



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

May 13, 2022

Via WebEx

A meeting of the Montgomery County Workforce Development Board, MontcoWorks, Executive Committee was held on Friday, May 13, 2022 via WebEx. Members on the call included Ms. Suzanne Ryan, Chair; Ms. Dorothy Miller, Vice Chair; Ms. 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. Tamara Hordijenko, Fiscal Compliance Officer, Ms. Kathleen Candelore, Training and Education Coordinator; Ms. Trina Hicks, Training and Performance; Ms. Terri Jones, Support Services Coordinator; Mr. Craig Cuthbert, PA CareerLink[®] Operator, Ms. Melinda Onchitta, Project Coordinator and Lauren Hughes, Senior Assistant Solicitor.

Ms. Ryan called the meeting to order at 9:01 a.m. with quorum.

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

The next item on the agenda was the Executive Director's Report. Ms. Butler gave the report highlighting that she attended the Pennsylvania Workforce Development Association (PWDA) Conference where one of the Adult PA CareerLink[®] Montgomery County participants who is also a former EARN participant received the Governor's Award for Individual Achievement. This is the first time that a Montgomery County individual has won this award. Ms. Butler also noted that Adina Tayar, the Bucks Montco Apprenticeship Coordinator gave a workshop on the Apprenticeship Navigator program explaining how we have been able to facilitate that through the collaboration between Bucks and Montgomery Counties. The MontcoWorks Now team presented a workshop on Youth Engagement specific to engagement in a virtual environment. Ms. Butler also shared that there were multiple updates that came out of Labor and Industry that included some changes that will be officially adopted in the form of an updated policy for the PA CareerLink[®] Memorandum of Understanding (MOU), there are some new platforms that CWIA will be using for data and the upcoming digital intake that will be occurring statewide at the PA CareerLink[®] centers with the hopes of getting more in depth information about the customers as we try to serve them.

Next, Ms. Butler shared additional updates. Career Connections powered by Nepris is still ongoing. Several schools inquired about continuing with the subscription. The Labor Force Participation Study was completed and we plan to submit that project and the outcomes to the United States Department of Labor (USDOL) as a best practice. Ms. Butler expressed that she is proud of the work that the dislocated workers have done with this project.

Next, Ms. Butler introduced Trina Hicks, Research and Performance Analysis to the members. Trina has taken over the position formerly held by Kaylyn Langdon. Trina comes to us from Suburban Station PA CareerLink® in Philadelphia and has a significant background in using the CWDS system.

Next, Ms. Butler shared some updates on past events. The Workforce Information Forum was held on April 13, 2022 at the Community College in Beaver County. Jane Stein joined the team from the Center for Workforce Information and Analysis (CWIA) and presented on how the data that is available on the website can be used locally to guide programming. The EARN program monitors visited the EARN program, the exit interview did not indicate any findings. The monitors indicated that we are a high performing EARN program. Philadelphia Works held a large scale job fair on April 21, 2022 at the Citizens Bank Park and we were able to invite Montgomery County employers and career seekers.

Next Ms. Butler shared that we welcomed Maurice Jones, the CEO of OneTen to the Montgomery County Community College. OneTen is a national organization that was founded by the former president of Merck and other Executives across the Country with the primary goal of ensuring that one million Black Americans are placed into career sustaining growth related positions within the next 10 years.

Next Ms. Butler shared Grant Updates. The Digital Literacy Grant was awarded to Full Circle Computing and Manor Junior College in the amount of \$48,000.00 to launch digital literacy initiatives. Full Circle will be focusing on Norristown and Pottstown. Ms. Butler said that she was just notified that we have received the Clean Energy Workforce Development Grant. We will wait to announce this until after the Governor makes a formal announcement.

The next item on the agenda was the PA CareerLink® Montgomery County Update. Mr. Cuthbert gave the update noting that the PA CareerLink® is close to operation at a pre-pandemic level. Customers do not have to necessarily schedule an appointment to access PA CareerLink® Services. The PA CareerLink® hosted three Career Cafés. They were held during the months of February, March and April. A PA CareerLink® staff member goes out once a month to support customers. The PA CareerLink® Montgomery County will be expanding this service into Souderton. The first Café is scheduled a week from today. The Department of Labor and Industry was recently awarded approximately six million dollars in funding for unemployment concerns. The goal is to deploy representatives into PA CareerLinks® throughout the State. There will be a representative at the PA CareerLink® Montgomery County beginning the last week of June two days a week. Mr. Cuthbert asked that this is not publicly announced. The first month of three months of radio advertisements is ending with KYW. These advertisements are promoting PA CareerLink® training and services. The next PA CareerLink® mandated partner meeting is schedule on May 20, 2022.

Next Mr. Cuthbert shared that approximately three years ago, there was a group of individuals that went into the PA CareerLink® to video and asking a lot of questions with the goal to put the information

on YouTube. A local informal policy has been put in place to notify staff and partners of how to react if this happens but Jennifer Butler has brought this up with the PWDA to see if there is a policy that we can adopt State-wide because this happens in other areas.

The next item on the agenda was the Oversight Report. Ms. Butler gave an update on the oversight monitoring and told the members that we have a corrective action with Chick-Fil-A and Montgomery County OIC. Chick-Fil-A is an On the Job Training contracted employer (OJT) that was not able to show that there are internal processes around employee relations. Montgomery County OIC have not been sending invoices or qualification documentation for the TANF youth that they are serving. We have asked in the corrective action that they indicate their intention to invoice.

The next item on the agenda was the Finance Committee Update. Mr. Coakley noted that the committee have not met. They plan to meet and have a report for the full board.

The next item on the agenda was the Youth Committee Update. Mr. Longacre was having technical issues so we moved to the next item on the agenda.

The next item on the agenda was the Training and Performance Committee Update. Ms. Clauser gave the update noting that the committee last met on April 19, 2022. There was lengthy discussion about the provider updates. Kathleen Candelore reported that there are 35 State approved courses currently being offered by 19 providers on the State approved Training Provider List. There was discussion around why there are not more providers on the list. Kathleen has met with several schools that are interested in adding courses to the provider list but there has been security concerns with regard to WIOA requiring the social security number of each participant. During the discussion, Bernadette Debias from the Montgomery County Community College shared that the College will be using a company called Ferelli to provide a customized registration process to allow the collection of students private data for ITA funded students and other students tied to the high priority occupation list. Kathleen was hopeful that other schools will find similar solutions. Kathleen gave an update on the Business Education Partnership noting that fifteen schools and over eight hundred users have signed up on the virtual career exploration platform Nepris. Larry Byron is the new IT Director at the Montgomery County Community College. Larry is replacing Anil Datta. Larry taught networking technology for 17 years at North Montco Technical Center and was the Technology Supervisor for the past 3 years. Bernadette updated that Kyle Longacre will be relaunching the CNC program as an apprenticeship. Roni Barna from the YWCA Tri-County announced a pilot program with the PA CareerLink® called the CareerLink Café. They are still working to get Dignity Kitchen up and running. Keystone Opportunity Center reported that the third person has passed their HiSET exam. The next Training and Performance Committee meeting is scheduled for August 16, 2022.

Next Ms. Stein gave the Performance Update. Ms. Stein stated that we have successfully met or exceeded every measure for the WIOA PY20/21 Third Quarter Common Measures. We struggled with youth but they successfully met the goal this quarter and it looks like they will be on track for the fourth quarter. The Labor Market Research Study was completed. The study was conducted in response to County leadership wanting to know what happen to everyone in the labor force based on CWIA reporting a twenty thousand person reduction in the size of the labor force. There will be a revised report issued for the full board meeting. There are still pending results for the EO, EARN and WIOA Common Measure Data Validation. We are not expecting significant concerns with any of the

monitoring visits. There is an upcoming visit scheduled for Labor and Industry “L&I” to do WIOA monitoring. Ms. Stein noted that we are in the process of completing the TANF Youth Development Program Planning Package which is due the end of June.

The next item on the agenda was the Local Management Committee Update. Ms. Kelly gave the update noting that instead of the traditional meeting format, the Committee had an interactive motivational training program hosted by Coach Darrell “Coach D” Andrews. The training program was very well received by the committee. Ms. Kelly said they may consider having a training session once a year. The next meeting is scheduled on August 3, 2022.

The next item discussed on the agenda was the Youth Committee Update. Mr. Longacre gave the update highlighting some items from the meeting. The committee shared what was upcoming this summer. The MCIU Team and MontcoWorks Now presented at the PWDA Conference and continue to do an excellent job of serving the youth clients. The TANF Youth partner, ACLAMO, is planning for summer programs and continues to provide tutoring services. Montgomery County OIC is getting Camp Extreme going with 45 seats filled and a wait list of 35. Trellis for Tomorrow is moving forward with Grow Careers Programs and planning a community event in Phoenixville on May 21, 2022. North Montco Technical Center shared an update on the ongoing CDL training. Central Montco Technical High School shared updates on their end of the year activities. YWCA continues to serve clients in High School Equivalency programs. The Montgomery County Community College announced that they hired Larry Byron who brings the career and technical education experience.

Next Mr. Longacre shared with the committee that the Montgomery County Community College has posted the position of Director of Workforce for Manufacturing Programs.

Next Mr. Longacre shared additional updates. On June 15, 2022, the College will be hosting a business round table to share resources that are available through WEDnetPA with industry partners. Mr. Longacre stated that about a month ago he attended a youth apprenticeship conference in Charleston South Carolina and shared some highlights from his visit.

The next item on the agenda was Old and New Business. Ms. Ryan noted that we will be having our first in person board meeting on June 10, 2022. The meeting will be hybrid for those that are not able to come in person.

Ms. Butler said that the WIOA Budget will be due the end of August and at some point we will need to schedule a brief call.

Ms. Lee-Clark shared that the plans for Amtrak to run a bus from Reading to Philadelphia has been delayed. The new date is to be determined.

Next Ms. Ryan asked if there were any additional updates or information that the committee would like to share. There being none, Ms. Ryan asked for a motion to adjourn the meeting. Ms. Lee-Clark motioned to adjourn the meeting, Mr. Longacre seconded the motion, all members were in favor and none opposed.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted

Peggy Lee- Clark

Peggy Lee- Clark
Secretary