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 August 28, 2019 Meeting

V. Action Items, Discussion and Update Topics
   1. Program Years 2019 & 2020 WIOA Regional and Local Plan
   2. Program Year 2019 TANF Youth Funding Recommendations
   3. 2019 Youth Re-Entry Demonstration Project
   4. Chester County WDB Program Year 2020 Request for Proposals
   5. Employer Engagement Discussion

VI. General Updates, Announcements and Member Comments

VII. Public Comments on Workforce Development Topics

VIII. Adjourn

Next Meeting - Wednesday, December 11th 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: August 28th, 2019  
Location of Meeting: PA CareerLink® - Chester County  
479 Thomas Jones Way, Suite 500, Exton, PA 19341  
Quorum Present – Yes

Board Members in Attendance:  Bill Adams, Joyce Chester, Commissioner Kathi Cozzone, Marybeth DiVincenzo, Jennifer Duff, Marybeth Ferguson, Diana Kimmich, Clark McHenry, Janet Moran, Maria O’Connell, Fran Pierce, Michael Reese, Christopher Saello, Bill Shaw, Stephanie Sherwood, Butch Urban

Others in Attendance:  Patrick Bokovitz, Jeannette Roman, Shaun Bollig, Samantha Brannen, Tracey Dougherty, Poornima Mahesh, Trish Hennessy, Jason Foster, Andrew Mathis, Paige Fuss, Denean Williams, Greg Hart, Derrick Donnell, Victoria Smith, Yajaira Alarcon, Andrea Vaughn, Kristin Proto, Patti VanCleave, Marrae Walker-Smith

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 participation and rules of engagement.

II. Welcome and Introductions  
• Jeannette Roman announced the birth of baby girl Grace on August 23rd to WDB staff member, Stephanie Smith and her husband. The Board sends their congratulations to the family.

III. Public Comment on Agenda  
• None

IV. Review and Approve Meeting Minutes from the June 2019 Board Meeting  
• Janet Moran motioned to approve the June minutes. Diana Kimmich provided the second. The June 2019 Meeting Minutes were approved as they were written.

V. Action Items, Discussion and Update Topics  
• 1. Chester County WDB Special Committees  
  o CareerLink/Financial Stability Center Lease Negotiation  
    ▪ Current lease is set to end July 1, 2021  
    ▪ Selection Committee would work with a realtor to identify potential new sites and spaces. Committee might schedule some site tours and narrow down possible locations before bringing their final recommendation to the Board  
      • Joyce: Would this include moving the Youth program from next door?  
      • Pat: This is part of what the committee will be looking at and could be a part of the negotiations with current landlord as well if this is the selected site  
    ▪ Start the process in Fall 2019 and decide in 2020  
  o Program Year 2020 Requests for Proposals (RFPs)  
    ▪ All programs are due for an RFP including One Stop Operator, Title I services (Adult/DLW & Youth), EARN, Work Ready, TANF Youth  
    ▪ Committee reviews how the RFPs are worded (considering what WDB wants and has learned from the last 3 years), review provider applications (including
oral interviews with providers), and make final funding recommendations to board

- Commitment is about 2-3 hours about 2-3 times in the year
  - Kathi: Something that may want to be considered is the lack of firefighters and EMTs in Chester County. Butler County is using workforce funds to provider training programs for this need. Most EMTs are paid in Chester County, so it may be worth exploring. Could this be part of the RFP?
  - Pat: I can follow up with PA Workforce Development Association to see how Butler is doing this and what specific funds they are using.
  - Marybeth D.: Karen at Delaware County Community College may be of help
  - Fran: How many firefighters are paid in Chester County?
  - Kathi: Depends on the area as many are volunteer and some are paid

- Pat will send out an email to the Board for volunteers for either committee.

- 2. Program Years 2019 & 2020 WIOA Regional and Local Plan
  - Pat shared that Trish Hennessy has been the lead in revising the current local plan for Chester County
  - Trish shared that the current plan expires on 6/30/2020. The revisions would extend the plan to 6/30/2021 so that it would be a year offset from the State plan. This allows for the local and regional plans to reflect state priorities rather than having them all written at the same time
    - Most of the edits were updating data points from the original writing in 2017 as well as answering new questions from the State
      - One clarifying question has been asked about the plan so far regarding data that was not included about the financial industry and Trish shared that new data had not been added to this iteration of the plan as it is an update and not a new plan altogether. The idea will be carried forward into the new plan creation in 2021.
    - A summary of the edits can be found in the Board packet
    - Plan must go up for 30 days of public comment for questions or concerns
    - Final plan for Chester County and the region will be submitted through our Board by 10/1/2019
  - Trish shared that the Executive Committee had approved the draft to post for public comment.
    - Kathi Cozzone moved for the Board to approve the submission of the public comment draft of the regional and local plans with modifications to the State with a vote to adopt the final plan at the October meeting. Joyce Chester provided the second.
      - All were in favor with no abstentions and it was so moved.

- 3. Program Year 2019 TANF Youth Funding Recommendations
  - Pat shared that the Council for the Workforce of Tomorrow is reviewing the funding requests and will have a recommendation for the Board at the next meeting.
  - Two providers from the last round of funding were asked to present on their programs
    - The Garage- Kristin Proto
- Located in Kennett Square and West Grove
- Serves middle and high school students (majority of them are minority, low income students)
- 556 students were served in Fiscal Year 2018 with 35 students served specifically with the TANF Youth funding
- TANF youth program was called MAPS (Motivating & Advancing Powerful Students) with daily academic support, weekly career meetings along with employer presentations and tours
- 11 employers supported students in 5 week paid work experiences. The TANF funding supported transportation and supplies for these students along with their wages
  - As a result of the program, 85% of students say they now have a career goal for when they graduate high school

- Chester County Economic Development Council- Patti VanCleave and Marrae Walker-Smith
  - TANF Youth programming was an after-school program for high school students, primarily in 9th & 10th grades, in Coatesville and Phoenixville
  - The structure was taken from career exploration summer camps that was stretched into a 15 week program that happened weekly for 2 hours at a time
  - 42 students participated and 31 students received an industry recognized credential
    - 70% of students completed all 15 weeks
  - Some key moments in the program included a white coat ceremony and watching a live surgery via webcam from the Hershey Medical Center
  - Coatesville School District was very supportive and has invited CCEDC back for Career Days and Back to School Night
    - Goal is to move the program into Oxford area

- 4. Budget- Mike Reese
  - Mike reviewed the budget worksheet that was provided in the Board packet
  - Some of the balances shown are expected to be spent and they are open line items that have invoices expected soon
  - There are some unallocated funds including money for WIOA Youth and WIOA Adult and Dislocated Worker
    - Pat recommended that the WIOA Youth funds ($24,006) be allocated to PathStone Corporation as their funding was cut drastically in PY 19
    - Pat recommended that WIOA adult and Dislocated Worker funds ($6,000 and $12,509) be allocated to EDSI for training as the funding for training had been cut and discussed at length during the last meeting
  - Kathi asked about the Rapid Response dollars that are currently unallocated
  - Bill Shaw asked for clarification on the ages that the funding sources could serve
    - Youth is 16-24
    - Adults and Dislocated Worker are 18+
- Jennifer Duff asked about the additional Dislocated Worker funds that are unappropriated
  - Pat shared that it would be best to hold off on allocating these funds to provide a cushion throughout the program year
  - Fran Pierce motioned to approve the allocations recommended by Pat Bokovitz for PathStone Corporation and Educational Data Systems, Inc. Mike Reese provided a second. All were in favor with no abstentions and it was so moved.
  - Mike shared that July 1st started expense accruals so a more accurate sheet with the first round of expenses will be provided at the October meeting
  - Marybeth D asked about admin expenses and Poornima Mahesh shared that it was broken out in another handout provided in the meeting.

- 5. 2019 Youth Re-Entry Demonstration Project- Pat Bokovitz
  - Pat shared with the Board that the Department of Labor & Industry has an RFP out for Youth Reentry projects. Chester, Bucks, Montgomery, and Delaware Counties will be applying as a region for just under $1 million.
  - Proposal is to utilize EDSI as they are in each of the counties. There would be a position in each CareerLink for a Reentry Specific Career Advisor with a shared supervisor across the counties to coordinate activities.
  - The Board will receive a copy of the proposal when it is submitted.

- 6. CareerLink Updates - Butch Urban
  - Carolyn Marchesani is leaving the CareerLink staff for a new position with a law firm in Pottstown
    - Currently accepting applications for the position via the County as the person will be a County employee.
  - Extended Hours start back again in September
    - 2nd & 4th Wednesdays of the month
    - Sept 11th workshops include Finances For a Lifetime and Criminal Record Expungement

VI. General Updates, Announcements and Member Comments
- Marybeth DiVincenzo shared a report with updates from the Industry Partnerships
  - She also reminded the Board of the Hire One event that evening. It was the first of many to begin looking at the idea of “Communities of Hiring” by working with Hankin group to specifically work with employers in their corporate center.
- Chris Saello shared that he was very happy with services at the CareerLink. He shared that United Way had engaged an employer who needed workers and they were able to connect with CareerLink and have a recruitment event very soon afterwards on site. It was a win/win for everyone.
  - United Way of Chester County will be awarding PA CareerLink- Chester County with a Community Partners Spotlight Award for their strong connection as well as an award to the County of Chester for their support of the organization. Chester County Economic Development Council will be receiving and Corporate Spotlight Award.
- Maria O’Connell has been named Exton Regional Chamber of Commerce’s Small Business Person of the Year
  - Maria shared that Express Employment Professionals has paid $3 million in 3.5 years to local workers.
• Pat thanked the staff from the Department of Labor & Industry for coming to the meeting. They were in the area and provide monitoring/oversight and technical assistance to the Board.
• Andrea Vaughn shared that firefighters are very needed in Chester County, as Commissioner Cozzone had noted earlier in the meeting. Both TCHS and Octorara school district provide training for youth in firefighting.
  o Andrea also shared that the CCIU is hosting an event called “Preparing Your Child for Tomorrow’s Workforce” at the Boot Road campus on October 1, 2019 from 6:30pm-8:00pm. The CCIU is recruiting employers to speak with parents and students about future needs and career pathways.
  o CCIU can now provide driver’s education courses online and testing at their Boot Road location

VIII. Adjourn
• Bill Adams motioned to adjourn the meeting at 9:42 A.M. Marybeth DiVincenzo provided the second.
Executive/Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – October 8, 2019

Participating on the Conference Call:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assigned To</th>
<th>Status</th>
<th>Action Item and Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Duff</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Maria O’Connell</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Amanda Sundquist</td>
<td>Diana Kimmich</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Butch Urban</td>
<td>Bill Shaw</td>
<td>X</td>
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<tr>
<td>Jeannette Roman</td>
<td>Pat Bokovitz</td>
<td>X</td>
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Open Action Items and Discussion:

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<thead>
<tr>
<th>Action Item</th>
<th>Assigned To</th>
<th>Status</th>
<th>Action Item and Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership and Financial Disclosure Forms</td>
<td>Pat and Jeannette</td>
<td>On-going</td>
<td>No discussion during this meeting.</td>
</tr>
<tr>
<td>CareerLink Updates</td>
<td>Butch</td>
<td>In Process</td>
<td>Pat updated the Executive Committee on CareerLink activities, which included a summary of the recent extended Hours in the fall with two upcoming job fairs coming up in November.</td>
</tr>
<tr>
<td>RFP for Program Year 2020</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>The first committee meeting was held on October 4th and we have a second meeting scheduled for November 13th.</td>
</tr>
<tr>
<td>CareerLink Lease Renewal</td>
<td>Pat and Butch</td>
<td>In Process</td>
<td>Pat will set-up meeting with committee members, which so far include Pat, Butch, Marybeth Ferguson, Bill Adams, Kirk Williard, Fran Pierce and MaryFrances McGarrity.</td>
</tr>
<tr>
<td>Chester County Workforce Development Board – October 23rd meeting</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>Topics to cover&lt;br&gt;❖ WIOA 2019-2020 Local and Regional Plan Approval &lt;br&gt;❖ TANF Youth Recommendations &lt;br&gt;❖ Employer Engagement – Success and Challenges (Track Metrics – Employers Involved in the Workforce System)</td>
</tr>
<tr>
<td>WIOA Plan 2019 Modification</td>
<td>Trish</td>
<td>In Process</td>
<td>Pat explained the timeline in completing the WIOA Plan 2019 Modification with the local and regional plan submission happening last week. The WDB will need to approve the submitted WIOA Plan at the October 23rd Board meeting.</td>
</tr>
</tbody>
</table>

Next Meeting – Tuesday, November 12, 2019 at 8 am via conference call.
Next Workforce Development Board meeting on Wednesday, October 23, 2019 at 8:30 am at the CareerLink in Exton
Council for the Workforce of Tomorrow
# 2019 TANF Youth Proposal Recommendations

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Provider</th>
<th>Program Name</th>
<th>Amount Requested</th>
<th>2018 Awards</th>
<th>2019 Amount Recommended</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1570</td>
<td>The Garage Community &amp; Youth Center</td>
<td>After School and Summer Youth</td>
<td>$40,160</td>
<td>$40,160</td>
<td>$ 45,160</td>
<td>GYC offers academic, social, and skill development opportunities for vulnerable youth in order to build self-sufficiency in 2 locations in West Grove and Kennett Square. Some of the programs include: mentoring, tutoring, career exploration, paid work experience, Bridges Out of Poverty, and Nutrition Kitchen.</td>
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<tr>
<td>1568</td>
<td>Chester County Economic Development Council</td>
<td>TANF Youth</td>
<td>$100,000</td>
<td>$51,500</td>
<td>$ 56,500</td>
<td>A weekly afterschool program for high school aged students, modeled after their current Healthcare Connect Academy. Program includes job shadowing, adult mentors, workshops, industry recognized basic online certifications, and other exploration activities throughout the year. Cohorts will be based on age/grade level.</td>
</tr>
<tr>
<td>1571</td>
<td>Chester County Intermediate Unit</td>
<td>Career Awareness and Preparation Activities</td>
<td>$86,000</td>
<td>$34,128</td>
<td>$ 0</td>
<td>Program will engage eligible Technical College High School students during and after school hours. Focus on career exploration and mock interviews through graded assignments, skills competitions, and field trips to local businesses.</td>
</tr>
<tr>
<td>1567</td>
<td>Young Men &amp; Women In Charge</td>
<td>Workforce for Tomorrow III Expansion</td>
<td>$77,934</td>
<td>$25,000</td>
<td>$ 45,000</td>
<td>Through academic support, research projects, and experiences at local STEM-focused corporations, YMWIC provides a STEM enrichment experience that prepares students for college and career. The goal is to expand the program to new schools and continue to build the</td>
</tr>
<tr>
<td>1569</td>
<td>Trellis for Tomorrow (Triskeles Foundation)</td>
<td>Green Career Pathways</td>
<td>$73,657</td>
<td>$25,000</td>
<td>$ 45,000</td>
<td>Green Career Pathways (GCP) offers a three-stage program. The GCP model includes: assessment, life skills training, and goal setting/planning, career coaching and skills training, paid work experience and continued support to get a job.</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>$377,751</td>
<td>$175,788</td>
<td>$ 191,660</td>
<td></td>
</tr>
</tbody>
</table>
Meeting of 10/01/19

Attendance: Tracey Dougherty DCD Staff, Jeannette Roman DCD Staff, Pat Bokovitz DCD Director, Kristin Proto (The Garage), Jennifer Anderson (Trellis for Tomorrow), Fran Pierce, Patti Van Cleave (CCEDC and CWT member), Rick Roberts (YMWIC) , Andrea Vaughn, Robin Senss

I. Call to Order and Meeting Minutes

A. The meeting was called to order at 9:10am by Patrick Bokovitz, DCD Director

B. Minutes of the August 14, 2019 meeting were approved with no corrections needed or omissions

C. Pat and Fran reviewed the protocol of the meeting reminding the TANF Youth providers that they were in attendance to answer Council Members questions should they arise. Also the providers were not allowed to provide comment or vote on TANF Youth funding recommendations.

II. CWT Program Oversight

A. The Council reviewed the contractor reports for the TANF Youth providers present: Young Men and Women in Charge, Trellis for Tomorrow, The Garage, and the Chester County Economic Development Council. Patti Van Cleave informed the group that she needed to abstain from discussion because she has dual roles as a CWT member and a provider receiving TANF Funding.

B. There were several questions regarding the information on the contractor reports from Council Members.

  - Fran noted that on the YMWIC contractor report that some of the goals have an N/A measurement but still have a percentage in the outcome column. Jeannette responded that the percentages come from a formula in the spreadsheet which captures the percentage from the numbers entered each month.
  - Andrea asked Rick Roberts (YMWIC) about the number of students in academic support/job shadowing. She noted that the numbers seemed low and wanted to know if students were being counted once or as 3 separate participants. Rick responded that they can be counted as 3 separate participants.
  - Andrea also asked Jennifer Anderson (Trellis) to define career pathways for their programs. Jennifer responded that Trellis for Tomorrow focuses on work...
readiness, business skills, and personal skill building with the youth. Their program does not provide academic tutoring.

- Fran asked Jennifer Anderson (Trellis for Tomorrow) how many total participants are being served with both the Land Conservation and Agricultural programs. Jennifer responded that 16 participants are being served.

III. Unfinished or New Business

A. PY 2019-2020 TANF Youth funding recommendation proposals were discussed. Pat Bokovitz commended the TANF Youth funded providers from PY 2018 performance with the limited funding which was available. Pat reviewed the PY 2018 funding amounts for each provider and also shared the recommended PY 2019 TANF Funding amounts as listed below.

B. The Garage Youth Program received $40,160 in PY 2018 and $45,160 is recommended for PY 2019; CCEDC received $51,500 in PY 2018 and $56,500 is recommended for PY 2019; YMWIC received $25,000 in PY 2018 and $45,000 is recommended for PY 2019; Trellis for Tomorrow received $25,000 in PY 2018 and $45,000 is recommended for PY 2019. Pat explained the increase for the last 2 providers was because they could not serve all participants they wanted to in PY 2018 and they do not have as many alternative funding sources as The Garage and the CCEDC does. Pat also noted that the CCIU decided not to continue with TANF Funding for PY 2019.

C. Motion to approve the funding recommendation was made by Tricia Scepansky and Robin Senss seconded. The vote was 3 Council Members approved, 1 Council member opposed and 1 abstained from vote. Fran Pierce will send an email directly after today’s meeting to rest of Council members who could not attend so they can have the opportunity to cast their votes electronically.

D. Pat reminded the Council that the TANF Youth recommendations would be on the next Workforce Development Board meeting on 10/23/19.

IV. Announcements and Information from Committee Members

A. Trish Scepansky from DCCC provided brochures for the New Choices program that they are working on developing in Chester County. The program is now no longer solely focused on women and would be open to youth age 18 and up. The program focuses on computer skills and job readiness skills.

V. The meeting was adjourned at 11:00 am.

VI. Next meeting-Wednesday 10/16/19 at 9:00am at the PA CareerLink/United Way Financial Stability Center 479 Thomas Jones Way Suite 500 Exton PA 19341. A reminder will be sent to your email about a week before the meeting. Please remember to reply as soon as you receive the reminder whether you will be attending or not.
Workforce Integration Committee
PA Office of Vocational Rehabilitation (OVR)
Order of Selection

Overview and Closure

OVR's Mission Statement

To assist Pennsylvanians with disabilities to secure and maintain employment and independence.
Order of Selection Overview
Definitions and PA OVR Implementation

What is an Order of Selection?

• If a vocational rehabilitation agency is unable to serve all eligible individuals, that state must put into place an Order of Selection.

• Essentially, an Order of Selection is meant to assess and triage an individual's needs and then prioritize services based upon their level of need.

• In an Order of Selection, individuals with the most significant disabilities will be selected first for the provision of vocational rehabilitation services.
The **Vocational Rehabilitation** program is impacted by Order of Selection on a **STATEWIDE** level.

Services offered by the Bureau of Blindness and Visual Services (BBVS) under the Independent Living Older Blind (ILOB), Specialized Services-Child/Adult, or Business Enterprise Program (BEP) are not impacted by an Order of Selection.

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**What are the OOS Categories in PA?**

Under Pennsylvania’s Order of Selection, individuals with disabilities are placed into one of three priority categories.

1. Individual with the Most Significant Disability (**MSD**)
2. Individual with a Significant Disability (**SD**)
3. Individual with a Non Significant Disability (**NSD**)

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17
Most Significant Disability (MSD)

The physical, mental, or sensory impairments must seriously limit three (3) or more of the individual’s functional capacities, and

the individual must be expected to require multiple vocational rehabilitation services, defined as two (2) or more services,

that are expected to last six (6) months from the date of the IPE or be needed on an ongoing basis to reduce an impediment to employment.

Significant Disability (SD)

The physical, mental, or sensory impairments must seriously limit one (1) or more of the individual’s functional capacities, and

the individual must be expected to require multiple vocational rehabilitation services, defined as two (2) or more services,

that are expected to last six (6) months from the date of the IPE or be needed on an ongoing basis to reduce an impediment to employment.
Not Significantly Disabled (NSD) Defined

Not Significantly Disabled (NSD)

The individual has a physical, mental, or sensory impairment that does not meet either of the previous definitions for MSD or SD.

OVR's History under Order of Selection

- OVR has operated under an Order of Selection since March 1994.
- The order of selection previously limited VR services to customers with a most significant disability (MSD).
- OVR has not been historically able to serve new customers in other priority categories, which are SD and NSD due to fiscal constraints.
- For historical context, additional federal funding was provided by the American Recovery and Reinvestment Act (ARRA), which enabled OVR to expand the Order of Selection to include individuals in the SD category, from October 18, 2010, to April 23, 2012.
- Outside of the brief ARRA period, the SD and NSD categories have been closed since March 1994 and will remain closed to new customers.
Process Leading to Closure of All Categories

- The Pennsylvania Bulletin issued on May 4, 2019, announced public comment on the proposed amendment to the VR Services Portion of the PA WIOA Combined State Plan.

- This amendment included a proposal to close the MSD category, in addition to the already closed SD and NSD categories, effectively creating a waiting list for OVR services.

- As required, public meetings were held statewide at OVR district offices on May 22, 2019. Additional public comments were accepted until 5:00 p.m. on June 4, 2019.

Process Leading to Closure of All Categories (2)

- OVR reviewed all comments and questions as received by the deadline.

- OVR submitted a state plan amendment or modification to provide all necessary descriptions and assurances to the U.S. Department of Education’s Rehabilitation Services Administration (RSA).

- This amendment included a proposal to close the MSD category, in addition to the already closed SD and NSD categories, effectively creating a waiting list for OVR services.

- RSA reviewed and approved OVR’s request to close the Order of Selection, effectively initiating a waiting list for OVR services.
Order of Selection Closure
PA OVR Process and Procedure

OOS Closure, Effective 7/1/19

As of July 1, 2019, PA OVR is operating under a closed Order of Selection, meaning that all priority categories are now closed.
**What is different now?**

**Question:**
If OVR has operated under an Order of Selection since 1994, what is changing now?

**Answer:**
All categories, including the MSD category, were closed effective July 1, 2019.

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**What does this mean?**

**Question:**
If all categories under the Order of Selection are now closed, what does this mean in basic terms?

**Answer:**
Essentially, with all categories closed, OVR will be creating a waiting list for services offered under the statewide vocational rehabilitation program.
How will this work?

• The waiting list for services is effective as of July 1, 2019.

• Existing customers who have an IPE completed by June 30, 2019, will continue to receive services.

• OVR will continue to meet with new customers to complete an application, determine if they are eligible for OVR services and assign them to a category on the Order of Selection.

• With all categories closed, all customers will be put on the wait list for vocational rehabilitation (VR) services following a determination of eligibility, but prior to developing their first IPE.

A Few Notes...

• Reminder: This change only pertains to the VR program within PA OVR. Specialized programs under BBVS are not impacted (ILOB, BEP, Specialized Services for Adults and Specialized Services for children).

• A Note about PETS (Pre-Employment Transition Services): PETS and the Order of Selection will be addressed later in this presentation. This section will focus on the general, non-PETS process.
For Current OVR Customers with Active IPEs

IMPORTANT: Existing customers who already have an IPE in place by June 30, 2019, with OVR will not have a disruption in services.

For all customers with approved IPEs with an effective date by June 30, 2019...

✓ VR services will continue as planned via IPE
✓ All services listed on an existing IPE will continue
✓ New services can also be approved via an IPE amendment

For Current OVR Customers without Active IPEs

• All eligible customers who did not have an IPE for services in place by June 30, 2019, were automatically converted to Status 11 – Waiting for Services. This is the waiting list.

• If eligibility was not determined by June 30, 2019, OVR will continue to determine if customers are eligible for VR services and assign them to a category on the Order of Selection.

• Any Certificate of Eligibility/Order of Selection form completed on July 1, 2019, or beyond will result in the customer being place into Status 11 – Waiting for Services, regardless of the severity level determination (MSD, SD, NSD). This is the waiting list.
For New Applicants for OVR Services

1. Upon receipt of referral, a counselor will meet with the applicant to complete the application and inform them about the Order of Selection waiting list and community resources available for assistance.

2. The counselor will input data and the application date; scan and upload documents in the Commonwealth Workforce Development System (CWDS), OVR’s database and case management system; and determine eligibility within 60 days from the date of application (or after a documented time extension due to extenuating circumstances).

3. After an eligibility determination is made, the customer will be assigned to an Order of Selection priority category based on their functional limitations and need for multiple VR services over an extended period of time.

4. CWDS will add the case to the waiting list in the system.

5. Notice of these actions will be sent to the customer, including the right to appeal their assigned category.

Written Notification of OOS Category

Each customer placed on a waiting list will be notified in writing of:

- The priority category definitions;

- His or her assignment to a particular priority category classification;

- The possibility of reclassification if OVR is alerted to a change in the individual's circumstances or due to any misclassifications; and

- The right to appeal the category assignment through informal or formal review and of the availability of assistance from the Client Assistance Program (CAP).
Information and Referral Services

For eligible customers who are placed on a waiting list:

- Individuals will be provided information and referral services to other appropriate federal and state programs, including programs carried out by other components of the Statewide Workforce Development System (e.g., PA CareerLink®), that are suited to address the specific employment needs of the individual.

- No IPE will be written to provide individualized services until such time that the Order of Selection category opens and individuals are notified that services are available to them.

When will customers come off the wait list?

- OVR will evaluate its ability to serve customers on a quarterly basis.

- When financial resources are available, first priority will be given to customers in the MSD category, second priority to those in the SD category, and third priority to those in the NSD category.

- This ensures that available services are prioritized for individuals with the most significant disabilities.

- When the MSD category is opened, customers who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.
Procedure for Release from Wait List (1)

1. OVR will determine when to open each category based upon financial availability. One priority category will be opened at a time, starting with MSD, to clear the waiting list for that priority category before opening the next priority category.

2. A monthly list will be generated by CWDS. Each quarter, based on financial availability, OVR will determine how many customers will be taken off the waiting list for the recently opened priority category. Customers will be served in the order that they applied.

3. Notice will be provided to district offices to begin developing plans for customers within the range of application dates.

Procedure for Release from Wait List (2)

4. District Administrators will ensure that customers are assigned to counselors, if circumstances required a change in the original counselor assignment.

5. Individual customers will be notified that services have become available to them based on their priority category and application date.

6. Counselors and customers will mutually develop and complete IPEs within 90 days from the date the customer was taken off the waiting list.
Operating Under a Closed Order of Selection
Stakeholder Impact and FAQs

Reminder

Remember: OVR can meet with the person to determine their eligibility and place them on a category on the Order of Selection but with all categories closed, OVR will not be able to provide further services immediately.
I am a PA CareerLink®, what is the impact?

- Individuals who are put on the waiting list for OVR services must be referred to services provided through the PA CareerLink®.

- You may see more people with disabilities accessing PA CareerLink® services for job search assistance.

- If you need further assistance on serving people with disabilities, OVR staff can provide training and/or resources.

I am a provider, what is the impact?

- Authorized services may continue under a current IPE for active customers.

- No new customers should be started in services without written authorization via a current IPE and an active purchase order.

- OVR will evaluate its ability to serve customers on a quarterly basis and if customers are brought into the system and approved for services, you will receive a written authorization via an active purchase order for these services.

- Providers are encouraged to verify the status of specific individuals, rather than act on an outdated referral or inquiry.
OVR Business services staff will continue to provide business services activities such as:

- Outreach and consultation on disability work related topics
- Job Development (for customers who have an individualized plan for employment in place)
- Job Placement (for customers who have an individualized plan for employment in place)

For an employee who needs assistance but is not a current OVR customer with an IPE in place, information and referrals will be provided to other community providers and resources who may be able to assist.

If OVR has recently closed the case (within one year), we may be able to assist through post employment services.

If you have questions about workplace accommodations or the Americans with Disabilities Act (ADA), connect with the Job Accommodation Network (JAN) by calling (800) 526-7234 (voice) or (877) 781-9403 (TTY) or visiting the JAN website.
Operating Under a Closed Order of Selection

Impact on Pre-Employment Transition Services (PETS) and General Transition Services

What are Pre-employment Transition Services (PETS)?
PETS are intended to provide students with a generalized early start to job exploration. The 5 Required PETS include:

- Self-Advocacy Instruction
- Counseling On Postsecondary Options
- Job Exploration Counseling
- Work Based Learning
- Workplace Readiness Training
Pre-employment Transition Services are for students:

- Between the ages of 14-21
- Enrolled in secondary or post-secondary education
- Have an IEP, 504 Plan, or identify themselves as a student with a disability

For Pre-Employment Transition Services (PETS) for students:

Students with disabilities are subject to the Order of Selection as VR customers, however, they can receive Pre-Employment Transition Services in certain instances:

- The potentially eligible student has already participated in one of the five required pre-employment transition services (sponsored by OVR) before receiving a determination of eligibility for VR services and being placed on the Order of Selection wait list.

- The student who has applied for VR services but has not yet been determined eligible or placed on the Order of Selection, may receive pre-employment transition services that are new or continuing.
For **Pre-Employment Transition Services (PETS)** for students:

A student can receive Pre-Employment Transition Services while applying for VR Services.

Please note that if a student has not received PETS prior to being determined eligible for VR services and placed on the Order of Selection waiting list, that student will not be able to receive any of the five required pre-employment transition services OR individualized VR services.

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**I am a school/student, what’s the impact on IEPs?**

OVR staff will still be able to attend IEP meetings for potentially eligible students and students with open VR cases during the period that Order of Selection is closed and PA OVR is operating under a waiting list.
For individualized VR services to students:

- Current OVR customers, who have an IPE completed by June 30, 2019, may continue with authorized VR services.
- New customers that are determined eligible and place on a waiting list cannot receive VR services.
- No new customers can begin VR services without being moved off of the waiting list and into active VR service provision.
- After being moved off of the waiting list, the customer will meet with a VR counselor to prepare and sign an IPE.
- New VR cost services will not be started without a signed IPE and a written service authorization via purchase order.

Operating Under a Closed Order of Selection
Impact on Subminimum Wage/Section 511 Services
How will this impact Subminimum Wage/Section 511?

- For Individuals age 24 and younger prior to receiving subminimum wage, OVR is required to provide PETS, vocational rehabilitation and/or career counseling.

- For any individual receiving subminimum wage, OVR is required to provide annual career counseling and information and referrals.

What is the impact on Subminimum Wage/Section 511? (2)

Nothing would change regarding Section 511 under the closure of the Order of Selection.

- OVR will continue to provide annual career counseling and information and referral sessions for individuals receiving subminimum wage.

- If interested, individuals would continue to apply for OVR services.

- Eligibility Determination would continue to be completed.
What is the impact on Subminimum Wage/Section 511? (3)

Section 511 requires that a youth (age 24 and under) must complete three (3) services prior to entering into subminimum wage (SMW) employment.

1. Transition Services under IDEA and/or Pre-Employment Transition Services under WIOA: Documented on the OVR-263
2. Career Counseling provided by OVR: Documented on the OVR-263A
3. Application for OVR services, and:
   a. Found ineligible, or
   b. Closed unsuccessful after attempting to reach IPE goal, and
   c. Documented on OVR case closure letters or ineligibility certificates

What is the impact on Subminimum Wage/Section 511? (4)

In the situation where individuals are seeking to enter subminimum wage employment under the age of 25, OVR would:

1. take an application,
2. provide information about the benefits of competitive integrated employment, provide information about the services that OVR is able to provide, AND
3. inform the individual about the closure of the OOS and the creation of the “Waiting List”.

The individual would have the choice to either make an informed decision to close his/her case with OVR and enter Subminimum Wage employment, or to remain “open” on the waiting list to receive OVR services.
- For additional information about the Order of Selection (OOS) closure, including answers to common FAQs, please visit the OVR website and access the "OOS" tile.

- For specific details about individual applications and/or individual case details, please contact your local OVR District Office.
Additional Information
YOUTH REENTRY DEMONSTRATION PROJECT:
Creating a Link for Young Adults Between the Justice System and Sustainable Career Pathways

Project Period: November 18, 2019 – March 31, 2022
Date of Submission: October 4, 2019

PROJECT NARRATIVE

Statement of Project Purpose
The local workforce areas of Bucks, Chester, Delaware and Montgomery face similar challenges when serving out-of-school youth ages 18-24 who have been incarcerated or otherwise involved in the criminal justice system. Creating a clear pathway to successfully overcoming this foundational barrier involves in-depth assessment, a range of resources, a clear and thorough participation plan and a connection to a sustainable career.

Through the Southeast Pennsylvania Young Adult Reentry Demonstration Project, the Bucks, Chester, Delaware, and Montgomery County workforce development boards propose to collaboratively deliver programming to engage reentering young adults in counselling, employability skills, mentorship, and training, leading to sustainable employment. The Chester County Workforce Development Board is seeking funding to implement this programming across all four areas.

Project Approach and Management Plan (Criterion 1)

Implementation
The Southeast Pennsylvania Young Adult Reentry Demonstration Project will implement a two-pronged approach utilizing employer engagement and job seeker services to achieve success. The demonstration will use a six-step approach to help out-of-school youth referred by the criminal justice system succeed in the workforce. The program will include the following:

Step 1: Introduction, Intake and Work Experience Placement: This step will provide orientation, eligibility, and intake services for program participants including thorough assessments and development of an IEP/ISS participation plan. Assessments will include foundational skills and wellness assessments, CareerScope, TABE, Skilldex, and, where available, WorkKeys, as well as an interest inventory. The initial plan will be updated regularly with the participant throughout the course of the program. Staff will work with the departments of corrections, probation and parole, domestic relations, and children and youth as well school districts, the public defender’s office, law enforcement, and area non-profits and faith-based organizations serving this population to identify candidates for the program.

If a program participant has an immediate need for income, initial plans will incorporate work experience specific to the planned career pathway. Having a strong pool of employer partners
Youth Reentry Demonstration Project  
Bucks, Chester, Delaware, Montgomery Workforce Development Boards

and mentors prior to enrollment rollout will establish a smooth transition to supported work experiences for participants.

**Step 2:** Connection to Intensive Case Management and Mentoring: Each participant will be assigned a Case Manager depending upon their location for accessibility and to ensure all case managers maintain a reasonable caseload. Case loads will not be distributed based solely on local workforce area. Case managers will guide program participants through all aspects of the plan development and implementation, providing ongoing advocacy and support. Case managers will also monitor ongoing mentoring outcomes to ensure this vital component is sustained throughout enrollment.

Mentoring relationships have proven benefits for the young adult population. Mentored youth are more likely to graduate from high school and have more self-esteem than their unmentored peers, especially within this at-risk population. One of the most important aspects of the mentoring relationship is for youth to witness positive and adaptive behaviors, especially in regard to setting goals, attitude, communication, and problem-solving. The Southeast Pennsylvania Young Adult Reentry Demonstration Project will employ a full-time Mentorship Coordinator, responsible for training volunteer mentors and facilitating activities. The *Mentors Matter* component will maintain a pool of volunteer mentors who will commit to meet with participants (as well other Out of School Youth job seekers in transition) twice monthly and invited to network with all participants monthly. The Mentorship Coordinator will implement college and career mentorship training and regularly monitor the relationships. In the event that meetings cannot occur in person, virtual services will be available.

**Step 3:** Workshops and Employability Skills: Participants will take part in an intensive period of workshops designed to prepare them to reenter the workforce and cope with their barriers to success. These workshops will include both the employability skills necessary for success, but also the computer, resume, and interview skills needed. An innovative workshop titled “Landing a Job with a Criminal Background” will also be included in the workshop offerings. If needed, participants will concurrently participate in Title II programming to complete their High School Equivalency (HSE). When possible, program staff will leverage existing Title I programming but will arrange for specialized sessions to limit travel for any participant. Workshops will be offered by program staff (to include two case managers, a Partnership Coordinator, a Mentorship Coordinator and a Project Manager), PA CareerLink® staff, partners and through Virtual-Reality (VR) as listed below:

**Workshops Presented by Program Staff**
- Landing a Job with a Criminal Background
- Employment Concerns Regarding Criminal Background Issues
- Customer Service
- Job Applications and Resume Development
- Interview Skills
- Personal Marketing
Youth Reentry Demonstration Project
Bucks, Chester, Delaware, Montgomery Workforce Development Boards

- Proper Workplace Dress and Etiquette
- Professional Correspondence
- Attitude and Anger Management
- Conflict Resolution
- Self-Empowerment
- Sell-Esteem
- Time Management
- Communication
- Job Retention
- Expungement/ARD processes and procedures

Guided Virtual Reality Workshops

Through our partnership with VR development firm NSENA, we have developed immersive virtual reality workshops that we will use in this program. These workshops include immersive lessons on mock interviewing, customer de-escalation training, and manager de-escalation training. Our Facilitators will lead youth through guided sessions with VR headsets. Following the workshops, youth will meet individually with the Facilitator to identify areas of improvement.

Facilitators can build customized modules based on the experiences where the youth may need assistance. These modules create safe learning experiences that empower the Facilitator to provide immediate feedback and coaching. Modules are layered, allowing participants to have different experiences with each viewing. Facilitators can also customize the digital environment or module content to tailor the user experience based upon geographic region or industry. These changes create unique module environments that are familiar to participants.

- Interview Skills
- Attitude and Anger Management
- Conflict Resolution
- Communication

Standard PA CareerLink® Workshops

- Job Applications and Resume Development
- Interview Skills
- Personal Marketing
- Professional Correspondence

Partner Agency Workshops

- Interview Skills
- Proper Workplace Dress and Etiquette
- Computer Skills
- Diversity
Youth Reentry Demonstration Project
Bucks, Chester, Delaware, Montgomery Workforce Development Boards

- Employment Concerns Regarding Criminal Background Issues
- Financial Literacy

**Step 4:** Education and/or Training: Title II under WIOA provides adult education and literacy, including high school equivalency. The Southeast Pennsylvania Young Adult Reentry Demonstration Project will leverage existing mandated partnerships with regional Title II providers for immediate reengagement, overseen by a case manager. With additional available programs, including HiSET high school equivalency credentials, Learning Express online HSE preparation and community college integrated HSE/degree programs, a reengagement plan will be customized based upon the individual needs of each participant. Additional efforts will be made to coordinate around any other connected services and activities (counseling, out-patient treatment, paid and unpaid work experience, etc.).

Training will additionally be customized using Individual Training Accounts, on-the-job training, existing HPO cohorts, JobCorps, existing pre-apprenticeships and apprenticeships and post-secondary education supports as determined appropriate based on assessment and participation plan. We will also use Skilldex, a web-based tool, to identify and document the skill needs of employers and training needs for job seekers, as well as skills inventories and gaps for a particular industry or region. Using Skilldex, Case Managers will develop plans to identify and address training and skill deficiencies.

**Step 5:** Placement: Staff will provide support in applying for jobs, connections to employers will be made through the Business Services Team, Job Locator Program, and Second Chance Employer Council to facilitate successful employment. On the Job Training (OJT) funds will also be leveraged for participants.

**Step 6:** Follow-Up: For the first three months of employment, the Case Manager will regularly check in with participants and employers to help address any issues that may impact employment retention and/or career growth. For the following three months, the Case Manager will check in with the participants and employers monthly to assist with any issues and to determine retention. Follow-up service will then continue for an additional six months after this time period to ensure long-term participant success with the employer. Enrollment and recruitment will be structured to allow six months of intensive case management through this retention phase

In addition to job seeker services, an employer outreach element will be included in this program. The Business Services Teams and Workforce Development Boards (WDBs) in Bucks, Chester, Delaware, and Montgomery counties have developed strong relationships with employers and reiterate the need to filter out only applicants’ whose criminal offenses would preclude specific functions of the position. Therefore, we consider every employer a second-chance employer with the appropriate supports and education in place.

A Second Chance Employer Council will be convened quarterly to bring together employers
around these supports. In much the same way as an Industry Partnership, this group will share challenges, best practices for overcoming these challenges, and success stories. These best practices and successes can then be shared by Business Services Teams during outreach to additional employers. Employer engagement is a critical component and by leveraging a regional approach, program staff plan on hosting employer forums, industry specific business panels, and through the mentoring program, networking sessions. The Partnership Coordinator will manage the Employer Council.

**Outreach**
Staff from each WDB will develop partnership processes for referral unique to each county. However, the referral process itself will be standardized as an application process. Referral sources will include corrections, probation and parole, domestic relations, and children and youth as well school districts, the public defender’s office, law enforcement, and area non-profits and faith-based organizations. Because the program will provide a holistic and thorough system of supports, including case management, mentorship, supportive services and educational supports, enrollment will be limited to 96 participants (4 cohorts of approximately 24 participants each, though final cohort numbers will be determined by geographic areas). Staff will therefore ask that referring entities nominate participants for inclusion in this opportunity, ensuring that the program is viewed as a voluntary opportunity for those who are enrolled. Additionally, this will ensure that participation in the program will be incorporated into any other requirements placed upon program participants by the judicial system.

Based upon initial partner conversations, the expectation is that the program will receive nominations beyond the enrollment number. Should that occur, program staff will oversee development of a review committee, consisting of partners across the project to review nominations and determine those who would most benefit from the demonstration project (based upon need and not indicated by county of residence). All those who are not enrolled in the demonstration project will be referred to Title I services as priority of service customers.

**Secondary Dropout Re-Engagement**
Title II under WIOA provides adult education and literacy, including high school equivalency. The Southeast Pennsylvania Young Adult Reentry Demonstration Project will leverage the strong partnership that each PA CareerLink® has built with Title II providers for immediate reengagement, overseen by a case manager. With additional available programs (HiSET, Learning Express online HSE preparation and community college integrated HSE/degree programs, a reengagement plan will be customized based upon the individual needs of each participant as well as coordinated around any other connected services and activities (counselling, out-patient treatment, paid and unpaid work experience, etc.). Having multiple options available for secondary reengagement will be a priority of program and board staff.
Identification of Training Skills Gaps
The goal of this grant is to make a significant, meaningful impact on the future trajectory of vulnerable young adults while also providing area employers with a skilled workforce that will carry into the future. Data available through the Center for Workforce Information and Analysis highlights the projected job skills through 2026 that will be required of employees in regional high priority occupations. Based upon that review, the demonstration project will assume that all participants, to varying extents, need to solidify certain business critical skills (such as time management, conflict resolution, and emotional intelligence), computer abilities, and customer service. Development of these vital skills will be incorporated into the program, with aptitude to be evaluated by the instructors.

Assessments will include foundational skills and wellness, CareerScope, TABE, Skilldex, and WorkKeys, as well as an interest inventory. Skilldex, a web-based tool, will also be used to identify and document the skill needs of employers and training needs for job seekers, as well as skills inventories and gaps for a particular industry or region. Customized plans will be developed using Skilldex to identify and address training and skill deficiencies.

Local Area Policy Revisions
Bucks, Chester, Delaware, and Montgomery County Workforce Development Boards will review local policies for supportive services and work experience if applicable to ensure policies align with provisions of the grant. Language within each area’s Individualized Training Account policies will be reviewed to allow for the possibility of covering tuition beyond an area’s cap if needed for post-secondary education (for costs beyond those covered by financial aid).

The Montgomery County Workforce Development Board will formalize a process for mentoring, including ongoing mentor training and supports, a structured activity and visit schedule and confidentiality expectations.

Adult Mentorship Component
The demonstration project will immediately employ a full-time Mentorship Coordinator to facilitate the Mentors Matter component of the project. This vital component will be an extension of existing mentorship developed through Big Brothers/Big Sisters (BB/BS) for the TANF Youth Development Fund in Montgomery County. BB/BS will be in a position to train the project’s Mentorship Coordinator around the development and growth of a strong volunteer mentor pool and activity plan. The Mentorship Coordinator will then be responsible for training volunteer mentors and facilitating the program.

Volunteer mentors will commit to meeting with mentees twice each month and will receive a brief electronic reporting form to submit after each visit. A weekly update to all mentors will provide activity ideas as well as a ‘conversation starter’ around relevant topics for program participants. The Mentorship Coordinator and Case Manager will both review submitted visit reports to monitor that the relationship continues to be meaningful and mutually beneficial.
Mentors will be invited once a month to a networking event arranged specifically for mentors. While attendance will not be in any way a condition of involvement in the program, it will be available for support, questions, best practices and general networking.

**Participation Target**
The Demonstration Project will limit enrollment to a total of 96 participants, including previously incarcerated young adults and young adults who have been subjected to the criminal justice system or adjudicated as a juvenile. Participants will be enrolled through 4 cohorts of approximately 24 each with enrollment staggered from March 2020 through January 2021. By enrolling the final cohort by January 2021, activity completion, placement and retention can be tracked and reported. Of that enrollment, the attached outcome goals will be achieved, tracked quarterly on the *Youth Reentry Quarterly Performance Report.*

**Project Timeline**

**Quarter 1**
- Add Title I Staff – Project Manager, Mentorship Coordinator, Partnership Coordinator, 2 Case Managers
- Train Title I Staff to program specifics
- Develop resources for mentors, employers and partners
- Develop a GIS-based resource for participant referral based upon supportive service needs
- Finalize curriculum for staff-delivered workshops
- Arrange for partner-delivered workshops

**Quarter 2**
- Educate partners around nomination process
- Engage employers and align for supportive work experiences
- Recruit and train mentors
- Finalize referral processes for high school equivalency, basic education, and ELL services
- Finalize referral processes for supportive services including behavioral health, substance abuse, housing, legal services, basic needs
- Finalize referral/enrollment processes for education/training
- Finalize sites for assessments/enrollment/workshops
- Enroll 1st cohort

**Quarter 3**
- Enroll 2nd cohort
- Engage enrolled participants in assessment, plan development, workshops and program activities per plan

**Quarter 4**
- Enroll 3rd cohort
- Engage newly enrolled participants in assessment, plan development, workshops and program activities per plan
Youth Reentry Demonstration Project
Bucks, Chester, Delaware, Montgomery Workforce Development Boards

- Continue to engage actively enrolled program participants through plan activities leading to six-month retention in meaningful employment that offers a sustainable wage and career path

**Quarter 5**
- Enroll 4th cohort
- Engage newly enrolled participants in assessment, plan development, workshops and program activities per plan
- Continue to engage actively enrolled program participants through plan activities leading to six-month retention in meaningful employment that offers a sustainable wage and career path

**Quarters 5-8**
- Continue new enrollments until target is reached
- Engage newly enrolled participants in assessment, plan development, workshops and program activities per plan
- Continue to engage actively enrolled program participants through plan activities leading to six-month retention in meaningful employment that offers a sustainable wage and career path

**Applicant/Team Capabilities (Criterion 2)**

**Project Partners**
Bucks County Workforce Development Board
Chester County Workforce Development Board
Delaware County Workforce Development Board
Montgomery County Workforce Development Board
Educational Data Systems, Inc. (as Title I service delivery provider)

**Partner Responsibilities**

**Chester County Workforce Development Board**
- Lead applicant/recipient for the Southeast Pennsylvania Young Adult Reentry Demonstration Project
- Modify Title I service delivery contract to incorporate all necessary components of the project
- Manage submission of fiscal and quarterly reports and requests for technical assistance
- Conduct any necessary monitoring and oversight
- Participate in any ongoing evaluation of this demonstration project

**Montgomery County Workforce Development Board**
- Track the ongoing progress of all program participants for quarterly reports and final submission
- Participate in any ongoing evaluation of this demonstration project
- Coordinate Mentorship Training
Bucks, Chester, Delaware and Montgomery County Workforce Development Boards

- Maintain relationships with partners from each area
- Maintain representation in the Second Chance Employer Council
- Formalize a connection to Title I services for program participants through youth and adult/DW providers

Educational Data Systems Inc.

- Programmatic implementation and continuous improvement staff.

Coordination of Responsibilities
While the Chester County WDB will serve as lead applicant and recipient, the demonstration project will serve Out of School Youth in four workforce areas. Therefore all four boards will take responsibility for the overall success of the program. Fiscal management, administrative functions, report submission and provider oversight will be through the Chester County WDB while ongoing participant tracking for outcomes will be through Montgomery County WDB staff. Montgomery County WDB staff will distribute this report to the four WDBs monthly in order for all to closely monitor progress of this demonstration project. Montgomery will also compile information necessary to complete quarterly reports, forwarding to Chester for submission.

The Chester County WDB will provide oversight of the contracted Title I services provider (EDSI) providing programs management, case management, mentorship development, partnership coordination and connecting those services to PA CareerLink® services as needed.

Past Performance
In recent years, workforce development re-entry programming in Chester County has reported a 60% placement rate and over 40 engaged employers. The expectation is that with increased funding, more dedicated staff, and a broader geographical area, these outputs will improve. In prior programming, information such as previous incarceration was not tracked, so past performance cannot be reported, but will be tracked and reported under this grant award.

Key Personnel
Jeanette Roman and Samantha Brannen, staff to the Chester County Workforce Development Board, will oversee program implementation and monitoring, as well as report submission. Both Ms. Roman and Ms. Brannen are certified Offender Workforce Development Specialists (OWDS) with specialized training in assisting justice-involved individuals. Additionally, Poornima Mahesh, fiscal coordinator for the Chester County WDB will handle all fiscal aspects of this grant.

Each participating Workforce Development Board will identify staff to participate in referrals, recruit employers for the Second Chance Employer Council, and assist in ensuring complete reporting.
EDSI staff will deliver programming.

- **Roe Falcone**, Regional Director of Operations, has 20 years’ experience launching major programs and innovations for specialized populations, conducting leadership training, building relationships with funding agencies and community partners, developing curriculum, and expanding EDSI’s services throughout Pennsylvania and surrounding states.

- **Larry Melf**, Regional Director of Operations, has managed and expanded key EDSI programs in Pennsylvania. As Director of Continuous Improvement, he oversaw program performance company-wide and analyzed performance trends, leading to process improvements tailored to each WDB’s needs and successful program outcomes across multiple contracts in many service areas.

- **Laura Zales**, as the Program Manager of EDSI’s Delaware County programs, has extensive experience with returning citizens, non-custodial parents, and youth, and works closely with the Delaware County Welfare Program Manager to operate a large and successful EARN program.

- **Andre Hardy**, EDSI Project Specialist, has coordinated customized vocational training for dislocated workers and assists with the start-up and management of special projects involving a wide-range of skilled professionals. As a Youth Program Manager, he recruited participants, conducted workshops, mentored, and helped young adults into post-secondary education and/or employment

**Adult Mentorship Capabilities**
The Southeast Pennsylvania Young Adult Reentry Demonstration Project will employ a full-time Mentorship Coordinator, responsible for training volunteer mentors and facilitating activities. The *Mentors Matter* component will maintain a pool of volunteer mentors who will commit to meet with participants (as well other Out of School Youth job seekers in transition) twice monthly and invited to network with all participants monthly. The Mentorship Coordinator will implement college and career mentorship training and regularly monitor the relationships. In the event that meetings cannot occur in person, virtual services will be available.

A weekly update to all mentors will provide activity ideas as well as a ‘conversation starter’ around relevant topics for program participants. The Mentorship Coordinator and Case Manager will both review submitted visit reports to monitor that the relationship continues to be meaningful and mutually beneficial.

Mentors will be invited once a month to a networking event arranged specifically for mentors. While attendance will not be in any way a condition of involvement in the program, it will be available for support, questions, best practices and general networking.
Timeline – 2020 Workforce RFPs

- Invite Review Team members: 8/28/2019
  - Set RFP development schedule with Review Team members: September / October / November 2019
- WDB Approval to Solicit RFPs: 10/23/2019
- WDB Executive Committee Approval of RFPs: 12/10/2019
- WDB Approval of RFPs at Board Meeting: 12/11/2019
- Publish Public Notice: 1/5/2020
- RFPs Released: 1/6/2020
  - Application Workshops: 1/29/2020
  - Question Deadline: 2/7/2020
  - Q&A Posted: 2/11/2020
- RFPs Deadline: 2/21/2020
- Review Team Meetings: March 2020
- WDB Executive Committee – present recommendations: 4/7/2020 (to be confirmed)
- WDB Approval: 4/22/2020 (to be confirmed)
- Commissioners Sunshine: TBD
Program Reports
### Title I WIOA Goals

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<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
<th>Feb</th>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Adult Credential Attainment Rate</td>
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<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<td>100%</td>
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<td>100%</td>
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<tr>
<td>Dislocated Worker Employment Placement</td>
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<td>Goal Met</td>
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</tr>
<tr>
<td>Dislocated Worker Employment (2Q after Exit)</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
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<tr>
<td>Dislocated Worker Employment (4Q after Exit)</td>
<td>76%</td>
<td>100%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
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<td>67%</td>
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</tr>
<tr>
<td>Dislocated Worker Median Earnings (2Q after Exit)</td>
<td>$7,300</td>
<td>$18,520.00</td>
<td>$16,200</td>
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<td>$32,800.00</td>
<td>$30,500.00</td>
<td>$28,200.00</td>
<td>$26,000.00</td>
<td>$23,800.00</td>
<td>$21,600.00</td>
<td>$19,400.00</td>
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<td>Dislocated Worker Credential Attainment Rate</td>
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<td>66%</td>
<td>66%</td>
<td>66%</td>
<td>66%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Dislocated Worker Measurable Skill Gains</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Six Month Retention</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
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<td>50%</td>
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<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Average Hourly Rate</td>
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<td>$31.50</td>
<td>$18.50</td>
<td>$28.76</td>
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</table>

### Employer Engagement

<table>
<thead>
<tr>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</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>144</td>
<td>53</td>
<td>45</td>
<td>29</td>
<td>127</td>
<td>Ongoing</td>
<td></td>
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</tr>
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<td>Number of New Job Orders in CWDS</td>
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<td>647</td>
<td>538</td>
<td>538</td>
<td>1764</td>
<td>Ongoing</td>
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</tr>
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<td>Repeat Employer Services Rate</td>
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</tbody>
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### Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</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>9</td>
<td>9</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<td>26</td>
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<tr>
<td>Number of Coatesville Residents served</td>
<td>0</td>
<td>3</td>
<td>1</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
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<tr>
<td>Number of Welcome Center participants</td>
<td>37</td>
<td>33</td>
<td>42</td>
<td>42</td>
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<td>42</td>
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<td>42</td>
<td>42</td>
<td>42</td>
<td>112</td>
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<tr>
<td>Number of workshops facilitated</td>
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<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
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<td>12</td>
<td>12</td>
<td>12</td>
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<tr>
<td>Number of community awareness events</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Number of ITA participants trained</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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

Submit all reports to the following email addresses:

- Jeanette Roman: jroman@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

Referral Sources:

- Chester County Workforce Development Board
- Contractor Report 2018-2019
- Program Goals
- Referral Sources:
  - Welcome Center
  - NESEA
  - UWFSC
  - Patshstone
  - Peer Support Group (Council of Southeast PA)
  - OVR

Contract/Amendment Amount: $250,000
Customer Success Stories
Summer 2019

Adam was a dislocated worker who attended a RESEA Orientation in December 2018. He was interested in an ITA for CDL A training. He had maintenance experience, along with some specialized experience as a water restoration specialist. He was looking for better job security and saw many CDL A driver positions posted on the CareerLink website. He applied for an ITA and was approved. He attended CDL A training with Smith and Solomon. His end date was scheduled for April 2019, but Adam worked hard to complete the program a month early. He kept in contact with his Career Advisor throughout his job search and reported that he started a full-time driving position with Rittenhouse Transport in June 2019. Adam is earning $15/hour.

Chrissy attended her RESEA Orientation in October 2018. She had a background in health care with experience working as a reporting analyst and as a coding department administrative coordinator. She applied for an Individual Training Account for Microsoft Office Specialist training in order to update her computer skills. Chrissy was approved for training and completed her courses with Full Circle in March 2019. She really appreciated the training and kept in contact with her career advisor, Hope, throughout many interviews. She started a job as a Healthcare Data Analyst in July 2019. She is earning $42/hour.

Mariah was referred to the Welcome Center (by Career Corps) in September 2018. Mariah met adult eligibility requirements was interested in the ITA program. She had some previous experience working in customer service and decided to pursue a Dental Assistant certification. She thought that being a Dental Assistant would be a fulfilling job with a flexible schedule that would help her to provide for her family. She completed her training with the Contemporary Health Careers Institute in February 2019, and she accepted a part-time Dental Assistant position at Smile Direct Club in March 2019. She kept in touch with her Career Advisor and let us know that she became a full-time employee at Smile Direct Club in July. Mariah earns $15/hour.

Following a layoff, Ryan came to the PA CareerLink to attend a RESEA orientation. Ryan learned that as a person collecting unemployment, he met the eligibility requirements for Title I WIOA programs. Ryan applied for an individual training account to pursue his project management certification. Ryan had held many project manager positions but never had the opportunity to receive his formal certification. With guidance from his career advisor, Robyn, Ryan was able to meet all eligibility and suitability requirements for the program. He was approved for an ITA. Ryan completed his training with Springhouse in late April. He landed his new career as a Security Director earning $140/hour in early August.
## Chester County Workforce Development Board
### Contractor Report
#### 2019-2020

| Provider: | Pathstone Corporation, Inc. |
| Contracted Program: | Career Corps |
| Contract/Amenment Amount: | |
| Contract Term: | July 1, 2019- June 30, 2020 |

### WIOA Youth

<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 19 Total</th>
<th>Rate</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Employment Placement</td>
<td>33%</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
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<td>15</td>
</tr>
<tr>
<td>Youth Employment (Second Quarter after Exit)</td>
<td>70%</td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Youth Employment (Fourth Quarter after Exit)</td>
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<td>0</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Youth Average Hourly Earnings</td>
<td>$10.00</td>
<td>$12.60</td>
<td>$11.00</td>
<td>$14.50</td>
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<td></td>
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<td></td>
<td></td>
<td>$12.70</td>
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<tr>
<td>Youth Measurable Skill Gains</td>
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<td>1</td>
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<td></td>
<td></td>
<td></td>
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<td>2</td>
</tr>
<tr>
<td>Youth Credential Attainment Rate</td>
<td>75%</td>
<td>3</td>
<td>1</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

### Employer Engagement

<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 19 Total</th>
<th>Rate</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td>32</td>
<td>20</td>
<td>18</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Number of Career Corps employer events held</td>
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<td>3</td>
<td>3</td>
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<td></td>
<td></td>
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### Program Goals

<table>
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<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 19 Total</th>
<th>Rate</th>
<th>Result</th>
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</thead>
<tbody>
<tr>
<td>Number of Carryovers (PY 18 to PY19)</td>
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<td></td>
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<td></td>
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<td>72</td>
</tr>
<tr>
<td>Number of New Enrollments</td>
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<td>6</td>
<td>4</td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td>Newly enrolled In School Youth</td>
<td>25%</td>
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<td>4</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Newly enrolled Out of School Youth</td>
<td>75%</td>
<td>0</td>
<td>2</td>
<td>2</td>
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<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Coatesville Residents Served</td>
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<td>4</td>
<td>4</td>
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<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>West Chester Residents Served</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Number of Youth dually enrolled with partners</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>0</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
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Samantha Brannen: sbrannen@chesco.org

**Referral Sources:**
- Outreach
- Valley Youth House
- Kennett Consolidate
Outreach for Career Corps
Career Corps staff is currently enrolling both In-School and Out-of-School-Youth. During the 1st quarter of PY 2019 10 youth were enrolled in the Career Corps program. With the PY 2018 carryover participants, the Career Corps total active enrollment stands at 61. During the 1st quarter of PY 2019, there were 16 participants who were exited. There are a total of 112 students in follow-up status.

- Staff has increased outreach efforts within the Chester County business community to increase program awareness and familiarize local employers with the Career Corps program. As a result of this outreach, internship and employment opportunities have opened for participants.
- Orientation has continued to take place weekly for eligible individuals. Every Monday, staff has expected between 2 and 4 orientation attendees. All staff continues 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 10 new participants during 1st Q 2019. This, in combination with carryovers from 2018 makes our total enrollment 173 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, Microsoft Digital Literacy, National Retail Federation Basics, resumes and cover letters as well as financial literacy training.

- On a daily basis Career Corps hosts approximately 10 participants. Other participants are employed or enrolled in various training programs both secondary and post-secondary.
- 8 youth reside in Coatesville zip code 19320.
- 0 youth reside in West Chester zip code 19382.
- 6 participants are actively participating in paid work experiences at various work sites
- 12 students, in two cohorts, have successfully completed paid work experience through the SLIP grant. Of those students, 6 have been offered and accepted full time employment.

Training Initiatives for 1st Q 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 the classroom calendar to ensure enthusiastic participation. Staff regularly assesses participants to ensure steady career pathway progress.
- 10 students continue with National Retail Foundation training, 4 have started the coursework. After this training, students will receive a nationally recognized certificate in customer service.
- 8 students have obtained Microsoft Digital Literacy certification
- 2 students have obtained their GED, 4 are participating in the GED program
- PathStone is identifying age appropriate students to participate in OIC’s GED program at the CareerLink

**Apprenticeships**
- PathStone is utilizing existing relationships with local partners and Philadelphia Works in order to develop startup apprenticeship programming in the healthcare field. As of October 1, 2019 Career Corps has identified 4 qualified candidates for placement at Devereux in Direct Support Professional positions. In September, staff took the candidates to tour both the Adult and Youth Services facilities at Devereux. All participants have completed the pre-apprenticeship requirements and are currently applying for employment at Devereux in order to start their onboarding process. Staff continues to recruit for the next cohort.
<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 in Hire One/Refer One</td>
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<td>68</td>
<td>70</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>188</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of new, new employers (brand new to CCEDF or inactive for prior 3 yrs)</td>
<td>N/A</td>
<td>40</td>
<td>35</td>
<td>13</td>
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<td>88</td>
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<tr>
<td>Number of working Taskforce Meetings</td>
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</tr>
<tr>
<td>Number of Business Networking Events</td>
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<td>1</td>
<td>0</td>
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<td>2</td>
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</tr>
<tr>
<td>Number of job seeker board presentations</td>
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<td>1</td>
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<td>1</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of employers linked to training and hiring opportunities for dislocated workers, veterans, and job seekers with barriers to employment</td>
<td>N/A</td>
<td>6</td>
<td>20</td>
<td>7</td>
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<tr>
<td>Number of employers participating in Hire One/Refer One resume sharing</td>
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<td>0</td>
<td>5</td>
<td>0</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>5</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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

Narrative:

- Hire One Employer Engagement & Outreach Events - September 2019:
  - 44 Job Seekers joined the Hire One program.
  - 5 Job Seekers were coached.
  - 1 Job Seeker presented their elevator pitch to employers at a board meeting this month.
  - Hire One spoke to the following Employers linked to Training or Hiring Opportunities: Artisanal Brewing Ventures, Alexanderwerk Inc., Comcast Spotlight, DNV GL Energy Services USA Inc., Edward Jones, HomelNet Automotive, JDog (Junk Removal & Hauling), Springhill Suites.
  - Hire One was represented at the following meetings: Chesco Networking Group, Financial Services Partners Meeting, Business Services Team Meeting at PA CareerLink, SEI Board Meeting, The OVR presentation.
Chester County Workforce Development Board
Contractor Report
2019-2020

Provider: CCEDF
Contracted Program: Business Education Partnership
Contract/Amendment Amount: $150,000
Contract Term: 07/01/2019-06/30/2020

<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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of youth participating in career awareness activities</td>
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<td>85</td>
<td>115</td>
<td>15</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Number of high school counselors/teachers participating in workplace tours</td>
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<tr>
<td>Number of parents participating in career awareness activities</td>
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<tr>
<td>Number of partners actively involved in CCBEP planning and governance</td>
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<td>1</td>
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<td>2</td>
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</tr>
<tr>
<td>Number of local employers participating in CCBEP activities</td>
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<td>Ongoing</td>
</tr>
<tr>
<td>Number of career exploration events</td>
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<td>Ongoing</td>
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<tr>
<td>Number of career exploration events with a parent component</td>
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<td>0</td>
<td>Ongoing</td>
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<tr>
<td>Number of career fairs and community events hosted for middle and high school youth</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
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<td>Ongoing</td>
</tr>
<tr>
<td>Number of STEM camps and workshops for elementary and middle school youth</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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Stephanie Smith: stsmith@chesco.org
Pat Bokovitz: pbokovitz@chesco.org
Dolores Colligan: dcolligan@chesco.org

Narrative:

- Attended Alianza Latino Festival in Phoenixville on July 27 and spoke with students and parents about the advantages of being bilingual in a healthcare career.
- Attended Chester County Futures day at Cabrini University on August 6 and shared information about healthcare and nursing careers with high school students from Kennett Square, Coatesville and Oxford school districts.
- Attended TCHS Pickering CharleSound Fest on August 6 and discussed career opportunities in nursing with students and adults.
- Conducted What’s so Cool about Manufacturing video contest training for middle school teachers in Chester and Delaware counties.
The objective of the grant is to connect employers, educators, students, and parents to innovative and inspiring activities, workshops, and programs created to provide career readiness and career awareness in high demand career pathways for Chester County students.

<table>
<thead>
<tr>
<th>GRANT ACTIVITY</th>
<th>OUTCOME</th>
</tr>
</thead>
</table>
| Deliver career exploration events                   | - Attended Alianza Latino Festival in Phoenixville on July 27 and spoke with 85 students and 65 parents about the advantages of being bilingual in a healthcare career  
  - Attended Chester County Futures day at Cabrini University on August 6 and shared information about healthcare and nursing careers with 56 high school students from Kennett Square, Coatesville and Oxford school districts  
  - Attended TCHS Pickering CharleSound Fest on August 6 and discussed career opportunities in nursing with students and adults |
| Provide STEM Immersion excursions                   | - Dates have been selected for Spring excursions on March 26 and May 15                                                                              |
| Support STEM activities with supplies and materials  | - Supplies and materials were provided to all 11 summer academy programs and the career exploration activities listed above  
  - Conducted What's so Cool about Manufacturing video contest training for middle school teachers in Chester and Delaware counties |
| Provide resources for STEM activities such as transportation & substitute funding | - Transportation requests have been received for Manufacturing Day Circuit Tours and Techies Day                                                             |
| Continue to implement Career Ready Chesco website   | - Attended 2 training sessions with Berks County IU – one of website implementation and one on career pathways and engaging business and education in the Career Ready process  
  - Planning Career Ready Chesco Leadership Team meeting for December 10                                                                 |
| Create digital career exploration experiences        | - Planning to begin in a subsequent quarter                                                                                                             |
Chester County Workforce Development Board  
Contractor Report  
2019-2020

| Provider: | Open Hearth  |
| Contracted Program: | Mobile Workforce Navigator  |
| Contract/Amendment Amount: | $72,000  |
| Contract Term: | July 1, 2019- June, 30, 2020  |

<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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new Full Service participants enrolled in CWDS</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of Brief Services participants</td>
<td>150</td>
<td>19</td>
<td>15</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of returning participants (Brief and Full)</td>
<td>125</td>
<td>12</td>
<td>16</td>
<td>12</td>
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<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of new participants receiving needs related payments</td>
<td>10</td>
<td>3</td>
<td>1</td>
<td>1</td>
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<td></td>
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<td></td>
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<td>Ongoing</td>
</tr>
<tr>
<td>Number of new Full Service participants entering employment at exit</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of new Brief Services participants entering employment at exit</td>
<td>20</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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- CC:
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- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

<table>
<thead>
<tr>
<th>Referral Sources:</th>
<th>Site</th>
<th>Full</th>
<th>Brief</th>
<th>Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coatesville CCH</td>
<td>0 full service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coatesville Library</td>
<td>1 full service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennett Library</td>
<td>0 full service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxford Neighborhood Services</td>
<td>0 full service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACS</td>
<td>1 full service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenixville Library</td>
<td>0 full service</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Self</td>
<td>1 full service</td>
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<tr>
<td>Family</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td>1 full service</td>
<td></td>
<td></td>
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</tbody>
</table>

Site Referral Sources:

- Oxford Neighborhood Services
- PACS
- Phoenixville Library
- Self
- Family
- Other

Narrative: The Mobile Workforce Navigator continued efforts to engage participants and connect with community partners in September. Fred Sharpe, Employment Specialist from OIC, came to the Coatesville Library to exchange information. The MWN provided updated CareerLink and MWN literature to Wings for Success at the ribbon cutting of their new Kennett Square location. Updates were also received at an OVR presentation at CareerLink. At a meeting with a member of the Southern Chester County Opportunity Network (SCCON), updates on revisions to TMACC’s bus route in southern Chester County were provided. During the MWN’s weekly administrative day at CareerLink in September, 20 individuals were assisted either in the Computer Resource Center or over the telephone.

As a member of the SCCON Community Collaboration team the group began a process mapping project led by Sweetman Evaluation Consulting titled, Developing An Understanding of the Experience of Accessing Social Services in Southern Chester County. The investigation focuses in on three main research questions:

1. How efficiently does the current social service provision system in Southern Chester County meet the needs of those seeking services? What are areas of strength? What are areas of need?
2. What are the experiences of people/families moving through the system? What are the facilitators and barriers to procuring needed services?
3. What are the experiences of service providers working in the system? What are the facilitators and barriers to providing services?

Customer Story: B.M. is a former urban planner who had retired nine years ago. She believed she had budgeted for retirement, but with a recent multiple sclerosis diagnosis has found she cannot afford the cost of medication on her pension. B.M. recently moved to Chester County and was referred to the MWN by SILO (Serving Inspiring Leading Others), who is helping her with referrals for medical and social service needs. A PACL account was created along with an initial resume. She was shown how to create a target list of companies and www.vista.today was shown as a resource to learn and more about Chester County. The referral process to OVR was initiated, and the customer accepted transportation assistance to attend the October 8th CareerLink National Disability Employment Awareness Month (NDEAM) job fair. B.M. was also encouraged to access Welcome Center services while there.

59
October 17, 2019

TO:  Chester County Workforce Development Board

RE:  Mobile Workforce Navigation Q1/PY 2019-20 Program Update

FR:  Kelly Raggazino, Executive Director, Open Hearth

The Mobile Workforce Navigation program continues to provide critical services in the Phoenixville, Coatesville, and Southern Chester County communities. During the last quarter, 48 new customers received services. In addition, there were 40 visits with returning customers. Specifically, the Mobile Workforce Navigator (MWN) enrolled unemployed and underemployed customers in the PA CareerLink System and facilitated supportive services enrollments at PA CareerLink- Chester County. The MWN provided customers with assistance navigating the PA CareerLink System so they were proficient at completing job searches. She also ensured their resume and other information was updated and accurate. Additionally, the MWN referred customers to workshops, hiring events and other opportunities at PA CareerLink- Chester County and provided transportation assistance if needed.

The MWN continues to provide assistance to customers every Tuesday in CareerLink’s Computer Resource Center or via phone consultation. The MWN helps customers who request one-on-one assistance in the same manner as the EDSI and PA state employees who are based at CareerLink. The MWN assisted a total of 79 individuals during her weekly administrative time at CareerLink over the past quarter.

The Mobile Workforce Navigator also continues her outreach efforts through participation in multiple community meetings and committees. These include:
  • Coatesville Cross Systems committee
  • Chester County Collaborative’s leadership committee (sponsor of the Single Mothers conference)
  • Southern Chester County Opportunity Network/Community Collaboration committee
  • Joseph’s People for the Unemployed and Underemployed
  • Coatesville Center for Community Health interagency meetings

Furthermore, the MWN completes regular outreach with partners co-located at her weekly site locations; within the PA CareerLink/Financial Stability Center; and out in the community. She also provides services and meets with staff at Family Promise of Southern Chester County, Southern Chester County Chamber of Commerce and SILO, among others. Outreach provides the opportunity to share information with customers, staff and volunteers about PA CareerLink hiring events, workshop schedules, workforce resources, and trainings. Moreover, the MWN is able to provide bus passes or gas cards to facilitate travel to CareerLink’s Exton site for individuals lacking transportation to access these opportunities.

<table>
<thead>
<tr>
<th>MOBILE WORKFORCE NAVIGATION PROGRAM WEEKLY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
</tr>
<tr>
<td>Kennett Library 9am – 12pm</td>
</tr>
<tr>
<td>Kennett Area Community Services 1pm – 4pm</td>
</tr>
</tbody>
</table>

www.openhearthinc.org
kraggazino@openhearthinc.org
## Chester County Workforce Development Board
### Contractor Report
#### 2019-2020

<table>
<thead>
<tr>
<th>Provider:</th>
<th>Chester County OIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Program:</td>
<td>GED</td>
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<tr>
<td>Contract/Amendment Amount:</td>
<td>$30,000</td>
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<tr>
<td>Contract Term:</td>
<td>7/1/2019-6/30/2020</td>
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</table>

### Program Goals

<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 19 Total</th>
<th>PY 19 Result</th>
<th>PY 18 Total</th>
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<tbody>
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<td>69</td>
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<td></td>
<td>3</td>
<td>4.35%</td>
<td>33 (11.07%)</td>
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<td></td>
<td>16</td>
<td>Goal Met</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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### Referral Sources:

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- Pat Bokovitz (pbokovitz@chesco.org)
- Dolores Colligan (dcolligan@chesco.org)

**Narrative:**

- ...
## Chester County Workforce Development Board
### Contractor Report 2019-2020

**Provider:** Life Transforming Ministries  
**Contracted Program:** Work 1st ReEntry  
**Contract/Amendment Amount:** $45,000  
**Contract Term:** July 1, 2019 - June 30, 2020

### Employment Placement

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
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<tbody>
<tr>
<td>Jul</td>
<td>Aug</td>
<td>Sept</td>
<td>Oct</td>
</tr>
<tr>
<td>80%</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>75%</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>60%</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Average Hourly Rate</td>
<td>$13.00</td>
<td>$10.00</td>
<td>$10.00</td>
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### Employer Engagement

<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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Number of Job Order Referrals</td>
<td>25</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
<td></td>
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<td></td>
</tr>
</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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of carryovers</td>
<td>N/A</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>Ongoing</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Number of participants receiving Basic Career Services</td>
<td>50</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>7</td>
<td>Ongoing</td>
<td></td>
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</tr>
<tr>
<td>Number of Individualized Career Services referrals</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ongoing</td>
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<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>Ongoing</td>
<td></td>
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</tr>
</tbody>
</table>

### Outreach

<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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of outreach visits</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Chester County shelters</td>
<td>N/A</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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Chester County Prison</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Number of individuals attending an outreach visit</td>
<td>N/A</td>
<td>5</td>
<td>14</td>
<td>24</td>
<td>43</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Chester County residents</td>
<td>N/A</td>
<td>11</td>
<td>16</td>
<td>27</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Out-of-county PA residents</td>
<td>N/A</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Out-of-state residents</td>
<td>N/A</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Adult Probation  
- Domestic Relations

**Narrative:**
During the month of September, 2 partner referrals and 2 contact referrals were received. A total of 3 intakes were scheduled: 3 intakes were completed and 3 client intakes’ profile on CWDS were updated. 1 partner referral has not responded to my phone call.

---

**Submit all reports to the following email addresses:**

- Jeannette Roman: jroman@chesco.org  
- Samantha Brannen: sbrannen@chesco.org  
- Stephanie Smith: sprsmith@chesco.org  
- Tracey Dougherty: tdougherty@chesco.org  
- Pat Sokolovitz: psokolovitz@chesco.org  
- Dolores Colligan: dcolligan@chesco.org
October 2019

48 inmates attended an outreach visit at Chester County Prison during the first quarter. 10 partner referrals were received, of which 4 did not respond, and 8 other contacts were processed. 15 intake appointments were scheduled, of which 7 were completed. 4 did not show up for their appointment, 1 was rescheduled and 3 were cancelled. Employment readiness is determined during the intake appointment and if the individual is ready and available for employment a resume is created then downloaded onto a flash drive. Employment searches are also conducted immediately according to client’s availability at that time. 2 clients obtained employment during the quarter.

Additional outreach work included the scheduling of a group information session at Chester County Prison for October. A meeting with Adecco to discuss the possibility of establishing a partnership was also being scheduled. An ongoing barrier for clients to obtain employment is reliable transportation. Additional resources for bus passes, Uber, or Lyft would be helpful.

For more information about Work 1st contact Janis McElwee, jmcelwee@QuietRevolution.org or (610) 380-1587
### Chester County Workforce Development Board Contractor Report 2019-2020

**Provider:** Pathstone Corporation, Inc.

**Contracted Program:** EARN

**Contract/Amendment Amount:** $100,000

**Contract Term:** July 1, 2019- June 30, 2020

<table>
<thead>
<tr>
<th>EARN</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>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>N/A</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of participants enrolled beyond 180 days</td>
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<td>1</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>7</td>
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<td>7</td>
<td>7</td>
<td>7</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Percentage of Enrollments in Compliance</td>
<td>65%</td>
<td>24</td>
<td>26</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>26</td>
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<td>26</td>
<td>26</td>
<td>26</td>
<td>Goal Met</td>
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</tr>
<tr>
<td>Number of Job Placements (Tier 1: 80 hours of work in 4 weeks)</td>
<td>50%</td>
<td>3</td>
<td>2</td>
<td>2</td>
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<td>2</td>
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<td>2</td>
<td>2</td>
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<td>2</td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of Job Placements (Tier 2: $10/hr or more)</td>
<td>N/A</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of Job Placements (Tier 3: TANF benefits close due to income)</td>
<td>N/A</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>2</td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of Participants in Retention Phase</td>
<td>N/A</td>
<td>10</td>
<td>12</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
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<td>14</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of Participants meeting 6 Month Retention</td>
<td>30%</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of Participants in Credentialing</td>
<td>N/A</td>
<td>12</td>
<td>14</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>42</td>
<td>Ongoing</td>
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<tr>
<td>Average Hourly Rate</td>
<td>$10.00</td>
<td>$11.25</td>
<td>$11.14</td>
<td>$11.14</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>$11.18</td>
<td>Goal Met</td>
<td></td>
</tr>
<tr>
<td>Number of Referral Rejections</td>
<td>N/A</td>
<td>21</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
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<td>9</td>
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<td>9</td>
<td>9</td>
<td>9</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Number of Terminations (positive, negative, and neutral closings)</td>
<td>N/A</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<td>4</td>
<td>4</td>
<td>4</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Number of Employers Engaged</td>
<td>N/A</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>Ongoing</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
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- Tracey Dougherty: tdougherty@chesco.org
- Stephanie Smith: asmith@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

**Referrals:**

- Spring Mill Seniors
- Home Helpers
- Alpine Home Care
- Habitat For Humanity
- Banker's Life
- Cracker Barrel

**Narrative:**

- PY 19-20 18
- Carry-Overs
- 10 New Enrollments
- Currently we have 28 participants enrolled:
  - 14 Participants are in Retention
  - 3 Pending Employment
  - 1 Dual Enrollment with CareerCorps (Apprenticeship Program)
  - 1 ITA (Credentialing)
  - 4 School/Training (Credentialing)
  - 5 In-House Credentialing
## Chester County Workforce Development Board
### Contractor Report 2019-2020

**Provider:** Pathstone Corporation, Inc.  
**Contracted Program:** Work Ready/SNAP  
**Contract/Amendment Amount:** $128,395  
**Contract Term:** October 1, 2019-September 30, 2020

| Work Ready | Goal | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | PY 18 Total | Result |
|------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|-------|
| Number of Carry-Overs | N/A  | 6   |     |     |     |     |     |     |     |     |     |     |     | 6     | Ongoing |
| Number of New Enrollments | N/A  | 8   | 3   | 4   | 1   | 0   | 2   | 4   | 5   | 4   | 2   | 1   | 3   | 37    | Ongoing |
| Number of clients with a complete full family assessment within 5 days of enrollment | 80%  | 2   | 3   | 5   | 4   | 2   | 1   | 3   |     |     |     |     |     |     | Goal Met |
| Percentage of Enrollments in Compliance | 93%  | 100% | 93% | 98% | 99% | 100% | 92% | 88% | 92% | 96% | 98% | 100% | 96% |     |     |
| Number of clients who have completed full-family assessment and 4 case management meetings (per month) | 80%  | 2   | 2   | 5   | 4   | 2   | 1   | 3   |     |     |     |     |     |     | Goal Met |
| Number of clients referred to a barrier remediation activity within 30 days | 80%  | 2   | 2   | 4   | 3   | 2   | 1   | 3   |     |     |     |     |     |     | Goal Met |
| Number of clients completing one activity before termination | 80%  | 1   | 0   | 0   | 1   | 0   | 2   | 0   |     |     |     |     |     |     | 36%   | Ongoing |
| Successful Outcomes (Transfer, SSI approval, or Employment): | 50%  | 2   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 10%   | Ongoing |
| Number of Job Placements | N/A  | 1   | 2   | 2   | 6   | 0   | 0   | 0   | 1   | 0   | 1   | 0   | 0   | 13    | Ongoing |
| Number of Retentions (met 4 weeks) | N/A  | 1   | 1   | 1   | 3   | 3   | 2   | 0   | 1   | 1   | 0   | 0   | 0   | 13    | Ongoing |
| Number of Transfers to EARN or KEYS | N/A  | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1     | Ongoing |
| Number of Terminations (negative or neutral closings) | N/A  | 2   | 3   | 4   | 0   | 1   | 1   | 1   | 1   | 3   | 0   | 3   | 0   | 19     | Ongoing |
| Number of Referral Rejections | N/A  | 13  | 11  | 13  | 6   | 9   | 7   | 8   | 3   | 6   | 8   | 8   | 10  | 102   | Ongoing |

| SNAP | Goal | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | PY 18 Total | Result |
|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|-------|
| Number of New Enrollments | N/A  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 1     | Ongoing |
| Percentage of Enrollments in Compliance | 75%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%  | 0%    | Ongoing |
| Number of Job Placements | N/A  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | Ongoing |
| Number of Terminations (closings) | N/A  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0     | Ongoing |
| Number of Referral Rejections | N/A  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 3     | Ongoing |
| Number of Recruitment/Awareness Events | N/A  | 0   | 0   | 1   | 1   | 0   | 0   | 2   | 2   | 0   | 1   | 0   | 0   | 7     | Ongoing |

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

Submit all reports to the following email addresses:

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

**CC:**

Legal Aid  
Commonwealth Clinic

<table>
<thead>
<tr>
<th>Barrier Remediation Referrals:</th>
<th>PY 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry-overs</td>
<td>6</td>
</tr>
<tr>
<td>37 New Enrollments</td>
<td></td>
</tr>
<tr>
<td>Currently we have 14 participants enrolled:</td>
<td></td>
</tr>
<tr>
<td>1 Placement</td>
<td></td>
</tr>
<tr>
<td>2 Pending Employment</td>
<td></td>
</tr>
<tr>
<td>1 Dual Enrollment with CareerCorps (Apprenticeship Program)</td>
<td></td>
</tr>
<tr>
<td>10 In-house</td>
<td></td>
</tr>
</tbody>
</table>

**Narrative:**

- PY 18-19
- 65
PathStone Corporation

EARN and Work Ready Programs

Overview

The primary goal of the program is to guide and address the needs of our participants with serious barriers to gaining and maintaining employment by providing comprehensive case management, remediation, education with special emphasis on individuals with limited English proficiency, skills training, work activities, job placement and retention activities. The Work Ready Program goal is to help participants transition to the EARN program and to secure and retain employment by providing services that will help the participants stabilize barriers that may prevent them from self-sufficiency.

The EARN and Work Ready Program currently have enrolled forty-two participants. Our programs give each individual the opportunity to access various deliverables services. In addition, each participants is provided with full access to multiple resources.

<table>
<thead>
<tr>
<th>Domestic Violence</th>
<th>Family Services</th>
<th>Housing</th>
<th>Childcare (ELRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wings for Success</td>
<td>Human Services</td>
<td>Holcomb</td>
<td>Commonwealth Clinic</td>
</tr>
<tr>
<td>Valley Creek Crisis</td>
<td>Legal Aide</td>
<td>Children, Youth &amp; Families</td>
<td>Supportive Services</td>
</tr>
</tbody>
</table>

Accomplishments

With our collaborative plan we have established a road to success for individuals and families. Recently, Jubetsy Moore (EARN Participant) was nominated for the Annual CAAP Self-Sufficiency Award and was selected among 42 CAAP agencies throughout Pennsylvania. In addition, she received a citation from Senator Andy Dinniman. We continue to see evidence of reoccurring progress and accomplishments throughout our programs. This is a notable example of how our programs operate.
Data

Updates
SAMPLE
Chester County Market Intelligence Report

Date: August 2019
To: Chester County Workforce Development Board and Partners
From: EDSI Solutions
Subject: Market Intelligence Report

Upcoming Job Fairs and Recruitment Events:

Customer Service and Hospitality Job Fair – Wednesday, September 4, 2019
CareerLink will be hosting a Customer Service and Hospitality Job Fair on Wednesday, September 4th from 9:00am – 11:30am. The job fair will feature several Chester County employers who are actively hiring for customer service and hospitality roles beginning at $15.00/hour.

- **Victory Brewing** – Victory Brewing will be on site at the CareerLink from 1:30pm to 3:30pm on Tuesday, September 17. Open positions range from Line Assistants to Brewers. Salaries for these positions range from $12-24/hour depending on position.
- **Monarch Staffing** – Monarch Staffing will be on site at the CareerLink from 1:30pm to 3:30pm on Thursday, September 19. They are recruiting for the position of Service/Dispatch Coordinator. The salary for this position starts at $17/hour.
- **Rite Aid** – Rite Aid will be on site at the CareerLink from 1:30pm to 3:30pm on Thursday September 26. They have both Shift Supervisor and Retail Store Leadership positions available. The salaries for these positions range from $11-14/hour.

Business Services Updates:

**Amazon Whole Foods** – Andrew met with recruiter Catherine Rawlings to discuss her hiring needs. Andrew connected Catherine to Ken for help with access to her employer CareerLink profile. Catherine will now be utilizing the CareerLink website. More information to come on a “Personal Shopper” recruitment event for her open positions with Whole Foods in Exton, PA.

**Pactiv** – Andrew met with Plant Manager Jeremy Howells to discuss his need for 10+ warehouse personnel ASAP. Jeremy will now be utilizing the CareerLink website to post his jobs. Jeremy is also interested in scheduling an on-site recruitment event with CareerLink.

**Walmart** – Andrew met with Shallu Singh and People Lead at the CareerLink. Moving forward, they will be using the CareerLink website and working with Andrew regarding their upcoming seasonal hiring needs in their Exton and Parkesburg locations.

**Hire One** – Andrew participated in HireOne’s networking event on August 28th. He was able to connect with and schedule follow up meetings with four local employers – Heartland, Hankin Group, Hilton Garden Inn, and Jennersville Hospital.
## August 2019 Labor Market Information

### Chester County Workforce Development Area

### Unemployment Rates

<table>
<thead>
<tr>
<th></th>
<th>August 2019</th>
<th>Monthly Change</th>
<th>Annual Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chester</td>
<td>2.9%</td>
<td>↓</td>
<td>↔</td>
</tr>
<tr>
<td>Bucks</td>
<td>3.6%</td>
<td>↓</td>
<td>↑</td>
</tr>
<tr>
<td>Delaware</td>
<td>3.8%</td>
<td>↔</td>
<td>↔</td>
</tr>
<tr>
<td>Montgomery</td>
<td>3.3%</td>
<td>↔</td>
<td>↑</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>5.3%</td>
<td>↑</td>
<td>↔</td>
</tr>
<tr>
<td>Chester County WDA</td>
<td>2.9%</td>
<td>↓</td>
<td>↔</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>3.9%</td>
<td>↔</td>
<td>↓</td>
</tr>
<tr>
<td>United States</td>
<td>3.7%</td>
<td>↔</td>
<td>↓</td>
</tr>
</tbody>
</table>

Surrounding counties are provided for comparison purposes only.

### Labor Force and Employment Statistics

<table>
<thead>
<tr>
<th></th>
<th>August 2019</th>
<th>July 2019</th>
<th>Monthly Change</th>
<th>August 2018</th>
<th>Annual Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chester County WDA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Force</td>
<td>286,600</td>
<td>284,900</td>
<td>↑</td>
<td>1,700</td>
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<tr>
<td>Employed</td>
<td>278,200</td>
<td>276,200</td>
<td>↑</td>
<td>2,000</td>
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<tr>
<td>Unemployed</td>
<td>8,400</td>
<td>8,700</td>
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<tr>
<td>Unemployment Rate</td>
<td>2.9%</td>
<td>3.1%</td>
<td>↓</td>
<td>-0.2%</td>
<td>↔</td>
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<tr>
<td><strong>Pennsylvania</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Labor Force</td>
<td>6,479,000</td>
<td>6,470,000</td>
<td>↑</td>
<td>9,000</td>
<td>↑</td>
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<tr>
<td>Employed</td>
<td>6,225,000</td>
<td>6,220,000</td>
<td>↑</td>
<td>5,000</td>
<td>↑</td>
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<tr>
<td>Unemployed</td>
<td>255,000</td>
<td>250,000</td>
<td>↑</td>
<td>5,000</td>
<td>↓</td>
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<tr>
<td>Unemployment Rate</td>
<td>3.9%</td>
<td>3.9%</td>
<td>↔</td>
<td>0.0%</td>
<td>↓</td>
</tr>
<tr>
<td><strong>United States</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Force</td>
<td>163,922,000</td>
<td>163,351,000</td>
<td>↑</td>
<td>571,000</td>
<td>↑</td>
</tr>
<tr>
<td>Employed</td>
<td>157,878,000</td>
<td>157,288,000</td>
<td>↑</td>
<td>590,000</td>
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</tr>
<tr>
<td>Unemployed</td>
<td>6,044,000</td>
<td>6,063,000</td>
<td>↓</td>
<td>-19,000</td>
<td>↓</td>
</tr>
<tr>
<td>Unemployment Rate</td>
<td>3.7%</td>
<td>3.7%</td>
<td>↔</td>
<td>0.0%</td>
<td>↓</td>
</tr>
</tbody>
</table>

Source: Preliminary August 2019 seasonally adjusted data provided by the Center for Workforce Information and Analysis (CWIA) (October 2019)
Prepared by Central Pennsylvania Workforce Development Corporation (CPWDC)
For more information, [www.chesco.org/159/Workforce-Development-Board](http://www.chesco.org/159/Workforce-Development-Board)
ALICE IN CHESTER COUNTY
2017 Point-in-Time Data

Population: 519,293 • Number of Households: 189,506
Median Household Income: $96,656 (state average: $59,195)
Unemployment Rate: 4% (state average: 5.3%)
ALICE Households: 20% (state average: 24%) • Households in Poverty: 7% (state average: 13%)

How has the number of ALICE households changed over time?

ALICE is an acronym for Asset Limited, Income Constrained, Employed – households that earn more than the Federal Poverty Level, but less than the basic cost of living for the county (the ALICE Threshold). Combined, the number of ALICE and poverty-level households equals the total population struggling to afford basic needs. The number of households below the ALICE Threshold changes over time; households move in and out of poverty and ALICE status as their circumstances improve or worsen. The recovery, which started in 2010, has been uneven across the state. Conditions have improved for some families, but with rising costs, many still find themselves struggling.

What types of households are struggling?

The way Americans live is changing. There are many different family and living combinations — more than ever before. More adults are living alone, with roommates, or with their parents. Families with children are changing: There are more non-married cohabiting parents, same-sex parents, and blended families with remarried parents. The number of senior households is also increasing. Yet all types of households continue to struggle: ALICE and poverty-level households exist across all of these living arrangements.
Why do so many households struggle?

The cost of living continues to increase…

The Household Survival Budget reflects the bare minimum that a household needs to live and work today. It does not include savings for emergencies or future goals like college. Family costs increased by 22 percent statewide from 2010 to 2017.

…and wages lag behind

Employment and wages vary by location and firm size, but across the state, wages are still often less than the cost of the family Household Survival Budget.

Private-Sector Employment by Firm Size With Average Annual Wages, 2017

Employer Engagement Information
National Disability Employment Awareness Month (NDEAM)

Job Fair
The Right Talent, Right Now

TUESDAY
OCTOBER 8, 2019
9:30 AM—11:30 AM

PA CareerLink® - Chester County
Oaklands Corporate Center
479 Thomas Jones Way
Suite 500
Exton, PA 19341

For more information and/or accommodation requests, please contact:
Linda Horton
610-306-1071 lihorton@pa.gov

Held every October, National Disability Employment Awareness Month (NDEAM) is a fitting time to educate about disability employment related issues and celebrate the many and varied contributions of America’s workers with disabilities and the companies that values these contributions. Norristown OVR and PA CareerLink® - Chester County have partnered to commemorate NDEAM by holding a job fair.
Seasonal Hiring Fair

Wednesday • October 23rd
4:30 pm to 6:30 pm

Find your holiday job opportunity by meeting ‘local employers’ who are hiring for Seasonal, Permanent or Temp-to-Perm Positions

For more information and a confirmed list of employers, please contact Andrew Mathis at amathis@edsisolutions.com or (610) 280 –1029

Oaklands Corporate Center
479 Thomas Jones Way, Suite 500
Exton, PA 19341

Equal Opportunity Employer/Program Auxiliary aids available upon request
PARTICIPATING EMPLOYERS

Marshalls/Home Goods
Target
Boscov's
Sierra
Kohl's
UPS
COATESVILLE

JOB & CAREER FAIR

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 - November 13, 2019
4:30 pm to 6:30 pm

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

Monarch Staffing  County of Chester

USSC Group  Barclay Friends

Home Helpers  CCRES Educational & Behavioral Health Services

Careers USA  UPS

Resources for Human Development  Krapf Bus

Seniors Helping Seniors  Genesis Healthcare, PowerBack Exton

Express Employment Pros  Human Services, Inc.

Tower Health  Citadel Federal Credit Union

Advanced Protection Company  The Protection Bureau

Maternal and Child Health Consortium  AUTOZONE

Forcine Concrete  Rent A Center, Inc.

U.S. Army  Rite Aid
Who should attend:
Professionals seeking a new opportunity in any of the industries listed below

This is a business meeting, not a job fair.

Hors d’oeuvres and beverages will be served.

Hire One, a CCEDC initiative, is a public/private partnership which provides employment services to the Health Care, Energy, IT/Communications, Life Science, Manufacturing, Financial Services, and Agriculture industries.

www.hireonecc.com

For more information, contact Jim Lauckner jlauckner@ccedcpa.com or 610.321.8231

Hire One is funded in part by the Chester County Workforce Development Board.

REGISTRATION - https://hireonejsnetworking82819.eventbrite.com