



**MINUTES OF THE MONTGOMERY COUNTY
WORKFORCE DEVELOPMENT BOARD
MONTCOWORKS
FULL BOARD MEETING**

**January 11, 2019
9:00 a.m. –11:00 a.m.**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, was held on Friday, January 11, 2019 at the Montgomery County Intermediate Unit, 2 West Lafayette Street, Norristown, PA 19401. Members in attendance included Ms. Suzanne Ryan, Chair; Ms. Dorothy Miller, Secretary; Mr. Daniel Woodall, Vice Chair (via conference call); Mr. Kyle Longacre, Youth Committee Chair; Ms. Susan Clauser, Training and Performance Committee Chair; Ms. Peggy Schmidt; Ms. Peggy Lee Clark; Ms. Kathleen Arnold-Yerger; Dr. Victoria Bastecki-Perez (via conference call); Mr. Jason Acree (via conference call); Ms. Pamela Kelly; Ms. Catherine Judge Cardillo; Ms. Karla Trotman; Mr. James Nichols, Mr. Lee Soltysiak (via conference call); Ms. Stephanie Perry (via conference call) and Dr. Kevin Pollock (via conference call).

Others in attendance included Ms. Jennifer Butler, Executive Director; Ms. Josette Walton, Executive Assistant; Ms. Catherine Lawrence, Deputy Director of Fiscal Operations; Ms. Jane Stein, Performance Officer; Ms. Terri Jones, Support Services Coordinator; Ms. Kathleen Candelore, Training & Education Coordinator; Ms. Melinda Onchitta, Projects Coordinator; Ms. Marybeth Snyder, Montgomery County Assistance Office, Executive Director and Ms. Kaylyn Langdon, Performance Data Analyst.

Ms. Ryan called the meeting to order at 9:00 am.

The first item on the agenda was the approval of the minutes from October 19, 2018 and November 6, 2018. Ms. Ryan asked for a motion to approve the minutes. Mr. Woodall made the motion, Ms. Miller seconded the motion, all members were in favor and none opposed.

The next item on the agenda was the Employment, Advancement and Retention Network (EARN) Update. Ms. Langdon presented a PowerPoint giving an overview of the EARN program and the benefits. The EARN program is designed to assist clients in their transition from public assistance to the workforce. Ms. Langdon explained how customers are enrolled in the program, how eligibility is determined and gave a breakdown of how the referral process works.

Ms. Langdon gave a breakdown of the activities that are offered in the EARN program which includes Job Search, Community Service, Vocational Education Training, and Unsubsidized Employment. Ms. Langdon also noted some of the additional services that are provided to the participants while enrolled in the EARN program which includes; Workshops; Licensed Family Advocates who provide counseling and or other resources to help the client overcome any barriers that may hinder them from employment; Legal Aide; and an opportunity to visit the Montgomery County PA Workwear.

Next, Ms. Langdon went over the performance goals explaining the Tier system and how performance money is earned. Ms. Langdon also explained how clients are terminated from the EARN program giving a breakdown of the codes used when reporting this information to the State.

Finally, Ms. Langdon shared a success story with the board members. Ms. Langdon highlighted a client who had been in the EARN program multiple times and is now employed with the Norristown State Hospital.

The next item on the agenda was the Executive Director's Report. Ms. Butler told the members that in December we had our annual EARN monitoring visit from the Department of Human Services. We do not have the official report yet, but Ms. Butler stated that she does not believe there were any concerns. Ms. Butler said that she spoke to Thomas Ritco about the spending down of the performance funds. Ms. Butler noted that she sent an official request for his guidance to the Department of Human Services to evolve our incentive program and offer spending accounts for active participants.

Next Ms. Butler discussed the Workforce Board Subcommittees. The committees were developed with an intention to focus on some of the areas that build the workforce system in Montgomery County. The subcommittees are not a requirement to be on the board but being involved in a committee is beneficial. There are several members that serve on the Finance Committee and the Local Management Committee. The Training and Performance Committee covers a lot, from the programming in the PA CareerLink®, to innovative ideas to get training programs listed on the EPTL, and there is also a lot of talk about high priority occupations. This is the committee that can really benefit from additional input from the board members. Mr. Woodall designated Roy Brown from Labor Local 135 to serve on the committee. Ms. Butler noted that the Community College designates someone to come to the Training and Performance Committee meetings and Youth Committee meetings. Ms. Butler suggests that Committee Chairs put out the schedule of the meetings on a regular basis for anyone that is interest in attending a meeting. Ms. Ryan stated that each board member is very experienced and talented and brings something that could benefit the committees.

Next, Ms. Butler went over grant updates. There were a lot of grant applications due in December. The first grant that Ms. Butler discussed was for the Business Education Partnership Grant. Ms. Butler stated that we requested \$103,500.00. We have not officially heard that we have received the funds, but she has seen an unofficial press release from the Governor's office that showed we will receive \$87,000.00.

The next grant that Ms. Butler talked about was the Rapid Response grant. We did receive this funding which is used specifically to support dislocated workers who have been dislocated from lower skilled more entry level positions. The specifics of this request were that we would conduct outreach to individual's receiving unemployment compensation in Montgomery County to let them know about the resources that are available to them.

Ms. Butler said that we request funds for apprenticeship expansion. We have not received any notice about this grant.

Next, Ms. Butler discussed the Trade and Economic Transition grant. This funding could help individuals who would otherwise fall under the strict \$3,500.00 cap to spend what is necessary to complete longer term training or degree programs. Ms. Butler stated that the funds could help individuals that have dropped out of college because they could not afford it due to unemployment. The funds could also be used to assist with transportation and provide other supportive services. If we receive these funds, we have 18 months to spend the money. We should hear in the next week if we got the funding. Ms. Butler noted that these funds would pass through to us because the Commonwealth was granted a National Dislocated Worker grant specifically for this purpose. Ms. Ryan asked if the money could be used for any educational institution that has an accelerated degree program. Ms. Butler

noted that it could and because the cap is waived we could cover the tuition outside of the financial aid they receive. Ms. Bastecki-Perez stated that the Community College does have the accelerated certificate and degree option for some of the health care programs as well as a few other Associate Degree programs.

Next, Ms. Butler told the members that Bucks County applied for the National Dislocated Worker grant on their own and they have received it. Bucks County listed Montgomery County in the grant when they ask for the funds and have informed us that they are willing to give Montgomery County \$250,000.00 of that money. Ms. Butler noted that we do not have anything official from Bucks County yet to confirm.

The next grant that Ms. Butler discussed was the State Local Internship Program "SLIP". This grant is still pending. If we receive the funds, we will place 25 youth into 8 week, full time summer internships at an hourly wage of \$12.50.

Next, Ms. Butler talked about the Teacher in the Workplace grant. Ms. Butler talked about the benefits of the Teachers going into the workplace and noted that there were several applications submitted.

Next, Ms. Butler went over the monitoring report. Ms. Butler stated that there were minimal findings which did not require any action. We were required to add language into some of the contracts which was done while the monitors were there with their guidance. Ms. Butler expressed that she was proud that there were no fiscal findings for the second year in row and thanked Catherine Lawrence. The report also indicated that we were asked to submit a corrective action plan letting the State know that we are going to spend all of the money allocated in a timely manner for the Youth Program. The corrective action was submitted and accepted.

Next, Ms. Butler shared the board meeting schedule for the year and stated that Josette Walton will send the calendar invitations in advance of the meetings.

Then next item on the agenda was the Adoption of Resolution 01-01-19 Modification of Budget Educational Data Systems Incorporated. Ms. Butler explained that this is an increase in funds to the budget based on additional funding that was received from the Department of Human Services through the Innovation Grant to add additional staff to the EARN Center to function as a family advocate. Ms. Butler explained that part of the funding would also come from Rapid Response. We received additional funding through Rapid Response because we told the Commonwealth that we would use it to have a person on staff that would work specifically with our unemployed, dislocated workers to do outreach. This money would also be used for Jim Billow who is a part of the business services team and is currently shared with Bucks County. With this funding we will bring him on to work for us 5 days a week.

Ms. Ryan asked for a motion to approve the resolution. Ms. Miller made the motion, Mr. Pollock seconded her motion, all members were in favor and none opposed.

The next item on the agenda was the adoption of resolution 02-01-19 Montgomery County Intermediate Unit. Ms. Butler informed the members that in December we received an NOO that we have received additional funding in the amount of \$145,983.00 for Youth programming. Ms. Butler noted that this is carryover funds from last year that were redistributed to be used specifically for professional workshops. Ms. Butler stated that the MCIU has stated that they would be able to facilitate these workshops by the end of the program year. This would result in an increase in their budget for \$145,983.00.

Ms. Ryan asked if there were any questions. There being none, Ms. Lee-Clark made a motion to approve the resolution, Ms. Trotman seconded that motion, Mr. Longacre abstained, all other members were in favor and none opposed.

The next item on the agenda was the adoption of the revised Risk Assessment Policy and Oversight Plan. Ms.

Butler explained to the members that we have received an update to the Oversight Monitoring Policy from the Department of Labor and Industry. This has resulted in us needing to make changes to our Risk Assessment Policy and Oversight Plan. Ms. Butler noted the changes to the policy. We are no longer required to formally monitor OJT and ITA providers. We have decided that we will perform informal reviews to keep on track. There are 3 specific aspects to oversight which include Administrative, conducted once a year; Programmatic, conducted quarterly and Fiscal, conducted once a year for low risk provider, bi-annually for medium risk providers and quarterly for high risk providers. Ms. Butler explained the Risk Assessment Policy determines that level of risk. The Oversight Plan notes that those oversight visits will occur. The fiscal visits will be conducted by Catherine Lawrence, Fiscal Officer and Tamara Hordijenko, Fiscal Compliance Support.

Ms. Judge Cardillo made a motion to approve the resolution, Ms. Kelly seconded the motion. All members were in favor, none opposed. The motion carried.

The next item on the agenda was the Finance Committee Update. Ms. Lawrence explained that the packet included reports for November. Ms. Lawrence stated that she is finishing up December's reports; therefore most of the numbers have already changed significantly. Ms. Lawrence plans to schedule a finance committee meeting and will make sure the members receive the December reports.

The first report that Ms. Lawrence reviewed was the carryover report from 17/18. Ms. Lawrence stated that what is in the "Unspent" column has changed. The Adult and Dislocated funding is being used for the preparation of online workshops. The current program year for the month shows that not much has been spent. We have received the approvals for the second increment of the WIOA formula funds so there are several invoices that have to be processed. Ms. Lawrence stated that the carryover report will dwindle as we move forward. Currently, everything is paid outside of the invoices.

Next, Ms. Lawrence went over the WIOA reports for 17/18. The report shows what is remaining for each line item. Ms. Lawrence noted that the members will see the fund allocations on the December reports for the new grants that were approved.

Ms. Butler noted that we submitted a request to purchasing for an RFP for the online workshops.

The next item on the agenda was the Youth Committee Update. Mr. Longacre went over the youth committee minutes from October 10, 2018 and December 6, 2019. Mr. Longacre noted the MCIU has submitted to provide career readiness training within the school districts and the Teacher in the Workplace. Mr. Longacre thanked members of the board and their organizations for submitting letters of collaboration for the Teacher in the Workplace efforts. Mr. Longacre also thanked Ms. Bastecki-Perez and the Community College, Ms. Clauser and the Keystone Opportunity Center and the PA CareerLink®. There were 20 letters of collaboration for the four applications. Mr. Longacre explained that if funding is received, they will be looking for partners for sites to visit.

Mr. Longacre shared some partner updates. Mr. Longacre noted that ACLAMO continues to maintain very strong programming; Keystone Opportunity Center has started high school equivalency classes at the MCIU on Monday's and Wednesday's, YWCA Pottstown continues to have strong programming and has been recruiting youth and WIOA clients, ResCare has 23 participants enrolled in the Youth Empowerment Program, and Norristown Area School Districts recently received a large GearUp Grant.

Mr. Longacre noted that ManuFest will be held on March 12, 2019. Ms. Butler explained that ManuFest and More is an Expo highlighting careers in Manufacturing and Trades this year. The event will be held at the Philadelphia Expo Center. Ms. Butler noted that the event is funded through the current BEP grant. Ms. Butler stated that after the meeting she will send the flyer out to the members.

Next, Mr. Longacre shared with the members that he has been meeting with Arts Montco and Valley Forge Tourist

and Convention Board and they are having the Philadelphia Orchestra at the Keswick Theatre on March 21, 2019 for a benefit concert.

The next item on the agenda was the Training and Performance Update. Ms. Clauser noted that the last meeting was November 20, 2019 and shared some highlights. The Maintenance Technician and Certified Nurse Aide program at Montgomery County Community College will begin in January 2019. Keystone and YWCA have been working hard to provide services in Norristown. The high school equivalency classes are being held at the MCIU. Keystone hopes to have 2 day time ESL classes up and running by February. YWCA is renting office space at the Human Services Center and they are trying to put together 4 classes in the day and 4 classes at night of high school equivalency, adult basic education and ESL.

Next Ms. Stein gave the performance updates. The first report that Ms. Stein went over was the WIOA Performance Negotiations Worksheet. This is a process that was delayed based off WIOA having new performance measures. Ms. Stein went over the worksheet explaining that the top chart is the negotiations for Pennsylvania and the bottom chart is the local negotiations. They were all accepted.

Next, Ms. Stein went over the Employer effectiveness performance measures. We will now be measured for employer effectiveness through the employer penetration rate and also the repeat business customers. This means that we are serving a percentage of employers in our county based on zip codes. This is important to note because some zip codes cross over into counties and some business are right on the border. The state has promised to take this into consideration when developing their reports. The repeat business customer will be measured by business that were served within the past three years and then served again within the most recent year.

Next, Ms. Stein went over the WIOA Program Year 2018 First Quarter Adult and Dislocated Worker Performance Summary noting that we have met all performance measures. Ms. Stein stated that we are a little low on employment rates for the second quarter after exit for the adults, but the Service Provider at the PA CareerLink® has a plan in place to get that number up. This is not a low number, but we would like to see it over 90%. Next Ms. Stein went over the WIOA Program Year 2018 First Quarter Youth Performance Summary noting we are meeting all the requirements. The out of school youth enrollment is 75%.

Next, Ms. Stein went over the Employment Advancement and Retention Network Performance Summary. We are on track to run out of performance money after only 3 months of validation. We are already a third of the way to the allotment.

Ms. Stein then went over the ReEntry Update. Ms. Stein noted that there were 86 participants enrolled last calendar year. There are 33 confirmed employments.

Next, Ms. Stein went over the Workforce Innovation Fund Performance Update. This is a grant that we had with the Montgomery County Community College involving micro-credentialing. Since the classroom portion of the grant has ended, we are in the process of trying to get the remaining participants employed.

Ms. Stein went over the PA CareerLink® Activity Tracker. Ms. Stein explained that there is now an added column on the right hand side which gives a percentage of the traffic. Ms. Stein shared that the report no longer shows a breakdown of no-shows and cancellations by age, gender and city. The report now shows the reasons why they do not come.

Then Ms. Stein shared a list of all Registered Apprenticeship Workload in Montgomery which was provided by the State.

Next, Ms. Stein reviewed the Montgomery County Employment Update and the Labor Market Information. Ms.

Stein noted that the official unemployment rate for October is 3.5%.

The next item on the agenda was the Local Management Committee Update. Ms. Jones gave the update noting that the LMC last met on November 7, 2018. There were 21 in attendance. The guest speaker was Lourdes Hernandez, Sr. Revenue Recovery Specialist of PECO Energy. Ms. Hernandez gave an overview of programs that could assist customers and save them money.

Next, Ms. Jones highlighted some partner updates. The CAO reported that Montgomery County is reporting one of the State's best workforce placement rates of 37%; PA CareerLink® shared that there were 19 recruitment events in September and October and the Customer Service Bootcamp would be starting on December 4, 2018.

Next Ms. Jones highlighted some program updates. EARN had verified placements of 141 for PY17-18 and there were 52 placements pending; MontcoWorks hosted a day at the Elmwood Park Zoo for EARN program families and each child was given a coat that was donated through the partnership with Caring for Kids Foundation. Ms. Jones Thanked the MontcoWorks Staff and Suzanne Ryan for donating tickets to the Franklin Institute that was used for a raffle. Work Ready reported that the enrollment was steady. The Keys program reported that enrollment for the Spring semester was open. PA Workwear served 7 EARN customers in September, 6 EARN customers and 1 CAO customer was served in October.

Next, Ms. Jones gave Human Service Agency Updates. Stephanie Perry from OVR noted that the new online system has been implemented to assist with work related issues for individuals with disabilities. Melissa Adams from the Early Learning Resource Center shared that the waiting list for Subsidized Childcare was moving along and there was not too much of a wait. Peggy Schmidt from Partnership TMA announced that on December 4, 2018 they would be hosting a workshop entitled "Ready Set Retain" to address transportation issues.

Next, Ms. Jones gave the dates of the 2019 meetings. The meetings will be held on February 13th, May 8th, August 7th and November 6th.

The next item on the agenda was Old and New Business.

There being no additional business, a motion to adjourn the meeting was made by Ms. Miller, Mr. Woodall seconded that motion, and all members were in favor.

The meeting was adjourned at 10:26 a.m.

Respectfully submitted,

Dorothy Miller

Dorothy Miller
Secretary