



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

**May 17, 2019
9:00-10:30**

A meeting of the Montgomery County Workforce Development Board, MontcoWorks Executive Committee was held on Thursday, May 17, 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 (via conference call); Ms. Dorothy Miller, Secretary; Mr. Kyle Longacre, Youth Committee Chair.

Others in attendance included Ms. Jennifer Butler, Executive Director; Ms. Josette Walton, Executive Assistant; Ms. Jane Stein, Research & Performance Officer; Ms. Kathleen Candelore, Training and Education Coordinator; and Ms. Terri Jones, Support Services Coordinator.

Ms. Ryan called the meeting to order at 9:06 a.m. with quorum.

The first item on the agenda was the Approval of Minutes from March 14, 2019. Ms. Ryan asked for a motion to approve the minutes. Mr. Woodall made the motion, Mr. Longacre seconded the motion, all members were in favor. The motion carried.

The next item on the agenda was the Executive Director's Report. Ms. Butler reviewed the new format of the list of grants and highlighted each grant. Ms. Butler noted that the BEP grant which funds ManuFest has a 2020 allocation of just under \$90,000.00. ManuFest will be in March 2020 and will be on a smaller scale. We will have the Health Care Career expo on September 24, 2020 at the Montgomery County Community College. Ms. Butler said that we did add into the grant and have available funding for online resources for both businesses and teachers. Kathleen Candelore attended a workshop that has a system in place designed for businesses and schools to list the ways that they would like to be involved and what they would like to do. The counselors can then go on to the system and essentially have a menu instead of making cold calls which is occurring a lot in Montgomery County. Ms. Butler stated that we would like to do something similar.

Next, Ms. Butler highlighted the Rapid Response funding. The team at the PA CareerLink® has been actively making an effort to reach out to every dislocated worker, particularly those that have been recently dislocated. We found that there is a need to increase computer skills training which is run by the Montgomery County Community College. We tend to have a waiting list for level one and level two classes. What we found with this particular group of recent dislocated workers, is that level one would

not be appropriate. This group needs to be able to use a computer enough to access the PA CareerLink® website. Ms. Butler said that she has asked the Community College to add in some basic level training for people that are pre-level one. This would come from the Rapid Response funding and we would require a budget modification of approximately \$4,000.00 to pay for the additional training.

Next Ms. Butler discussed Apprenticeship Expansion, which has to be used by June 2020. It will be used to get the word out throughout Montgomery County that apprenticeships are valuable to them and worth the effort. Ms. Butler noted that we have been working with Keystone Development Partnership (KDP) who will serve as the facilitator for Southeastern PA. Ms. Butler said that we plan to have 6 information sessions to gather employers together to so that they can learn more about what apprenticeships can offer. The first one will be specific to the emergency medical services and will be held at the Montgomery County Public Safety training campus. Mr. Woodall asked if the apprenticeships will be going through the State Apprenticeship and Training Counsel or are these employers saying they have an apprenticeship program. Ms. Butler said that if they would like to start an apprenticeship, they would have to go through the apprenticeship counsel. Ms. Butler stated that she knows that it takes time to get approved, but they would go through the process. Mr. Woodall expressed that his concern is that we are not promoting something that gives employers a gateway to say that they have an apprenticeship program so they can pay lower wages. Mr. Woodall stated that if it is not a state registered apprenticeship program, there are no guidelines as to what the apprenticeship starting pay scale is and how it graduates over a period of time. Ms. Butler noted that she agrees and that is why we will work closely with KDP who the State has determined is the entity that will be working directly with the apprenticeship counsel to get them up and running. Apprenticeships were discussed at great length.

Next, Ms. Butler discussed the Trade and Economic Transition Grant. The board passed the ITA policy which allows us to go past the \$3,500.00 cap. This is for specifically for dislocated workers. We want to serve a minimum of 10 and we currently have 7. We have a total of \$650,000.00 to spend on dislocated workers through this grant. Ms. Ryan asked if we use social media to raise awareness of these resources. Ms. Stein stated that we now have social media accounts.

Ms. Butler said that she listed the 6 Teacher in the Workplace grants that were awarded. There were a total of 8 applications submitted. Central Montco Technical High School and Agora Cyber Charter School were not approved. Ms. Butler said the MCIU submitted 4 projects and all were accepted, Upper Perkiomen School District submitted on their own, and Souderton has received funding for the second time. Ms. Butler said she asked Souderton to come to the June meeting to give an update and overview.

The next item on the agenda was the Committee Reports. Ms. Butler started with the Finance Committee report. We have received a lot of grant funding for specific things. Each funding stream has a specific purpose and needs to be used the way the state has asked us to use it. Ms. Butler said she is not concerned about the long term ability to spend the money in the way that we said we would.

Ms. Butler noted that the EARN performance money has grown a little bit. We tend to have a difficult time getting approval to spend the money. We are currently waiting on written approval from the Department of Human Services. We have an opportunity to relocate the PA CareerLink®, which is currently in an older building, into the Human Services Center. There is space on the first floor behind the EARN center. The lease would be less than what we are paying at the New Hope location. Ms. Butler stated that she asked DHS if they would be ok with us using some of the EARN funding for the move to the Human Services Center. Ms. Butler said that she argued that regardless of the future of EARN, the EARN participants are better served at the Human Services Center because of the other offices that are available to them that are located in the building. The state has agreed to let us use some of the funding for the relocation.

Ms. Butler stated that the April reports will be ready for the June meeting.

Ms. Ryan asked where the County was with replacing the board financial support. Ms. Butler said that Dave Zellers has asked Human Resources to post two positions. The position that is more Economic Development has a lot of applications, but the other position which is a more Commerce-wide fiscal position has not had many applicants. Ms. Butler stated that essentially, Tamara Hordijenko, Fiscal Compliance Support is able to handle the workforce finances. Ms. Hordijenko has been submitting the monthly financial status reports for the state and updating the budgets. Jocelyn Gallagher, Fiscal Manager has been keeping track of the County bill and EARN performance funds. Ms. Butler shared that she was informed that we do not have to designate a fiscal officer. That was an old requirement under WIA. We do have to designate someone to be fiscally responsible, and currently that person is Ms. Butler.

The next item on the agenda was the Youth Committee update. Mr. Longacre gave the update. Mr. Longacre noted that the Youth Committee met yesterday and there was a good turnout. The focus was on innovation coming off the workforce conference hearing from the governor and secretary of labor. Youth was the focus of their presentation.

Mr. Longacre said they polled the committee to find out what some of their biggest needs were and the outcomes were to continue to expand their future ready index and career readiness efforts, provide more assistance on helping at risk students find job shadowing opportunities, and to help providers gain more opportunities to talk to parents.

Mr. Longacre shared highlights from the meeting. The Career and Technical centers continue to see

high enrollments. North Montco Technical School and Central Montco Technical School both hosted showcase events for 339 plans and career readiness plans. The TANF providers, ACLAMO, Montgomery County OIC and Big Brothers and Big Sisters continue to make good strides with their mentoring programs. MontcoWorks Now hosted a CINTAS Workshop which was for CPR, First Aid and AED training for the clients. They participated in the Upper Perkiomen Job Fair with the Chamber of Commerce and PA CareerLink®. The Montgomery Bar Association Reentry Simulation had over 70 attendees. MontcoWorks Now is expanding to the eastern part of Montgomery County working at the Willow Grove Annex office. They are working on the third floor classroom space to be able to have GED classes as well as additional workshops.

The next item on the agenda was the Training and Performance Committee updates. Ms. Candelore gave the update, going over minutes from the last meeting. Ms. Candelore stated that the Training and Performance Committee welcomed a new member, Ms. Tiffany Carter who was referred by Mr. Woodall. Ms. Carter is a teacher at the Labor District Counsel in Exton. The labor District Counsel trains members in all 5 counties. Ms. Carter will be a great addition to the committee.

Ms. Candelore shared the ETPL update informing the members that they have added some schools to the eligible training provider list on the PA CareerLink® website. Lansdale School of Business has posted 7 courses. Medical Career Associates in Jenkins has a 6 week dialysis technician training program. Ms. Candelore mentioned that she delivered prizes to 26 middle and high school students from the ManuFest and More Raffles. Ms. Candelore shared the Apprenticeship Updates noting that she has included information for any age of residents from kindergarten through retirement. Ms. Candelore went over the websites that she attached to the report and explained what information can be accessed on each link.

The parent Pathways conference in Harrisburg was held recently. The Department of Education and Human Services are looking for specific comprehensive community models to help support single parents and their families. The EARN Performance Funds will be used for a series of workshops to include additional family centered concepts after the normal EARN center hours over the summer. The Department of Human Services has revised the submission schedule so that we can submit weekly for the TANF YDP. This reduces the potential of serving non-qualified participants over a period of time. The Keystone Opportunity Center is presently at 90% enrollment serving 450 adult learners in Souderton, Norristown and Quakertown.

Greg Skelley from the Community College said that it is his second year for the Micro credentialing program and it is a great way to offer high school grads and high school students information on a pathway to white collar or trade jobs. The Community College has a program for students with Autism who are planning to continue their education called Bridge to College. Parents have reported that the skills taught in the program have contributed to their kid's success in college.

Next Ms. Stein gave the Performance updates. We are officially on Facebook and Twitter. She and Craig Cuthbert, PA CareerLink® Operator, will be updating the sites. Ms. Ryan asked about advertising on social media. Ms. Butler stated that we are unable to use workforce funds for advertisements; it would

have to be through donated funds specific to advertisements. On top of the EARN performance surplus, we have maxed out for retention through the January validation. There are no updates on the WIOA performance; the results in the packets are the same as the previous report. The results for the third quarter should be out in early June. For ReEntry, Ms. Stein will be doing reconciliation at the correctional facility hopefully by the end of the month or early June to wrap up performance.

Next, Ms. Stein gave an update on the PA CareerLink® Activity Tracker. There is a survey out to the partners to gauge which of the currently offered workshops they would like to see online or remain in person.

The next item on the agenda was the Local Management Report. Renee' Amore, LMC Chair was not present. Ms. Butler stated that the report is in the packet and if anyone has any questions to let her know.

Next, Ms. Ryan asked if there was any old or new business to report. Ms. Butler stated that for the June meeting there will be several action items including policies to adopt and contract renewals on the agenda. A quorum will be needed.

Mr. Longacre stated that he met with Andre Hardy and EDSI at the PA CareerLink® and they are looking to support our youth efforts. Mr. Longacre noted that it is a strong collaboration and he really appreciates it.

There being no more business to discuss, Ms. Ryan asked for a motion to adjourn the meeting. Ms. Miller made the motion, Mr. Longacre seconded her motion, and all were in favor. The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Dorothy Miller

Dorothy Miller
Secretary