



**MINUTES OF THE MONTGOMERY COUNTY
WORKFORCE DEVELOPMENT BOARD
MONTCOWORKS
EXECUTIVE COMMITTEE**

**March 11, 2022
Via WebEx**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, Executive Committee was held on Friday, March 11, 2022 via WebEx. Members on the call included Ms. Suzanne Ryan, Chair; Ms. Dorothy Miller, Vice Chair; Mr. Peggy Lee Clark, Secretary, Mr. Michael Coakley, Finance Committee Chair; Mr. Kyle Longacre, Youth Committee Chair; Ms. Pamela Kelly, Local Management Committee Chair and Ms. Susan Clauser, Training and Performance Committee Chair.

Others on the call included Ms. Jennifer Butler, Executive Director; Ms. Josette Walton, Executive Assistant; Ms. Jane Stein, Research & Performance Officer; Ms. Jocelyn Gallagher, Deputy Director, Fiscal Management and Operations; Ms. Tamara Hordijenko, Fiscal Compliance Officer, Ms. Kathleen Candelore, Training and Education Coordinator; Ms. Terri Jones, Support Services Coordinator; Ms. Melinda Onchitta, Project Coordinator and Mr. Craig Cuthbert, PA CareerLink® Operator.

Ms. Ryan called the meeting to order at 9:02 a.m. with quorum.

The first item on the agenda was the Approval of Minutes from March 11, 2022. Ms. Ryan asked the members to review the minutes. After review, Ms. Miller made the motion to approve the minutes, Mr. Longacre seconded the motion, all members were in favor and none opposed.

The next item on the agenda was the Executive Director's Report. Ms. Butler highlighted items from the Executive Directors report. The finalized Southeastern Pennsylvania Opportunity Youth Study is available in the report for review. One of the recommendations that came from the study was to employ youth champions which we would like to try and develop in Montgomery County. Ms. Butler also highlighted Montco Career Connections which is intended to duplicate Career Ready Berks and Career Ready Chester. Montco Career Connections is still in development. Ms. Butler said in the meantime we have Nepris available and there are 46 schools that have subscribed to Nepris. Preliminary report on The Labor Force Participation Study showed that we are not training enough youth and young adults in manufacturing to meet future demands.

Next Ms. Butler shared upcoming events. We are partnering with Darrell Andrews "Coach D" who does self-development trainings. Coach D has been doing training at the PWDA conference for many years. This training is available to workforce partners. The Center for Workforce Information and Analysis (CWIA) is hosting a forum on April 13, 2022 and April 14, 2022 in Beaver County. Jane Stein has been asked by CWIA to be part of the presentation. The PA Workforce Development Association annual conference is in May. The theme is Workforce Redesigned. Ms. Butler said she will be involved in a

workshop that will be presented by Adina Tayar, Bucks and Montgomery County Regional Apprenticeship Coordinator. Adina was asked to present a workshop on duplicating her job and her role. We will be hosting the Careers of Tomorrow Expo on September 27, 2022 at the Philadelphia Expo.

Next Ms. Butler went over some grant updates. Philadelphia Works submitted an application for the Good Jobs Challenge run by the Economic Development Administration. This is a federal grant and if it is awarded, it will infuse twenty four million dollars in to Southeast PA around energy, infrastructure, healthcare and life sciences. We received over \$118,000.00 specific to our business education partnership and we are working with the MCIU to get some students engaged in internships, job shadowing and other real life experiences.

Ms. Ryan asked if we could consider including the public works organization and volunteer fire fighters for the Careers of Tomorrow expo. Ms. Ryan expressed that they are really struggling if everyone is in agreement she would like to reach out to them.

Next, Ms. Ryan asked how many schools in the County are able to take advantage of Nepris. Ms. Butler said that initially, it was every middle and high school in Montgomery County including private schools. We are having a difficult time getting private schools interested. We are going to offer the districts that are fully engaged the opportunity to use Nepris in their elementary schools. Ms. Ryan suggested that it might be possible that the private schools have so much college prep in place that they may feel they have no need for this resource. After some discussion, Ms. Butler said that because we have plenty of licenses, we will offer them to the elementary students.

The next item on the agenda was the PA CareerLink® Montgomery County Update. Mr. Cuthbert noted that most of the PA CareerLink® services are still being offered remotely and in-person. There has been a steady need for assistance with unemployment compensation using the new ID.me. Unemployment introduced ID.me as an extra form of security to help cut down on fraud. Mr. Cuthbert said that they see a maximum of 5 customers in person each day. They will be re-evaluating this over the next week. Twenty percent of the workshops are in-person. As of March there are 52 online and 14 in person. Mr. Cuthbert said that they will be tracking the attendance to see if customers are feeling comfortable coming in. The PA CareerLink® had their first Career Cafe' last Friday. The goal is to share the resources with our Title II adult education partners YWCA in Pottstown to promote the services. Despite the Cafe' being heavily promoted and marketed by YWCA, there were only 2 people that showed. They are trying to figure out why and will take suggestions on better ways to get the word out. Ms. Clauser stated that if they would like to come to Souderton, she would be happy to facilitate.

Next Mr. Cuthbert shared some initiatives that are taking place. The Media and Compliance Coordinator, Kelsi Phares helped come up with some innovative software to increase ADA accessibility. They are waiting on the final installation of other equipment. They are currently purchasing LinkedIn Recruiter and Premier Virtual to help with outreach. The PA CareerLink® purchased a series of radio streaming and social media advertisements. Odyssey Group, B101.1 and others will be operating the advertisements on the radio streaming apps and social media. The advertisements will be primarily on KYW news radio. The Customer Services Career Accelerate Program "CAP" started on March 7, 2022. There are 13 participants.

Ms. Butler added an update noting that Full Circle will be developing recorded workshops that will go on

devices that will be inside the Montgomery County Correctional Facility. This is a way to get the PA CareerLink® back as a part of their career readiness activities. We should have them within the next 2 months to deliver to the correctional facility.

The next item on the agenda was the Oversight Report. Ms. Butler shared that we are required to update the Board on the ongoing oversight of all of our providers. Ms. Butler noted that the OJT policy has a line in it that states that employment agencies cannot be candidates for OJT. We have a partnership with People Share and under WIOA we are able to have this partnership but, we will need to revise the policy. Ms. Butler stated that there is an issue with retention with People Share and that is something that we are working through with them.

The next item on the agenda was the Finance Committee Update. Mr. Coakley stated that the Finance Committee is scheduled next Tuesday and will have a report for the full board meeting.

Ms. Butler shared that we are going through the County Single audit. We do not have any outcomes.

Next Ms. Butler informed the members that a fraudulent check cleared on the PNC account. Jocelyn Gallagher immediately contacted PNC bank and reported the issue and the money has been reissued back to the account. The County detectives are looking into this. There are also protections being put in place to make sure this does not happen again.

The next item on the agenda was the Youth Committee Update. Mr. Longacre noted that the Committee has not met yet but will meet before the full board and he will update the board at that time.

The next item on the agenda was the Training and Performance Update. Ms. Clauser noted that the Committee last met on February 15, 2022 and shared some highlights from the meeting. Kathleen Candelore updated that the Eligible Training Provider List had 29 state approved courses offered by 10 providers as of February 15, 2022. Kathleen Candelore attended a meeting with Tara Loew, the Director of Apprenticeship and Training Office and was told that they are working on enhancements to the registered apprenticeship system in PA. These enhancements will make apprenticeship more accessible to employers and employees.

Next Ms. Clauser gave partner updates. The Keystone Opportunity Center and Adult Education were 77 percent enrolled in February, and now they are over 80 percent enrolled. They are seeing an uptick in the number of students that are leaving school and looking to get their high school equivalency. Ms. Clauser said that she promotes MontcoWorks Now so that they can work together to support the young people with their next steps. There are currently 3 adult education students enrolled in the customer service training. Peggy Lee- Clark from Pottstown Area Economic Development gave an update about the Amtrak luxury bus line that will run from Reading with a stop in Pottstown and then straight to Philadelphia. Paul Pappasergi from Eckerd Connects gave an update on how our best practices could be shared across other agencies in the Country. Bernadette Debias, Montgomery County Community College gave an update on CWDS programs that are currently running. The next meeting is scheduled on April 19, 2022.

Next, Ms. Stein gave the Performance Update starting with an update on People Share. As of March 1,

2022 there were 29 OJT's with People Share and 22 of them were scheduled to finish, 15 finished and 15 were kept on. This is a very good completion to employment rate, but there were 5 drops, withdrawals or terminations. We entered into an agreement with the Center for Workforce Information and Analysis to run retention figures for those we have sent to training over the last few years. This will help us determine the success rate long term with providers of OJT's and ITA's.

Next, Ms. Stein shared that there are now five surveyors making phone calls. Because of the success in getting people interested in PA CareerLink® services, we have transitioned one of the surveyors to more of a follow-up role where she will connect with people to get them signed up for Welcome Aboard and online training resources. There were over 250 individuals contacted that are interested in PA CareerLink® Services. Ms. Stein gave a breakdown of the responses to the calls. As of the last report, 50 percent of the calls made were answered, 64 percent of those that responded were willing to do the survey, 54 percent of those willing to do the survey, reported that they were currently working, 24 percent reported that they were not looking for work for various reasons, 27 percent of those that were not returning back to work have retired.

Next, Ms. Stein gave an update on Common Measures noting that the second quarter results for PY20/21 were met or exceeded by all but youth. Youth was at 6 percent in the first quarter, we are now at 37 percent. They are improving but Ms. Stein will be connecting with MontcoWorks Now to go through some potential technical assistance that may help them. The adjusted common measures were met or exceeded for PY20/20.

The next item on the agenda was the Local Management Committee Update. Ms. Kelly gave the update and highlighted some items from the minutes. The guest presenter was Michelle Wells-Bates, Workforce Development Manager from PECO Energy. She gave an overview of all of the training programs that they have available. They also announced a helper pre-apprentice program that launched in October. The Employer Spotlight was Rochelle Wilson, Human Resources Recruiting Coordinator for Bright Star and Angel Companion. They are a non-medical home health agency providing in home care for seniors. Bright Star is currently looking for individuals with 2 years of experience but, they do provide training.

Next, Ms. Kelly highlighted updates from Partners and Human Services. The CAO is now open to the public and there are no mandated in-person interviews. The Early Learning Resource Center announced that there is no waiting list for subsidized child care; Manna shared that they are having a fundraiser on April 2, 2022; PTMA is accepting applications for the bike share program. The PA CareerLink® job fair was held on February 24, 2022 at the Plymouth Meeting Mall.

The next item on the agenda was Old and New Business. Mr. Longacre shared an update on the work that the Community College has been doing to move forward with apprenticeship programs.

There being no other old or new business, Ms. Ryan asked for a motion to adjourn the meeting. Ms. Clauser made the motion, Mr. Longacre seconded the motion, all members were in favor and none opposed.

The meeting was adjourned at 10:09 a.m.

Respectfully submitted

Peggy Lee- Clark

Peggy Lee- Clark
Secretary