

**NORTHWEST PENNSYLVANIA WORKFORCE INVESTMENT BOARD  
WIB COUNCIL MEETING  
Sheraton Erie Bayfront Hotel  
Erie, PA**

**Friday, March 11, 2011  
9:00 a.m.**

**ATTENDANCE:**

**Chevalier, Mike  
Couch, Hope  
Fetzner, Bev  
Folletti, Chip  
Gacka, Dr. Richard  
Gezymalla, Scott  
Harvey, Larry  
Hewitt, Jack  
Horton, Gary  
Iavarone, Deborah  
Jackson, Dr. Aldo  
Kraft, Louis  
Lewis, Don  
Liddle, William  
McBrier, Dale  
Miller, Dr. Joyce  
Schwab, Kerry – Chair  
Smith, Ken  
Spaulding, Bob  
Stratico, Joe  
Van Amburg, David  
Wiley, Sean**

**RCWE STAFF:**

**Drositis, Jeannine  
Frantz, Connie  
Hoffman, Nick  
McEwan, Patty  
Murray, Jason  
Newlin, Paul  
O’Neil, Debra  
Skinner, Abby  
Walker, Marsha  
Watkins, Lynette  
Whitaker, Emily  
Zieziula, Michele**

**ABSENT:**

**Cole, Ron  
Deuterman, Joel  
O’Dell, Steve  
Shields, Dr. William  
Steele, Ron**

**GUESTS:**

**Burrell, Jean  
Joyce, Rachelle  
Massey, Doug  
McGranaghan, Linda  
Moore, Carl  
Peters, Mary Kay  
Ramalho, Erika  
Schell, Linda  
Stuart, Colleen  
Wagner, Sam**

**WELCOME & ROLL CALL/ VISITOR RECOGNITION / PUBLIC COMMENT**

Mr. Schwab called the meeting to order at 9:01 a.m. and roll call was taken. Visitors introduced themselves. There was no public comment. It was noted there was a quorum.

Mr. Schwab welcomed new board member, Sean Wiley, and returning board member, Bob Spaulding.

**APPROVAL OF MINUTES – JANUARY 14, 2011 WIB MEETING**

The minutes of the January 14, 2011 Northwest Pennsylvania Workforce Investment Board Meeting were presented for approval.

**MOTION**

**Mr. Smith made a motion to approve the minutes as presented. Mr. Hewitt seconded the motion. All were in favor. Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

Ms. Zieziula reviewed the previous action items.

**EXECUTIVE COMMITTEE / CHAIR REPORT – Kerry Schwab, Chair**

**RATIFICATION OF APPROVAL OF BUDGET FOR REMAINING ARRA ADULT/DW FUNDS**

The WIB Council was asked to ratify the approval by Executive Committee of the award of the remaining \$250,000 of ARRA Adult/DW funds at their January 28, 2011 meeting.

Dr. Gacka asked that a clarification be made in that the original soft skill training was not an ABLÉ grant. He noted that a discussion took place at one point in which the training might be combined with the manufacturing grant but it was recommended that they not be combined.

**MOTION**

**Mr. Kraft made a motion to ratify the approval of the budget for the remaining ARRA Adult/Dislocated Worker Funds as presented. Mr. Lewis seconded the motion. All were in favor. Motion passed and carried.**

**RATIFICATION OF APPROVAL OF EXCEPTION TO ON-THE-JOB TRAINING/CUSTOMIZED TRAINING POLICY #203**

The WIB Council was asked to ratify an exception to the WIA On-the-Job Training Policy #203 to allow for implementation of the state's on-the-job training waiver that permits employer reimbursement of the wage rate on a graduated scale based on the size of the business until such time as the state's waiver is expired or revoked. This waiver was approved by Executive Committee at their meeting held January 28, 2011.

**MOTION**

**Mr. Lewis made a motion to ratify the approval of the exception to the On-the-Job Training/Customized Training Policy #203 as presented. Mr. Van Amburg seconded the motion. All were in favor. Motion passed and carried.**

**APPROVAL OF INCUMBENCY CERTIFICATE AND RESOLUTION  
FOR ENTERPRISE DEVELOPMENT FUND OF ERIE COUNTY, INC.  
LOAN**

The WIB Council was asked to adopt the Resolution and Incumbency Certificate to complete the Enterprise Development Fund of Erie, Inc. loan process.

Mr. Moore stated that the Enterprise loan taken out in January 2011 requires that RCWE agree to guarantee the RCWE Holding Company payback of the \$400,000 loan. Discussion ensued regarding how RCWE would guarantee the loan if there were a default. It was noted that the certificate is a requirement of the loan process.

**MOTION**

**Mr. Van Amburg made a motion to approve the Incumbency Certificate and Resolution for the Enterprise Development Fund of Erie County, Inc. Loan as presented. Dr. Miller seconded the motion. All were in favor. Motion passed and carried.**

**FISCAL COMMITTEE REPORT – David Van Amburg, Treasurer**

Mr. Van Amburg noted that the proposal for RCWE to provide fiscal support to the Technology Council has been rejected by Executive Committee.

**APPROVAL OF RCWE FINANCIAL REVENUE REPORT**

The RCWE Financial Revenue Report was presented for approval. Ms. Zieziula stated there is currently \$14.8 million in revenue. She noted that carryover amounts now show allocations. Discussion ensued regarding tracking projected carryover funds and the upcoming fiscal year budget cuts and projections.

**MOTION**

**Mr. Lewis made a motion to approve the RCWE Financial Revenue Report as presented. Mr. Smith seconded the motion. All were in favor. Motion passed and carried.**

**APPROVAL OF RCWE JANUARY BUDGET MODIFICATION**

The RCWE January Budget Modification was presented for approval. Ms. Zieziula stated that although additional monies have been received the budget still required a reduction of \$100,000. She stated that any funding not expensed will carry into the new fiscal year. Discussion ensued regarding the reduction of the marketing line item. Mr. Hewitt reminded the group that free marketing is available through Facebook and other social networking tools. Discussion ensued regarding the PA CareerLink® earned revenue and how it must be managed and reported.

**MOTION**

**Mr. Smith made a motion to approve the RCWE January Budget Modification as presented. Mr. Folletti seconded the motion. All were in favor. Motion passed and carried.**

**CONTRACTS REPORT**

The Contracts Report was presented for review which shows the contracts to date. Ms. Zieziula stated that \$11.3 million has been contracted thus far.

**GRANTS REPORT**

The Grants Report was presented for review. Ms. Skinner stated that the Civic Justice Corps grant will no longer be pursued but she will continue to search for other opportunities. She noted that an application has been submitted for the Supportive Services for Homeless Veterans. She also noted that RCWE has been awarded the SESP grant in the amount of \$14,720.

**AUDIT UPDATE**

Ms. Zieziula stated that we were unable to meet the initial audit extension of February 15, 2011 due to the additional work required with the RCWE Holding Company. Therefore, an additional extension has been granted until May 15, 2011. A special Fiscal Committee meeting will need to be held to approve the 990 prior to presenting it for WIB approval on May 13, 2011. She stated that the draft audit shows no findings; however, the auditors have made a recommendation to establish a cost allocation for staff time spent supporting the RCWE Holding Company.

**WIB/RCWE CEO REPORT – Michele Zieziula, CEO**

**WIA FEDERAL BUDGETARY UPDATE**

Ms. Zieziula stated the House of Representatives had zeroed out WIA in its budget proposal but President Obama's counter proposal includes funding for WIA. She stated that we need to see a continuing resolution passed. There has been talk of a rescission of 2010 funding which would significantly impact the WIA programs. Discussion ensued. Ms. Zieziula asked that the WIB members respond to petitions and letter writing campaigns that she has been forwarding. The PA WIB Association is developing policy papers and outreach to legislators. Mr. McBrier discussed the efforts of the WIBs nationwide and stressed the importance of educating Congressman Mike Kelly regarding same. Ms. Zieziula will gather the contact information of our local legislators and forward to the WIB members for letter writing purposes.

**\*\*ACTION ITEM\*\***

**Ms. Zieziula will gather the contact information of our local legislators and forward to the WIB members for letter writing purposes.**

**DEPARTMENT OF LABOR GOLD STANDARD EVALUATION UPDATE**

Ms. Zieziula stated that the Department of Labor Gold Standard Evaluation was thoroughly discussed during one of the breakout sessions yesterday at the NWPA WIB Retreat.

**MANUFACTURER'S ASSOCIATION UPDATE**

Ms. Zieziula stated that she and Ms. Drositis presented at a recent Manufacturer's Association Eggs-n-Issues forum. It was standing room only and the Association did not charge RCWE to present. There were a number of employers in attendance, several of whom expressed interest in our workforce development services.

**NAWB DEBRIEF**

Ms. Zieziula expressed her disappointment with the lack of political discussion during the recent NAWB Conference. Attendees had a positive experience meeting with the Economic Development Association. In addition, there were many great conversations on the Hill. She expressed her appreciation to the WIB stating that it creates more impact having private sector employers in attendance at the conference.

**RCWE BUILDING UPDATE**

Ms. Zieziula stated that Phoenix Lab, a Black Family Foundation subsidiary, has rented the west wing of the fourth floor of the RCWE Building which brings the building to 100% occupancy. An open house is being planned for May 13, 2011, during which time a WIB meeting will be held on site. Legislators will be invited to attend the event. The PA CareerLink®-Erie County will also be hosting a PA CareerLink® week leading up to the building grand opening on Friday. It was also noted that Mr. Hewitt will be organizing an official ADA visit at the end of April as well.

**NWPA CAREERLINK® SYSTEM REPORT – Jeannine Drositis, Director of Operations**

**PA CAREERLINK® QUARTERLY REPORTS**

The PA CareerLink® Quarterly Reports were presented for review. Ms. Drositis noted the reports represent the second quarter. Ms. Ramalho stated that as of today, Clarion has 112 job openings, Crawford has 232, Erie has 1,086, Venango has 286, and Warren has 293 job openings. A brief discussion was held regarding trend reports.

**EMPLOYER SERVICES**

Ms. Drositis stated that the PA CareerLink® continues to find initiatives to connect with employers. A subcommittee of employers and PA CareerLink®

staff met on February 23, 2011 to increase awareness of employer needs and available PA CareerLink® services.

Ms. Ramalho discussed a Meet-n-Greet held on March 2, 2011 for the employers involved in the Great Lakes Building and Construction Trades (GLBCT) Industry Partnership.

In addition, PA CareerLink® staff continue to screen potential employees and schedule recruitment sessions. Currently, the PA CareerLink®-Erie County staff is working with Penn State Behrend to educate the non-profit organizations on what the Business Service Team (BST) can provide. Ms. Drositis also noted that some connections have been established with some human resource groups to see how we can reach out to them.

### **JOB SEEKER SERVICES**

Ms. Drositis stated that the PARES initiative continues to allow outreach to the long-term unemployed. The PA CareerLink® staff continues to explore other creative outreach efforts. Ms. Schell discussed contacting individuals on unemployment compensation at different intervals to enhance their participation in available services.

Mr. Wagner stated that Job Fairs will be held in Clarion on March 31, 2011 and in Oil Region on April 6, 2011. Both will be held in partnership with their local malls. He discussed Here-to-Help events and noted that Venango had a Lunch-n-Learn event last week with 25 agencies and 50 attendees.

Ms. Drositis stated that the PA CareerLink®-Erie County is planning a grand re-opening in conjunction with the previously mentioned PA CareerLink® week in May. Ms. Zieziula added there will be a non-profit day and employer day during that week as well.

### **PA CAREERLINK® -CRAWFORD COUNTY STEERING COMMITTEE UPDATE**

Ms. Drositis stated the proposals for the PA CareerLink®-Crawford County location will be forwarded to Ms. Zieziula for review and evaluation of the most effective location and lease agreement.

### **CAREERLINK DEVELOPMENT COMMITTEE REPORT – Amos Goodwine, Committee Chair**

#### **WORKKEYS/WIN/WORK CERTIFIED UPDATE**

Mr. Murray stated that next week is the one-year anniversary of the first WorkKeys exam in our region. Over 200 National Career Readiness Certificates (NCRC) have been earned in our region – 85% fell within the gold and silver levels. Invoicing procedures have recently been handed over to the PA CareerLink® staff. He noted that the procedures for testing those with disabilities

have been updated and procedures for retakes have been established. He stated he is in the process of scheduling WorkKeys presentations at Industry Partnership meetings to generate interest from employers.

Ms. Burrell stated that the Work Certified has spread throughout the region, with several classes in the rural counties in addition to those in Erie County. Erie County classes have been handled cooperatively with St. Benedict Education Center (SBEC). She also noted that GECAC is currently working with the ABLE grant for those in the machine trades and are incorporating Work Certified into that initiative. Most recently, she has met with an employer who has an interest in using Work Certified on incumbent workers. She stated that Work Certified consists of 90 hours of instruction with 12 different components.

Ms. Zieziula stated that WIN is part of a three-tier assessment process that has been established in the PA CareerLink® sites.

Mr. McBrier discussed the possibility of being provided more data such as the cost per person. He also suggested expanding the scope to include other non-profit agencies who place people into employment, offering WIN, WorkKeys, etc. in those other agencies, thereby establishing the PA CareerLink®s as assessment and remediation training centers. Ms. Zieziula stated that the CareerLink Development Committee can begin to explore this effort.

**\*\*ACTION ITEM\*\***

**The CareerLink Development Committee will discuss the possibility of the PA CareerLink®s becoming WIN/WorkKeys/Work Certified assessment and remediation training centers.**

**ABLE GRANT UPDATE**

Mr. Hoffman stated that Stairways Behavioral Health and GECAC met with Ms. Zieziula to approve a new way of implementing the ABLE grant. GECAC has started one course at the PA CareerLink®-Erie County. A meeting will be scheduled soon to discuss the changes.

Dr. Gacka stated that the ABLE grant provides for a very flexible model with class recruitment handled through the PA CareerLink®-Erie County. All participants were administered the WIN test to ensure they were ready. Twenty individuals were identified with WIN scores of at least 3-3-3. The program is a four-week, full-time program in which the students have the option of taking the test for certification. Certain components have been taken from the Work Certified program. He also noted there is another option of using workbook materials that associated with the WorkKeys tests.

Also discussed was the entry-level training Request for Proposals (RFP) that was released for the healthcare and construction industries.

Discussion was held regarding the pilot program established through the ABLE grant becoming a foundation to be replicated with other industries.

**MALCOLM BALDRIGE QUALITY REVIEW PROCESS UPDATE**

This topic was not discussed.

**YOUTH COUNCIL COMMITTEE REPORT – Colleen Stuart, Committee Chair**

**YOUTH PROGRAM REPORTS**

The Youth Program Reports were presented for review. Ms. Stuart noted that the achieved performance level is higher than the state negotiated level. She also noted that the 2009-2010 literacy/numeracy measures fell below the required level. Following a discussion with the state and other WIBS, an action plan was developed to include more comprehensive case management, uniform testing using the TABE survey, and quarterly testing to better manage the outcomes. A corrective action plan has been submitted to the state and we are awaiting their response.

Ms. Stuart noted that both youth contractors are 52% expensed; however, many of their funds are used during the last month of the program year.

Ms. Stuart stated that Venango Training & Development Center (VTDC) has remaining ARRA money and has received approval by the state to implement their plan to expand these funds to serve WIA youth.

Discussion ensued regarding the total number of youth served and the youth partners.

**YOUTH COUNCIL RESTRUCTURE UPDATE**

Ms. Stuart stated the Youth Council restructure is going well. Subcommittees have been established and their chairs have been identified - Membership, RCEP, Program, and Marketing. The subcommittees are open to public representation. The Youth Council is in the process of reaching out to Industry Partnerships (IP) with a goal of encouraging two representatives from each IP to attend Youth Council meetings.

**APPROVAL OF YOUTH COUNCIL MEMBERS**

Ms. Stuart stated that the Youth Council recommends Steve Bridger, Erica Jackson, Gail Whitney, Debbie Anderson, and Orealia Gordon for Youth Council membership.

**MOTION**

**Mr. Lewis made a motion to approve the Youth Council members as presented. Dr. Gacka seconded the motion. All were in favor. Motion passed and carried.**

Ms. Stuart made note of several upcoming events: (1) the Industry Club Expo will be held on April 28, 2011 at the Cross Creek Resort in Titusville; (2) the STEM conference will be held on May 24, 2011 in Grove City; (3) the RoboBOTS competition will be held on April 2, 2011 at Meadville High School; and (4) the Youth Awards Luncheon will be scheduled soon and she will provide further information when it is available.

**COMMUNICATIONS COMMITTEE REPORT – Emily Whitaker, Staff Liaison**

**WEBSITE UPDATE**

Ms. Whitaker stated that the new website and social media sites were displayed in hall yesterday during the WIB Retreat. The new website is to go live April 1, 2011 and the informational hub will need to be built into it as an ongoing process.

**SOCIAL MEDIA UPDATE**

Ms. Whitaker stated that both the Facebook and Linked In accounts have approximately 200 members.

**WIB ORIENTATION VIDEO UPDATE**

Ms. Whitaker stated that she has obtained three quotes to create a WIB orientation video and will be asking for a vote at the next Communications Committee meeting.

Ms. Whitaker took a moment to recognize the WIB Retreat sponsors – Knox, McLaughlin, Gornall & Sennett; Penn State Behrend; Butler County Community College; Education Consortium of the Upper Allegheny; and C & J Industries.

Mr. McBrier discussed the user difficulty associated with the CWDS website. Mr. McBrier also emphasized the need to make the public and local elected officials more aware of the WIB.

**PROGRAMMATIC POLICY & ANALYSIS COMMITTEE REPORT – Dr. Aldo Jackson, Committee Chair**

**APPROVAL OF STATEWIDE TRAINING PROVIDER LIST**

The Training Provider List was presented for approval. Dr. Jackson noted that additions are highlighted.

**MOTION**

**Dr. Gacka made a motion to approve the Statewide Training Provider List as presented. Dr. Miller seconded the motion. All were in favor. Motion passed and carried.**

**APPROVAL OF HOSPITALITY INDUSTRY ANALYSIS RFP AWARD**

The Hospitality Industry Analysis Review Team recommends award approval to Strategy Solutions, Inc.

**MOTION**

**Ms. Couch made a motion to approve the Hospitality Industry Analysis RFP Award as presented. Dr. Gacka seconded the motion. All were in favor. Motion passed and carried.**

**MONTHLY CONTRACTOR REPORTS**

The Contractor Reports were presented for review.

**ACTION ITEMS SUBCOMMITTEE UPDATE**

Mr. Newlin stated that the Action Items Subcommittee has finalized the Programmatic Policy & Analysis Committee action items to meet the goals of the Strategic Plan. He noted that the Programmatic Policy & Analysis Committee will be working with Ms. Drositis on some of the action items that impact the PA CareerLink®.

**WOLIP PROJECT UPDATE**

Mr. Newlin stated that the Workforce Online Learning Information Portal (WOLIP) is a project designed to reach out to the training providers in our area to add training programs to an online portal. He noted that they are now in the process of approving the training programs. He also stated that the project is designed to recruit students with barriers who might benefit from online training.

**EMPLOYER DEMAND SERVICES COMMITTEE REPORT – Dale McBrier, Committee Chair**

**ERIE BST/BREP PILOT**

Ms. Walker stated that the Erie Business Service Team (BST) is working on a pilot program, wherein the previously known Business Retention Expansion Program (BREP) is being renamed the Business Action Team (BAT). Ms. Zieziula noted that the new outreach program is being funded through grants, along with assistance from RCWE and Erie County. Ms. Walker stated the pilot project in Erie involves members of the BST and their PA CareerLink® counterparts, with a Memorandum of Understanding (MOU) being developed to delineate expectations. The pilot project is intended to be duplicated in the rural counties. It was noted that a grant search is in process to pay for iPads and cell phones for the individuals who will be asked to provide outreach to the employers. Mr. Massey discussed the efficiencies provided by the new iPad.

**SHERM/HR LINKAGE**

Ms. Drositis previously discussed the new connections with human resource companies.

**HANDOUT – OVERVIEW OF WORKFORCE SYSTEM COMPLETE WITH TESTIMONIALS**

Ms. Walker stated that a handout is being created containing an overview of the workforce system. She is working with the PA CareerLink® functional teams to provide the testimonials within the handout to promote the services that the workforce system offers. The proposed handout goes hand in hand with a marketing strategy.

Discussion was held regarding the ability to retain the Business Service Representatives (BSRs) in their positions.

**EMPLOYER SATISFACTION STRATEGY**

Ms. Walker stated that the Employer Demand Services Committee has been charged with the task of increasing the employer satisfaction rating and the need to set an attainable goal.

**MARKETING STRATEGY**

This topic was not discussed.

**BOARD DEVELOPMENT COMMITTEE REPORT – Gary Horton, Committee Chair**

Mr. Horton stated that the Board Development Committee discussed the length of the WIB meetings, its effect on the recruitment and retention of new members, and the WIB meeting survey being used to evaluate board engagement.

**ATTENDANCE REPORTS**

The WIB Attendance Reports were presented for review.

**STRATEGIC PLAN ACTIONS**

Ms. O’Neil stated that action items relating to the committee goal have been developed. Mr. Spaulding initiated a discussion regarding creating a coding system for the WIB agendas to rank the importance of WIB agenda items, separating informational and voting items. Several suggestions were made including limiting discussion on the reports provided, limiting verbal reports, only discussing voting items, providing more information in minutes, submitting questions to the committee prior to the WIB meeting, assigning a time limit, prioritizing and limiting discussion under each committee, and determining if some committees do not need to report at every meeting. It was noted, however, that the discussion during WIB meetings often generates options and solutions. Ms. Zieziula will evaluate the best way to reduce the time it takes to complete WIB meetings. Discussion ensued regarding transparency and engagement.

**\*\*ACTION ITEM\*\***

**Ms. Zieziula will evaluate the best way to reduce the time it takes to conduct WIB meetings.**

**LOCAL MANAGEMENT COMMITTEE REPORT – Paul Newlin, Staff Liaison**

**PROGRAM UPDATE**

Ms. Zieziula stated that she asked Sister Mashank to attend the May WIB meeting to report on some of the wonderful programs and projects that St. Benedict Education Center (SBEC) is conducting.

Mr. Newlin stated that SBEC's Limited English Proficiency Program served 235 refugees. SBEC has created a sewing program titled the Mending Place and described their services such as providing scrubs. SBEC has a program called the Factory which does light assembly work mostly for the plastics industry. SBEC also has a housekeeping training program through Scott Enterprises. All three programs serve the refugee population. Mr. Newlin also stated that SBEC has a new partnership with UPMC in Clarion and Venango Counties and has created a program called Getting the Job and Assessing Candidate Skills. This new program involves job openings in food service, maintenance, and clerical departments. They are in the process of starting the program in Erie, now that Hamot is associated with UPMC. Discussion ensued. Ms. McEwan will add Mr. Horton to the LMC email distribution list so that he is aware of LMC meetings where he can further learn about SBEC's efforts with the new Americans. Mr. Smith reiterated the desire to have a snapshot reported of the lives each program affects.

Discussion continued regarding various participant barriers; particular emphasis was placed on the significant transportation barrier affecting many job seekers. Discussion was held regarding making a positive impact on these issues.

**\*\*ACTION ITEMS\*\***

**Ms. McEwan will add Mr. Horton to the LMC email distribution list so that he is aware of LMC meetings where he can further learn about SBEC's efforts with the new Americans.**

**OTHER WORK OF THE NWPA WIB – Michele Zieziula, CEO**

**INDUSTRY PARTNERSHIP (IP) UPDATES**

The Industry Partnership Report was presented for review.

**ARRA REPORT**

The ARRA Report was presented for review.

**NEW BUSINESS**

Mr. Schwab stated that an initial review of the WIB Retreat evaluations indicate a positive experience.

Ms. O'Neil stated that State Ethics Commission financial filing forms and Conflict of Interest forms are due to the RCWE by May 1, 2011. These filings are very important as a member's vote may not be legally valid without the proper documentation on file.

Mr. Schwab asked new board members to consider joining a committee and to contact Ms. McEwan to indicate their interests. He also expressed his dissatisfaction with webinar meetings.

Ms. McEwan stated that WIB meeting surveys are available in hard copy today, in an effort to increase participation by WIB members.

#### **REVIEW OF ACTION ITEMS**

- 1. Ms. Zieziula will gather the contact information of our local legislators and forward to the WIB members for letter writing purposes.**
- 2. The CareerLink Development Committee will discuss the possibility of the PA CareerLink@s becoming WIN/WorkKeys/Work Certified assessment and remediation training centers.**
- 3. Ms. Zieziula will evaluate the best way to reduce the time it takes to conduct WIB meetings.**
- 4. Ms. McEwan will add Mr. Horton to the LMC email distribution list so that he is aware of LMC meetings where he can further learn about SBEC's efforts with the new Americans.**

#### **MOTION TO ADJOURN**

**As there was no further business, Mr. McBrier made a motion to adjourn. Mr. Liddle seconded the motion. Meeting adjourned at 12:46 p.m.**

Respectfully submitted,

Patty McEwan  
Administrative Services Coordinator  
Regional Center for Workforce Excellence