CHESTER COUNTY WORKFORCE DEVELOPMENT BOARD  
PA CareerLink – Chester County and United Way Financial Stability Center  
479 Thomas Jones Way, Suite 500, Exton, PA  
February 27, 2019  
MEETING AGENDA

I. Call to Order and Pledge of Allegiance

II. Welcome and Introductions

III. Public Comment on Chester County WDB Meeting Agenda Items

IV. Review and Approve Meeting Minutes from the December 2019 Board Meeting

V. Action Items, Discussion and Update Topics
   1. Director's Update - Pat Bokovitz
      • 2018 Financial Disclosure forms
      • New Reporting Forms
      • Budget Committee Update
      • PA DHS’ Redesign of the EARN Program
      • PA Workforce Development System – PA Auditor General Report
      • Economic Transition Grant Update
      • Next Generation Industry Partnership Update
   2. Career Awareness Updates
      • GETT
      • What’s So Cool About Manufacturing?
      • Schools Engaged
   3. CareerLink Updates – Butch Urban
      • Coatesville Career and Job Fair – February 27th

VI. General Updates, Announcements and Member Comments

VII. Public Comments on Workforce Development Topics

VIII. Adjourn

2019 Meetings  
April 24th; June 26th; August 28th; October 23rd; and December 11th  
– All meetings are held on Wednesday at 8:30 am at the PA CareerLink – Chester County  
and United Way Financial Stability Center, 479 Thomas Jones Way, in Exton
Minutes
Chester County Workforce Development Board (WDB) Meeting Minutes
Date of Meeting: December 12, 2018
Location of Meeting: PA CareerLink® - Chester County
479 Thomas Jones Way, Suite 500, Exton, PA 19341
Quorum Present – Yes

Board Members in Attendance: Leanne Cowdright, Joyce Chester, Commissioner Kathi Cozzone, Marybeth DiVincenzo, Jennifer Duff, Erik Gudmundson, Diana Kimmich, Fran Pierce, Michael Reese, Chris Saello, Stephanie Sherwood, Shanae Stallworth, Amanda Sundquist, Butch Urban, Dr. Kirk Willard

Others in Attendance: Patrick Bokovitz, Jeannette Roman, Shaun Bollig, Samantha Brannen, Stephanie Smith, Poornima Mahesh, Trish Hennessy, Yanie Serrano, Yajaira Jimenez-Alarcon, Adrienne Cooper, Denean Williams, Lisa Ritchie, Larry Melf, Meghan Lynch

I. Call to Order and Pledge of Allegiance
The meeting was called to order at 8:32 a.m. and began with the Pledge of Allegiance, followed by introductions. Pat reminded everyone of the participation and conflicts of interest guidelines.

II. Welcome and Introductions
- Jennifer Duff thanked everyone for taking time from their busy schedules to attend and invited everyone to do a round of self-introductions, identifying themselves as well as their business/agency affiliations
- Pat announced that we are fully up on Board Membership participation and added a reminder to remain in compliance we need timely submission of Financial Disclosure forms
  - Special introductions of note: Leanne Cowdright from Genesis Healthcare attended her first Board meeting - welcome
  - Chris Saello was newly appointed CEO and President at the United Way of Chester County - congratulations
  - Erik Gudmundson was recently appointed the new Board Chair of the Southern Chester County Chamber - congratulations
- There was a Moment of Silence for Dr. Jerry Parker, former President of Delaware County Community College

III. Public Comment on Agenda
- None

IV. Review and Approve Meeting Minutes from the October 2018 Board Meeting
- Stephanie Sherwood motioned to approve the October minutes. Amanda Sundquist provided the second. The October meeting minutes were approved as they were written.

V. Action Items, Discussion and Update Topics
- 1. Overview of the Committees for 2018 and 2019
- 2. Executive - Governance - Jennifer Duff and Pat Bokovitz
  - Regional Board Chair Meeting - in thanks to Jen’s leadership - regional heads meet - PECO, Comcast, Pat and Maria attended
  - Pat referenced the recent e-mail with an attachment on Philadelphia Reserve Bank study - Automation and the impact it has on workforce
- Visit from BWDA - Dan Kuba, Mike White, Greg Hart
  - Great for relationship building with our partners at the state
  - Emphasis on career awareness with young people - career education partnerships - replaced by Business Education Partnership - state is recognizing how important it is to have this programming and work with our education partners - ongoing alignment with our efforts
- Trade and Economic Transition National Dislocated Worker Grant
  - $375,000 grant for EDSI and Open Hearth to serve 20 dislocated workers
  - Provide significant supportive services targeting individuals from retail and transportation industries
  - Grant submitted on Friday, November 30th - PA Dept. of Labor and Industry

3. Addressing Barriers - Joyce Chester
- Recent meeting addressed gaps in service and how we can close those gaps
- Joyce provided an overview of Trauma Informed Care and ACE studies - issues in childhood affect adult behavior around trauma
- The committee will meet bi-monthly - February 20th is the next meeting
- Connection with the Constellation Network - Poverty Simulation in spring 2019
- Past work and focus has been spent on MH/IDD and Adult Literacy services

4. Budget and Fiscal Committee - Mike Reese
- Mike welcomes new members to join and thanked Poornima and Jeannette for participation
- The group provides oversight to budget development with emphasis on transparency and fiscal responsibility
- The next meeting is January 19th, 2019 with quarterly meetings beginning after February’s WDB meeting

5. Council for the Workforce of Tomorrow - Fran Pierce
- Goal to broaden the membership focus and include employer involvement
- Increased interest in apprenticeships and demand for programming from the state
- Career Corps overview; Encouraging to see PathStone conduct community outreach
- TANF RFP results - all providers accepted funds and there were no reported issues with any of the programs not being fully funded

6. Next Generation Industry Partnership - Marybeth DiVincenzo
- Marybeth distributed a Workforce Development Board Report hand out on behalf of the Chester County Economic Development Council and a sample of the letter ITAG has distributed to employers for the pursuit and application of training funds
- Marybeth provided brief updates of all of the Industry Partnerships
- Applications were submitted for all IPs to be funded (Manufacturing, ITAG, Smart Energy, Healthcare Connect)
- The 500,000 Rapid Response Grant for Reskilling in Technology provides incumbent worker training to update skills and focus on pipeline development, hiring, improving business resources - this is a regional initiative
  - Subcommittee for ITAG will review and process all applications for training funds for RR funds and Strategic Innovation
    - Employers with interest can contact Marianne Stack
  - Kirk shared the industry is leaning to re-term Computer Science as Data Science
  - Marybeth - DCCC facing challenges with enrollment in Comp Sci programs, especially with women
• Vanguard wants to be seen as more tech focused - need support of people entering the field - shortage of people in tech jobs
• Diana Kimmich added because cyber security is so new - we don’t have a lot of people teaching it in education

7. Workforce Systems Integration - Butch Urban
  o Butch provided a PA CareerLink Chester County WDB update report
    ▪ Expanded Hours, Extended Hours Workgroup, Coatesville Job and Career Fair, Partners Update, Unemployment Compensation, PA CareerLink By the Numbers
  o Coatesville Career and Job Fair - November 14\textsuperscript{th}, 2018
    ▪ Success! 150 job seekers and 36 registered employers
    ▪ Butch will research the number of people hired - was able to confirm that UPS completed on site interviews and hired 8 people on the spot for seasonal jobs
    ▪ Targeting a repeat event for February or early spring and a collaborative event with West Chester University for spring of 2019
  o CareerLink Extended Hours
    ▪ Extended hours work group met last week with plans to continue hours into January and February 2019
  o The next Workforce Integration meeting will be January 9, 2019 and board members are welcomed to attend

VI. General Updates, Announcements and Member Comments
• Pat encouraged agencies and colleagues to attend and participate in committee meetings
• Dr. Kirk Willard announced a Career and Training Fair on March 7, 2019 at the Chester County Intermediate Unit Technical College High School Boot Road campus - seniors will meet with approximately 100 employers and participate in on the spot job interviews
• Joyce Chester shared information on PA Adult Continuing Education Board - the board is trying to expand to get out of just literacy corridor - connect with more businesses - expand membership to include businesses or agencies (PACE.org)
• Commissioner Cozzone shared information on a program helping incarcerated women - specifically designed to address trauma called WRAP lead by county employee Jen Lopez. They’re thinking about how to do something similar with men - based on trauma informed programming to achieve results
  o Samantha referenced an incarceration variety of the poverty simulation
• Diana Kimmich provided an update on the 19\textsuperscript{th} annual GETT event set for Saturday, March 23\textsuperscript{rd} at Phoenixville Middle School over 900 girls, 70 organizations - STEAM focus- Seeking additional organizations (GETTPA.org)
• Trish Hennessy referenced the Chester County At a Glance data sheet - what the planning team gets asked for and uses frequently
  o Family is designated by legal or biological relationship, household does not (roommates)
  o Data set came out in October - somewhat stagnant

VII. Public Comments: None

VIII. Adjourn
• Joyce Chester motioned to adjourn the meeting and Marybeth DiVincenzo provided the second.
• The meeting adjourned at 9:50 am.
Executive/Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – January 8, 2019

Participating on the Conference Call:

<table>
<thead>
<tr>
<th>Jennifer Duff</th>
<th>Maria O’Connell</th>
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<tbody>
<tr>
<td>Amanda Sundquist</td>
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Open Action Items and Discussion:

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<th>Action Item</th>
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<tr>
<td>Membership and Financial Disclosure Forms</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>We still have two outstanding Financial Disclosure forms from Board members. Pat will follow-up with these two individuals over the next two weeks.</td>
</tr>
<tr>
<td>Grant Applications Updated</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>Pat updated the Executive Committee that the Chester County WDB has not heard anything from the PA L&amp;I about the $375,000 Trade and Economic Transition National Dislocated Worker Grant application, which was submitted on November 30, 2018. Pat also mentioned that we are still waiting on feedback about the recently submitted SLIP grant, Teacher in the Workplace and Next Generation Industry Partnership grants, which were submitted in December 2018.</td>
</tr>
<tr>
<td>CareerLink Updates</td>
<td>Butch</td>
<td>In Process</td>
<td>Butch updated the Executive Committee on upcoming CareerLink Extended Hours and the UC activity. In follow-up, Pat will request a 2nd phone line for UC use from the PA L&amp;I.</td>
</tr>
<tr>
<td>WIOA Transition Study</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>Pat informed the Executive Committee that we have been selected by the PA Dept. of Labor and Industry to participate in an evaluation of the implementation of the Workforce Innovation and Opportunity Act (WIOA) program. We were one of two (Southern Alleghenies WDB) workforce areas selected for this evaluation. L&amp;I staff stated that we were selected due to our innovation in using the WIOA funds. Jeannette and Pat will participate in a conference call on Friday to determine the next steps in this evaluation.</td>
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Next Meeting – Tuesday, February 12, 2019 at 8 am via conference call.
Next Workforce Development Board meeting on Wednesday, February 27, 2019 at 8:30 am at the CareerLink in Exton
Chester County Workforce Development Board (WDB)  
Executive / Governance Committee (EGC)  
Meeting Minutes – February 12, 2019

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<td>Pat and Jeannette</td>
<td>On-going updates</td>
<td>We still have two outstanding 2017 Financial Disclosure forms from Board members (Claudia Hellebush and Marianne Martelli). Pat will continue follow-up with these two individuals. Amanda will provide an overview on the importance of completing the financial disclosure form during the February 2019 Board meeting.</td>
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<td>Grant Applications Updated</td>
<td>Pat and Jeannette</td>
<td>On-going updates</td>
<td>Pat updated the Executive Committee that the Chester County WDB has been awarded a $375,000 Trade and Economic Transition National Dislocated Worker Grant application from the PA Dept. of Labor and Industry. Pat also mentioned that four Industry Partnership grants were awarded funding – ITAG - $250,000, Health Care - $250,000, Manufacturing Alliance - $250,000 and Smart Energy - $220,000. We also received a SLIP grant of $28,000. We still haven’t heard about the Teacher in the Workplace grant.</td>
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<tr>
<td>CareerLink Updates</td>
<td>Butch</td>
<td>In Process</td>
<td>Butch updated the Executive Committee on upcoming CareerLink Extended Hours, which will occur on February 13th. Butch also provided an update on UC activity at the CareerLink. In addition, the CareerLink will facilitate a Coatesville Career and Job Fair on February 27th at the Gordon Early Learning Center in Coatesville.</td>
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<td>Pat reminded the Executive Committee that we have been selected by the PA Dept. of Labor and Industry to participate in an evaluation of the implementation of the Workforce Innovation and Opportunity Act (WIOA) program. We were one of two (Southern Alleghenies WDB) workforce areas selected for this evaluation. The main WIOA evaluation will occur on March 6th, when consultants will interview workforce partners on how the WIOA transition went in the Chester County.</td>
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<tr>
<td>Committee Updates</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>Budget Committee – Mike Reese will provide a budget committee update at the February 2019 Board meeting. Youth Committee – Pat informed the Board that Fran Pierce has an interest in meeting with the Executive Committee to discuss the youth programs outreach to employers. Pat will follow-up with Fran and the EC to schedule a meeting.</td>
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Next Meeting – Tuesday, March 12, 2019 at 8 am via conference call.  
Next Workforce Development Board meeting on Wednesday, February 27, 2019 at 8:30 am at the CareerLink in Exton.
Workforce Integration Committee
Workforce System Integration Committee
Meeting Minutes
Wednesday, January 9, 2019 @ 2:30pm

Walter Urban (PACL)     Jason Foster (BWPO)     Samantha Brannen (DCD WDB)
Pat Bokovitz (DCD/WDB)   Jim Lauckner (CCEDC)   Nita D’Agostino (PathStone)
Darshna Shyamsunder (UWFSC) Kelly Raggazino (Open Hearth)   Evelyn Rodriguez (PathStone)
Lisa Ritchie (EDSI)      Ann Marie Barr (Open Hearth) Yajaira Alarcon (PathStone)
Paige Fuss (EDSI)        Jeannette Roman (DCD/WDB)  Tristin Prostovich (PathStone)
Tracey Dougherty (DCD/WDB) Stephanie Smith (DCD/WDB)   Shanae Stallworth (OVR)

I. Welcome and Introductions
The meeting was called to order at 2:34pm at the PA CareerLink United Way Financial Stability Center.

II. Review of November Meeting Minutes
The meeting minutes were presented for approval and accepted and approved without any changes or modifications. Nita D’Agostino motioned to approve the minutes and Lisa Ritchie provided a second.

III. Action Items from Previous Meeting
Expanded Hours:
- Butch Urban provided an update on the most recent extended hours - A handout was distributed with extend hour activities for January - March to include workshops and larger events including a February job fair in Coatesville and an employer panel in March
- The Coatesville Job Fair is scheduled for February 27th with a snow date of February 28th - Butch will release fliers soon
  - Nita D’Agostino stated that she would like to see a workshop offered to help job seekers be better prepared for the job fair
  - There is an evening workshop scheduled for February
- Nita added that 17 people are registered for workshops this evening
- Nita asked that members of this workgroup continue to refer job seekers to the CareerLink during evening hours for workshops and use of the computers
- Kelly Raggazino asked for clarification about the scheduled workshop on TORQ - perhaps added explanations in the flyers would draw more people in
  - Paige Fuss provided an overview of TORQ and the hands-on workshop.
IV. PA CareerLink-Chester County

One Stop Operator Update:
- Nita shared information from the recent One Stop Operator Advisory Committee
  - There is a demand for bi-lingual templates of workshops and handouts
  - An announcement was made regarding a potential collaborative job fair with West Chester University - maybe in April
  - The group welcomes new ideas and recommendations for programming.

Site Administrator Update:
- Butch provided additional detail on Extended Hours
  - Every 2nd and 4th Wednesday of the month
  - Topics for programming are discussed and determined by the Advisory Committee; executive level staff from paying partners
- Butch announced the budget is on target for PY 18-19
- The Welcome Center signage is complete - working with the same company to create a banner - stay tuned
- Foot traffic has increased as a result of Unemployment Compensation issues and concerns. There were approximately 40 people in yesterday (1/8/19)
  - Pat Bokovitz added that he is communicating with staff at the state and will be making a request for a 2nd phone
  - Butch shared there is now a UC staff person on-site approximately once a week but staff cannot announce that they are present. People are pleased to have someone to connect with
    - Kelly asked what the concern was with announcing someone is on-site to help
      - Jason Foster replied that it’s the state’s preference that people call from home instead of overwhelming the CareerLink offices
    - Ann Marie added that she observed the UC staff interact with one of her clients in the CRC - the client was really appreciative
  - Nita sees the need to use the UC phone and speak to UC creates a connection and a reason for people to come into the CareerLink

V. Partner Updates
A. United Way Financial Stability Center
- 7 people attended a recent workshop and provided good feedback
- Additional workshops are posted on the calendar
  - Butch shared the calendars are now going to be integrated with the list of partners and times on the back - to be released in February
- Next partners meeting is February 25, 2019

B. EARN/Work Ready
- Yajaira Alarcon shared that there are currently 17 enrolled
- Very excited to share a new staff member started - Joshua
- The team is actively working with Mark Genua with Philadelphia Works to develop pre and registered apprenticeship programs with Powerback/Genesis
C. Career Corps
- Tristin Prostovich reported 35 current enrollments & 125 year to date
- There is a new classroom schedule with more classes focused on STEAM
- New staff member on board: Deanne Thomas
- Outreach and recruitment for new participants takes place daily with a focus on Coatesville and West Chester
- Tristin and Evelyn met with staff at TCHS to discuss connections to Animal Science programming - more to come
- Success stories are shared in monthly narrative reports

D. Title I Programs (EDSI)
- Lisa announced they’re hiring a Business Service Representative - currently posted internally for EDSI corporate staff - a temporary BSR will be on site on Thursdays from 7:45AM to 4:30PM beginning on 1/10/19
- Lisa Ritchie reviewed a handout given to committee which contained success stories and included workshop attendance numbers
  - Butch shared that workshops will be posted on CWDS as system of record and Eventbrite is being phased out, though it may still be used for larger employer events that require registration

E. Hire One
- Jim reported 80 job seekers attended the last Hire One event at AVE in Newtown Square following a successful Task Force meeting with focus on talent acquisition
- More than 340 employers have been engaged as a result of Hire One and the Industry Partnerships - supplemented by Engage funds from the state
- Industry Partnerships are focused on Incumbent Worker Training funds for Technology, Energy, Healthcare, and Manufacturing
- Jim shared info about what employers are looking for in an applicant
  - Kelly asked of all of the employers engaged post jobs in the CareerLink system
    - All are encouraged to do so
    - Pat added that employers and postings are discussed monthly at Business Services Team meetings
  - Butch said he would share data with Kelly

F. Mobile Workforce Navigator
- Kelly Raggazino and Ann Marie Barr shared that the Mobile Workforce Navigator was on the way to meeting the goals for brief and full services
- Ann Marie spoke of a recent meeting with W.C. Atkinson - she provided an overview of MWN services
- Ann Marie shared that the Single Mothers Conference will be held on April 27, 2019 and it has a theme about workforce development and self-sustainability

VI. Chester County Workforce Development Board Update
- Pat Bokovitz announced that the state selected Chester County to participate in an evaluation on March 6th
  - No news on recent grant applications yet - still pending
VII. Committee Member Comment

- Shanae Stallworth with OVR happily reported OVR is at a full complement for staff - Jeff Kimmich is counselor for Southern Chester County
- Jason Foster shared that the new Employment Interviewer had been hired and started in December: Christopher Frankenfield and there maybe be potential for an additional staff person to be hired
  - Participants have been reacting positively to RESEA program - all participants have to attend at least one session of a workshop or event and attendance hasn’t been an issue
  - 4 sessions a week every day except Tuesday
    - Approximately 30 people per week attend
  - Chris will be the point of contact for the RESEA program

VIII. Summarize Action Items & Agenda

- Combined United Way Financial Stability Center and PA CareerLink Chester County calendar will be released in February and shared with the group
- Anyone interested in volunteering at the Coatesville Job Fair will be asked to complete the Doodle Poll to pick a role

The meeting adjourned at 3:50 p.m.
Council for the Workforce of Tomorrow
Outreach for Career Corps
Career Corps staff is currently enrolling both In-School and Out-of-School-Youth. During the month of January, 5 youth enrolled in the Career Corps program. 2 additional enrollments for January are pending as staff is waiting for additional school documentation. With the PY2017 carryover participants, the Career Corps total active enrollment stands at 127. During the month of January, 2 participants were exited. There are a total of 38 students in follow-up status.

- Staff has increased outreach efforts at community organizations to increase program awareness and familiarize the community with the Career Corps program. As a result of community outreach, staff continues to receive daily inquiries regarding enrollment from individuals and organizations alike as a result of direct outreach. Staff initiated a increase in outreach in the Kennett Square and West Grove areas during the month of January. As a direct result of this outreach, 2 enrollments came to the program from West Grove.
- Orientation has continued to take place weekly for eligible individuals. Every Monday, staff has expected between 2 and 4 orientation attendees. All staff has begun active outreaching to area youth with a specific emphasis on Coatesville, West Chester and the Kennett Square area. Staff continues to outreach at least twice per week. We will continue to aggressively outreach in the community as well as providing incentives for youth who make referrals.
- PathStone has enrolled 37 new participants during PY2018. This, in combination with carryovers from 2017 makes our total enrollment 127 for the current year.

Enrollment/Participation status
Staff continues to provide one-on-one tutoring, counseling and relevant trainings in order to keep participants engaged. In order to ensure participant skills gains, staff works one-on-one with students on Key Train, National Retail Federation Basics, resume’s and cover letters as well as financial literacy training.

- On a daily basis Career Corps hosts 15-20 participants. Other participants are employed or enrolled in various training programs both secondary and post-secondary.
- 24 youth reside in Coatesville zip code 19320
- 3 youth reside in West Chester zip code 19382
- 6 participants continued successful work experiences at their Paid Work Experience sites. Of the 6 participants, 1 has successfully completed her project at the Chester County Economic Development Council and the other 5 remain placed.
Training Initiatives for January 2019
Staff works daily with students to ensure academic and career success. Staff and leadership have worked in tandem to create a monthly classroom schedule that includes STEAM activities, workforce readiness training and customer service skills training on a daily basis. The classroom experience at Career Corps is both educational and technological. Students have been enthusiastic about attending program as well as gaining new employability skills. We have continued to utilize Career Cruising in the classroom to assist students in choosing the most effective career pathways. Staff regularly assesses participants to ensure steady career pathway progress.

- 1 student earned a Microsoft Digital Literacy certificate.
- 10 students have continued National Retail Foundation training. After this training, students will receive a nationally recognized certificate in customer service.
- 2 students have continued in Dental Assistant Training through an ITA at CHCI which began on December 2.
- 10 students are participating in the high school diploma program.

Apprenticeships
- PathStone is utilizing existing relationships with local partners and Philadelphia Works in order to develop startup apprenticeship programming in the healthcare field. Career Corps staff is currently screening potential candidates for tentative placement at Devereux in Direct Support Professional positions and at PowerBack as Certified Nursing Assistance. Placements are slated to begin in January of 2019.

Success Story
- On August 7 2017, Colton enrolled in the Career Corps Program. Colton came to Career Corps wanting direction for his future. Colton regularly attended programming and continued to work with staff on his Individual Service Strategy. Colton worked with staff on many career assessments including the O*Net My Next Move and Career Cruising. Here Colton decided he wanted to pursue Microsoft Digital Literacy Training and obtained his MDL in late August. Together with the help of staff, Colton worked diligently to earn his High School Diploma by November 2017. After obtaining his diploma, Colton worked on employability skills for months. We worked on interview skills, his resume as well as phone skills and self-management. Colton was able to obtain seasonal employment at Target in November 2018 at $11.00 an hour. In January, Colton proudly called staff to inform us that he was offered permanent employment at Target at $12.00 an hour. Target offered 4/42 temporary employees permanent employment and Colton was 1. We are so proud of Colton and will continue to support him in his employment.
Addressing Barriers Committee
Chester County Workforce Development Board (WDB)
Addressing Barriers Committee
Meeting Minutes – December 5, 2018

Attendance:

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<tr>
<td>Janice Austin-CC- IDD</td>
<td>X</td>
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<td>Chris Broome-Handicrafters</td>
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<td>Gene Suski- Community Services Manager- DCD</td>
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<td>Javonna Wylie- CC-OIC</td>
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<tr>
<td>Chelsea Melrath- Home of the Sparrow</td>
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<td>Karen Newman- CC-OIC</td>
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<td>Pat Bokovitz- DCD/ WDB</td>
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<td>Samantha Brannen-DCD</td>
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<td>Joyce Chester- CC-OIC</td>
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AGENDA TOPICS/DISCUSSION POINTS:

Joyce led the meeting and introductions.

Chester County ACEs (Adverse Childhood Events) Coalition Presentation:

- The ACEs Coalition has been active for 2 years
- ACEs Study was conducted in early 1990s with 17,000 HMO members in Southern California
  - Found that higher ACE score (more experiences) made someone more likely to develop health issues (physical and mental) in adulthood.
  - Followed up with the Philadelphia Urban ACEs study that showed similar results
  - ACE Score of 6 or more can lower life expectancy an average of 20 years
- Home of the Sparrow has found that ACEs score raises the risk of poverty and homelessness
- Employers have seen higher ACE scores leading to lost time at work, higher health costs, and depression
- Protective factors for children:
  - Parental resilience
  - Concrete supports
  - Nurturing, supportive relationships with adults
  - Social connections and good peer relationships

Open Discussion:

- Pat shared the recent success of the Coatesville Career and Job Fair on Nov 14th with 35 employers and over 150 job seekers.
- Pat shared a recent submitted grant application for Dislocated Workers that would provide intensive case management and supportive services to 20 participants.
- Samantha shared that the new Work Ready program design will be family focused and will most likely require caseworkers to receiving training in Motivational Interviewing and Trauma Informed Care.
- Samantha shared information about the Poverty Simulation in Chester County and plans for Spring 2019. Pat asked the Committee to be involved in this event and the Committee agreed that this is an important role as this is a good tool for providers.
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<td>On-going task: Follow up on Poverty Simulation plans in Southern Chester County and invite provider to next meeting</td>
<td>Samantha Brannen</td>
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**Meeting Adjourned:** 9:38 am  
**Next Meeting:** 2/20/2019 Rescheduled to 2/26/2019 at 3:00 pm at PA CareerLink
### Title 1 Program Goals

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<tr>
<th>Goal</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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### Employer Engagement Goals

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### OJT Program Goals

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Reports are Due by the 10th of Every Month

### Terms and Definitions:

- **New Enrollment:**
- **Month Retention:** Number of Employers:

### Narrative:

Names of Employers Engaged:

---

### Chester County Workforce Development Board Contractor Report 2018-2019

**Provider:** Educational Data Systems, Inc. (EDSI)

**Contracted Program:** Title 1 Services

**Contract Amount (Adult & DW):** $475,421

**Contract Term:** July 1, 2018 - June 30, 2019

**Amendment:** By Amendment: $525,421

**Report Completed By:** Ed Rex

---

### Table 1 Program Goals

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<tr>
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### Terms and Definitions:

- **6 Month Retention:**
- **New Enrollment:**
- **Month Retention:**
- **Number of Employers:**

---

### Table 1 Program Goals

**Number of New Enrollments:**

- 100
- 10
- 10
- 10
- 10
- 10
- 10
- 10

**Dislocated Worker Participants Trained:**

- 100
- 10
- 10
- 10
- 10
- 10
- 10
- 10

**Adult Participants Employed (6th Qtr after Exit):**

- Target 70%

**Adult Participants Employed (9th Qtr after Exit):**

- Target 70%

**Adult Median Earnings (9th Qtr after Exit):**

- $27,094

**Dislocated Worker Participants Employed (9th Qtr after Exit):**

- Target 60%

**Dislocated Worker Median Earnings (9th Qtr after Exit):**

- $17,700

**Dislocated Worker Credential Attainment Rate:**

- Target 60%

**Promote Employer Engagement and Outreach to Employers:**

- 200

**Number of New Employers Engaged:**

- 25

**Employer Engagement Events at the CareerLink:**

- 24

**Number of Participating BST Meetings:**

- 12

**Number of New Business Folders in CWDS:**

- 100

**Effectiveness of Serving Employers:**

- NA
### Chester County Workforce Development Board

#### Contractor Report

**2018-2019**

**Provider:** Pathstone Corporation, Inc.

**Contracted Program:** Career Corps

**Contract Amendment Amount:** $285,000

**Contract Term:** July 1, 2018 - June 30, 2019

### WIOA Youth

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<th>Apr</th>
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<th>Jun</th>
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### Employer Engagement

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<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Rate</th>
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### Program Goals

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<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Rate</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Carryovers (PY 17 to PY18)</td>
<td>N/A</td>
<td>91</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>70</td>
<td>8</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>5</td>
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<td></td>
<td></td>
<td></td>
<td>38</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Newly enrolled In School Youth</td>
<td>25%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Newly enrolled Out of School Youth</td>
<td>75%</td>
<td>8</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>36</td>
<td>95%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Coatesville Residents Served</td>
<td>N/A</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>24</td>
<td></td>
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</tr>
<tr>
<td>West Chester Residents Served</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>Number of Youth dually enrolled with partners</td>
<td>N/A</td>
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<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reports Due by the 10th of Every Month

Submit all reports to the following email addresses:

- **Jeanette Roman**: roman@chesco.org
- **Tracey Dougherty**: tdougherty@chesco.org
- **Pat Bokovitz**: pbokovitz@chesco.org
- **Dolores Colligan**: dcolligan@chesco.org
- **Stephanie Smith**: ss smith@chesco.org
- **Samantha Brannen**: sbrannen@chesco.org

### Referral Sources:

- Outreach
- Valley Youth House

### Narrative:

*During the month of January, 5 new students were enrolled for a total PY2018 enrollment number of 39. 2 students were exited. All enrolled students are pursuing certifications and/or GED/HSD to assist in gaining unsubsidized employment. 3 students are pursuing a Ged. 2 are participating in Dental Assistant Training. 1 student successfully completed a PWE at CCEDC and 4 others are continuing successfully. 10 students are participating in the high school diploma program. 1 student obtained unsubsidized employment. 1 student obtained an MDL Certificate.*
Chester County Workforce Investment Board  
Contractor Report  
Program Year 2018

| Provider       | Chester County OIC  
| Contracted Program | GED Testing Services  
| Report Completed by: | Chester County OIC  
| Contract Amount | $30,000  

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Number of tests administered on Fridays 2018</td>
<td>8</td>
<td>25</td>
<td>15</td>
<td>11</td>
<td>12</td>
<td>12</td>
<td>8</td>
<td>6</td>
<td>9</td>
<td>2</td>
<td>7</td>
<td>10</td>
<td>125</td>
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<tr>
<td>Number of Tests Administered on Wednesdays</td>
<td>9</td>
<td>20</td>
<td>14</td>
<td>7</td>
<td>9</td>
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<td>26</td>
<td>30</td>
<td>19</td>
<td>21</td>
<td>33</td>
<td>193</td>
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<tr>
<td>Number of Tests Administered on Thursdays 2018</td>
<td>17</td>
<td>45</td>
<td>29</td>
<td>18</td>
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<td>32</td>
<td>32</td>
<td>39</td>
<td>21</td>
<td>28</td>
<td>43</td>
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<td>Total Number of Tests Administered</td>
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<td>1</td>
<td>5</td>
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<td>1</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>9</td>
<td>34</td>
</tr>
<tr>
<td>Number of Registered No-Shows</td>
<td>20</td>
<td>45</td>
<td>30</td>
<td>19</td>
<td>26</td>
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<td>33</td>
<td>33</td>
<td>44</td>
<td>25</td>
<td>29</td>
<td>52</td>
<td>376</td>
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<tr>
<td>Number of GEDs Awarded</td>
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<td>25</td>
<td>15</td>
<td>11</td>
<td>12</td>
<td>12</td>
<td>8</td>
<td>6</td>
<td>9</td>
<td>2</td>
<td>7</td>
<td>10</td>
<td>125</td>
</tr>
</tbody>
</table>

Reports are Due on the 10th of Every Month

Please submit all reports to the following email addresses:

phennessy@chesco.org
jroman@chesco.org
## Chester County Workforce Development Board Contractor Report 2018-2019

**Provider:** Life Transforming Ministries  
**Contracted Program:** Work 1st- ReEntry  
**Contract/Amendment Amount:** $45,000  
**Contract Term:** July 1, 2018 - June 30, 2019

<table>
<thead>
<tr>
<th>Adult</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Employment Placement</td>
<td>N/A</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Adult Employment (Fourth Quarter after Exit)</td>
<td>70%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Average Hourly Rate</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$12.00</td>
<td>$12.67</td>
<td>Ongoing</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Engagement</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Job Order Referrals</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New PA CareerLink Profiles</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of participants receiving Basic Career Services</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Individualized Career Services referrals</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Number of referrals to UWFSC services</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Narrative:

In January a total of 12 partner referrals and 3 other contacts were received and of those 4 were determined to be ineligible. A total of 8 intakes were scheduled, 2 were successfully enrolled while 1 was cancelled and 5 were no shows.

One Work First client who is currently working full time began a Human Services program in Coatesville with our partner Harcum College.

### Referral Sources:

- Adult Probation
- Domestic Relations
- Open Hearth

### Reports are Due by the 10th of Every Month

Submit all reports to the following email addresses:

- Jeannette Roman: jroman@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Tracey Dougherty: jdougherty@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

[24]
## Chester County Workforce Development Board
### Contractor Report
#### 2018-2019

<table>
<thead>
<tr>
<th>Provider:</th>
<th>The Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Program:</td>
<td>TANF Youth Development Programming</td>
</tr>
<tr>
<td>Contract/Amendment Amount:</td>
<td>$40,160</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>11/1/2018-6/30/2019</td>
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</table>

### TANF Youth Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Enrollments in Year Round Program</td>
<td>35</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Number of New Enrollments in Summer Program</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employer and Public Engagement</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Reports are Due by the 10th of Every Month

### Narrative:

**Success Story, Highlights, Things of Note, Volunteering/Community Service:**

In January, The Garage provided services for students 19 days after school, which included daily tutoring and academic assistance and a daily educational enrichment activity. Five new youth were enrolled in the program in January, putting total enrollment at 10 youth. Students worked on goal setting and time management, as well as communication skills and anger management. Community Service opportunities included Buddy Reading at Tick Tock Early Learning Center and Migrant Education and sorting donations at Project CURE. The R Rules program completed its 13 week sessions and celebrated with a graduation ceremony in partnership with Kennett Area Community Services’s Getting Ahead program.

The Kennett Township Police and the Regional Police Department of Southern Chester County provided presentations to students on law...
## Chester County Workforce Development Board Contractor Report 2018-2019

**Provider:** Young Men & Women In Charge  
**Contracted Program:** TANF Academic and Workforce Development Activities  
**Contract/Amendment Amount:** $25,000  
**Contract Term:** 11/1/2018-6/30/2019  

### TANF Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New TANF Scholar Enrollments</td>
<td>38</td>
<td>21</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td>Ongoing</td>
</tr>
<tr>
<td>-----West Chester chapter</td>
<td>N/A</td>
<td>11</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>57%</td>
</tr>
<tr>
<td>-----Coatesville chapter</td>
<td>N/A</td>
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<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43%</td>
</tr>
<tr>
<td>Number of STEM exposure events</td>
<td>N/A</td>
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<td>3</td>
<td>3</td>
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<td></td>
<td></td>
<td></td>
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<td>8</td>
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<tr>
<td>-----West Chester chapter</td>
<td>N/A</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>-----Coatesville chapter</td>
<td>N/A</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44%</td>
</tr>
<tr>
<td>Number of TANF Scholars in academic support programming</td>
<td>N/A</td>
<td>4</td>
<td>5</td>
<td>6</td>
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<td></td>
<td></td>
<td></td>
<td>56%</td>
</tr>
<tr>
<td>Number of TANF Scholars in job shadowing or internship experiences</td>
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<td>0</td>
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### Employer Engagement

<table>
<thead>
<tr>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

### Reports are Due by the 10th of Every Month

Submit all reports to the following email addresses:

- Jeannette Roman: jroman@chesco.org  
- Tracey Dougherty: tdougherty@chesco.org
- Stephanie Smith: ssmsmith@chesco.org  
- Samantha Brannen: sbbrannen@chesco.org  
- Pat Bokovitz: pbokovitz@chesco.org  
- Dolores Colligan: dcolligan@chesco.org

### Referral Sources:

- WCASD  
- CASD  
- Collegium Charter School

### Narrative:

Narrative:
Chester County Workforce Development Board  
Contractor Report  
2018-2019

Provider: Trews For Tomorrow  
Contracted Program: TANF Green Careers Pathway  
Contract/Amendment Amount: $25,000  
Contract Term: 11/1/2018-6/30/2019

<table>
<thead>
<tr>
<th>Number of New Enrollments</th>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
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</thead>
<tbody>
<tr>
<td>Number of participants in Culinary Arts Pathway</td>
<td>N/A</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants in Land Stewardship &amp; Conservation Pathway</td>
<td>N/A</td>
<td>0</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of participants in Agriculture Pathway</td>
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<td></td>
<td></td>
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<tr>
<td>Number of participants in Individualized Placements</td>
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<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Number of New Employers Engaged</th>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
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</thead>
<tbody>
<tr>
<td>Employer Engagement</td>
<td>N/A</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports are Due by the 10th of Every Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit all reports to the following email addresses:</td>
</tr>
<tr>
<td>Jeanette Roman</td>
</tr>
<tr>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>Tracey Dougherty</td>
</tr>
<tr>
<td>Samantha Brannen</td>
</tr>
<tr>
<td>Pat Bokovitz</td>
</tr>
<tr>
<td>Dolores Colligan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referral Sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative:</td>
</tr>
<tr>
<td>27</td>
</tr>
</tbody>
</table>
Chester County Workforce Development Board  
Contractor Report  
2018-2019

| Provider: | CCEDF |
| Contracted Program: | TANF Career Connections Academy |
| Contract/Amendment Amount: | $50,000 |
| Contract Term: | 11/1/2018-6/30/2019 |

TANF Youth Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Enrollments</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>25%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants with improved knowledge healthcare and technology professional characteristics*</td>
<td>20%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants who become motivated and inspired to gain more information about careers in healthcare and technology*</td>
<td>20%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants who seek support from teacher, guidance counselor or other professional regarding college and career planning*</td>
<td>20%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants who complete career exploratory presentations</td>
<td>30%</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>91%</td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of participants with a measurable skill gain of 20% or more in presentations and public speaking*</td>
<td>20%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

Employer Engagement

<table>
<thead>
<tr>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*As indicated by postsurvey and rubric results

Reports are Due by the 10th of Every Month

Submit all reports to the following email addresses:

- Jeannette Roman  
  jroman@chesco.org
- Stephanie Smith  
  srsmith@chesco.org
- Tracey Dougherty  
  tdougherty@chesco.org
- Samantha Brannen  
  sbrannen@chesco.org
- Pat Bokovitz  
  pbokovitz@chesco.org
- Dolores Colligan  
  dcolligan@chesco.org

Narrative:
<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>250</td>
<td>49</td>
<td>37</td>
<td>46</td>
<td>100</td>
<td>29</td>
<td>54</td>
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<td>446</td>
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<tr>
<td>Number of job seeker board presentations</td>
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<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of working Taskforce Meetings</td>
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<td>0</td>
<td>1</td>
<td>0</td>
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<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Conferences/ Networking sessions</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Employers linked to training and hiring opportunties for dislocated workers, veterans, and job seekers with barriers to employment</td>
<td>25</td>
<td>0</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of Employers participating in Hire One/Refer One resume sharing</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Reports are Due by the 10th of Every Month

Submit all reports to the following email addresses:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannette Roman</td>
<td><a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
</tr>
<tr>
<td>Stephanie Smith</td>
<td><a href="mailto:ssrsmith@chesco.org">ssrsmith@chesco.org</a></td>
</tr>
<tr>
<td>Samantha Brannen</td>
<td><a href="mailto:sbbrannen@chesco.org">sbbrannen@chesco.org</a></td>
</tr>
<tr>
<td>Tracey Dougherty</td>
<td><a href="mailto:sbdougherty@chesco.org">sbdougherty@chesco.org</a></td>
</tr>
<tr>
<td>Pat Bokovitz</td>
<td><a href="mailto:pbokovitz@chesco.org">pbokovitz@chesco.org</a></td>
</tr>
<tr>
<td>Dolores Colligan</td>
<td><a href="mailto:dccolligan@chesco.org">dccolligan@chesco.org</a></td>
</tr>
</tbody>
</table>

CC:

Narrative:

- Hire One Employer Engagement & Outreach Events:
  - Hire One met 14 Job Seekers and Coached 8 Job seekers.
  - We discovered that 1 Hire One job seeker landed a job in January.
  - Hire One met with the following Employer linked to T+H Opportunities this month: AOIC
  - Hire One was represented at the following meetings: SEI Program Committee, MACCDBC Training Committee, SEI Board, Manufacturing Regional Collaborative, ITAG Board.
  - We promoted 2 events for employers and 3 events for job seekers including CareerLink events during the month of January.
  - We are preparing for a March Task Force Meeting followed by a Business Networking event to take place in Chester County as well as mailing a February Newsletter to over 1100 Job Seekers.
### Chester County Workforce Development Board
#### Contractor Report
##### 2018-2019

<table>
<thead>
<tr>
<th>Month</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Reporting Month (Check):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Provider:** Chester County Intermediate Unit  
**Contracted Program:** Teacher In the Workplace: STEM Leadership Academy  
**Contract Amount:** $45,000  
**Contract Term:** 7/1/2018-6/30/2019  
**Amendment:**  
**Report Completed By:** Demetrius Roberts

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of educators enrolled in program</td>
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<td>0</td>
<td>0</td>
<td>15</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21</td>
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<tr>
<td>Number of program sessions held</td>
<td>5</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<td></td>
<td>3</td>
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<tr>
<td>Number of educators completing program</td>
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<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Number of educators reporting increased knowledge of teaching strategies</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Number of educators reporting increased workforce knowledge</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Reports are due electronically the 10th of every month

Please Submit all Reports to the following:  
Samantha Brannen: sbrannen@chesco.org  
Dolores Colligan: dcolligan@chesco.org  
Pat Bokovitz: pbokovitz@chesco.org  
Stephanie Smith: srsmith@chesco.org  
Jeanette Roman: jroman@chesco.org  
Tracy Dougherty: tdougherty@chesco.org

**Narrative Area:**

During this month, the CCEDC continued recruiting workforce partners for STEM Leadership Academy: Teacher in the Workplace program and expanding Spring opportunities. On the CCIU side we have continued to share resources with participants and organize program expectations. Team members have also been working to communicate with participants about new and upcoming dates, locations, and responsibilities during each excursion. Participants have signed up for and attended events in December as well as begun looking forward for events in 2019.
Chester County Workforce Development Board  
Contractor Report  
2018-2019

<table>
<thead>
<tr>
<th>Provider:</th>
<th>CCEDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Program:</td>
<td>Business Education Partnership</td>
</tr>
<tr>
<td>Contract/Amendment Amount:</td>
<td>$150,000</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>07/01/2018-06/30/2019</td>
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</tbody>
</table>

### Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of youth participating in career awareness activities</td>
<td>1200</td>
<td>100</td>
<td>922</td>
<td>156</td>
<td>1178</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of high school counselors/teachers participating in workplace tours</td>
<td>30</td>
<td>13</td>
<td>53</td>
<td>7</td>
<td>73</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of parents participating in career awareness activities</td>
<td>120</td>
<td>25</td>
<td>22</td>
<td>133</td>
<td>180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of partners actively involved in CCBEP planning and governance</td>
<td>10</td>
<td>1</td>
<td>3</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of local employers participating in CCBEP activities</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of career exploration events</td>
<td>6</td>
<td>13</td>
<td></td>
<td></td>
<td>13</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of career exploration events with a parent component</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of Youth Summits hosted</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of career fairs and community events hosted for middle and high school youth</td>
<td>6</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of STEM camps and workshops for elementary and middle school youth</td>
<td>15</td>
<td></td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of expansion activities for GETT</td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

Reports are Due by the 10th of Every Month

Submit all reports to the following email addresses:

- Jeannette Roman - jroman@chesco.org
- Tracey Dougherty - tdougherty@chesco.org

CC:

- Samantha Brannen - sbrannen@chesco.org
- Stephanie Smith - ssrsmith@chesco.org
- Pat Bokovitz - pbokovitz@chesco.org
- Dolores Colligan - dcolligan@chesco.org

**Narrative:**
I added Q1 & Q2 data (so the form totals correctly) in the September and December columns only since this is the first time we are completing this form. We have 1 employer in E17 for Q1 and 13 employers for Q2. These cells are protected so I can't input the data.
## Chester County Workforce Development Board
### Contractor Report
#### 2018-2019

| Provider: | Pathstone Corporation, Inc. |
| Contracted Program: | EARN |
| Contract Amendment Amount: | $150,000 |
| Contract Term: | July 1, 2018 - June 30, 2019 |

### EARN

<table>
<thead>
<tr>
<th></th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Carry-Overs</td>
<td>N/A</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>N/A</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Enrolled beyond 180 days</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Job Placements (Tier 1)</td>
<td>N/A</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Job Placements (Tier 2)</td>
<td>N/A</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
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</tr>
</tbody>
</table>

### Reports are Due by the 10th of Every Month

**Submit all reports to the following email addresses:**
- Jeannette Roman: jroman@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Tracey Dougherty: tdougherty@chesco.org
- Stephanie Smith: ss smith@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

### Referrals:

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<thead>
<tr>
<th>Provider</th>
<th>Program</th>
<th>Contract/Amendment Amount</th>
<th>Contract Term</th>
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<td>EARN</td>
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### Narrative:

Currently we have 16 participants enrolled in the EARN Program. 14 participants are working, 1 participant is in Paid Work Experience, and 1 participant just started program.
## Chester County Workforce Development Board Contractor Report 2018-2019

**Provider:** Pathstone Corporation, Inc.  
**Contracted Program:** Work Ready/SNAP  
**Contract/Amendment Amount:** $128,395  
**Contract Term:** October 1, 2018 - September 30, 2019

### Work Ready

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<th>Sept</th>
<th>FY 18 Total</th>
<th>Result</th>
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Reports are Due by the 10th of Every Month

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<td>Domestic Violence</td>
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<tr>
<td>Open Hearth</td>
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<tr>
<td>Valley Creek</td>
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</table>

Narrative:
Currently we have 7 participants in the Work Ready program. All 7 participants have obtained employment.

### Contracted Program:
Work Ready/SNAP

### Contract/Amendment Amount:
$128,395

### Contract Term:
October 1, 2018 - September 30, 2019

---

Submit all reports to the following email addresses:

- Jeannette Roman: jroman@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Tracey Dougherty: tdougherty@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

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Additional Information
The Chester County Workforce Development Board (WDB) is made up of twenty-seven members from the private industry, education, economic development, and organized labor fields, as well as other key players in the Chester County economy. There is strong local and regional collaboration with other workforce partners and other WDBs in the region. The Board oversees the administration of approximately $4 million in workforce development funds annually. The Chester County Department of Community Development (DCD) is the entity designated by the Chester County WDB and the Board of Chester County Commissioners to provide staff support to the WDB and act as the administrative entity and the fiscal agent for the operation of Workforce Innovation and Opportunity Act (WIOA) Programs in the Chester County Local Workforce Area.

The Mission of the Chester County WDB is to serve as the local entity, responsible for the strategic planning and promotion of an effective workforce development system in Chester County that responds to the regional labor market needs. The Vision is to produce workers better equipped to compete in the global economy and to continue to be perceived as a destination of choice and a desirable place to invest, live, work, and raise a family.

The following narrative provides the Chester County WDB’s top three accomplishments during 2018. Please note that the involvement and work of the Board itself is an accomplishment worth mentioning.

Top Accomplishments in 2018

1. **PA CareerLink® - Chester County and United Way Financial Stability Center Collaboration**
   The Chester County WDB prides itself on innovation. This has brought a number of new programs and partnerships into the workforce development system of Chester County. The most prominent and overarching innovation has been the integration of the PA CareerLink® - Chester County and the United Way Financial Stability Center. This unique partnership brings workforce development services and access to wrap-around supportive services under one roof in a holistic approach to helping Chester County residents on the road to self-sufficiency. This multi-directional integrated approach has successfully connected so many job seekers to supportive services that integration was furthered to include the EARN and Work Ready
programs, which were further integrated at the PA CareerLink® - Chester County and United Way Financial Stability Center during 2018.

In addition to these services located at the PA CareerLink® - Chester County, the Chester County WDB has chosen to create a specialized center, adjacent to the main One-Stop, focused on youth. This youth specialized center is called Career Corps and also benefits from the integration of services at the PA CareerLink® - Chester County and United Way Financial Stability Center – next door.

Strong connections with supportive services and community-based organizations are invaluable to the success of job seekers with barriers. Some barriers are beyond the scope of workforce development to address single-handedly, but successful employment depends on a support system in place to assist with those barriers. The Chester County WDB has already taken a strong and innovative step towards addressing these needs with the co-location of the United Way Financial Stability Center. This allows for on-site referrals to a large selection of supportive services, from obtaining healthcare to financial and emotional counseling, to applying for public assistance and obtaining clothing for work.

Additionally, the Decade to Doorways (D2D) Ten Year Plan to End Homelessness is administered by the Department of Community Development, which also provides staff to the Chester County WDB. This proximity and close working relationship allows for expedited referrals and follow-up for those job seekers whose barriers include a need for housing, as well as referrals from D2D providers of those in the county experiencing homelessness or recently housed who are in need of permanent employment.

The PA CareerLink® - Chester County and the United Way Financial Stability Center’s goal is to provide a full range of economic and workforce development services through its partnering agencies to meet the needs of job seekers and employer customers. The one-stop offers on-site recruitment services to all employers at no charge. Employers may have recruitment events, use desk/office space, telephone, fax and copier as well as take advantage of prescreening services from staff. A comprehensive calendar is kept with access for staff to schedule employers. This process has prevented employer conflicts and overlap, providing quality service to both the employer and the job seeker. Partners have assisted with space and staff to conduct specialized recruitment, job fairs and job search workshops.

2. Employer Outreach Efforts
During 2018, due to the challenges faced by local employers in finding qualified job seekers, the Chester County WDB and our partners emphasized employer outreach efforts. There were numerous career and job fairs held at the PA CareerLink® - Chester County and across the county. The employer outreach efforts were highlighted by the Coatesville Career and Job Fair, which had over 35 employers and 150 community participants in December 2018.

A specific example of the PA CareerLink® - Chester County’s partnership with a local employer is with Genesis HealthCare’s PowerBack Rehabilitation Center. The PowerBack Rehabilitation Center is a state-of-the-art sub-acute rehabilitation services facility, which opened in August 2018 and is located at 501 Thomas Jones Way in the Oaklands Corporate Center in Exton. Beginning in April 2018, PA CareerLink® - Chester County began working with PowerBack Rehabilitation to assist with their hiring needs for the new center.
In addition to providing PowerBack with office space for their recruitment/interview needs, PowerBack took advantage of the PA CareerLink® labor exchange portal to manage their candidate search for their open positions, which included several entry-level positions, as well as many direct care worker and several managerial/administrative opportunities.

Georgia Marchionne, PowerBack Rehabilitation's HR Manager for the Exton center noted, "PowerBack Rehabilitation Exton’s partnership with CareerLink has proven to be a value staffing resource as we hire our opening team. Over the past few months, we have had the opportunity to interview numerous candidates during our open interview days at CareerLink, including participation at PA CareerLink’s Healthcare Career Fair". Marchionne went on to add, "As a result of the partnership with CareerLink we have several new staff that are integral members of our new team, mainly a full-time day Receptionist and a Bookkeeper. Within the past week, we have hired several new Nursing Assistants and Housekeepers as well. We look forward to continuing to partner with CareerLink to fill our Center’s open positions".

The Chester County Workforce Development Board also continues to support four next generation industry partnerships, which play a critical role in engaging with local and regional employers. These four next generation industry partnerships include – Health Care Connect, Innovation Technology Action Group- (ITAG), Manufacturing Alliance of Chester and Delaware County and the Smart Energy Initiative. The Industry Partnerships are driven by our region’s employers – more than 1200 companies participate annually in partnership activities.

3. Youth Career Exploration

For many years, the Chester County WDB has focused on youth career exploration. However, 2018, presented some real opportunities to do even more. For example, in July 2018, the Chester County WDB partnered with the Chester County Intermediate Unit (education partner) and the Chester County Economic Development Council (economic development partner) by sending a letter to all School District Superintendents in the county to work together to effectively meet the requirements of their “Future Ready PA” index measures.

Nothing is more important to our region’s economy than its workforce. Preparing students for their future careers takes a true partnership between education, economic and workforce development. Chester County is fortunate in that we have numerous youth career exploration opportunities already in existence and active in 2018. Here are just a few of those programs:

- Employer Showcases – half-day experiences at employers’ sites for high school students to interface with employees from all the companies’ key departments.
- Girls Exploring Tomorrow’s Technology (GETT) – an annual, all-day event featuring more than 75 companies providing hands-on career exploration activities, led by women in key STEM positions across all industries. More than 900 students from grades 5-10 participated at GETT 2018, along with 300+ parents.
- What’s So Cool About Manufacturing? A semester long project pairing middle school students with our County’s top manufacturers to develop a video portraying the advantages of working in manufacturing. In 2018, 14 schools were paired with 14 manufacturing companies.
- Techies Day across all industries – in the fall and spring of each year, over 200 high school students have an opportunity to visit area companies that feature high tech
environments. Students get to see the company and its employees in action and have a chance to hear about career options and preparations needed to work in the companies. In some cases, the company has opted to do monthly events.

- Career Academies – summer and year-long academies for students to explore careers within Chester County’s industries.
- ASCEND – an apprenticeship program in partnership with the Technical College High School and the Chester County WDB, which is scalable regionally.

Top Three Stories/Testimonials of Workforce Program and Services

1. The Chester County Mobile Workforce Navigator provided services to a young mother of two, bilingual and ready to work but needing assistance in applying for a position at her daughter’s school. She declined the offer to create a PA CareerLink® account since she had no previous work history. The Mobile Workforce Navigator helped her apply for a food service position in the Kennett School District via Compass Groups. Before the woman finished her food appointment at the food cupboard, the Mobile Workforce Navigator received a call from the Director of Dining Services. He fast-tracked her application and arranged an interview at the beginning of the next week. The jobseeker came back after the interview to say she had been hired and now has her first job! This position is the perfect fit for this single mom as her children are students at the school and they have the same schedule.

2. Patrick visited the PA CareerLink® - Chester County seeking financial assistance to pursue a career as a truck driver. Patrick was eligible as a Title I Adult and had been struggling to find full time employment after he stopped working for his father's business. He wanted to pursue other opportunities on his own without having to rely on his family's business. With the assistance of an Individual Training Account (ITA), Patrick completed his CDL-A at Smith and Solomon training a few months later and found full time employment as a truck driver for Western Express making $22.00 hourly directly following his training. Patrick had a few job opportunities while he was still attending his classes at Smith and Solomon before he accepted the position with Western Express.

3. Following a layoff, Janet came to the PA CareerLink® - Chester County to access services. Janet was interested in learning about the services available to jobseekers through the PA CareerLink and attended an orientation where she learned that as an unemployment claimant, she met dislocated worker eligibility requirements for WIOA programs. Janet’s orientation included a presentation from Adrienne Cooper of Springhouse Education. Springhouse had recently received a rapid response award to fund a 12-participant Project Management dislocated worker cohort, and Adrienne was marketing the program at orientation. Janet had served as the lead on several projects throughout her 15 years with her former employer – Global Project Management. She had always been interested in a PMP certification, but never had the opportunity to pursue it seriously. With the help of her Career Counselor, Janet applied for the program funding and was approved. She completed the training program in late July and landed her new job with Rockwell Automation in September. Janet is now a project manager for Rockwell making $50/hr.
Chester County WDB Challenges during 2018 and Solutions to Address

The biggest on-going challenge facing the Chester County Workforce Development Board is the shortage of workers in certain key industries.

In agriculture, the highly successful mushroom industry in southern Chester County has for over a year been communicating a shortage of over 1,000 mushroom harvesters. For the last thirty years, the mushroom harvesters have primarily come from Mexico. With the immigration policies of the last few years, the mushroom farmers have struggled to find individuals to fill these positions. The Chester County WDB has partnered with the mushroom farmers by facilitating job fairs and exploring other recruiting efforts to fill these positions.

Chester County’s vibrant technology sector also struggles to find computer systems analysts, computer programmers, software developers and computer engineers. As a solution, we’ve partnered with the Southeast PA Workforce Development Boards and the PA Department of Labor and Industry to put together a layoff aversion program to assist employers that are most impacted by this shortage of talent in technology. The implementation of this $500,000 layoff aversion program will occur in 2019.

The cost of living, specifically housing, is an on-going challenge that we face in Chester County. We hear regularly from employers that they are having a real challenge finding job-seekers in the area and the cost of living creates a barrier to fill open positions.

Another challenge is the use of data in developing meaningful workforce programs. Over the last three years, we have made great strides in using data and even had a wonderful data session, led by the PA Center for Workforce Information and Analysis in 2018. However, we must continue to monitor the data to stay ahead of the needs of the employers and job-seekers.

Demonstrated Innovative and Promising Practices

As mentioned earlier, the Chester County WDB takes a lot of pride in being innovative, which ultimately led to the creation of the PA CareerLink® - Chester County and the United Way Financial Stability Center. This unique partnership has challenges, but the partners are committed to the concept of integration. During 2018, we continued to build on the service integration model that we have at the PA CareerLink® - Chester County and the United Way Financial Stability Center.

As a next step in innovation at the PA CareerLink® - Chester County and the United Way Financial Stability Center, during 2018, we were excited to open the Welcome Center, a concept which allows us to offer orientation services to our customers through an “on-demand, customer-driven approach”. Our new Welcome Center, open on Monday through Friday from 9:30 am to 2:30 pm, provides customers the opportunity to access information immediately, thus eliminating delays and unnecessary sequencing of services. Once greeted at the Welcome Center, an overview of PA CareerLink® services is provided via an automated audio-visual presentation. The presentation describes in detail the programs, partnerships, service levels and resources available through the workforce system. Customers will complete an on-line assessment to determine interests and will work with staff in real time to recommend and refer customers to basic career and individualized career and support services.

The PA CareerLink® - Chester County and the United Way Financial Stability Center also began offering extended hours on the second and fourth Wednesdays in September 2018 and we plan to continue these extended Wednesday offerings into 2019.
Areas for Additional State Guidance

The Chester County WDB regularly requests assistance from the PA Department of Labor and Industry and PA Workforce Development Board. We really appreciate the monthly calls that Dan Kuba and Allison Jones facilitates. It is a great way for all the workforce partners around the state to stay informed.
WHEREAS, Pennsylvania must become a national and international leader in workforce and economic development as we face a changing economy and new demands on our workers and businesses; and

WHEREAS, leaders in the Commonwealth, the General Assembly, the business community, and the labor community are committed to deploying all necessary resources to improve its workforce and economic development programs and conditions; and

WHEREAS, Pennsylvania’s economic future depends on a well-educated and highly-trained workforce; and

WHEREAS, Pennsylvania businesses must have confidence to fill job vacancies with skilled workers in order to be productive economic engines; and

WHEREAS, Pennsylvania’s current low unemployment rate has resulted in a tight labor market and a shortage of applicants; and

WHEREAS, Pennsylvania’s declining population and anticipated retirement boom presents an urgent need to attract and retain more skilled workers; and

WHEREAS, many Pennsylvania workers are employed in low-wage jobs; and

WHEREAS, Pennsylvania workers and job-seekers need adequate training to develop skills required to be employed and to advance in today’s workforce; and

WHEREAS, the Commonwealth of Pennsylvania can serve as an incubator of innovative ideas to develop Pennsylvania’s economy and workforce so that it can meet these challenges; and

WHEREAS, Commonwealth agencies must connect initiatives, align resources and efforts to address the needs of both job seekers and employers; and
WHEREAS, public-private partnerships can serve as a model of excellence to tackle the common goal of making Pennsylvania’s workforce the best in the nation.

NOW, THEREFORE, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby establish, in the Office of the Governor, the Keystone Economic Development and Workforce Command Center (“Center”) as hereinafter set forth.

1. **Purpose.** The Center will address Pennsylvania’s workforce challenges by convening a public-private partnership to target collectively public programs and resources to address Pennsylvania’s workforce shortage and talent needs, recommend action to reduce or eliminate impediments to employment, and better align Commonwealth resources and private sector needs to position Pennsylvania as the keystone for a skilled workforce and competitive business climate.

2. **Center Responsibilities.**

   a. Identify impediments to employment, including but not limited to those that are imposed by Commonwealth regulations and practices, such as licensure, certification, and continuing education requirements.

   b. Develop proposals and recommendations that minimize barriers to employment, modernize Pennsylvania’s workforce, and improve Pennsylvania’s business climate.

   c. Identify successful models from the public and private sectors that address a worker’s need for access to a broad range of supports.

   d. Define and implement coordinated strategies across Commonwealth agencies to improve talent attraction and retention in critical Pennsylvania industries including, but not limited to health care, education, agriculture, manufacturing, technology and innovation, and other targeted sectors.

   e. Monitor implementation of the Governor’s priorities, policies, and initiatives related to workforce development.

   f. Engage and partner with other stakeholders, including but not limited to businesses, trade organizations, philanthropic, and community organizations, to carry out the functions described herein.

   g. Review and, where appropriate, implement recommendations from the Auditor General’s 2019 audit of Pennsylvania’s workforce development system.

   h. Develop workforce and economic development goals and track implementation and progress through the development of a dashboard.
3. **Composition of the Center.** The Center shall be composed of an Executive Committee and representatives from the executive branch as described herein.

   a. **Executive Committee.** The Center shall be led by an Executive Committee consisting of the following:

      (1) A representative from each of the following private sector entities:

          (a) Pennsylvania Chamber of Business and Industry;

          (b) The Pennsylvania American Federation of Labor and Congress of Industrial Organizations (AFL-CIO); and

          (c) Team Pennsylvania Foundation.

      (2) The following Commonwealth officials:

          (a) Secretary of the Department of Community and Economic Development or designee;

          (b) Secretary of the Department of Labor and Industry or designee; and

          (c) Secretary of the Department of State or designee.

   b. **Additional Members.** Other members of the Center include;

      (1) A representative from each of the following:

          (a) The Office of the Auditor General, in its capacity as a Commonwealth entity responsible for improving government accountability, transparency, and the effective use of taxpayer dollars; in this case as it relates to the workforce and economic development strategies undertaken by the Center; and

          (b) The State Workforce Development Board, in its capacity as the Commonwealth’s private sector policy advisor on building a strong workforce development system aligned with economic development goals.

      (2) The following Commonwealth officials:

          (a) Secretary of the Department of Education or designee;

          (b) Secretary of the Department of Human Services or designee;

          (c) Secretary of the Department of Agriculture or designee; and

          (d) Secretary of the Department of Corrections or designee.
c. All agencies under the Governor’s jurisdiction that are members of the Center shall cooperate and provide assistance as needed to the Center in performing its functions. The Center will receive administrative services and assistance from the Department of Community and Economic Development.

4. **Executive Director.**
   a. The Governor shall appoint an Executive Director to oversee the Center’s operations who shall serve at the pleasure of the Governor.
   b. The Executive Director shall report directly to the Secretary of the Department of Community and Economic Development.
   c. The Executive Director shall regularly convene meetings with the Executive Committee and members to ensure the Center is meeting its purpose as defined under Center responsibilities.
   d. The Executive Director in consultation with the Secretary of the Department of Community and Economic Development may hire such staff as may be needed to carry out the functions described in this Executive Order.

5. **Compensation.** Members of the Center shall receive no compensation for their service, except that members may be reimbursed for travel and related expenses in accordance with Commonwealth policy.

6. **Responsibilities of State Agencies.** Agencies whose industry sectors are facing significant workforce shortage and/or whose consumer populations are facing barriers to entry and retention, shall cooperate with, provide assistance to, and review recommendations of the Center with respect to its purpose and responsibilities, as set forth in this Executive Order.

7. **Reports.** The Center shall submit an annual report to the Governor or the Governor’s designee, and other reports as it deems necessary, on the identified areas of responsibility for the Center, and overall issues affecting workforce and economic development including workforce shortages and barriers to work in the Commonwealth.

8. **Committees.** The Executive Committee shall have the authority to establish, appoint members, and delegate duties to committees as it deems necessary to fulfill its duties and responsibilities. All committees shall be chaired by a member of the Center.

9. **Implementation.** All Commonwealth agencies under the Governor’s jurisdiction are directed to take all steps necessary to implement this Executive Order. Independent agencies are also strongly encouraged to implement this Executive Order.

10. **Effective Date.** This Executive Order shall take effect immediately and shall remain in effect until amended or rescinded by the Governor.
January 17, 2019

Patrick Bokovitz, Executive Director
Chester County Workforce Development Board
601 Westtown Road – Suite 365
West Chester, PA 19380-0990

Dear Mr. Bokovitz:

On behalf of the PA Department of Labor & Industry, we are pleased to inform you that the Chester County Workforce Development Board’s Economic Transition National Dislocated Worker Grant project has been awarded $375,000.00.

In order to receive the award, the following condition(s) must be met:
- Provide an updated budget justification with a breakout of staff salaries.

Funds awarded to carry out the grant activities will be issued under a new Notice of Obligation (NOO). When your NOO is fully executed, a cover letter, grant package and a copy of the fully executed NOO will be sent to you. The grant package will provide information on reporting requirements. The NOO will specify the funding period for the use of the funds.

Upon receipt of the NOO, you can begin drawing funds for expenditures incurred during the funding period. Expenditures must be in compliance with the submitted budget. Any changes in the budget will require a budget modification. Funds provided under this grant agreement must be expended in accordance with all applicable federal, state, and local statutes, regulations, and policies.

Please be advised that the grant funds and approved activities will be monitored by the PA Department of Labor & Industry. Please ensure that staff working on the grant have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grant.

We look forward to working with you and your partners in support of this worthwhile and important project. Should you have any questions, please feel free to contact Jennifer Reams, Grants Supervisor, at jreams@pa.gov.

Sincerely,

Eileen Cipriani
Deputy Secretary for Workforce Development

Department of Labor & Industry | Deputy Secretary for Workforce Development
1700 Labor & Industry Building | 651 Boas Street | Harrisburg, PA 17121-0750
717.787.0805 | F 717.787.8826 | www.dli.pa.gov

Auxiliary aids and services are available 45 on request to individuals with disabilities.
Equal Opportunity Employer/Program
February 6, 2019

Mr. Patrick Bokovitz
Director
Department of Community Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA  19382-4992

Dear Mr. Bokovitz:

Congratulations! On behalf of the PA Workforce Development Board (PA WDB), Department of Labor & Industry (L&I), and Department of Community and Economic Development (DCED), we are pleased to inform you of the following Next Generation Industry Partnership (Next Gen IP) awards:

- Health Care Connect Implementation Grant – $250,000
- Innovative Technology Action Group Implementation Grant – $250,000
- Manufacturing Alliance of Chester and Delaware Counties Implementation Grant – $250,000
- Smart Energy Initiative of Southeastern PA Implementation Grant – $220,000

In order to receive the award(s), the following condition(s) must be met:

- Manufacturing Alliance of Chester and Delaware Counties Implementation Grant – must submit an amended budget with a maximum of 10 percent in administration costs ($25,000). The current budget lists administration costs at $32,500.

The Wolf Administration will be issuing a press release announcing its support of these project in the near future. This award information is embargoed and we request that you withhold any press announcements until after the grants are formally announced by press release.

As a recipient of these funds, the PA WDB, L&I, and DCED, along with our partners at the Team Pennsylvania Foundation, recognize that you are actively working to build regional, business-driven Next Gen IPs evidenced by your strong applications. We encourage you to take advantage of the technical assistance and coaching available from the state Next Gen team to ensure that your partnerships are set up for long-term success. Please contact the PA WDB to set up technical assistance and coaching.

Funds awarded to carry out the grant activities will be issued under a new Notice of Obligation (NOO). When your NOO is fully executed, a cover letter, grant package, and a copy of the fully executed NOO will be sent to you. The grant package will provide information on reporting requirements. The NOO will specify the funding period for the use of the funds.

Upon receipt of the NOO, you can begin submitting invoices for expenditures incurred during the funding period. Expenditures must follow the submitted budgets. Any changes in the budgets will require a budget modification. Funds provided under this grant agreement must be expended in accordance with all applicable federal, state, and local statutes, regulations, and policies.
All grant funds and approved activities will be monitored by L&I. Please ensure that staff working on the grants have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grants.

We look forward to working with you and your partners in support of your Next Gen IPs. If you have questions, please contact Allison Jones, Executive Director of the Pennsylvania Workforce Development Board, at ajonesmann@pa.gov, or Jennifer Reams, Grants Supervisor at the L&I Bureau of Workforce Development Administration, at jreams@pa.gov.

Sincerely,

Allison Jones, Executive Director
Pennsylvania Workforce Development Board

Eileen Cipriani, Deputy Secretary for Workforce Development
Pennsylvania Department of Labor & Industry

Carol Kilko, Deputy Secretary for Business Financing
Pennsylvania Department of Community & Economic Development
Dear Pat,

The U.S. Department of Labor’s (DOL) Chief Evaluation Office (CEO) recently contracted with Mathematica Policy Research and Social Policy Research Associates to conduct an evaluation of the implementation of the Workforce Innovation and Opportunity Act (WIOA). The purpose of this three-year study is to examine the variation in how states are implementing key provisions under Title I (Adult, Dislocated Worker, and Youth) and Title III (Employment Services) of WIOA, assess implementation progress, and identify needs for further guidance or technical assistance. Pennsylvania was selected for a site visit as part of this study and your local area was recommended for inclusion in the visit by the state. As a next step, the site visit team (Deanna Khemani and Pam Holcomb) would like to schedule a call to discuss the study, coordinate site visit scheduling, and answer any questions you may have.

As part of this study, the evaluation team identified states for inclusion in four pilot site visits, which were conducted in fall 2017 and provided early insights on WIOA implementation progress and challenges. The evaluation team is now preparing to conduct site visits to another 14 states this fall and winter (and up to two local areas in each state) to learn more about states’ experiences with WIOA implementation. Site visits will be three days on average which will include visits to two local areas per state. The visit to your local area would be a day long and would include interviews with local staff from each of the core WIOA programs, including the One-Stop operator.

If possible, the study team would like to schedule a time to speak with you about the evaluation on or before January 20, 2019. To ensure coverage of all the topics they would like to discuss, the conversation should take about 60 minutes. The call will focus on explaining the study, discussing the site visits, and coordinating scheduling. Additional information about this study can be found in the attached study summary. A sample site visit schedule for Pennsylvania is also attached for your reference. Please let us and the evaluation team know if others should be included in this call. The evaluation team is available at the times listed below and they ask that you kindly reply to this email with the dates and times that work best for you from the list below:

- January 7, 2019 from 10 a.m. to 3 p.m. EST
- January 11, 2019 from 9 a.m. to 2 p.m. EST

Note: On the attached visit schedules, the individuals you are asked to contact and coordinate site visits with are highlighted in blue.

We hope that you are available during one of these times to speak with the evaluation team. If you have any questions about the evaluation or this discussion request, please contact Deanna Khemani (Deanna.Khemani@spra.com or 724-741-6375) or Eileen Pederson in ETA’s Office of Policy Development and Research, at Pederson.Eileen@dol.gov.

Sincerely,
Daniel Kuba
March 6, 2019: Local Area #2 Interviews (Chester County Workforce Development Area)

These interviews are conducted concurrently in one day by two site visitors: Deanna Khemani and Pam Holcomb at the PA CareerLink – Chester County, 479 Thomas Jones Way in Exton, PA

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<tr>
<th>Time (AM)</th>
<th>Respondent Type/Topics</th>
<th>Respondent(s) Name and Title/Location</th>
<th>Time (AM)</th>
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<tr>
<td>8:00 – 8:15 AM (15 min.)</td>
<td><strong>Initial meeting with main local contact</strong></td>
<td>Patrick Bokovitz and Jeannette Roman – Chester County Workforce Development Board</td>
<td>8:00 – 8:15 AM (15 min.)</td>
<td><strong>Travel, if needed</strong></td>
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<td>8:15 – 8:45 AM (30 min.)</td>
<td><strong>LWDB Chair (and Director) (L-1)</strong>&lt;br&gt;<strong>Topics:</strong> Local board role, membership, operations</td>
<td>Jennifer Duff – Chair and Patrick Bokovitz – Director of the Chester County Workforce Development Board</td>
<td>8:15 – 9:15 AM (1 hr.)</td>
<td><strong>Title III (ES) program manager (L-5)</strong>&lt;br&gt;<strong>Topics:</strong> Role on local board, resource sharing and MOUs, AJC system, partnerships, services to jobseekers and employers, performance and reporting</td>
<td>Jason Foster – PA CareerLink Program Supervisor</td>
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<td>8:45 – 10:15 AM (1 hr. 30 min.)</td>
<td><strong>LWDB Director (L-2)</strong>&lt;br&gt;<strong>Topics:</strong> Local planning process, resource sharing and MOUs, operator procurement, AJC system and certification</td>
<td>Patrick Bokovitz – Director of the Chester County Workforce Development Board</td>
<td>9:15 – 10:15 AM (1 hr.)</td>
<td><strong>LWDB Youth policy staff (L-4A)</strong>&lt;br&gt;<strong>Topics:</strong> Role on local board, youth programming under WIOA, performance and reporting</td>
<td>Jeannette Roman and Tracey Dougherty</td>
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<td>10:15 – 11:15 AM (1 hr. 15 min.)</td>
<td><strong>LWDB A/DW policy staff (L-3)</strong>&lt;br&gt;<strong>Topics:</strong> Resource sharing and MOUs, performance and reporting, services to jobseekers and employers (including registered apprenticeships),</td>
<td>Pat Bokovitz, Jeannette Roman, Stephanie Smith and Butch Urban</td>
<td>11:15 AM – 12:15 PM (1 hr.)</td>
<td><strong>WIOA Youth provider(s) (L-4B)</strong>&lt;br&gt;<strong>Topics:</strong> Youth programming under WIOA, performance and reporting</td>
<td>Tristin Prostovich – Deputy, Training and Employment Services at PathStone Corporation</td>
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<td>11:15 AM – 12:15 PM (1 hr.)</td>
<td><strong>Local community college (or K-12/CTE if appropriate) representative (L-9)</strong>&lt;br&gt;<strong>Topics:</strong> Role on local boards, co-location, AJC system, service delivery, resource sharing and MOUs, planning</td>
<td>Michael Katch and/or Andrea Vaughn – Chester County Intermediate Unit (local CTE partner)</td>
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<td>11:45 AM – 12:45 PM (1 hr.)</td>
<td>Lunch</td>
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<td>12:45 – 2:45 PM (2 hrs.)</td>
<td><strong>Local area Title II (Adult Ed) administrator (L-6)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Role on local boards, co-location, AJC system and accessibility, service delivery Resource sharing and MOUs, planning, performance and reporting</td>
<td>Joyce Chester – Executive Director of Chester County OIC</td>
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<td><strong>Area manager for TANF (L-8)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Role on local boards, co-location, AJC system, service delivery, resource sharing and MOUs, planning</td>
<td>Michelle Livingston- Executive Director of the PA Department of Human Services’ Chester County Assistance Office and Yajaira Jimenez-Alarcon – Director of Training and Employment Services for the PathStone Corporation</td>
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<td>2:45 – 4:15 PM (1 hr. 30 min.)</td>
<td><strong>AJC Operator (L-10)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Current role and changes under WIOA, resource sharing and MOUs, operator procurement, accessibility and certification of AJC, co-location</td>
<td>Butch Urban – CareerLink Administrator and Nita D’Agostino</td>
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<td><strong>Local area/regional Title IV (VR) administrator (with room for travel time to and from if needed) (L-7)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Role on local boards, co-location, AJC system and accessibility and certification of AJCs, service delivery, resource sharing and MOUs, performance and reporting</td>
<td>Shanae Stallworth - Vocational Rehabilitation Supervisor for PA Dept. of Labor and Industry Office of Vocational Rehabilitation and Stephanie Perry - District Administrator for Norristown OVR</td>
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<td>4:15 – 4:45 PM (30 min.)</td>
<td><strong>A/DW Frontline staff (L-11A)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Service delivery under WIOA</td>
<td>Lisa Ritchie and Paige Fuss - EDSI</td>
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<td><strong>Title III (ES) frontline staff (l-11B)</strong>&lt;br&gt;&lt;br&gt;<em>Topics:</em> Service delivery under WIOA</td>
<td>Cecil Holloway – PA CareerLink Specialist</td>
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STATEMENT FOR THE RECORD

CONCERNS AND IMPACTS OF PROPOSED
PA DEPARTMENT OF HUMAN SERVICES REDESIGN OF
EMPLOYMENT, ADVANCEMENT, AND RETENTION NETWORK PROGRAM

SUBMITTED TO:
PA Workforce Development Board

SUBMITTED BY:
PA Workforce Development Association

February 12, 2019
The following comments are submitted for the record on behalf of the 22 local workforce development boards, which are members of the Pennsylvania Workforce Development Association.

**Overview**

The Employment, Advancement and Retention Network (EARN) Program was designed and created by the PA Department of Human Services (DHS) to address the needs of public assistance recipients with barriers to employment, and to coordinate the existing employment and training programs available to them. EARN is currently operating in all 67 Pennsylvania counties, and federal TANF/EARN funding is controlled and distributed by DHS to each local workforce development board – all of which provide services in every county of the commonwealth. Work requirements for recipients of Temporary Assistance for Needy Families (TANF) are federally mandated. Work activities in EARN include unsubsidized employment, subsidized employment, paid work experience, and community service for TANF recipients.

Currently, DHS has established an ongoing and mostly predictable allocation of EARN funding to grant recipients in workforce areas via local Workforce Development Boards (WDBs). The funding model tasks local WDBs to competitively procure and closely manage contracts with the local EARN service providers. Under the new model, DHS would directly procure and contract with local case management directly from Harrisburg for all county programs across the Commonwealth. While evidently Department of Labor & Industry (L&I) programs would be leveraged to provide the employment and training component of these services, it is not clear what role, if any, DHS envisions for local WDBs in TANF workforce program procurement, delivery and monitoring for compliance and performance.

From the outset, it is important to state that Pennsylvania’s 22 local workforce development boards recognize existing challenges with the current EARN model, and are committed to supporting efforts to improve case management employment/training services and most importantly employment placement outcomes to DHS clients and all other job seekers. It is our contention that existing challenges associated with current EARN programs should be addressed while maintaining funding to local boards to provide oversight and successfully implement this programming at the local level and in alignment with comprehensive local WIOA plans as approved by the Commonwealth.

**Key Concerns about Proposed EARN Redesign**

1. **Lack of engagement with local Workforce Development Boards**
   While we appreciate and share Secretary Miller’s determination to improve workforce programs relative to the long-term outcomes for TANF customers, we are particularly puzzled and disappointed that the local workforce development system – which is the boots-on-the-ground network of service delivery providers to TANF customers and all job seekers – has had no systematic engagement or outreach from DHS in the development of this TANF/EARN redesign model.

   The goal of TANF employment and training programs is to help clients obtain and retain family-sustaining employment. In the absence of feedback from DHS, local workforce boards have been diligently implementing EARN contracts in alignment with the commonwealth’s analysis of TANF
programs in the current federally approved WIOA Combined State Plan, which was just modified and approved by the PA Workforce Development Board effective last July 1, 2018.

As key stakeholders represented on the Governor’s Middle Class Task Force during his last term, and given his goal this term to make Pennsylvania’s workforce the strongest in the nation, it only stands to reason that local workforce boards should also be partners in policy and programmatic efforts that would make wholesale changes that, as presented by DHS, would negatively impact the very customers we all wish to see move to sustainable employment. In short: the intent is right, but the current approach is wrong, particularly where the key players in local EARN/TANF service delivery have been marginalized from discussions and deliberations.

2. Need to recognize how to fully leverage the local workforce development system
Local boards do not serve merely as fiscal agents for workforce development funds in their local areas. Rather, they provide oversight and lead the implementation of the public workforce development system. Local boards competitively procure EARN providers who deliver customer-centric, multi-generational services designed to help stabilize families and set them on a new course toward self-sufficiency. Local boards do not conduct this work in a vacuum, but we implement programs in accordance with aligned and approved local, regional and state combined WIOA workforce plans.

Benefits local boards bring to TANF employment and training programs and the greater workforce system include, but are not limited to:

- Knowledge and expertise of local labor market dynamics and workforce development policy;
- Strategies for business engagement and the development of ongoing relationships with employers and industries, leading to a deep understanding of their talent needs;
- Strong and transparent competitive procurement capacity and fiscal capacity.
- Ability to convene multiple partners and agencies within the local workforce system;
- Established knowledge and relationships with local service and training providers;
- Development of career pathways in coordination with businesses and educational institutions; and
- Local oversight to ensure fiscal and programmatic compliance of program activities.

3. Focus on compliance vs. service delivery
Restrictive program guidelines embedded in the governing federal TANF regulations with others set by DHS for EARN include 180 days for an individual to be placed in a job, weekly hours of participation, limiting job search time to 12 weeks, and restrictions on allowable education opportunities that have created a compliance-heavy focus that can deter from efforts to achieve meaningful progress for clients toward self-sufficiency. Service providers risk fiscal and programmatic consequences for noncompliance, and participants risk losing eligibility for TANF assistance.

4. Current established and agree upon focus has been on job placement first
The WIOA Combined State Plan states that “To increase work participation rates and promote self-sufficiency, Pennsylvania has adopted a work-first approach to help TANF clients succeed in their pursuit of self-sufficiency ... Employment has always been the primary goal of our TANF program.”
Governor Wolf has set a goal for 60 percent of the Commonwealth’s population aged 25-64 to hold a post-secondary degree or industry-recognized credential by the year 2025. However, the current EARN model sets a goal of job placement within the first 180 days of the program. This prevents programs from focusing on opportunities to upskill and re-skill participants. It inhibits programs from truly addressing the range of barriers clients face to successfully obtain and retain employment. Further, this approach often results in the placement of participants in low-wage jobs that do not outweigh the potential loss of public benefits due to “cliff effects.” The challenges of such “cliff effects” was previously investigated by a committee of the state WDB from 2015-2017.

5. Dynamics of County Assistance Offices vs. EARN providers
DHS operates a statewide network of County Assistance Offices, or CAOs, which are solely responsible for determining eligibility, participation hours, and program activity. This dynamic restricts the ability of program staff to develop individualized service plans for clients that adequately address needs for job readiness and employment services, occupational training, and case management. EARN providers factor customer feedback into adjustments to program design. It is not unusual, however, to hear from an EARN customer that they were unsuccessful in reaching their work goals because they were simply “not ready, felt rushed,” or were not fully committed. Despite the best case management tools and practices available to move an EARN customer toward self-sufficiency, motivation for sustainable change must originate with the customer. We look forward to effective changes to TANF programs that allow us to assist the customer on this journey.

Addressing Performance Challenges

1. Need to overcome restricting performance information
DHS’s redesign of the EARN model also cited data on poor program performance across the Commonwealth. However, in the interests of both transparency and best practice sharing, and to improve understanding, this data should be provided to all local workforce boards with additional context. In addition to the data, significant changes to TANF programs designed to serve large numbers of low-income job-seekers must begin with a full-blown and systemic study of the current state, as well as desired outcomes. We have not been presented with such an analysis by DHS.

DHS has historically limited local boards’ abilities to understand how well they are performing, and clear performance target levels have not been set for EARN programs. Requests for performance data across workforce areas to benchmark local outcomes have been denied. Local areas don’t know who the best performers are, so we cannot reach out to those areas to share best practices. Finally, local boards are rarely informed when they are low-performing or provided additional technical assistance from DHS to improve outcomes. Rather, many local WDBs have annually achieved “finding free” monitoring reports on EARN programs from DHS’s own monitors.

2. Need to address unclear guidelines on performance payments
A significant portion of local EARN funding is provided through performance payments for achieving employment outcomes for TANF clients. These payments serve as an important resource for reinvesting into EARN programs to achieve higher outcomes. However, DHS has opted to heavily restrict how local boards may invest these funds to improve EARN outcomes. This has made the spending performance
funding very difficult, and significantly hampers the potential benefit these funds could bring to EARN programs and clients and other low-income individuals with barriers to employment that the WIOA State Combined Plans identifies as priority customers for workforce development program services.

**Impacts**

The announcement to redesign the EARN model discusses a plan to leverage PA Department of Labor & Industry programs and PA CareerLink® centers to provide employment and training services to DHS clients, while DHS would directly procure and contract with local service providers for case management services. The announcement, however, does not make clear what additional funding or resources the Commonwealth will make available to local PA CareerLink® centers and other L&I programs to meet the service needs of these clients.

1. **Funding for training opportunities through PA CareerLink® is already limited.**
   Without maintained DHS funding for employment and training services, opportunities for DHS clients to participate in training and credentialing programs would be greatly reduced through the proposed redesign model.

2. **The proposed redesign threatens the financial viability of PA CareerLink® centers; closures would be imminent.**
   Most workforce areas integrate EARN funding and programming within the PA CareerLink® centers. Removing this funding from local workforce boards threatens the closure of PA CareerLink® locations in many local areas.

   While each local workforce board’s customer base and service delivery staff will be impacted to varying degrees, what is clear is that the DHS EARN redesign model, as proposed, will most assuredly result in the loss of the very types of wrap-around services made available to all customers who access the PA CareerLink® one-stop system. Because the PA CareerLink® infrastructure includes a blend of revenue sources from the partners required to have a presence in the one-stop, the loss of that revenue would place an unrealistic and disproportionate financial burden on the remaining partners.

   For over a decade and across three different administrations, the PA Department of Labor & Industry has consistently urged local workforce boards to host EARN programs at comprehensive PA CareerLink® one-stop locations. In good faith and in keeping with this guidance, most local workforce boards entered into long-term leases to accommodate the substantial staff needed to serve large numbers of EARN participants referred by DHS’s Local County Assistance Offices.

   To accommodate such a large and time-intensive program, it is not uncommon for EARN staff to account for 25 percent or more of staffing within a PA CareerLink®. In some locations across the state, this percentage is higher yet. Proportionately, EARN funding often supports 25 percent (or more) of the shared cost (including rent, utilities, maintenance, etc.) of the site Resource Sharing Agreement Budget. Given the long-term, fixed nature of such shared costs, any reduction in TANF/EARN activity located at the site will lead to a significant cost burden shift to the PA CareerLink® location’s other partners, including L&I’s mandated programs, including Wagner-Peyser, Veterans, UC, OVR, etc. Such a shared...
cost shift will likely have an immediate and permanent negative impact on customer service levels among programs.

Additionally, the 10 percent of local EARN funding available for local workforce board administration helps to support the strategic and oversight work of the local boards as mandated by WIOA. A loss of this funding will likely result in a commensurate, permanent reduction in local board staffing and administrative capabilities. These are very real, very predictable consequences.

3. Physical access to services would be threatened.
Many local workforce boards have located comprehensive PA CareerLink® centers in or near urban centers to provide easy access by low-income youth and adults, such as EARN clients. If TANF programs are no longer housed at the PA CareerLink® and shared infrastructure funding is reduced accordingly, local workforce boards may be forced to reevaluate the current locations of such PA CareerLink® centers in favor of those more affordable and convenient for remaining (often less-disadvantaged) customers, including employers.

Workforce boards that service rural communities have found creative ways to take services to the community to help overcome transportation barriers many job seekers experience, including TANF recipients. This includes a mobile van in central Pennsylvania, library locations in northwestern Pennsylvania, and beyond. Diminished EARN funding would likely result in staff downsizing, again, hampering access to services among people in remote areas of the state.

Surely these are unintended, but very realistic consequences that are counterintuitive to the administration’s objective for greater skill development for workers, and moving more people from welfare to work.

As you know, the federal Workforce Innovation and Opportunity Act charges the local workforce development system to help individuals overcome barriers to employment. That is our mission. That is our charge. That is our daily course of operations. And while there is always room for improvement, and if we are truly committed to collaboratively breaking down silos in data and information sharing, any overhaul of the TANF/EARN model should be based on shared metrics and data regarding performance, informed consensus on the measures by which performance is determined, and sharing of best practices that can benefit everyone.

Where improvements are needed, local workforce boards should be directly involved as partners for progress, so there is a fair, robust, collaborative focus on jointly mitigating issues and launching new, flexible strategies. We are eager, reliable partners in helping the commonwealth and all of its citizens reach their full workforce potential. We remain ready.

####
DATE: February 7, 2019

SUBJECT: Program Evaluation & Targeted Technical Assistance Review
Chester County WIA

TO: Jeannette Roman
Chester County EARN Program

FROM: Tamila Lay, Director
Bureau of Employment Programs

The Bureau of Employment Programs (BEP), Division of Contracted Programs and Systems (DCPS), developed a review designed to focus attention on important operational areas and provide targeted technical assistance to ensure compliance with the EARN Policy and Procedures Manual and specific contractual requirements.

This correspondence provides the results and recommendations of the Program Evaluation & Targeted Technical Assistance on-site review conducted by BEP representatives Emily Mishler and Tim Dugan on December 10, 2018. The preliminary results of the review were discussed at an exit conference with EARN staff on December 10, 2018.

During the visit, BEP reviewed the results of Chester County EARN's monthly monitoring sample reviews for the period July 2017 through June 2018. Additionally, BEP reviewed seven participant case records during the on-site visit. The BEP's review also included the following areas of program administration and operation:

- Confidentiality
- Services to Clients with Limited English Proficiency (LEP)
- CWDS Data Entry Staff Training
- Participant Case Record Documents
- Internal Data Reconciliation
- Services to Individuals with Disabilities
- Data Entry of Enrollment
- Timeliness of Data Entry of Terminations into CWDS
- Accuracy of CWDS Data Entry
- Service Plans
- Activity Durational Limits Requirements
- Excused Absences
- Additional Observations
The following report provides a summary of each topic reviewed; each is notated as either being acceptable or a BEP identified issue. Observations, explanations and comments are provided as applicable.

The EARN contractor should take immediate action to address and correct all BEP identified issues as noted in the attached review summary. Some areas may have recommendations for improvement even where a BEP identified issue was not noted.

Please note that BEP staff is always available for your assistance. If you have any concerns regarding this report or need case record details, please contact Emily Mishler, of my staff, at emishler@pa.gov or 717-265-8953.
Program Evaluation & Targeted Technical Assistance Review Summary

Program Reviewed
Chester County WIA

Program Operator
Jeannette Roman

Program Specialist(s)
Emily Mishler
Tim Dugan

Performance Benchmarks

Overall Job Placements

Requirement: Clients must attain Unsubsidized Employment (AC 33), working a minimum of 80 hours in a four-consecutive week period. The four-week period must begin within the 180 days of the enrollment date.

Job Placement Rate: 55.36%

For the review period 2017-2018 the CWDS placement report indicates the Chester County EARN has achieved 31 placements, while enrolling 52 participants. (Note: The CWDS formula used to calculate rate is total placements for review period/ total enrollments for review period.)

Area 2* job placement rate: 53.88%
Statewide (excluding Philadelphia) job placement rate:
46.77%
(see chart to right)

*York, Dauphin, Lancaster, Chester, Delaware, Berks, Montgomery, Bucks
**Tier 2 Job Placements**

**Requirement:** Client must meet all the standards for overall placement and achieve a rate of pay of at least $10/hour at any time during the period EARN enrollment.

**Tier 2 Placement Rate:** 87.10%

For the review period 2017-2018 the CWDS placement report indicates the Chester County EARN has achieved 27 Tier 2 placements of the 31 total placements. (Note: The CWDS formula used to calculate rate is total Tier placements for review period/ total placements review period.)

Area 2* Tier 2 rate: 73.71%
Statewide (excluding Philadelphia) Tier 2 rate: 62.71%
(see chart to right)

*as defined above

**Tier 3 Job Placements**

**Requirement:** Client must meet all the standards for overall placement, and must have earnings that result in the closure of the TANF budget.

*Note: The client need not have met Tier 2 to meet Tier 3.*

**Tier 3 Job Placement Rate:** 90.32%

For the review period 2017-2018 the CWDS placement report indicates the Chester County EARN has achieved 28 Tier 3 placements, of the 31 total job placements participants. (Note: The CWDS formula used to calculate rate is total Tier 3 placements achieved for review period/ total placements for review period.)

Area 2* Tier 3 rate: 83.54%
Statewide (excluding Philadelphia) Tier 3 rate: 85.88%
(see chart to right)

* as defined above
**Job Retention**

**Requirement:** After a client meets the overall Placement goal, the client must retain Unsubsidized Employment (AC 33) of at least 80 hours in any given calendar month for up to six consecutive months following the placement month. A client may meet the retention goal up to six times in the six months immediately following the placement month.

**Job Retention Rate: 72.62%**

For the review period 2017-2018 the CWDS retention report indicates the Chester County EARN has achieved 122 retention months of a possible 168 retention months. (Note: The CWDS formula used to calculate rate is total monthly retentions achieved for review period / total possible retention months for review period.)

Area 2* job retention rate: 72.92%
Statewide (excluding Philadelphia) job retention rate: 72.07% (see chart to right)

* as defined above

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**Credentialing**

**Requirement:** In the credentialing component, a client must receive a diploma or certification that will provide the client with a valuable and marketable skill directly related to employment. Client is limited to one credentialing per enrollment.

**Credentialing Rate: 5.36%**

For the review period 2017-2018 the CWDS retention report indicates the Chester County EARN has achieved 3 client credentialing of a total of 56 enrollments (Note: The CWDS formula used to calculate rate is total client credentials achieved for review period / total enrollments for review period.)

Area 2* credentialing rate: 7.45%
Statewide (excluding Philadelphia) credentialing rate: 6.18% (see chart to right)

* as defined above
## Accuracy and Timeliness of Data Entry

### Data Entry of Enrollment / Referral Rejections

**Requirement:** The service provider must enroll the client the date that they report, and data enter the clients in CWDS within three working days.

All contractors must data enter an acceptance or rejection of a CAO referral within 15 days of receiving the electronic referral from the CAO.

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<th>Acceptable</th>
<th>BEP Identified Issue</th>
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**Recommendations provided?**  
- [ ] Yes  
- [x] No

Of the 7 total records reviewed from program year 2017-2018, all 7 were enrolled in to CWDS within three working days of the CAO referral, resulting in an **100%** compliance rate.

The Chester EARN CWDS referral rejection report for period 2017-2018 shows of the 1C3 referral rejections processed, 1 (0.97%) was not processed within 15 days of receiving the electronic referral from the CAO, resulting in a **99%** compliance rate. Other referral rejections were as follows:

- Failed to report - 61 (59.2%)
- Refused to cooperate - 16 (15.5%)
- Referred in error - 17 (16.5%)
- Other - 8 (7.7%)

### Accuracy / Timeliness of Data Entry of Terminations into CWDS

**Requirement:** All project termination codes entered into CWDS must accurately reflect EARN documentation of client program outcomes.

Termination codes 3, 5, and 7 may not be dated more than three days prior to the date that the information was entered into CWDS. For clients terminating with employment, codes 1 and 8, the termination date may be dated back to the last day worked as verified by the paystub.

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**Recommendations provided?**  
- [ ] Yes  
- [x] No

The Chester EARN CWDS closings report for the review period of 2017-2018 indicates that a total of 79 terminations were executed. The breakdown of termination codes used is as follows:

- Code 1 & 8 - employment at least 20/30 hours/week - 30 (37.9%)
- Code 3 - Client failed to cooperate with program requirements - 25 (31.6%)
- Code 5 - Successful completion of program - N/A
- Code 7 - Other, reason beyond contractors control - 24 (30.3%)
- Code R - contractor failure to act on 45 day hold status - N/A

The Chester EARN CWDS closings report for the review period 2017-2018 indicates of the total 49 code 3, 5, or 7 terminations, 42 were data entered into CWDS within three business days of the termination date, resulting in an **85.7%** compliance rate. Further breakdown by termination code indicates the following:

- Code 3 - 20/25 (80%)
- Code 5 - N/A
- Code 7 - 22/24 (91.7%)
Because data-entry of program terminations triggers specific alerts and actions within CIS to take eligibility determination action, delayed entry of program information may result in participant overpayments, and a declining WPR. It is recommended the Chester EARN program evaluate and refine the current data-entry process to ensure timely entry of termination information into CWDS. The use of a revised Internal Data Reconciliation process would be helpful to identify participants who are no long active and require termination. Chester EARN should emphasize and enforce the three-day unexcused absence rule which indicates after three days of unexcused absence, the participant must be closed on the fourth day if no contact or reason for absence has been established.

### Accuracy of CWDS Data Entry

**Requirement:** All service providers must promptly and correctly data enter information into CWDS. All information entered into CWDS must match the information on the EARN attendance sheets.

- ☒ Acceptable  ☐ BEP Identified Issue
- Recommendations provided?  ☐ YES  ☒ NO

Of the 7 total records reviewed for the review period 2017-2018, there was 1 record that did not accurately match CWDS data entry, resulting in an 85.7% compliance rate.

The error was in the data entry of a termination. The narrative and case file indicated the client was terminated and the CWDS activities were closed but the case was not closed out in CWDS until 3 months later.

### Contractor Oversight of Program Operations

#### Confidentiality

**Requirement:** All client information (written and electronic) must be secured when not in use, made available only to contractor staff in need of the information.

- ☒ Acceptable  ☐ BEP Identified Issue
- Recommendations provided?  ☐ YES  ☒ NO

The Chester EARN program is complying with all confidentiality requirements. It was observed that all active participants’ files are kept locked and monitored by a Chester EARN staff member at all times.

All computers are password protected and have a lock screen which can be activated by only the user after a period of inactivity.
<table>
<thead>
<tr>
<th>Requirement: EARN service providers will provide or arrange for the provision of adequate interpretive services for all program services and activities.</th>
<th>The Chester EARN program's main resource for LEP is contractor staff. Chester EARN staff languages include Spanish and Italian. Also, Propio Language Services and the Language Line are available for translation services. There were no gaps in translation services.</th>
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<tbody>
<tr>
<td>☑ Acceptable ☐ BEP Identified Issue</td>
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<td>Recommendations provided? ☐ YES ☑ NO</td>
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<tr>
<th>Service to Individuals with Disabilities</th>
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<tr>
<td>Requirement: Contractors are contractually obligated to comply with all Americans with Disabilities Act requirements. Clients who are participating in the program and who are disabled in accordance with the requirements of ADA are not required to participate for any particular number of hours per week.</td>
<td>The Chester EARN program follows all Americans with Disabilities Act (ADA) requirements. The Chester EARN facility, located in Exton, PA is fully handicapped accessible.</td>
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<td>☑ Acceptable ☐ BEP Identified Issue</td>
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<tr>
<td>Recommendations provided? ☐ YES ☑ NO</td>
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<thead>
<tr>
<th>CWDS Data Entry Staff Training</th>
<th>All appropriate current Chester EARN program staff members are currently up to date on CWDS training.</th>
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<tr>
<td>Requirement: All service providers hired to perform data entry are required to attend CWDS training.</td>
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<td>☑ Acceptable ☐ BEP Identified Issue</td>
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<tr>
<td>Recommendations provided? ☑ YES ☐ NO</td>
<td>• All new employees should be scheduled to attend a CWDS training session through BEP.</td>
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<tr>
<th>Internal Data Reconciliation</th>
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<tr>
<td>Requirement: All service providers must develop a data reconciliation process to ensure that all information in CWDS is accurate.</td>
<td>The Chester EARN program conducts data reconciliation at DST meetings with the CAO as well as on a monthly basis by Pathstone employees. Currently, there are 2 DST meeting(s) between the Chester EARN and the local CAOs on a monthly basis.</td>
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<td>☑ Acceptable ☐ BEP Identified Issue</td>
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<td>Recommendations provided? ☐ YES ☑ NO</td>
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<tr>
<th>Participant Case Record Documents</th>
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**Requirement:** All documentation pertaining to the client must be maintained in the client’s case record. This includes, but is not limited to, pay stubs (including those used for incentives), subsidized employment/PWE, community service contracts, and documentation of study hours. All documentation with the client’s signature must be kept in paper format. For monitoring, audit, and any other review purpose, all information about the client must be maintained in the record and produced when requested.

☑ Acceptable  ☐ BEP Identified Issue

Recommendations provided?  ☐ YES  ☒ NO

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**Service Plans**

**Requirement:** Each client enrolled in a program must have a Service Plan. The Service Plan must be signed and dated by the case manager and client. It must outline the plan of service for the client and be updated whenever changes occur.

☐ Acceptable  ☒ BEP Identified Issue

Recommendations provided?  ☒ YES  ☐ NO

- Service plans should consist of a minimum of individual participant goals, identifying barriers, indicate a specific action plan, and narration of the participants’ achievements and setbacks.

Of the 7 total records reviewed from program year 2017-2018, all 7 contained a service plan.

Overall the service plans were determined to be relatively general, and not specific to the individual regarding participant goals, identifying barriers, actions taken, and progress achieved.

The Chester EARN program utilizes CWDS to create service plans.

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**Time Sheets & Sign In/Out Records**

**Requirement:** Clients’ attendance in program activities must be documented.

☑ Acceptable  ☐ BEP Identified Issue

Recommendations provided?  ☐ YES  ☒ NO

Sign in & sign out sheets are monitored both at entry to the building, as well as at the entry to areas where clients participate in activities.

All time and attendance sheets were available in each of the 7 records reviewed for 7/1/2017-6/30/2018.

---

Activity Durational Limits Requirements
**Requirement:** Durational time limits must be adhered to for activities including subsidized employment, vocational education, paid work experience, job search/job readiness preparation, and rehabilitation services (counted in conjunction with job search/job readiness prep).

- Acceptable  □ BEP Identified Issue
- Recommendations provided? □ YES  □ NO

**Excused Absences**

**Requirement:** Clients engaged in unpaid work activities may be given participation credit for excused absences. Excused absence time is limited to 80 hours within a 12-month period and no more than 15 hours per calendar month. In order to receive credit for excused absence time they must have been otherwise scheduled to participate on that day/time in the activity for which the absence was recorded.

- Acceptable  □ BEP Identified Issue
- Recommendations provided? □ YES  □ NO

**Additional Observations / Recommendations**

Overall the Chester County EARN program located in Exton, PA appears to be a well-organized, clean, and safe facility. The facility layout is designed to promote optimum participant engagement. Participants are provided with easy access to case managers, and all program educational and career advancement tools. Staff was friendly, courteous, and a pleasure to work with.

Of the 7 total records reviewed for program year 2017-2018:

- All 7 clients participated in Job Search or Paid Work Experience and all 7 did not exceed durational time limits, resulting in a 100% compliance rate.

Of the 7 total records reviewed from program year 2017-2018, all 7 cases complied with excused absence time limits, resulting in a 100% compliance rate.
Your Next Job Opportunity Awaits!

Are you looking for work? Are you looking for a better paying job? Meet with Chester County Employers who are Actively Hiring!

Where:
Gordon Early Literacy Center
351 Kersey Street • Coatesville, PA, 19320

When:
Wednesday, February 27, 2019
4:30 pm to 6:30 pm
(Snow Date - February 28th)

The Job Fair is open to the public and FREE to attend! Candidates of all ages, experience levels and industries are encouraged to attend!

Made possible through the combined efforts of CCIU - Gordon Early Literacy Center, The Chester County Workforce Development Board and PA CareerLink® - Chester County
## Participating Employers

<table>
<thead>
<tr>
<th>A. Duie Pyle, Inc.</th>
<th>Monarach Staffing</th>
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<tr>
<td>Alternative in Community Treatment</td>
<td>PA CareerLink—Chester County and United Way Financial Stability Center</td>
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<tr>
<td>CCRES</td>
<td>PathStone Corporation</td>
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<td>Country Fresh Mushroom Company</td>
<td>Randstad Staffing</td>
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<tr>
<td>Community Integrated Services</td>
<td>ReMed Recovery Care</td>
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<tr>
<td>Devereux</td>
<td>Rover Community Transportation &amp; Krapf Transportaion</td>
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<tr>
<td>Devereux Advanced Behavioral Health</td>
<td>Seniors Helping Seniors</td>
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<tr>
<td>Express Employment Professionals</td>
<td>South Mill Mushrooms</td>
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<tr>
<td>Genesis Healthcare - PowerBack Rehabilitation Exton</td>
<td>The County of Chester</td>
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<tr>
<td>Interim Healthcare</td>
<td>USSC Group</td>
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<tr>
<td>Manpower</td>
<td>Warwick Child Care Center</td>
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<td>Mattioni Plumbing, Heating &amp; Cooling</td>
<td>Westlake Plastics Company</td>
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<tr>
<td>Medical Billing &amp; Management Services (MBMS), LLC</td>
<td><em>+ more to come</em></td>
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Career & Training Fair

Help shape America’s future workforce at the TCHS Career & Training Fair.
7:30 AM - 2:30 PM on March 7, 2019

Register Online: www.regonline.com/2019tchsbctf
Registration Fee: $20 donation toward scholarships
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All materials provided