



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

**April 12, 2019  
9:00 a.m. –11:00 a.m.**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, was held on Friday, April 12, 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; Ms. Renee Amooore, Local Management Committee Chair (via conference call); Mr. Kyle Longacre, Youth Committee Chair; Ms. Susan Clauser, Training and Performance Committee Chair; Ms. Peggy Schmidt; Ms. Kathleen Arnold-Yerger; Ms. Rochelle Culbreath; Mr. Jason Acree; Ms. Pamela Kelly (via conference call); Ms. Catherine Judge Cardillo; Ms. Karla Trotman; Mr. Lee Soltysiak; Ms. Stephanie Perry (via conference call); Mr. Richard Lewis (via conference call); Mr. Emad Abdelnaby (via conference call) and Ms. Marybeth Ferguson.

Others in attendance included Ms. Jennifer Butler, Executive Director; Ms. Josette Walton, Executive Assistant; Ms. Jane Stein, Performance Officer; Ms. Terri Jones, Support Services Coordinator; Ms. Melinda Onchitta, Projects Coordinator; Ms. Amanda Bangura, Contract Coordinator; Mr. David Zellers, Commerce Director; Mr. Josh Stein, Solicitor; Ms. Marybeth Snyder, Montgomery County Assistance Office, Executive Director; Mr. Hakim Jones, Montgomery County Intermediate Unit; Mr. Brad Modzelewski, Montgomery County Intermediate Unit, Mr. Thomas Barret, MontcoWorks Now; and Mr. John Hampton, Montgomery County Intermediate Unit.

Ms. Ryan called the meeting to order at 9:04 a.m.

The first item on the agenda was an Executive Session. As the Board was still waiting on a member to arrive, we moved on to the second item on the agenda which was the approval of the minutes from January 11, 2019. Ms. Ryan asked for a motion to approve the minutes. Ms. Arnold Yerger made the motion, Ms. Schmidt seconded the motion, all members were in favor and none opposed.

Ms. Ryan welcomed the new board members, Mr. Emad Abdelnaby and Mr. Richard Lewis.

The next item on the agenda was a MontcoWorks Now Customer Spotlight. Mr. Longacre introduced Mr. Thomas Barret. Mr. Barret is a MontcoWorks participant and is an example of success of the collaborations within the Youth programming. Mr. Barret who is originally from Cushing, Oklahoma moved to Montgomery County two years ago. Mr. Barret stated that where he is from, there are not a lot of opportunities. When he came to Montgomery County he learned about MontcoWorks and he started an internship. Mr. Barret stated that he likes robotics and would like to someday change the world and do big things. He talked about his experience participating in the MontcoWorks program and

expressed heartfelt appreciation to the board members.

Next, Mr. Barret's mentor, John Hampton talked about Mr. Barret and his enthusiasm and how it is a pleasure working with him. Mr. Hampton thanked the board members for their support. Ms. Ryan thanked Mr. Barret for coming to the meeting and sharing his story.

Then next item on the agenda was an Oversight Presentation. Ms. Bangura explained that the PA Department of Labor and Industry performs oversight of their sub-recipients which includes Local Workforce Boards and we perform oversight in a similar way.

Ms. Bangura noted that we are not required to perform oversight of our ITA or OJT contracts but we do an informal review. Ms. Bangura talked about the Cost Reimbursement contracts that the board members vote on and the MOU's. Ms. Bangura went over her presentation explaining what the Local Workforce Development Boards are required to do when performing oversight. Bangura noted that there are three oversight categories which include administrative, programmatic and fiscal.

Next, Ms. Bangura explained the oversight process. Ms. Bangura detailed the internal administrative oversight. Local governance includes bylaws, meeting minutes, public notice, and policies and procedures. The local plan currently goes to 2020. Any local agreements have to be compliant with regulations. Local board compliance & certification is done by the State and we need be sure members comply with all required categories. The PA CareerLink® Certification is done once every three years. We have to insure compliance with the PA Sunshine Act, making sure there is public notice of all meetings. Lastly, we need to follow the Right-to-Know law, making sure the public has access to our records.

Ms. Bangura reviewed external administrative oversight, programmatic oversight and fiscal oversight.

The next item on the agenda was Resolution 01-04-19 MCIU Modification for SLIP. Ms. Butler went over the resolution explaining that it is a modification to the contract for the Montgomery County Intermediate Unit in the amount of \$33,755.22. This is funding that we have received from the Department of Labor and Industry for the Summer State Local Internship Program. This is not the entire amount, but this is the amount we have been ask to spend by June 30, 2019. Ms. Ryan asked for a motion to approve the modification, Ms. Miller made the motion, Mr. Acree seconded the motion, Mr. Longacre abstained, all members were in favor and none opposed.

Then next item on the agenda was the Individual Training Account Policy Adoption. Ms. Butler explained that the resolution is an update to the ITA policy. The update is occurring because we received funding in January for the National Dislocated Worker Economic Transitional Grant in the amount of \$400,000.00 to go beyond the cap of \$3,500.00. The language has been changed so that we maintain the cap of \$3,500.00, but we would be allowed to go beyond the cap in the event we receive funding that designates in either the narrative or parameters of the funding that we go beyond that cap for individuals receiving training. There being no questions or concerns, Ms. Ryan ask for a motion to approve the resolution. Ms. Arnold-Yerger made the motion, Ms. Judge Cardillo seconded the motion all members were in favor and none opposed.

The next item on the agenda was the Authorization of New Service Provider RFP 19-05. Ms. Butler stated that there were four members that volunteered to review the five proposals, Dorothy Miller, Peggy Schmidt, Rick Lewis and Marybeth Ferguson. Ms. Butler stated that after review, the score sheets

were submitted to the Purchasing Department. Ms. Miller explained that there were 5 candidates, Candid Careers, CEO Academy for Youth, Full Circle Computing, MCIU and Public Consulting Group. Ms. Miller stated that Full Circle Computing was 100 points higher than the next level down. Ms. Miller noted that of the four members, there was only a differentiation in one score of 6 points, the second score of 4 points, and the other 2 scored 100. Ms. Miller noted that the proposed budget is \$100,000.00 and based on the proposal the belief is that moving forward they will be a very good provider. Ms. Ryan asked for a motion to approve Full Circle Computing as the service provider. Ms. Trotman made the motion, Mr. Acree 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 shared a list of recent grants that we received, noting that the last item on the list which is Teacher in the Workplace, 6 out of 8 applicants were awarded. Souderton School District received \$49,908.00; Upper Perkiomen School District received \$33,936.00; and The Montgomery County Intermediate Unit received four separate projects at \$49,000.00 each. Ms. Butler explained that this information is not official, but that it was obtained by the Governor's press release.

Ms. Butler shared with the members that there were over 1,200 children in attendance at ManuFest. Ms. Ryan said she was very impressed in ManuFest and thanked Melinda for coordinating the event. Ms. Trotman shared that she was an employer present and had a table set up. Ms. Trotman was very impressed with the children and all the questions that they had. Ms. Trotman said that as an employer, this one of the best events interacting with children having the biggest impact that she has seen.

Next Ms. Butler shared a summary of the Program Evaluation and Targeted Technical Assistance Review for the EARN program. The chart shows how well EARN is doing not only in the State but in our area. Ms. Butler showed her appreciation to the EARN providers. Ms. Butler also acknowledged Jane Stein and Kaylyn Langdon for the work they do making sure we are meeting the performance measures that the State has tasked us with.

Ms. Judge-Cardillo commented on the Teacher in the Workplace grants noting that she would be interested in hearing from the educators after this is done. Ms. Butler stated that we submit for current grant holders quarterly, and then there will be a yearend report.

At 9:31 a.m. the Board members held an Executive Session to discuss personnel issues. The meeting reconvened at 9:42 a.m.

The next item on the agenda was the Finance Committee Update. Ms. Butler noted that the Finance Committee met last Monday. Ms. Butler stated that we are fiscally sound. Ms. Butler noted that we need to spend the money coming from the grants the way we said we will spend the money. The main priority is to find dislocated workers in Montgomery County and make them aware that there is funding available for training. Between the Rapid Response Funding and the National Dislocated Worker Grant we need to be sure we are doing our due diligence to make sure we are spending down the money for dislocated workers. At this time the PA CareerLink® is having multiple targeted Welcome Aboard sessions and doing an outreach effort.

Ms. Butler noted that we want to spend the EARN performance money. We have a request in to DHS for specific ways to spend the money. We are waiting feedback.

Ms. Trotman referred to the use of cell phones and social media for job search and asked if these methods are being used for outreach. Ms. Butler stated that the PA CareerLink® website is mobile friendly and easy to navigate. The PA CareerLink® does not have a Facebook or any other social media at this time. Ms. Miller suggested doing advertisements on Facebook to bring awareness to the resources that are available. Ms. Stein stated that the Department of Labor was doing advertisements on Facebook for a while as a statewide agency. Ms. Butler said she will have Ms. Stein check with the Department of Labor to see what we can do and if it is possible to use EARN performance dollars.

The next item on the agenda was the Youth Committee Update. Mr. Longacre reviewed the minutes from the March 5, 2019 meeting. Mr. Longacre shared highlights with the members. Loretta Righter from the Montgomery County Library in Norristown provided Learning Express training to the staff. The MontcoWorks Now staff had 11 clients at the Lewis Group in Royersford for training in Forklift and HI lift credential certifications.

Mr. Longacre shared that they have had College and Career Leadership Councils this year. A lot of the needs of communication of getting information out to career readiness people in the 22 school districts are through that vehicle. Mr. Longacre thanked PECO and IBEW 126 for sponsoring lunches for the College and Career Leadership Council.

Next Mr. Longacre gave some funding updates. Transportation for the students to get to ManuFest was paid for through Business Education Partnership. Mr. Longacre stated that they will be hosting the Bar Association. The Public Defender's Office will be doing a reentry simulation on May 2, 2019.

Mr. Longacre shared that High School Equivalency Classes are taking place at the Montgomery County Intermediate Unit, the Human Services Center and the Keystone Opportunity Center and they are looking to expand in Willow Grove with additional classes.

Mr. Longacre shared that Perkiomen Valley East Middle School, Upper Moreland Middle School, Stewart Middle School and Eisenhower Middle School received \$3,500.00 award from the proceeds of the Philadelphia Orchestra Concert that was held on March 21, 2019 at the Keswick Theater for the music artist in residence programs.

Mr. Longacre noted that he received the Summer Internship funding. This funding is for 16 full time paid interns ages 16 to 24.

The next item on the agenda was the Training and Performance Updates. Ms. Clauser went over the minutes from the February 19, 2019 meeting. Ms. Clauser noted that there are 3 new members on the committee: Greg Skelly, Peggy Lee Clark and John Edwards.

Ms. Clauser stated that Kathleen Candelore gave BEP updates on the "What's So Cool About Manufacturing" video contest. Ms. Butler shared that the ceremony was fantastic and 4 Montgomery County Schools received awards. Stewart Middle School will be representing Montgomery County in the State competition.

Next Ms. Stein gave the Performance Update highlighting the Provider Performance report for On-the-Job Training (OJT) and Individual Training Accounts (ITA). The report shows the success rate of the providers for OJT's and ITA's as of April 1, 2019. Ms. Stein explained that the report shows those who were scheduled to receive training, whether they were successful, whether or not we received a

credential from either them or the school, whether or not they got a job and if it was related to course of study and the average wage. Ms. Stein stated that we are continuously reconciling with the Training and Assessment Coordinator at the PA CareerLink®.

The next item on the agenda was the Local Management Committee Update. Ms. Butler gave the update informing the members that the committee last met on February 13, 2019. The presenter was Manna on Main Street. She talked about their 14 week training program. Ms. Butler noted that there are several updates in the minutes from the providers and ask the members if they had any questions about the Local Management Committee.

Then next item on the agenda was Old and New Business. Mr. Soltysiak took a minute to thank Jennifer Butler and Jane Stein for volunteering their time to help the County begin the public outreach on the new voter system. Mr. Soltysiak talked about the new system and asked the members to help get the word out.

Next Ms. Ryan told the members that there is a need for a volunteer to Chair the Finance Committee. Ms. Ryan asked the members to consider lending their expertise so that we can fill the position.

There being no more business to discuss Ms. Miller made a motion to adjourn the meeting, Ms. Trotman seconded the motion, all members were in favor and none opposed.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

*Dorothy Miller*

Dorothy Miller  
Secretary