WIA reauthorization in this session of Congress.

As a result of TRWIB's work on the A. W. Beattie study, **Ron Painter**, **Tim Aldinger**, and **Kelleigh Boland** recently made a presentation to the Pennsylvania Department of Education's Bureau of Career and Technical Schools. The next presentation will be on May 16th to the Philadelphia Youth Network and the Governor's Policy Office.

Mr. Painter thanked board members who have responded with personal and company contributions to TRWIB's appeal for support.

Mr. Painter announced Tripp Umbach received the contract for market research work for TRWIB's development of in-house expertise services.

Mr. Johnson also welcomed the new board members. He indicated it was an exciting time for our organization not only with the strategic planning session, but also with the new spirit around career education and the central role which TRWIB will play.

Executive Committee Report

Mr. Johnson referred members to the actions taken by the Executive Committee since the last full board meeting on page 12 of the briefing book.

Mr. Johnson asked for a motion to approve the actions taken by the Executive Committee since the last full board meeting. On motion by **Bob Grom** and seconded by **Leon Haynes**, the board approved the motion.

EXECUTIVE COMMITTEE REPORT

Mr. Johnson asked for a motion to approve the February 13, 2008 board meeting minutes. On motion by **Kevin Whalen** and seconded by **David Coplan**, the board approved the minutes.

Mr. Johnson asked for a motion to approve the agenda items from the February 13, 2008 board meeting since a quorum was not present. On motion by **Bob Grom** and seconded by **Ray Vogel**, the board approved the agenda items from the February 13, 2008 board meeting.

Finance Committee

Terry Kiliany reviewed the budget for 2008-2009. He indicated the Finance Committee meets four times a year and reviews TRWIB's financial statements, accounting procedures, and work on the budget. The revised budget reflects the original budget plus changes for grants received throughout the year. The biggest change is to the project costs. We have a core budget which we start out each year 2008-2009. Except for the projects costs throughout the year, there has not been a lot of change. Our funding sources from the City and the County last year was approximately \$668K; the current allocation, which is not reflected on the statement, is \$579K and is a \$89,000 decrease from last year. We will review the budget to determine if we can make it up this one time. We are looking for some IP and other grants to overcome the downfall.

Mr. Kiliany reviewed the current financial statements and income statement for nine months from July 2007 through March 2008. The change between budget and actual would be the project costs which are grants not yet received. He pointed out that office and salary costs are on budget.

Mr. Johnson asked for a motion to approve the Finance Committee report. On motion by **Ray Vogel** and seconded by **Bob Johnston**, the board approved the report.

Program Committee

Eric Guiser announced that **Ella Holsinger**, Site Administrator of Allegheny East CareerLink in Forrest Hills, accepted a position with Goodwill Industries.

Mr. Guiser reported a workforce reduction of 10% for the three CareerLink sites, and that the operating budget would be cut by \$160K in the upcoming fiscal year.

Mr. Guiser gave an overview of "Project Reconnect", a relationship between CareerLink and the State Correctional Institution of Pittsburgh. CareerLink South will provide information about the programs and services available to prisoners. The presentation is a series of workshops which focus on employability. In addition to CareerLink staff volunteers, state correctional institution staff will conduct majority of the workshops.

Mr. Johnson asked for a motion to approve the Program Committee report. On motion by **Mary Hines** and seconded by **Ray Vogel**, the board approved the report.

EXECUTIVE COMMITTEE REPORT**Youth Policy Committee**

Dave Massaro reported that the second annual Imagine Week was a success, indicating 11 schools completed the workshops this year. He announced that the Educator in the Workplace training will take place in June. The training allows teachers to develop class curriculum more relevant to the needs of the workplace. **Mr. Massaro** reported that the TRWIB has partnered with Allegheny Conference to connect with their Pittsburgh Regional Compact program and our schools.

Mr. Massaro gave an overview of the E4 outcomes: 4,803 students had some type of career aspirations, job shadowing or participated in e-mentoring. One hundred eleven students participated in job shadowing and 91 participated in e-mentoring. There were 82 teachers and 98 employers actively involved in the program. The following 720 Schools participated in the program: Baldwin-Whitehall, East Allegheny, Elizabeth Forward, Highlands, McKeesport, Northgate, North Hills, Pittsburgh, Quaker Valley, South Hills, Sto Rocks, and Wilkesburg.

Mr. Massaro addressed the approval of youth funding. YPC's role is to approve funding of WIA youth programming for the City and the County. The YPC reviewed and approved the City's funding recommendations and recommends that the Board approve them. He referred members to the overview of the funding process on page 32 of the briefing book, noting that fewer programs will be funded due to WIA cost cuts.

Mr. Grom asked if there has been a reduction in funding in the geographic scope.

Judy Finegan responded that the Youth Policy Council received a map with the impact on certain areas. Due to anticipated funding cuts, the programs were reduced from 18 to 13 and are located throughout the city. YouthWorks fills some of those gaps. The map was based on the school and not the school district.

Mr. Massaro confirmed the council did look at the geographic needs in the City and County and filled in the gaps.

Mr. Johnson asked for a motion to approve the recommendations of the Youth Policy Committee. On motion by **John Lasky** and seconded by **Bob Grom**, the board approved the recommendation. **Patty Trainer** and **Everett McElveen abstained**.

Graduation Competency Assessment

Ron Painter reported that recently the State Workforce Investment Board endorsed the PA Board of Education's plan for introducing Graduate Competency Assessments (GCAs). The TRWIB was asked to take up a discussion about GCAs by **Karl Girton**, chair of the Board of Education, Secretary of Education **Zahorchak** and Acting Secretary for Labor and Industry **Sandi Vito**, to provide support for their final approval in September.

Mr. Painter indicated **Karl Girton**, who spoke at TRWIB's E4 breakfast during Imagine Week, had a conversation with **Bob Johnston** and **Mary Curet** about the GCAs.

Mr. Painter reviewed the GCA materials distributed to members. He indicated the GCAs were approved by a Board of Education subcommittee. Ads for public comment will appear May 16

EXECUTIVE COMMITTEE REPORT

until June 16, for 30 days. The IRR reads and puts together the public comments. The Senate will hear testimony today and the House will hear testimony on June 18th. Neither the House nor the Senate need to approve the GCAs but only vote against it and it becomes a regulatory matter before the full Board of Education in September.

Mr. Painter indicated that about two years ago, a Commission on College and Career Success for the Commonwealth began to examine the competitive position of education in Pennsylvania. There were 12 recommendations as a result of the commission. The first recommendation required all high school students to demonstrate proficiency on PA's academic standards to graduate, by scoring proficient or advanced on the 11th grade PSSA or by passing a series of state-developed graduation competency assessments. In December 2006, the Board of Education took up these recommendations and the GCAs are before the public for consideration.

The TRWIB provided members with the following information: 1) copy of Board of Education, "Fact vs. Fiction"; 2) PA School Boards Association, "GCAs: Another Viewpoint"; 3) PA WIB Resolution Endorsing the GCAs; 4) Hampton Township School District's resolution in opposition to the GCAs provided by **John Hoover**, superintendent at Hampton; and 5) "Summary of Costing-Out Study" that was conducted pursuant to a request from the General Assembly.

Mr. Painter indicated that the purpose of the conversation from our board would be twofold: 1) consensus on a position the board would take relative to the GCAs and 2) decision whether or not the board should take a position.

Donna Durno offered invite superintendents and educators to meet for a follow-up conversation before drafting a formal document. **Mr. Painter** extended an invitation to members to participate in the conversation.

A dialogue ensued regarding drop-out rates, lack of basic and math skills, social studies, pre-employment testing, teacher compensation, workforce return-on-investment, parenting, and that GCAs were a preparation for testing not a solution for learning.

The Board's consensus was **against** the implementation of GCAs and for the continued support of early childhood education, professional development, parental authority and a better learning environment.

Members asked **Mr. Painter** to draft a document and present it to the Board.

Mr. Johnson announced the open forum and asked members for any announcements they would like to bring before the board. Hearing none, he announced the public forum period. Hearing no comments, **Mr. Johnson** asked for a motion to adjourn the meeting.

On Motion by **Dave Massaro** and seconded by **Terry Kiliany**, he adjourned the meeting at 9:40 a.m.

EXECUTIVE COMMITTEE REPORT

FOR YOUR NOTES

PROGRAM COMMITTEE REPORT

ACTION ITEM

- Approve the Program Committee Report**

UPDATE

The following reports are attached for review:

- WIA Training Report and SEA Report: Allegheny County (page 13)
- WIA Training Report and SEA Report: City of Pittsburgh (page 14)
- PA CareerLink Customer Satisfaction Surveys: Employers and Jobseekers (page 15)
- PY 2007 WIA Monitoring Results Summary (page 17)
- PA CareerLink Pittsburgh/Allegheny County Leadership Council Report to the TRWIB (page 19)

PROGRAM COMMITTEE REPORT

**WIA TRAINING REPORT: ALLEGHENY COUNTY
LOCAL WORKFORCE INVESTMENT AREA**

Program Year 2007 (7/1/07 to 6/30/08)

| Category | Allocation/ funds received ¹ | Number of new customers with ITAs in PY07 | Number of customers with ITAs carried over into PY07 | Number of new customers receiving intensive services in PY07 | Number of customers receiving intensive services carried over into PY07 |
|-------------------------|---|---|--|---|--|
| Adults* | \$2,112,971 | 135 | 36 | 200 | 86 |
| Dislocated Workers** | \$1,286,924 | 106 | 37 | 68 | 17 |
| Rapid Response*** | \$1,850,000 | 25 | 44 | 2 | 8 |
| Youth**** | \$2,239,911 | N/A | N/A | 547 | 556 |

- * PY '07 Adults – reflects a rescission amount of approximately \$62,000
- **PY '07 Dislocated Workers – reflects a rescission amount of approximately \$25,000
- ***Funds received January and April 2008, to be used through June, 2009
- ****PY '07 Youth – reflects a rescission amount of approximately \$20,000

SELF EMPLOYMENT ASSISTANCE (SEA) REPORT: ALLEGHENY COUNTY

Program Year 2007 (7/1/07 to 6/30/08)

| Category | Allocation/ funds received | Number of new customers receiving entrepreneurial training | Number of customers receiving entrepreneurial training carried over into PY07 |
|--------------------------------------|-------------------------------|--|--|
| Self Employment Assistance (SEA)* | \$30,000 | 10 | 8 |

*Note: SEA funds are state funds, not WIA funds and therefore do not count towards the performance outcomes of WIA. However, SEA funds contribute to the overall view of workforce development.

¹ Includes funds carried over from prior years.

PROGRAM COMMITTEE REPORT

**WIA TRAINING REPORT: CITY OF PITTSBURGH
LOCAL WORKFORCE INVESTMENT AREA**
Program Year 2007 (7/1/07 to 6/30/08)

| Category | Allocation/ funds received ² | Number of new customers with ITAs in PY07 | Number of customers with ITAs carried over into PY07 | Number of new customers receiving intensive services in PY07 | Number of customers receiving intensive services carried over into PY07 |
|-------------------------|---|---|--|--|--|
| Adults* | \$1,393,289 | 37 | 57 | 212 | 89 |
| Dislocated Workers** | \$934,592 | 20 | 21 | 43 | 37 |
| Rapid Response*** | \$333,000 | 19 | N/A | 29 | N/A |
| Youth**** | \$1,739,110 | N/A | N/A | 202 | 92 |

- * PY '07 Adult reflects an updated rescission amount of \$29,358.
- **PY '07 DW reflects an updated rescission amount of \$21,311.
- ***Funds received 11/26/07
- **** PY '07 Youth reflects a rescission amount of \$13,570.

Adult and Dislocated Workers categories reflect a transfer of \$283,891 from Dislocated Worker to Adult funds.

SELF EMPLOYMENT ASSISTANCE (SEA) REPORT: CITY OF PITTSBURGH
Program Year 2007 (7/1/07 to 6/30/08)

| Category | Allocation/ funds received ² | Number of new customers receiving entrepreneurial training | Number of customers receiving entrepreneurial training carried over into PY07 |
|---------------------------------------|---|--|--|
| *Self Employment Assistance (SEA)* | \$30,000 | 9 | 7 |

*Note: SEA funds are state funds, not WIA funds and therefore do not count towards the performance outcomes of WIA. However, SEA funds contribute to the overall view of workforce development. The \$30,000.00 is not a direct allocation from the state; the funds are received through a contract with Tri-County WIB for the time period of 12/1/07 to 6/30/08.

² Includes funds carried over from prior years.

PROGRAM COMMITTEE REPORT

PA CareerLink Employer Satisfaction Surveys

April 2008 – June 2008

Data is based on a scale of 1-5 where "1" means "Very Dissatisfied" and "5" means "Very Satisfied."

| | Number of surveys | Services met needs? | Satisfied with Staff? | Satisfied with website? | Average Satisfaction | Did you find qualified applicants? | Have you/will you hire candidates? | Would you recommend to others? |
|----------------------|-------------------|---------------------|-----------------------|-------------------------|----------------------|------------------------------------|------------------------------------|--------------------------------|
| Total Surveys | 39 | 4.1 | 4.6 | 3.9 | 4.2 | 50% | 69% | 94% |
| Site | | | | | | | | |
| Allegheny East | 8 | 4.0 | 4.6 | 3.8 | 4.1 | 25% | 50% | 100% |
| Allegheny West | 11 | 4.4 | 4.9 | 4.0 | 4.4 | 45% | 73% | 91% |
| Downtown Pittsburgh | 20 | 4.0 | 4.4 | 3.9 | 4.1 | 80% | 85% | 90% |

PROGRAM COMMITTEE REPORT

PA CAREERLINK JOBSEEKER SATISFACTION SURVEYS

April 2008 – June 2008

Data is based on a scale of 1-5 where "1" means "Very Dissatisfied" and "5" means "Very Satisfied."

| Site | Number of Surveys | Services met needs? | Satisfied with Staff? | Satisfied with website? | Satisfied with facility? | Average Satisfaction | Did you find an opening? | Would you recommend to others? |
|---------------------|-------------------|---------------------|-----------------------|-------------------------|--------------------------|----------------------|--------------------------|--------------------------------|
| Allegheny East | 90 | 4.4 | 4.6 | 4.4 | 4.4 | 4.4 | 37% | 97% |
| Allegheny West | 229 | 4.4 | 4.7 | 4.3 | 4.5 | 4.5 | 17% | 94% |
| Downtown Pittsburgh | 170 | 4.6 | 4.8 | 4.5 | 4.7 | 4.7 | 46% | 95% |
| Goodwill | 14 | 4.2 | 4.1 | 4.1 | 4.2 | 4.2 | 7% | 79% |
| 4 sites | 503 | 4.4 | 4.6 | 4.3 | 4.5 | 4.5 | 27% | 91% |

PROGRAM COMMITTEE REPORT

PROGRAM COMMITTEE REPORT TRWIB WIA MONITORING REPORT

July 1, 2007 – June 30, 2008

The Three Rivers Workforce Investment Board (TRWIB) is charged with planning and ensuring that monitoring/oversight of Local Workforce Investment Area (LWIA) services and activities are conducted in accordance with federal, state and local statutory/regulatory requirements. Unlike most other Workforce Investment Boards (WIBs), the TRWIB encompasses two Local Workforce Investment Area (LWIAs), the City of Pittsburgh and Allegheny County. The City of Pittsburgh and Allegheny County are the fiscal agents for WIA funds allocated to the respective LWIAs. Therefore, instead of being the primary monitoring body for contractors, the TRWIB is ultimately responsible for monitoring the City of Pittsburgh and Allegheny County to oversee *their* monitoring of WIA contracts. The TRWIB also is charged with the monitoring of PA CareerLink sites in the City of Pittsburgh and Allegheny County annually.

For Program Year 2007 – 2008, Shad Henderson, TRWIB Program Monitor, and Jill Palmer, TRWIB Accountant, conducted fiscal and programmatic monitoring for: three (3) PA CareerLink Pittsburgh/Allegheny County Comprehensive Centers; one (1) PA CareerLink Affiliate Site and spot monitored city and county contracts, and conducted fiscal and programmatic monitoring for the City of Pittsburgh and Allegheny County. Below, please find the results of these monitoring visits for PY 2007 – 2008.

Monitoring of PA CareerLink Comprehensive Centers

- Monitoring visits for the three comprehensive centers- Downtown Pittsburgh, Allegheny East, Allegheny West – of the PA CareerLink Pittsburgh/Allegheny County system took place in May and June of 2008.
- The monitoring consisted of a general review of each site's operations including: compliance with the site's One Stop Service Plan, general ADA/Equal Opportunity (EO) compliance, adequacy of information and resources, staff knowledge of processes and services, new customer orientation and fiscal monitoring review.
- There were no findings of the comprehensive PA CareerLink Pittsburgh/Allegheny County centers.

Monitoring of PA CareerLink Affiliate Site

- Monitoring visit for the affiliate site – Goodwill of Southwestern Pennsylvania – of the PA CareerLink Pittsburgh/Allegheny County system took place in June of 2008.
- The monitoring visit consisted of a general review of the site's operations including: compliance with the site's One-Stop Service Plan, general ADA/EO compliance, adequacy of information and resources, staff knowledge of processes and services and new customer orientation.
- There were no findings and no recommendations to the PA CareerLink Pittsburgh/Allegheny County Affiliate site.

Monitoring of WIA Contracts

- Spot monitoring visits for City of Pittsburgh and Allegheny County contracts took place during the months of April, May and June of 2008.

PROGRAM COMMITTEE REPORT

- The following WIA contracts were spot monitored for the City of Pittsburgh:
 - Communities In Schools – Out-of-School Youth Program
 - Life's Work – Langley In-School-Youth
 - West Penn Hospital – Out-of-School Youth Program
- The following WIA contracts were spot monitored for Allegheny County:
 - Bethlehem Haven – Project Employ
 - Phase IV Learning Center – Diploma Retrieval Program
 - Urban League: Duquesne Community Mobilization Project; Mon-Valley Youth Empowerment Program; Mon-Valley Re-Entry Assistance Management Program
- In June of 2008, the TRWIB monitored City of Pittsburgh and Allegheny County's monitoring processes and results.
- There were no findings for the City of Pittsburgh.
- There were no findings for Allegheny County.
- No corrective action plans were warranted.

If you would like to have more detailed information about any of the monitoring reports mentioned above, please contact Shad Henderson, TRWIB Program Monitor, at 412 552-7099 or via email at shenderson@trwib.org.

PROGRAM COMMITTEE REPORT

PITTSBURGH/ALLEGHENY COUNTY PA CAREERLINK LEADERSHIP COUNCIL* REPORT TO THE TRWIB

September 10, 2008

Discussion Points

- New PA CareerLink Allegheny East Site Administrator – Jim Hann
- PA CareerLink focus on Veterans and Youth
- Employer pages updated on CareerLink website
- Update on Rapid Response Activities

The following reports are attached for your review:

- PA CareerLink Quarterly Data Report: Supply-Side Customers ()
- PA CareerLink Activity Report: Employer Services ()

*The PA CareerLink Pittsburgh/Allegheny County Leadership Council represents the following organizations: the City of Pittsburgh – Pittsburgh Partnership, Allegheny County – Department of Human Services, the Pennsylvania Department of Labor & Industry, the Pennsylvania Office of Vocational Rehabilitation, Goodwill of Southwestern Pennsylvania and the Greater Pittsburgh Literacy Council. These organizations serve as the consortium of operators for the three comprehensive centers (Downtown Pittsburgh, Allegheny East and Allegheny West) and the Affiliate at Goodwill of Southwestern Pennsylvania.

PROGRAM COMMITTEE REPORT

SUPPLY-SIDE CUSTOMERS
Quarterly Report (4/1/08 – 6/30/08)

| | DT Pittsburgh Center | | Allegheny East Center | | Allegheny West Center | | Goodwill of SW PA. Affil. | | TOTAL | |
|--|----------------------|------|-----------------------|------|-----------------------|------|---------------------------|------|-------|------|
| Total Customers Served | 8310 | | 3506 | | 1837 | | 1429 | | 15802 | |
| New Individuals | 1035 | 100% | 483 | 100% | 422 | 100% | 187 | 100% | 2127 | 100% |
| Gender | | | | | | | | | | |
| Female | 430 | 42% | 245 | 51% | 122 | 29% | 112 | 60% | 909 | 43% |
| Male | 528 | 51% | 231 | 48% | 134 | 32% | 72 | 39% | 965 | 45% |
| No response | 77 | 7% | 7 | 1% | 166 | 39% | 3 | 1% | 253 | 12% |
| Ethnicity | | | | | | | | | | |
| African-American | 309 | 30% | 175 | 36% | 23 | 5% | 99 | 53% | 606 | 28% |
| Caucasian | 559 | 54% | 273 | 57% | 217 | 51% | 78 | 42% | 1127 | 53% |
| Hispanic | 17 | 2% | 7 | 1% | 1 | 0% | 2 | 1% | 27 | 1% |
| Asian | 15 | 1% | 3 | 1% | 1 | 0% | 0 | 0% | 19 | 1% |
| Native American | 7 | 1% | 2 | 0% | 4 | 1% | 3 | 2% | 16 | 1% |
| Other | 25 | 2% | 6 | 1% | 6 | 1% | 0 | 0% | 37 | 2% |
| No Response | 103 | 10% | 17 | 4% | 170 | 40% | 5 | 3% | 295 | 14% |
| Age | | | | | | | | | | |
| <18 | 10 | 1% | 24 | 5% | 0 | 0% | 13 | 7% | 47 | 2% |
| 18-21 | 64 | 6% | 72 | 15% | 19 | 5% | 16 | 9% | 171 | 8% |
| 22 – 35 | 282 | 27% | 113 | 23% | 53 | 13% | 57 | 30% | 505 | 24% |
| 36 – 55 | 491 | 47% | 182 | 38% | 124 | 29% | 81 | 43% | 878 | 41% |
| >55 | 180 | 17% | 92 | 19% | 73 | 17% | 20 | 11% | 365 | 17% |
| No response | 8 | 1% | 0 | 0% | 153 | 36% | 0 | 0% | 161 | 8% |
| Employment Status | | | | | | | | | | |
| Employed | 87 | 8% | 49 | 10% | 30 | 7% | 45 | 24% | 211 | 10% |
| Full-time | 45 | 4% | 19 | 4% | 13 | 3% | 19 | 10% | 96 | 5% |
| Part-time | 42 | 4% | 30 | 6% | 12 | 3% | 26 | 14% | 110 | 5% |
| Unemployed | 882 | 85% | 434 | 90% | 283 | 67% | 139 | 74% | 1738 | 82% |
| Due to lay-off | 405 | 39% | 225 | 47% | 109 | 26% | 14 | 7% | 753 | 35% |
| <i>Airline Related Lay-off</i> | 12 | 1% | 5 | 1% | 13 | 3% | 1 | 1% | 31 | 1% |
| Not looking | 12 | 1% | 0 | 0% | 2 | 0% | 0 | 0% | 14 | 0% |
| No response | 54 | 5% | 0 | 0% | 107 | 25% | 3 | 1% | 164 | 8% |
| Other Characteristics¹ | | | | | | | | | | |
| Veteran | 120 | 12% | 39 | 8% | 32 | 8% | 25 | 13% | 216 | 10% |
| Disabled | 61 | 6% | 38 | 8% | 22 | 5% | 34 | 18% | 155 | 7% |
| Single Parent | 157 | 15% | 67 | 14% | 26 | 6% | 68 | 36% | 318 | 15% |
| Offender | 119 | 11% | 26 | 5% | 10 | 2% | 55 | 29% | 210 | 10% |
| Displaced Homemaker | 13 | 1% | 4 | 1% | 7 | 2% | 6 | 3% | 30 | 1% |
| Public Assistance | 109 | 11% | 27 | 6% | 13 | 3% | 60 | 32% | 209 | 10% |
| SSI | 28 | 3% | 20 | 4% | 7 | 2% | 25 | 13% | 80 | 4% |

→ Continued

PROGRAM COMMITTEE REPORT

Notes for Table on preceding page

SUPPLY-SIDE CUSTOMERS

Quarterly Report (4/1/08 – 6/30/08)

Footnotes

1. Clients may choose more than one category for this field.

PROGRAM COMMITTEE REPORT

SUPPLY-SIDE CUSTOMERS (cont'd)

Quarterly Report (4/1/08 – 6/30/08)

| | DT Pittsburgh Center | | Allegheny East Center | | Allegheny West Center | | Goodwill of SW PA Affil | | TOTAL | |
|--|----------------------|------|-----------------------|------|-----------------------|------|-------------------------|------|-------|------|
| | # | % | # | % | # | % | # | % | # | % |
| New Individuals | 1035 | 100% | 483 | 100% | 422 | 100% | 187 | 100% | 2127 | 100% |
| Residency | | | | | | | | | | |
| Pittsburgh | 549 | 53% | 31 | 6% | 16 | 4% | 118 | 63% | 714 | 34% |
| Allegheny County | 465 | 45% | 447 | 93% | 380 | 90% | 68 | 36% | 1360 | 64% |
| Other | 21 | 2% | 5 | 1% | 26 | 6% | 1 | 1% | 53 | 2% |
| Educational Level | | | | | | | | | | |
| Did not complete HS | 30 | 3% | 51 | 11% | 7 | 2% | 32 | 17% | 120 | 6% |
| Completed HS or GED | 349 | 34% | 180 | 37% | 90 | 21% | 81 | 43% | 700 | 33% |
| Completed Some Post-Secondary | 169 | 16% | 164 | 34% | 65 | 15% | 57 | 30% | 455 | 21% |
| Completed College | 389 | 38% | 88 | 18% | 93 | 22% | 12 | 6% | 582 | 27% |
| No Response | 98 | 9% | 0 | 0% | 167 | 40% | 5 | 3% | 270 | 13% |
| Reason you came to CareerLink¹ | | | | | | | | | | |
| Job Search | 753 | 73% | 317 | 66% | 179 | 42% | 123 | 66% | 1372 | 65% |
| Specific Employer Recruitment | 58 | 6% | 92 | 19% | 28 | 7% | 38 | 20% | 216 | 10% |
| Change Career | 138 | 13% | 41 | 8% | 41 | 10% | 37 | 20% | 257 | 12% |
| Training Information | 185 | 18% | 69 | 14% | 87 | 21% | 46 | 25% | 387 | 18% |
| Tuition Assistance | 52 | 5% | 43 | 9% | 69 | 16% | 24 | 13% | 188 | 9% |
| Resume Prep | 118 | 11% | 75 | 16% | 77 | 18% | 76 | 41% | 346 | 16% |
| Relocating to Pgh. Area | 12 | 1% | 5 | 1% | 1 | 0% | 10 | 5% | 28 | 1% |
| Specific Workshop | 58 | 6% | 392 | 81% | 52 | 12% | 16 | 9% | 518 | 24% |
| Referred by Another Organization | 78 | 8% | 123 | 25% | 83 | 20% | 21 | 11% | 305 | 14% |
| How did you hear about PA CareerLink? | | | | | | | | | | |
| Flyer/mailer | 173 | 17% | 0 | 0% | 68 | 16% | 0 | 0% | 241 | 11% |
| Internet | 55 | 5% | 25 | 5% | 23 | 5% | 14 | 7% | 117 | 6% |
| Newspaper | 12 | 1% | 5 | 1% | 7 | 2% | 11 | 6% | 35 | 2% |
| Phone Book | 8 | 1% | 0 | 0% | 1 | 0% | 2 | 1% | 11 | 0% |
| Radio/TV | 17 | 2% | 5 | 1% | 4 | 1% | 7 | 4% | 33 | 2% |
| Friend/Family | 158 | 15% | 110 | 23% | 43 | 10% | 58 | 31% | 369 | 17% |
| Walk-in ² | 32 | 3% | 150 | 31% | 9 | 2% | 93 | 50% | 284 | 13% |
| No Response | 580 | 56% | 188 | 39% | 267 | 63% | 2 | 1% | 1037 | 49% |

→ Continued

PROGRAM COMMITTEE REPORT

Notes for Table on preceding page

SUPPLY-SIDE CUSTOMERS

Quarterly Report (4/1/08 – 6/30/08)

Footnotes

1. Clients may choose more than one category for this field.
 2. Walk-in count includes "Referred by another organization."
-

PROGRAM COMMITTEE REPORT

PA CAREERLINK PITTSBURGH/ALLEGHENY COUNTY SYSTEM
 ALLEGHENY EAST, ALLEGHENY WEST, AND DOWNTOWN PITTSBURGH CENTERS

ACTIVITY REPORT – BUSINESS SERVICES

4/1/08 – 6/30/08

This report details the efforts of all three comprehensive centers (Allegheny East, Allegheny West, and Downtown Pittsburgh) regarding business services for the second quarter of 2008.

Overall Impact

A total of 139 new employers enrolled in the PA CareerLink Pittsburgh/Allegheny County system this quarter and a total of 2817 new job orders were posted during the second quarter. This reflects a decrease of 2017 job orders compared to the same quarter in 2007.

The Pittsburgh/Allegheny County PA CareerLink system consistently leads the state each month in numbers of new employers enrolled and numbers of job orders posted. The following chart details the nine-county Southwestern PA region as well as the average for the top ten counties in the state with regard to new employers enrolled in PA CareerLink from April 1, 2008 through June 30, 2008 (2nd quarter of 2008).

Employers Enrolled Between 4/1/08 – 6/30/08

| COUNTY | NUMBER OF NEW EMPLOYERS ENROLLED |
|---|----------------------------------|
| Allegheny | 139 |
| Armstrong | 10 |
| Beaver | 24 |
| Butler | 42 |
| Fayette | 40 |
| Greene | 4 |
| Indiana | 23 |
| Washington | 33 |
| Westmoreland | 39 |
| *Average of the top 10 counties with highest number of employers enrolled | 22 |

*Average calculated by using the 10 PA counties with the most employers enrolled.

•Source: CWDS RPT052 –W-OFM-PA Workforce Statistics

PROGRAM COMMITTEE REPORT

Highlights: Employer Contact Management Database

The information contained in this chart was obtained through the **Employer Contact Management Database**. The database is a significant achievement for the Pittsburgh/Allegheny County PA CareerLink system. The web-based Employer Contact Management Database complements the existing PA CareerLink operating system by enabling the business development staff to record all contacts with employers. The contact management database lists basic information on all of the 34,000+ employers in Allegheny County. It has complete, up-to-date records on all of the 4,000+ employers enrolled-to-date on PA CareerLink and enables us to conduct targeted outreach (by industry, by location, by company size, etc.), as well as providing customized tool to record and track our specific activities with employers. Since its launch, the database was used to conduct an analysis of our market penetration into the following Pennsylvania targeted industry clusters:

| Targeted Cluster or Sub-Cluster | # Employers in Allegheny County as of 6/30/08 | # Enrolled in PA CareerLink as of 6/30/08 | Penetration Rate as of 6/30/08 |
|--|--|--|---------------------------------------|
| Life Sciences | 1164 | 186 | 15.97% |
| Bio-Medical (sub) | 88 | 30 | 34.09% |
| Business & Financial Services | 1107 | 301 | 27.19% |
| Education | 386 | 129 | 33.42% |
| Advanced Materials and Diversified Manufacturing | 123 | 56 | 44.53% |
| Chemical, Rubber and Plastics (sub) | 14 | 9 | 64.29% |
| Electronics (sub) | 58 | 25 | 43.10% |
| Metals and Metal Fabrication (sub) | 43 | 16 | 37.21% |
| Printing (sub) | 167 | 37 | 22.16% |
| Vehicle and Vehicle Maintenance (sub) | 6 | 4 | 66.67% |
| Building and Construction | 1354 | 229 | 16.91% |
| Agriculture and Food Production | 661 | 98 | 14.83% |
| Food Processing (sub) | 20 | 7 | 35.00% |
| Information and Communication Services | 573 | 102 | 17.80% |
| Logistics and Transportation | 165 | 49 | 29.70% |
| Lumber, Wood and Paper | 147 | 47 | 31.97% |

Having this baseline analysis now enables the system to establish specific, measurable goals for growth within the targeted clusters.

** Targeted outreach was conducted to these clusters in 2006.

*** Targeted outreach was conducted to these clusters in 2007.

Source: State DOL 2003. Base: All companies in Allegheny County with Unemployment Compensation Accounts. Updated regularly with lists of new companies that have applied for UC Accounts.

PROGRAM COMMITTEE REPORT

Three Rivers Workforce Investment Area Job Orders as of June 30, 2008

| | No. of Job Orders | No. of Job Orders | No. of Job Orders | No. of Job Orders | |
|-------------|-------------------|-------------------|-------------------|-------------------|-------|
| Year | 1st Q | 2nd Q | 3rd Q | 4th Q | Total |
| 2003 | 2777 | 2643 | 2789 | 2532 | 10741 |
| 2004 | 2835 | 2888 | 3123 | 2969 | 11815 |
| 2005 | 3243 | 3583 | 3799 | 3660 | 14285 |
| 2006 | 4300 | 4027 | 4025 | 4130 | 16482 |
| 2007 | 4468 | 4896 | 4906 | 2553 | 16823 |
| 2008 | 3054 | 2817 | | | |

CUSTOMER FEEDBACK

Company Finds Qualified Applicant

Crucible Compaction Metals was seeking an individual qualified to supervise employees at their Atomizer Department. We found a very qualified applicant, Bruce Gary, who not only met our basic requirements, but was also technically familiar with cryogenic systems.

Employer Quote: We continue to be very appreciative of the professional services provided by Lisa Fulton and the staff at PA CareerLink. Not only are they very helpful in promptly locating qualified applicants, they are instrumental in the success of Crucible's website employment application process by assisting our applicants to apply "on-line". Thanks to PA CareerLink for your continued support!

Former US Airways Employee Becomes a Nurse

Stacey Campbell, a single mother, and a former US Airways Reservationist, came to PA CareerLink Allegheny West to receive services. Stacey became a dislocated worker when her department at US Airways closed in July of 2005. She went through our Intensive Services process and decided to enter into the Registered Nursing Program at CCAC Boyce campus. She began her program at CCAC Boyce in August of 2006 and successfully completed the program in May 2008. Stacey is employed as a General Nurse at Shadyside Hospital at \$20.71/Hour. She is waiting to take the Nursing Certification Licensure Exam.

WIA Training Program Graduate Meets Local Employer's Need

Self-Employed painter, Darrin Gray, used the PA CareerLink Allegheny West to investigate other potential careers in January 2008. Darrin had run his own business from March of 1997 through November of 2006. He sustained a shoulder injury as a result of his occupation that required surgery, and he was not able to return to work in the same capacity.

PROGRAM COMMITTEE REPORT

While in our intensive services process, Darrin completed his career exploration, and through assessment tests decided to enroll in the Truck Technology eight week program. He enrolled at GPLC for remedial classes and took some of our entry-level computer classes between February and April 2008. Darrin successfully completed the eight-week Truck Technology course in Monaca, PA that began 4/7/08 and ended on 5/30/08. He is employed by PGT Trucking in Monaca as a Driver at \$8.00/hour during the three-week training program. After the three-week training program is completed, his salary will increase to \$800.00 to \$950.00/Week.

APPOINTMENTS AND NOMINATIONS COMMITTEE REPORT

As Board officer's terms end in November 2008, TRWIB is now accepting nominations for President, Vice President, Secretary and Treasurer. **Please submit any nominations** to Scott Biddle at sbiddle@nwbcorp.com or Ron Painter at rpainter@trwib.org and cc Laura Holden at lholden@trwib.org

Any nominations must be received by Friday, September 19, 2008.

The following is a summary of officer's duties taken from the by-laws.

The President shall serve as the chief executive officer of the Corporation and as such shall be responsible for and have supervision over the management and operation of the Corporation, subject to the control of the Executive Committee and Members. The President shall also preside at all meetings of the Board and Executive Committee. The President shall see that the affairs of the Corporation are conducted in accordance with the Articles of Incorporation and Bylaws of the Corporation and pursuant to the directions of the Board and Members. The President shall be an ex-officio member of all committees.

Vice President shall, in the absence, disability, inability or refusal to act of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as shall from time to time be imposed by the Board. If there is no Vice President or if the Vice President cannot act, will not act, or is absent from his/her duties, then the Secretary shall assume the duties of the Vice President.

Secretary shall make or cause to be made minutes of all meetings of the Executive Committee and Board. The Secretary shall be responsible for the timely mailing or delivery of all notices of meetings of the Board, and, generally, will perform all duties incident to the office of secretary of a corporation and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws, or which may be assigned from time to time by the Executive Committee or Members. The Secretary shall perform the duties of the President when the President and Vice-President are absent or disabled and shall undertake such other responsibilities as the Board or President may assign.

Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation, and shall deposit all moneys and other valuable effects in the name and credit of the Corporation in such depositories as shall be designated by the Executive Committee. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board or the Executive Committee, and shall render to the President and Members, at the regular meetings of the Board, or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Corporation.

APPOINTMENTS AND NOMINATIONS COMMITTEE REPORT

FOR YOUR NOTES

**ABOUT THE BOARD
STAFF, CONSULTANTS, AND CONTRACTORS**

Ronald D. Painter
Chief Executive Officer

McCrae M. Martino
Chief Operating Officer

Laura Holden
Administrative Assistant

Tim Aldinger
Youth Program Officer

Micah Frankenfield
Project Assistant

Audrey Bode
Project Manager

Kelleigh Boland
Research & Planning Coordinator

Shad Henderson
Program Monitor

Vera Krofcheck
Mobility and Workforce Specialist

Open Position
Communications Manager

Jill Palmer
Accountant

CONSULTANTS & CONTRACTORS

Note: A list of all individuals, organizations, and businesses that have contracts with the TRWIB is available on request. Please contact the TRWIB office at: 412.552.7090.

ABOUT THE BOARD

PITTSBURGH/ALLEGHENY COUNTY PA CAREERLINK SYSTEM

COMPREHENSIVE
CENTERS

Allegheny East

2040 Ardmore
Boulevard
Pittsburgh, PA 15221
412-436-2225
TTY 412-271-4217

Allegheny West

Robinson Plaza Two
Route 60 and Park
Manor Drive; Suite 410
Pittsburgh, PA 15205
412-809-3500
TTY 412-809-3502

Downtown Pittsburgh

425 6th Avenue,
22nd Floor
Regional Enterprise
Tower
Pittsburgh, PA 15219
412-552-7100
TTY 412-552-7044

AFFILIATE SITE

**Goodwill Industries of
Pittsburgh**

2600 East Carson Street
Pittsburgh, PA 15203
412-390-2327
TTY 412-325-2854

REGIONAL
CENTERS

Alle-Kiski

3 Kensington Square
New Kensington, PA
15068
724-334-8600
TTY 724-334-8713

Mon Valley Regional

570 Galiffa Drive
Donora, PA 15033
724-379-4750
TTY 724-379-5981