



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

**April 8, 2022  
9:00 a.m. –11:00 a.m.**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, was held virtually on Friday, April 8, 2022 via WebEx. Members on the call included Ms. Suzanne Ryan, Chair; Ms. Dorothy Miller, Vice-Chair; Ms. Peggy Lee Clark, Secretary; Mr. Kyle Longacre, Youth Committee Chair; Ms. Susan Clauser, Training and Performance Committee Chair (via proxy); Mr. Michael Coakley, Finance Committee Chair; Ms. Pamela Kelly, Local Management Committee Chair; Mr. Paul Pappasergi, Ms. Catherine Judge Cardillo, Ms. Shanae Stallworth, Jason Acree, Ms. Kelly Canally, Dr. Victoria Bastecki-Perez, Mr. Kevin Boyle, Ms. Rochelle Culbreath (via proxy) and Ms. Marybeth Ferguson Williams (via proxy).

Others in attendance included Ms. Jennifer Butler, Executive Director; Ms. Josette Walton, Executive Assistant; Mr. David Zellers, Commerce Director; Ms. Jane Stein, Performance Officer; Ms. Kathleen Candelore, Training & Education Coordinator; Ms. Melinda Onchitta, Projects Coordinator; Ms. Jocelyn Gallagher, Deputy Director, Fiscal Management and Operations; Ms. Tamara Hordijkeno, Fiscal Compliance Officer; Ms. Terri Jones, Support Services Coordinator; Ms. Kaylyn Langdon, Business Assistance Coordinator and Mr. Craig Cuthbert, Montgomery County PA CareerLink® Program Manager.

Ms. Ryan called the meeting to order at 9:03 with quorum.

The first item on the agenda was the approval of minutes from January 14, 2022. Ms. Ryan asked the members to review the minutes. After review, Ms. Judge-Cardillo made a motion to approve the minutes, Ms. Miller seconded the motion, all members were in favor and none opposed.

The next item on the agenda was a presentation by Ron Painter, President and CEO of the National Association of Workforce Boards. Ms. Ryan told the members that Mr. Painter was not able to present today but he will be rescheduled.

The next item on the agenda was the approval of the Individual Training Account Policy Revision. Ms. Butler explained that there was a change made to the language in the Individual Training Account (ITA) Policy. We are changing the language to say "In demand occupation". This will allow the option for a customer to go to a training that is not on the State issued high priority occupation list.

Ms. Ryan asked if there were any questions. There being none, Dr. Bastecki-Perez moved to make a motion to accept the change in the ITA policy, Ms. Lee-Clark seconded the motion, all members were in favor and none opposed.

The next item on the agenda was the On the Job Training Policy Revision. Ms. Butler explained that due to clarification from the Department of Labor and Industry, we will need to change language related to the On the Job Training (OJT) Policy employment agencies. We have often times assumed that employment agencies only offered temporary employment but we have learned that they are a good resource for us to attach customers to long term, full time employment. In order for us to contract with an employment agency, we had to add the language that will allow us to use employment agencies to facilitate those OJT programs.

Ms. Ryan asked if there were any questions. Ms. Lee-Clark made the motion to approve the change in the OJT policy, Ms. Judge-Cardillo seconded the motion, all members were in favor and none opposed.

The next item on the agenda was RFP 22-16 MontcoWorks Supplementary Content-Training and Career Development-Selection of Provider(s). Ms. Ryan thanked Mr. Paul Pappasergi, Ms. Kelly Brown-Canally, and Ms. Jane Stein for the time and effort that was put into reviewing the RFP's. Ms. Ryan explained that because there are still questions, we will wait to vote until a future meeting. Ms. Butler updated the Board that we have received seven proposals. There are three that we are considering giving full or partial awards. We are waiting to get clarification from Purchasing around the budget. Ms. Butler reviewed the three proposals that were not considered and explained the reasons why. Ms. Butler noted that after all questions have been answered, we will convene a brief call to vote on the RFP.

The next item on the agenda was the Affirmative Outreach Plan. Ms. Stein reviewed the plan and noted that there was a slight modification to the plan that was approved in October 2021. The original plan included a section for Limited English Proficiency and the OEO monitor requested that we create a separated Limited English Proficiency Plan. There were no other changes to the original plan.

Ms. Ryan asked for a motion to approve the change. Ms. Lee-Clark made the motion to approve the change, Ms. Miller seconded the motion. All members were in favor and none opposed.

The next item on the agenda was Language Access Plan for Limited English Proficient Individuals. This plan is an expansive version of what was in the original Affirmative Outreach Plan. The Plan promotes equal access to all of our services in Montgomery County. Ms. Ryan asked if there were any comments or questions. There being none, Ms. Miller made a motion to approve the plan, 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 some items from the report. Ms. Butler told the members that there is a link in the report to the Southeast Pennsylvania Opportunity Youth Study final report. The report gives a sense of the impact of how the

COVID-19 Pandemic has affected our opportunity youth. Ms. Butler also shared that there is a link to Montgomery County Career Connections which is powered by NEPRIS. NEPRIS is the online platform that we use to engage students with industry leaders across the United States. There are currently 50 schools in Montgomery County utilizing this platform. We are working to make sure that every school in Montgomery County has access. On March 23, 2022, MontcoWorks hosted a self-care workshop for all Montgomery County Workforce Stakeholders. The presenter was Darrel “Coach D” Andrews. On April 6, 2022, the Commerce Department and MontcoWorks Now staff joined multiple Montgomery County departments for the first Montgomery County Career Fair held at the Montgomery County Community College. It was a great turnout.

Next, Ms. Butler shared grant highlights. MontcoWorks received \$45,000.00 to expand existing workshops with Full Circle Computing through the Digital Literacy Grant. We are still waiting to find out if we will be awarded the Economic Development Administration Good Jobs Challenge Grant and the Clean Energy Workforce Development Grant that was submitted by Chester County on behalf of Chester County, Montgomery County and Berks County.

Next, Ms. Butler shared upcoming events. On April 13, 2022, The PA Department of Labor and Industry’s Center for Workforce Information and Analysis (CWIA) is holding a two-day Labor Market Forum at the Community College of Beaver County. Ms. Jane Stein will be presenting at the forum. The National Association for Workforce Forum is in Washington D.C. this weekend. PA Workforce Development Association Annual Conference will be held on May 4, 2022. Ma. Adina Tayar, Regional Apprenticeship Coordinator for Bucks and Montgomery County will be presenting on the apprenticeship coordinator model. The Careers of Tomorrow Expo will be held on September 27, 2022 at the Greater Philadelphia Expo Center. Ms. Butler thanked Mr. David Zellers, Ms. Melinda Onchitta and Montgomery County Leadership. This will be an in-person, large scale, multi-industry career fair for Montgomery County middle and high school students.

The next item on the agenda was the PA CareerLink® Montgomery County Update. Mr. Cuthbert shared that mandated PA CareerLink® partner meetings were held on January 21, 2022 and March 18, 2022. In January there was discussion about partner comfortability with in-person services. The decision was made to continue primarily virtual offerings. At the March 18, 2022 meeting there was discussion about implementing a central referral system for all of the partners. Mr. Cuthbert said that they discussed trying to generate ideas on how they can best promote their new accessible facilities and technology. There was a non-mandated partner meeting held on February 18, 2022. The discussion points were aimed at giving PA CareerLink® operational updates and allowing each partner to give a description of their services. The non-mandated partners are not contracted through WIOA, do not necessarily receive federal funding or have a Memorandum of Understanding “MOU”. Non-mandated partner meetings are held quarterly. The Unemployment Compensation Unit was recently awarded over six million dollars in funding to provide unemployment compensation support. The goal is to deploy unemployment representatives to each of the PA CareerLink® offices in Pennsylvania beginning sometime in May.

Next, Mr. Cuthbert shared that the PA CareerLink® recently purchased joint radio streaming and social media advertisements. The Audacy group which operates KYW, B101, and 98.1 will be running a series of advertisements for a period of 3 months on 103.9 FM.

Next, Mr. Cuthbert gave an apprenticeship update. Ms. Adina Tayar was asked to do a workshop at the annual conference in Hershey, PA. Adina has done a lot of outreach, 18 employer meetings, 8 pre-apprenticeship meetings, and there has been a lot of focus on skill systems working with the Montgomery County Intermediate Unit.

The next item on the agenda was the Oversight report. Ms. Butler noted that the reports are in the packet and there are no significant issues with cost reimbursement providers, OJT or ITA providers. We are working closely with Montgomery County OIC and the Montgomery County Intermediate Unit related to invoicing to insure the invoices are received by the end of June.

The next item on the agenda was the Finance Committee Update. Ms. Butler gave the update noting that the Finance Committee met on March 15, 2022. The primary discussion item was around two instances of fraudulent check activity. The incidents were reported and the funds were returned back to the account. The County Detective Office is investigating. The Committee also reviewed the PY2021 remaining balance that will need to be spent by the end of June. Those funds are directly tied to the RFP that is out and the awards that we are considering. We will need to schedule a brief call to approve the RFP recommendations. We will also need to approve a budget modification for the current budget.

The next item on the agenda was the Youth Committee Update. Mr. Longacre noted that the Youth Committee met on April 1, 2022. Mr. Longacre shared some highlights from the meeting. Many of the providers are doing garden and foodbank projects. David Ryle gave an update on Trellis for Tomorrow's garden project. ACLAMO is getting their garden project going and they are also doing after school STEM and Literacy sessions. Montgomery County OIC have been preparing for college tours over spring break. Mr. Longacre encouraged the members to look at the Montco Career Connections. The Team at the MCIU have done an excellent job of putting together summaries of the programs that they have taking place. Representatives from the Montgomery Community College with the Upward Bound program highlighted the efforts that are taking place within Pottstown and Norristown to be able to provide support to individuals in high school.

Dr. Bastecki-Perez shared with the members that on Thursday, April 21, 2022 the Montgomery County Community College will be celebrating 25 years in Pottstown. There will be several events including a community celebration and fireworks.

The next item on the agenda was the Training and Performance Update. Ms. Stein gave the update sharing highlights from each program. The Business Services team connected 109 customers to sustainable employment. We received an update from the Center for Workforce information and Analysis to include February 2022 preliminary unemployment figures. We have been conducting a labor

market research study with our dislocated workers through the COVID-19 grant.

The next item on the agenda was the Local Management Committee Update. Ms. Jones gave the update noting that the Committee last met on February 9, 2022. The guest presenter for the meeting was Ms. Michelle Wells-Bates from PECO Energy. Michelle is the Workforce Development Manager for Outreach and Programs. She gave an overview of the many programs that PECO has related to workforce development. Some of those programs include the STEM awareness and education program, partnership collaboration and training, eliminating barriers to employment, thought leadership and the apprentice careers. The Employer Spotlight was Rochelle Wilson from Great Star Angel Companion. Mr. Tom Lepera from the PA CareerLink® conducted the interview where Rochelle highlighted career companion and the services that are offered.

Next, Ms. Jones review reports. Ms. Marybeth Snyder from the County Assistance Office (CAO) highlighted the new water assistance program and gave details about the program; Ms. Genny Stone from the PA CareerLink® Montgomery County talked about workshops that were being conducted in February and the upcoming five week healthcare career accelerated program; EARN updated that they were recruiting for a Career Coach.

Next, Ms. Jones announced that one of our participants was selected for the Governor's Achievement Award. Ms. Teresa O'Donnell was submitted as a jobseeker through our EARN program and PA CareerLink®. Ms. O'Donnell was enrolled in the EARN program in 2019 after being laid off from her job as an administrative assistant. She took full advantage of the resources that the EARN program offered and worked closely with her career coach and was eventually referred to the PA CareerLink® Montgomery County where she was enrolled in and attended the Lansdale School of Business in the billing and coding specialist program. Ms. O'Donnell was then put into an On-the-Job Training with Pearl Interactive where she was retained as a full time employee.

Ms. Butler said that if anyone is interested in going to support Ms. O'Donnell, to let her know.

The next item on the agenda was Old and New Business. Ms. Butler reminded the Board that the Montgomery County Recovery office is still accepting submissions to utilize the ARPA funding. Ms. Butler asked the members to check out the website and let her know if anyone needed assistance from the MontcoWorks team.

The next item on the agenda was Updates and Announcements. Ms. Butler noted that in an effort to comply with the Sunshine ACT, this is a new addition to the agenda.

Ms. Bastecki-Perez announced that there will be three commencement ceremonies on May 19, 2022 as well as drive by ceremonies. There will be at least 1400 graduates.

Ms. Jones shared that the next LMC meeting is Wednesday, May 11, 2022 where Coach Darrell "D" Davis

will be conducting a 2 hour training on Diversity and Inclusion.

Ms. Ryan asked if there was any additional business. There being none, Ms. Ryan asked for a motion to adjourn the meeting. Ms. Lee-Clark made the motion, Mr. Longacre seconded the motion, all members were in favor and none opposed.

The meeting was adjourned at 10:11.

Respectfully submitted,

Peggy Lee-Clark

Peggy Lee-Clark  
Secretary