

**BWDP/Fiscal Agent Conference Call
January 23, 2008**

The Conference call included representation from all but three of the Fiscal Agents and BWDP was represented by Jim Rabenold, Chris Enright and BWDP Personnel.

Tom Whetsel, Co-Chair of the PA Partners Fiscal Workgroup started the conversation by reviewing the agenda items provided in the conference call notice.

1. Local Areas Funding at PY 2007 Levels
2. Sharing Site Administrators on the RSA
3. CareerLink Staffing Issues
4. RSA – preparation and approval, capped partners, timeframes in the RSA process
5. Other issues

The following questions and comments were noted:

What funding levels for RSAB shared costs does BWDP anticipate for the New Year?

Jim referred to the email that was sent by Deb Putman in August 2007. The email outlined the process for the current year and New Year RSAB. The New Year process is summarized below:

1. In January 2008, fiscal agents will be requested to provide a proposed RSAB for the upcoming program year.
2. The Proposed RSAB, along with information on draw downs from CARS, expenditures reported on the quarterly spreadsheet, current staffing levels, and negotiations with our state partners will be evaluated and used to determine the proposed PA CareerLink funding level for each LWIA for PY'08.
3. We also anticipate working with Education and Aging and hope to establish their funding in the same manner as the new process being utilized for other state funds for PY '07.

BWDP will forward the August email to all the Fiscal Agent's for their review.

What staffing levels should be used in the proposed RSAB that are being developed? Who will provide the State Partners' FTE?

The BWDP Regional Directors will provide the local areas with their staffing compliment and any other personnel information that is required. For now current staffing level can be used to prepare RSAB.

BWDP will be looking at staffing levels based on the needs of the sites and what they can afford. They are working on having the ability to have their staff transferred between sites within a local workforce investment area. They are not sure about the moves between local areas. A CareerLink Operation Report from the CWDS system is available and a review of the market penetration will also be used in determining staffing needs.

When the RSAB is prepared and the allocation of costs is determine, will the State Partners contribute their full fair share as calculated or will the funds provided be a cap if the State Partner cannot afford to pay their full share?

BWDP is a partner in the site and will negotiate with the local area the amount of funds that will be made available based on their overall commitments throughout the state. Regional Staff will work with the area to determine the proposed RSAB.

Must the PA CareerLink Administrator Salary and Benefit be added as a shared cost in the RSAB?

Yes, the total personnel cost for the PA CareerLink Administrator is to be included on the RSAB. The Regional Directors will provide the Fiscal Agent with the amount that need to be budgeted.

Personnel questions that needs to be addressed:

- **Must the state level personnel costs be used when a local area's pay scale could be less expensive?**
- **What if the Operator group decides that they can't afford the state wage level?**
- **What happens to state PA CareerLink Administrator and other staff if a site is closed or consolidated?**
- **Who is the boss of the PA CareerLink Administrator?**

BWDP is currently working with the HR department to address some of these issues. The local area is to look at different options in operating their sites. There are currently PA CareerLink Administrators overseeing more than one site.

Jim stated that it is a local decision to open or close a site. The local must decide how their site will operate with downsizing of staff support.

Chris stated that they will be working collaborating through PA Partners and the WIB Associated to work our process and governance issues.

Last year funding cuts did not treat the Fiscal Agents equally. Will the state consider a more reasonable distribution of the funding this year?

Will the state look at cost per FTE when determining funding instead of just the number of people. For example one site may have a very low cost per compared to ones with a high cost per.

What is the status of the WIA rescissions?

Chris stated that there is a federal TEGL that is to be released that will provide instructions on what needs to be done and what the final amounts will be. This is supposed to be distributed in about two more weeks. Options on how best to implement the rescissions needs to be developed and they will work with the local areas prior to submission to Sandi Vito.

Fiscal Agents are to do the following as soon as possible

- Submit the 2nd quarter RSAB actual reports
- Meeting with Operator/Partners to prepare the FY09 RSAB
- Submit FY09 RSAB to BWDP as soon as possible (the sooner they are received the sooner final numbers can be determined)
 - Jim stated that BWDP will provide a short turn-around time

Another conference call will be scheduled towards the end of February to review the status of the local areas.

Notes compiled by Pauline Guffey, Co-Chair PA Partners Fiscal Workgroup.