



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

**March 14, 2019
12:30 p.m. -2:00 p.m.**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, Executive Committee was held on Thursday, March 14, 2019 at PECO Energy, 680 West Ridge Pike, Plymouth Meeting, PA 19462. Members in attendance included Ms. Suzanne Ryan, Chair; Mr. Daniel Woodall, Vice Chair; Ms. Dorothy Miller, Secretary; Mr. Kyle Longacre, Youth Committee Chair; Ms. Susan Clauser, Training and Performance Committee Chair (via conference call) and Mr. Lee Soltysiak (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, Research & Performance Officer; Ms. Kathleen Candelore, Training and Education Coordinator; Mr. Joshua Stein, Solicitor (via conference call); Mr. David Zellers, Commerce Director and Ms. Terri Jones, Support Services Coordinator.

Ms. Ryan called the meeting to order at 1:00 p.m. with quorum. The first item to come before the Executive Committee was the approval of the minutes from December 7, 2018. As there were no comments or questions, Mr. Longacre made a motion to approve the minutes, Ms. Ryan seconded the motion, all were in favor and none opposed.

The next item on the agenda was the Executive Director's Report. First, Ms. Butler informed the committee of the grants that we have received. The first grant that Ms. Butler discussed was the Business Education Partnership (BEP). Ms. Butler noted that this is the grant that funds ManuFest. We were awarded the funds and we are now able to start working on ManuFest 2020. There is also money that will be used for industry tours and labor market forums.

The next grant award was for Rapid Response. Ms. Butler stated that we received the amount that we requested as well as additional funds for good measure. These funds will be used for incumbent worker training. The next grant award was for Apprenticeship Expansion. These funds will be used to get the word out about apprentices and pre-apprentices.

Next, Ms. Butler talked about the Trade and Economic Transition NDWG grant. We were awarded \$400,000.00. These funds are to be spent by June 30, 2020. Within this timeframe we are looking to

have dislocated workers complete degrees. Ms. Butler expressed that when we consider how much to invest in the customer we will not abide by the current ITA cap of \$3,500.00. The language of the ITA policy has been changed to note that the cap is \$3,500.00 unless we receive special funding in which case we would go by the language in the grant narrative for the funding. The policy is currently at the state for review after which it would go to the County Solicitor. The hope is the policy can be adopted at the April Board meeting.

The next grant Ms. Butler discussed was the State Local Internship Program (SLIP). Ms. Butler stated that we receive funding for SLIP but did not elaborate because Mr. Longacre will discuss when he gives the Youth Update. Ms. Butler noted that we have also received additional WIOA Youth funds.

Next Ms. Butler stated that we received EARN performance funds. These were performance funds that we received above and beyond reaching our performance goals. The Department of Human Services gave these bonus funds to 7 workforce areas state wide.

Next, Ms. Butler said the Teacher in the Workplace grant announcements should go out any day. Ms. Ryan noted that ManuFest was unbelievable. She credited the Team and acknowledged all of the work that went into planning the event. Ms. Butler gave credit to Melinda Onchitta for her hard work and the volunteers that helped pull Melinda's vision together. Ms. Butler noted that we have received great feedback.

Next Ms. Butler went over the EARN monitoring report from December 2018. This is the first year we have received a detailed report. The report shows how well we operate the EARN program overall. There is a comparison between Montgomery County and other EARN programs. Ms. Butler talked briefly about the EARN program and the possibility of the State making changes that could include the procurement of the program with nonprofit entities statewide. Ms. Butler does not believe this will happen in the 2019 program year, but this could happen for the 2020 program year. There was some discussion among the members. Ms. Butler noted that there is nothing official at this time.

The next item on the agenda was the Committee Reports.

Ms. Lawrence gave the Finance Committee Report. Ms. Lawrence reviewed the January funds allocations as well as revenue and expenses. The reports were reviewed with the finance committee but they have changed. The February reports are done and will be reviewed at the next finance committee meeting and presented at the April Board meeting with the March reports. The WIOA Budget has been modified for PY17 and PY18 and they will need to be voted on in April. Ms. Lawrence noted that we set aside WIOA funds from the 2017 program year for the allocation of online workshop classes. We had to rearrange budgets because money has to be spent. As a result we moved money into operational cost and modified the 2018 budget to use for the workshop funds. Ms. Lawrence noted that Rochelle Culbreath will give the report in April. Ms. Ryan asked if Ms. Culbreath is taking over for Mr. Joseph Callahan. Ms. Lawrence stated that it will be up to the members to choose. Ms.

Butler stated that Emad Abdelnaby, one of the new board members, is interested in joining the finance committee but does not know if he would want to serve as the Chair.

Ms. Ryan asked if there is an issue with us not officially naming someone as the Chair. Ms. Lawrence stated that all of the signing goes through the treasurer's office so there is no issue.

The next item on the agenda was the Youth Committee Report. Mr. Longacre noted that the committee last met on March 5, 2019. There were several additional workforce members present including Pam Kelly. Mr. Longacre highlighted the importance of youth collaborations and expressed appreciation to Loretta Ryder at the Montgomery County Library who came and gave training on the Learning Express software. Mr. Longacre stated that Rick Lewis and the Lewis group provided training in forklift and high lift credentials for the youth clients. Mr. Longacre thanked David Zellers from the Commerce Department for the referral. Mr. Longacre noted that there were many partners present at ManuFest. They are moving forward with the state and local internship program. The applications are ready for the clients and partners and they are looking to get them sent out by next week. This is an 8 week summer internship program after a 3 day boot camp.

Mr. Longacre noted that MontcoWorks Now is developing more professional workshops for youth and partnering with the Montgomery County Bar Association and the Public Defender's Office. On May 2, 2019 they will be doing a large reentry simulation at the MCIU. They will be learning about the challenges and barriers of young adults as they exit the criminal justice system.

Mr. Longacre then highlighted some the activity of the youth partners. Mr. Longacre noted that the YWCA continues to expand their high school equivalency classes in both Pottstown and Norristown; ACLAMO continues to have strong programming through the year; ResCare is developing more soft skills programming; Big Brothers Big Sisters TANF program is expanding beyond school walls and there is great participation. Mr. Longacre noted that the Norristown middle schools were one of the largest groups that attended ManuFest. These were students that are enrolled in the GearUp program.

Next, Mr. Longacre gave the MontcoWorks Now update. A client shared his story. He is currently doing paid work experience at the MCIU in technology and he is also taking a GED class at the MCIU that is organized by the Keystone Opportunity Center.

Mr. Longacre stated that they have been supporting an ArtsMontCo initiative to create artist in residence programs at four middle schools in Montgomery County with the revenue from the Philadelphia Orchestra Concert on March 21, 2019 at the Keswick Theater. The four middle schools are Perkiomen Valley East, Stewart Middle School, Eisenhower Middle School and Upper Moreland Middle School.

Mr. Woodall inquired about the apprenticeships and pre-apprenticeships, asking how long they have been going on. Mr. Longacre said that the pre-apprenticeship program for Central Montco was a grant from last year. Ms. Butler noted that they did not receive the grant this year.

Mr. Woodall wanted to know if we monitor the grant money that is given. Mr. Woodall expressed his concern with ABC. He stated that they have a history of partnering with various organizations to get grant money but they never have any results. Mr. Woodall expressed that this is something that needs to be looked in to because he knows of numerous partnerships that they have had and they do not get results. There was some discussion about this topic. Ms. Butler stated that when it comes to the PA Smart Grant we do not get a say in who applies. The Workforce Board is only the fiscal agent. The discussion continued at length.

The next item on the agenda was the Training and Performance Update. Ms. Clauser announced that there are three new members on the committee. Peggy Lee Clark from Pottstown Area Industrial Development; Greg Skelly, Executive Director of Workforce Development and Continued Education at Montgomery County Community College; and John Edwards, Vice President at Merck. Ms. Clauser stated that there was a lot of discussion about the apprenticeship update.

Next Ms. Clauser gave highlights from the updates that were given at the meeting. The first update was the ETPL update, Montgomery County Community College has added seven new AAS programs to ETP for the Economic Transition Grant. Under the BEP grant, there are 9 schools participating in the What's so Cool about Manufacturing Video Contest. The YMCA is starting classes at the Human Services Center.

Next, Ms. Stein gave the Performance Updates. The first report that Ms. Stein reviewed was the Workforce Innovation & Opportunity Act (WIOA) Program Year 2018 Second Quarter Adult & Dislocated Worker Performance Summary. Ms. Stein noted that we improved in the employment rate second quarter for adults and continue to do well with dislocated worker as well.

Next, Ms. Stein reviewed the Workforce Innovation & Opportunity Act (WIOA) Program Year 2018 Second Youth Performance Summary. Ms. Stein noted that the numbers have jumped up because we are starting to see the kids that exited a year ago. This has not affected performance. The average program score is over 90%. Ms. Stein informed the members that the year of forgiveness is coming to an end in 2020.

Next, Ms. Stein went over the Employment Advancement and Retention Network (EARN) Performance Summary. EARN is continuing to do white noting that we have earned 60% of the performance allocation for the program year. We are on track to max out again.

Next, Ms. Stein gave the ReEntry Update. Ms. Stein stated that she and Michael Merritt at the Correctional Facility did do a reconciliation and they are still hovering between 40 and 50 percent placement. Ms. Stein said she would like that number to go up a little higher. Ms. Stein noted that Mr. Merritt is having some difficulty getting in touch with some of the participants after they have been released. Ms. Stein noted that 0 percent have been reported as being re-incarcerated.

Ms. Butler noted that the ReEntry program started off as a Federal Grant that we received a few years ago and has expired. That work continued in the correctional facility sharing the cost with the correctional facility through a contract with ResCare Services. The Warden at the correctional facility has requested funding through the County to bring Mr. Merritt on as a correctional facility employee continuing the work he does. If this happens we will no longer report on the ReEntry program and we will not continue the contract with ResCare as of July 1, 2019.

Mr. Woodall had questions about the update regarding construction. Mr. Woodall asked if the participants have previous construction experience. Ms. Stein stated that a lot of the participants that do construction have previous of experience. Mr. Woodall asked how they are being trained to be prepared when they are released. Ms. Stein said that the program offers OSHA certification and forklift training. Mr. Woodall noted that in the construction industry having only OSHA and forklift training is not enough. Ms. Butler stated that the purpose of the program is not focused on training the participant for a new career path, but rather to make sure that after they have been incarcerated that they can return back to where they came from depending on the charges.

Next, Ms. Stein went over the PA CareerLink® Activity Tracker for February 2019. Ms. Stein noted that they have added percentages of foot traffic. Ms. Stein noted that there were over 540 different people that came.

The next report that Ms. Stein went over was at the request of a board member at the last meeting. The report shows the participants that we sent through an OJT or ITA contract. The report shows whether or not they completed the training or got a job.

Next, Ms. Stein went over a memo that we got from CWIA. CWIA is a partner with the Department of Labor and Industry that does the reporting for them. They have changed the methodology on how they are doing occupational forecast. Ms. Stein explained that they have re-categorized “growth due to opportunity” and “growth due to separation” from exits and transfers within an industry.

Next, Ms. Stein went over the Region Data Analysis Tool “RDAT”. This has always been kept confidential from the Workforce Development Boards. They are allowing access but it is confidential and monitored access. It will allow us to look at a better detailed picture of the industry makeup in the County and where it is going. Ms. Stein stated that we cannot share certain information due to the confidentiality but we will be able to look at projections for specific industries.

Next, Ms. Stein went over the PY18 MontcoWorks oversight tool. Ms. Stein noted that we had a finding with EDSI for falsified attendance sheets. EDSI did not falsify the attendance sheet, a customer did and it was caught. When this happened we reported it to the State and EDSI had to do a corrective action with the instructors to make sure they are making copies of the participants time sheets.

Then next item on the agenda was the Local Management Committee Update. Ms. Jones gave the update noting that the last meeting was held on February 13, 2019. There were 16 agencies represented. Ms. Jones noted that the guest presenter was Susan Jurina from Manna on Main Street. Ms. Jurina talked about Common Grounds Food Service Training to Employment Program. It is a 14 week free training program to gain culinary and work skills for a career in food service. The graduates will receive a ServSafe Certificate, a Common Grounds Certificate, job placement assistance and 12 months of follow up and staff support.

Next, Ms. Jones shared partner highlights. The CAO reported a policy update that the GED can now be supported as an approved activity, Keys expansion notes that the 12 month limit on education no longer applies; PA CareerLink® reported on the Manufacturing Grant that 68 customers are employed to fulfill the grant commitment, the PA CareerLink® has established a point of contact to partner with Montgomery County Domestic Relations to connect their customers to Welcome Aboard Sessions. Lauren Bishop announced that she will be departing from the PA CareerLink® and Andre will be assuming her role until a replacement is found.

Next Ms. Jones shared Program highlights. EARN announced that thanks to the Innovation Grant, the EARN program is now able to offer the services of Matt Morris, a Licensed Family Advocate. Matt will facilitate the assessment of program customers and oversee referrals to educational, employment and supportive services. Work Ready reported that on March 1, 2019 a new program outline will be released that will focus on serving the full family and have a generational approach. Keys reported that the spring semester has started.

Next Ms. Jones shared Human Service Agency Updates. The Early Learning Resource Center shared that there is no wait list for TANF customers but there is a wait list for low income customers. They are also in the process of forming a local leadership counsel of community partners to help establish a child care support system and to obtain funding. Partnership TMA highlighted the 511 PA Website. Ms. Jones noted that the next LMC meeting is Wednesday, May 8, 2019 and the guest presenter is from the Fair Housing Rights.

There being no more business to discuss, Ms. Ryan asked for a motion to adjourn the meeting. Mr. Woodall made the motion, Mr. Longacre seconded the motion, and all members were in favor.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Dorothy Miller

Dorothy Miller

Secretary