MEETING AGENDA

I. Call to Order and Pledge of Allegiance

II. Welcome and Introductions

III. Public Comment on Chester County WDB Meeting Agenda Items

IV. Review and Approve Meeting Minutes from the October 23, 2019 Meeting

V. Action Items, Discussion and Update Topics – Pat Bokovitz
   1. Program Years 2019 & 2020 WIOA Regional and Local Plan
   2. Chester County WDB Budget Update
      - WIOA Dislocated Worker funding
      - $300,000 - Rapid Response Request
   3. Economic Transition Grant Update - Paige

VI. General Updates, Announcements and Member Comments

VII. Public Comments on Workforce Development Topics

VIII. Adjourn

IX. Executive Session - Chester County WDB Program Year 2020 Request for Proposals

Next Meeting - Wednesday, January 22, 2020 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: October 27th, 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, Marybeth DiVincenzo, Marybeth Ferguson, Erik Gudmundson, Diana Kimmich, Meghan Klotzbach, Janet Moran, Maria O’Connell, Fran Pierce, Chris Saello, Bill Shaw, Shanae Stallworth, Amanda Sundquist, Butch Urban, Kirk Willard

Others in Attendance: Patrick Bokovitz, Jeannette Roman, Shaun Bollig, Samantha Brannen, Tracey Dougherty, Poornima Mahesh, Trish Hennessy, Jason Foster, Larry Melf, Paige Fuss, Denean Williams, Adrienne Cooper, Sam Bardarik

I. Call to Order and Pledge of Allegiance
The meeting was called to order at 8:31 a.m. and began with the Pledge of Allegiance, followed by introductions. Maria reminded everyone of participation and rules of engagement.

II. Welcome and Introductions

III. Public Comment on Agenda
• None

IV. Review and Approve Meeting Minutes from the August 2019 Board Meeting
• Janet Moran moved to approve the August minutes. Bill Adams provided the second. The August 2019 Meeting Minutes were approved with minor edits regarding parliamentary procedure, as recommended by Fran Pierce.

V. Action Items, Discussion and Update Topics
• 1. Program Years 2019 & 2020 WIOA Regional and Local Plan
  o Trish Hennessy shared that the updated 2019 plan was submitted on October 1st and is currently under review by Labor & Industry.
    ▪ After the review, L&I will provide feedback. The plan will be modified with the feedback and sent out to the Board for review. A final vote will be taken at the December meeting to adopt the modified plan.
  o The State WIOA Plan will be available for public comment soon with the plan to adopt it on July 1, 2020. The State Workforce Development Board will be voting in November to release the draft.
  o Next local/regional plan will be in 2021
    ▪ The Board will be involved in its creation.
    ▪ Volunteers are needed for reading the draft and providing feedback.
      • Kirk Willard volunteered to be a reader for the plan.
    ▪ The local plan focuses on mostly jobseekers and services for them while the regional will focus on employers and employer services.

• 2. Program Year 2019 TANF Youth Funding Recommendations
  o Fran Pierce provided an overview of the TANF Youth funding and highlights of recent programming.
Pat shared that the programs on the recommendations reach youth in many parts of the County. He also shared that State & Local Internship Program (SLIP) funding has increased and the grant application will be coming soon.

Contracts for the TANF Youth programs will start immediately.

Fran Pierce moved to approve the recommendations as listed in the Board packet. Shanae Stallworth provided a second. All were in favor and motion passed.

3. 2019 Youth Reentry Demonstration Project
   Pat shared that the application for the project was submitted for $710,000.
   - The grant would add a staff person to the EDSI team who would specifically focus on mentorship and training for youth (16-24 years old) who are seeking employment with a criminal background
   - The grant would connect Life Transforming Ministries and OIC services to the CareerLink through a direct line to the assigned staff member.
   - Shanae mentioned that OVR would also be a good connection and partner.
   - Pat shared that both Jeannette Roman and Samantha Brannen are trained as Offender Workforce Development Specialists, which means that the Board has staff who are trained to provide technical assistance and guidance with this type of programming.

4. Updates
   Pat shared that the Board is applying for Rapid Response funds to help fills some of the gaps resulting from the reduction in WIOA funds. These funds would be used to support training through Title I as well as jobseeker services through Hire One.

   Pat shared that the most recent Workforce Integration Committee meeting was held in September. It featured training by Shanae Stallworth and Stephanie Perry from OVR around the Order of Selection.
   - Order of Selection has closed and there is now an internal agency waiting list.
   - Bill Shaw asked about the conditions that led to the waitlist.
     - Shanae shared that there was a funding gap, but those who were already receiving services prior to July 1, 2018 will continue to receive services. This is statewide and not just in our region.

   Pat updated the Board on the status of the EARN program
   - DHS is no longer interested in bidding it out as a direct broker model.
   - The plan is to redesign the program to focus on customer barriers before focusing on employment.
   - Chris Saello shared about ALICE (Asset Limited, Income Constrained, Employed) Project that the United Way has engaged in. This population faces barriers to maintaining employment and still paying for basic needs. This is a strategic focus of United Way to serve the ALICE population.

   Pat reviewed updates to labor market data and how the Board can best use data to serve jobseekers and employers.
   - L&I has begun sending layoff updates to Board Chairs on a regular basis.
   - Shaun Bollig and Trish Hennessy are looking into ways to use data to prepare for and/or predict major layoffs in the region.

5. Program Year 2020 Request for Proposals
   The committee has begun meeting and the goal is to finalize pieces in December in order to release the RFPs in January 2020.
6. Employer Engagement Discussion
   - Pat solicited feedback from the Board regarding employer engagement: How do we serve employers in our community? Is it enough?
     - Fran asked for clarification on what was defined as engagement
       - Pat shared that it happened on many levels from job fairs, Industry Partnerships, Hire One, On-the-job training, and so on
   - Chris Saello shared that the Society for Human Resources Managers meets at the Downingtown Country Club and is a great way to meet those who are hiring and share about services available.
   - Maria O'Connell shared that employers are not always realistic in their hiring plans. Employers are asking a lot of job seekers. They are not planning for the workforce of today. She suggested bundling services in new ways and providing employers with data to help them plan better. Success stories are also paramount.
   - Chris Saello brought up a recent need from both CTDI and USSC when they needed a large number of employees in a very short time period.
     - Bill Adams asked why these employers didn't plan ahead and did a large push at once rather than hiring to keep up with growth.
     - Chris shared that employers were finding they were growing faster than planned and turnover happens.
   - Kirk asked if the staff to the Board collects company data to help project that growth and worker need.
     - Pat indicated that data is collected by the Center for Workforce Information & Analytics. It is collected by industry, not by company.
   - Meghan shared that the agriculture industry has multiple needs including transportation for workers and immigration legislation changes as mushroom and dairy farms don’t qualify for seasonal migrant farmworkers for visas.
     - Meghan shared information about a bill in Congress to improve the H-2A program.
     - Pat shared that at the recent WDB Symposium he learned of other local Workforce Development Boards who are funding worker transportation.
   - Amanda Sundquist works with the Exton Regional Chamber of Commerce who has been discussing transportation. Larger businesses are often able to provide their own solutions, but smaller ones cannot.
     - Diana Kimmich commented that transportation is an issue across the County and has always been brought up. The roads are often clogged with traffic.
     - Pat commented that it all boils down to funding in the end.
   - Maria shared the success that the Chester County Food Bank’s Fresh Start program has had with addressing transportation barriers.
     - Utilized bus tickets then vans that picked up at the closest bus stop. Also had access to Uber cards for those who were not near public transit.
   - Chris shared that Route 30 Bypass is going to be going under construction soon. This will be a major barrier for transportation in the County.
   - Erik Gudmundson commented that it is all about smart building. Locating new housing near public transit and easily accessible transportation for workers. This would help with retention of entry level workers so that HR can focus on retaining skilled workers.
   - Kirk shared that the education systems are already reaching out to employers to assist students in meeting their requirements for career readiness. Need to engage the legislature to build policies to support this work and take a more regional approach.
Janet Moran suggested building a questionnaire for employers and HR contacts. She suggested an Employer Breakfast to bring employers to the PA CareerLink-Chester County site and learn about services.

VI. General Updates, Announcements and Member Comments
- Trish clarified that CWIA does occupation calculations, but the formulas cannot capture anomalies or newer positions that don’t quite fit into standard categories.
  - She also shared that employer engagement will be a large part of the Census 2020 Complete Count Committee’s work.
  - This committee is working on ways to ensure that hard to count populations are counted as part of the Census. These populations include non-English speakers, children under age 5, those living along the Route 30 corridor, and in southern Chester County.

VIII. Adjourn
- Bill Adams moved to adjourn the meeting at 9:50 A.M. Janet Moran provided the second.
WIOA Regional/ Local Plan Update
**PY2017-20 WIOA MULTI-YEAR PLANS**  
**REVIEWER’S MASTER FEEDBACK DOCUMENT**  
*Chester County WDB Local Plan*

Plan review completion date: 11/12/2019  
Revisions emailed to LWDA: 11/22/2019  
Teleconference Date/Time: 11/25/2019 @ 3:45 p.m.  
Revision Deadline: 12/4/2019  
Revision Completion:

### General Notes / Recommendations:
- BWDA requests the local boards review their plans for old terms. Revise terms “JobGateway” and “CWDS” with the CWDS’s new public-facing brand name “PA CareerLink®” or “PA’s workforce development system of record” (as appropriate).
  - CWDS: pages 15, 19 (2), 23, 24, 25, 26, 27, 30, 34 (2), 39 (2), 46, 51, 57 (2)
- Revise all instances of “PREP” (i.e. former name of a UC program) to the new term “RESEA”.
- Please be mindful of the PA CareerLink® branding policy.
  - PA CareerLink®: missing the “PA” and trademark pg. 55
- PA CareerLink® Chester County (i.e. no hyphen): pages 10, 11 (2), 12, 13 (2), 14, 15 (3), 16, 18 (5), 21, 22 (2), 23 (8), 25 (4), 26, 27 (6), 28, 29 (5), 30 (3), 31 (2), 33 (2), 34, 35, 36 (3), 37 (9), 38, 39 (2), 42 (2), 45, 46 (2), 49 (2), 51 (2), 52 (5), 53 (2), 54 (5), 55 (4), 56 (7), 57 (5), 58 (2), 59 (2), 60 (6), 62 (2)
- BWDA recommends to local boards that 1/1/2020 be the effective date for both the modified regional and local plans; ensure that an effective date is found on both plans.
  - Local plan effective date: 9/1/2020

### Important Notice to all LWDBs:
BWDA Policy Coordination Services unit recently learned of an USDOL audit that flagged a local area for not including a required program (i.e. HUD funded employment and training programs) in their WIOA local plan. To be clear, L&I approved local plans that did not contain the HUD E&T program information. The PY 2021 – 25 local plans will need to describe the HUD E&T program as well as a description of local board efforts to encourage local housing authorities to partner with the local workforce development system.

**Recommendation:** Considering the federal-level concern, BWDA recommends local boards consider adding additional narrative to the PY 2017 – 20 modified plans. If the local board has begun efforts to incorporate HUD E&T programs into the one-stop delivery system then those actions can be included within the current local plan at **Local Plan question #4.2 Identify the one-stop partners (required and other) authorized to provide required and other programs within the local area. Describe briefly the role(s) of the one-stop partners (required and other).** Addition of HUD E&T program narrative to current plans will not necessitate a re-posting of the local plan.

### Local Plan

#### 1. STRATEGIC PLANNING QUESTIONS: Local Area Workforce and Economic Analysis

All responses accepted; no reviewer feedback provided.

#### 2. STRATEGIC PLANNING QUESTIONS: Vision and Goals

All responses accepted; no reviewer feedback provided.
### 3. OPERATIONAL PLANNING QUESTIONS: Local Area Workforce System and Investment Strategies

**L3.1 Provide a descriptive overview of the governance structure for the workforce system, including key stakeholders and entities in the local area.**

On page 21, new narrative refers to the One-Stop Advisory Committee. This committee is not listed on the organizational chart; please edit accordingly.

**L3.3 How will the local board work with the entities carrying out core programs to:**

OVR validates your potential promising practice: “The youth Career Corps sounds like a promising partnership to enhance employment opportunities and success for common customers. I would encourage you to invite your OVR Norristown District Office partners to the table to include their expertise with that population.”

**L3.4 What strategies will be implemented in the local area to improve business / employer engagement that:**

DCED indicates, “Like the introduction of new initiatives like HireOne and BEP to increase employer engagement.”

**L3.5 How will the local board coordinate local area workforce investment activities with regional economic development activities that are specific to a local area? How will the local board promote entrepreneurial skills training and microenterprise services?**

DCED notes, “Like the VISTA 2025-Goal 2 and that the industry partnerships are led by economic development.”

### 4. OPERATIONAL PLANNING QUESTIONS: Local Area Workforce Delivery System

**L4.4 How will entities within the one-stop service delivery system, including one-stop operators and the one-stop partners, comply with WIOA Sec. 188 (as applicable), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities?**

OVR validates, “Kudos to the writers for including the list of AT items available in your CRC!”

On page 37, OEO kindly requests removal of the following narrative: “As a result of the review, effective July 20, 2014, the PA CareerLink® - Chester County was declared in compliance for Equal Opportunity (EO) and Americans with Disabilities Act (ADA) Accessibility requirements until July 30, 2017.” A suggestion for replacement: “PA CareerLink® Chester County is currently in compliance with Equal Opportunity (EO) and Americans with Disabilities Act (ADA) Accessibility requirements.”

**L4.10 How will the local board coordinate relevant secondary and postsecondary education programs and activities with workforce investment activities to support strategies, enhance services, and avoid duplication of service(s).**

On page 53, new narrative suggests that data will be provided. PDE-CTC indicates that the local board will “also need to assist with the decision on which CTE programs can benefit from the Perkins funds.” BWDA recommends the local board consider this feedback for the PY 2021-25 local plan.

**L4.11 Describe the plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop service delivery system.**

The “Welcome Center model” is referenced on pages 27 and 54; the local board may want to consider describing this model with a bit more detail in the PY 2021 local plan.
### 5. COMPLIANCE

<table>
<thead>
<tr>
<th>L5.4 What is the process the local board uses to provide an opportunity to have input into the development of the local plan, particularly for representatives of business, education, labor organizations, program partners, public agencies, and community stakeholders?</th>
</tr>
</thead>
<tbody>
<tr>
<td>On page 62, BWDA requests new narrative describing the 2019 plan review and modification stakeholder input process (with any related dates) be added after the original 2017 narrative.</td>
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<table>
<thead>
<tr>
<th>L5.5 What is the process the local board uses to provide a 30-day public comment period prior to submission of the plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>On page 62, BWDA requires new narrative describing the 2019 local plan modification public notice, public comment process and results of public comment period (with any related dates) be added after the original 2017 narrative.</td>
</tr>
</tbody>
</table>

### 6. ATTESTATIONS, ATTACHMENTS, and COMMENTS

All responses accepted; no reviewer feedback provided.
Executive/Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – December 3, 2019

Participating on the Conference Call:

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jennifer Duff</td>
<td>Maria O’Connell</td>
<td>X</td>
</tr>
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<td>Amanda Sundquist</td>
<td>Diana Kimmich</td>
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<tr>
<td>Butch Urban</td>
<td>Bill Shaw</td>
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<td>Jeannette Roman</td>
<td>Pat Bokovitz</td>
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Open Action Items and Discussion:

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<th>Action Item</th>
<th>Assigned To</th>
<th>Status</th>
<th>Action Item and Target Date</th>
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<tbody>
<tr>
<td>Membership and Financial Disclosure Forms</td>
<td>Pat and Jeannette</td>
<td>On-going updates</td>
<td>Pat informed the EGC that we remain in compliance.</td>
</tr>
<tr>
<td>CareerLink Updates</td>
<td>Butch</td>
<td>In Process</td>
<td>Butch updated the Executive Committee about the CareerLink re-opening. In addition, Butch provided an overview of the Career Fair in Coatesville on November 13th.</td>
</tr>
<tr>
<td>RFP for Program Year 2020</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>The RPF Committee has met twice on October 4th and November 13th. The committee will provide an update for the Board at the December 11th meeting.</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 – December 11th meeting</td>
<td>Pat and Jeannette</td>
<td>In Process</td>
<td>Topics to cover</td>
</tr>
<tr>
<td>WIOA Plan 2019 Modification</td>
<td>Trish</td>
<td>In Process</td>
<td>Pat updated the timeline in completing the WIOA Plan 2019 Modification. The Chester County WDB will approve the final WIOA Plan Modification at the December 11th meeting.</td>
</tr>
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</table>

Next Meeting – Tuesday, January 14, 2020 at 8 am via conference call.
Next Two Workforce Development Board meetings will be held on Wednesday, December 11, 2019 and Wednesday, January 22, 2020 at 8:30 am at the CareerLink in Exton
PA CareerLink
Operators/Partners
Coatesville Job & Career Fair Results – November 13th

- **32 employers** participated in the job fair event last night (36 employers registered)
  - Of those 32 employers, **45 employer staff** participated in the event.
- **103 job seekers** attended the job fair event – While we do expect a bigger turnout (175+ last year), we believe the 20 degree weather and the filming that HBO was doing on the adjacent street had something to do with a lower attendance. Nonetheless, preliminary feedback from both job seekers and employers was great!
- **15 persons volunteered** to support the event
- **6 TCHS students** participated to assist with unloading and providing directional assistance.

Over the course of the next few weeks, we will reach out to job seekers and employers to determine how many job seekers were able to land interviews and/or find employment. We will also survey employers to determine how if the event met their expectations and determine how we can improve future events.

Thanks so much again for everyone’s help – It was truly a ‘team’ effort!!

-BU

**Walter Urban, Jr. | CareerLink Administrator**

**PA CareerLink® - Chester County**

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burban@chesco.org
www.pacareerlinkchesco.org
Ask the UC Rep – Beginning Thursday, December 12th

As they did last year, Unemployment Compensation will once again begin offering various PA CareerLink locations the services of an on-site presence of a UC representative for the time period beginning in December and lasting thru mid-February 2020. Here is what I can tell you about the Ask the UC Rep services:

- Our particular UC Rep will be Melissa Stevenson
- Melissa will be on site on Thursdays from 8:30 am to 4 pm, beginning December 12th
- We are **NOT PERMITTED** to advertise that Melissa (our UC rep) will be on site
- Melissa will be able to meet with UC Claimants to answer their questions and provide assistance for anyone experiencing issues with their claims
- Melissa will be able to issue PIN #’s and help claimants with questionnaires, etc.
- However, she **WILL NOT** be able to open new claims or reopen existing claims.

Please note that we will continue to use the same # system for the UC phone and UC Rep. Customers will be offered the opportunity to meet with the UC rep when their # comes up. If the UC Rep is not able to assist the customer or fully answer their questions, they may resume their place/standing in line for the phone.

If anyone has questions, please let us know.

Thanks!

**Walter Urban, Jr. | CareerLink Administrator**

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Budget
1. LWDA #: SE030
2. Local Workforce Development Area Name: Chester County WIA (WIOA)
3. Date of Request: November 22, 2019

4. Amount Requested: $300,000

5. Type of Funds

<table>
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<th>Rapid Response Funds Options.</th>
<th>Other Funds. (Select only one of the funding types listed below, and enter the project name)</th>
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<tbody>
<tr>
<td>☐ Target Population</td>
<td>☐ WIOA Statewide Activities</td>
</tr>
<tr>
<td>✗ General Dislocated Worker Population</td>
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<tr>
<td>☐ Trade/WIOA Co-Enrollment</td>
<td>☐ Other Federal Funds (Specify)</td>
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<tr>
<td>✗ Layoff Aversion/Incumbent Worker Strategies</td>
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<tr>
<td>☐ Incumbent Worker Training</td>
<td>☐ Other State Funds (Specify)</td>
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<tr>
<td>☐ Statewide/Regional Projects</td>
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</table>

6. Analysis of Need Summary (Use second sheet if needed, and attach entire analysis/proposal)

This award will include serving participants, dislocated workers targeted for Individual Training Accounts (ITA’s) opportunities and the Hire One Program.

Due to the limited funding allocations for training job seekers in Chester County, The Chester County Workforce Development Board requests to utilize Rapid Response funds in a targeted manner to connect unemployed and/or underemployed job-seekers to training providers and employers for employer engagement opportunities. We currently have a list of eligible dislocated worker’s anticipating funds for upcoming trainings.

If funded at the level requested, the Chester County LWDB will serve up to fifty to sixty (50-60) job seekers at a level of approximately $4,000 per participant with Individual Training Accounts, and serve additional participants through the Chester County Economic Development Council’s Hire One programming.

This funding will also support the unexpected WARN’s in our area and allow services to be provided dislocated workers and offer further assistance. Chester County Rapid Response Team has participated in several layoffs within the past year, such as: Johnson & Johnson, Sabic, Transamerica, Aclaris Therapeutics and DNB: just to name a few.
Addressing Barriers Committee
AGENDA TOPICS/DISCUSSION POINTS:

1. Joyce led introductions and began the meeting at 3:10 pm.

2. Minutes were reviewed. Butch made a motion to approve and it was seconded by Donna Brown. All were in favor.

3. Samantha shared the revised SCCOOT schedule with the committee as a follow up from the last meeting with TMACC.
   a. Bus only runs on weekdays
   b. Pat shared that marketing needed to be increased so ridership could be increased
   c. Samantha shared about another county in the state partnering with their local transit to host a Free Ride Day to help riders learn their routes to work and see new stops when changes were made

4. Mark Butler provided an overview of the Family Services
   a. Counseling program- Currently has a wait list; services are provided on a sliding scale; available in Coatesville, Kennett, Oxford, and West Chester
      i. Individual and family counseling
      ii. DBT
      iii. Coparenting
      iv. Groups
   b. Zoom Volunteer Drivers
      i. Volunteers can drive clients to life-sustaining appointments
   c. Family Service is interested in partnerships with other agencies to meet the needs to the community and provide initial assessments

5. Donna brought information about Mental Health Court and the Mental Health protocol
   a. Group discussed needs for Mental Health services, especially for the justice-involved clients
      i. Samantha shared information about the Council of Southeastern PA and their Peer Support Professionals training
      ii. Mental Health Court uses Peer Support as part of the process and it would be great to see this in more spaces for those who may not enter this program
   b. Donna also brought up Mental Health First Aid and other local programs such as West Chester University
6. Samantha shared information about the next Poverty Simulation being held on November 7, 2019 in conjunction with United Way of Chester County of Chester
   a. United Way recently released the ALICE (Asset-Limited, Income Constrained, Employed) reports for our area and will be having an event

7. Paige shared that there were two recruitment events coming up for jobseekers
   a. Seasonal Hiring Fair – 10/23/2019
   b. Coatesville Job Fair- 11/13/2019

8. Pat shared that the WDB had submitted an application for a regional grant for Youth Reentry
   a. Also shared that OVR presented on the Order of Selection on September 30. If anyone is interested in the information, Jeannette can forward the PowerPoint from the presentation

<table>
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<th>#.</th>
<th>Action Items/ Follow up:</th>
<th>Member assigned to:</th>
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<tbody>
<tr>
<td>1.</td>
<td>Invite Council of Southeastern Pennsylvania to attend meeting</td>
<td>Samantha</td>
</tr>
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Meeting Adjourned: 4:09pm

Next Meeting: Early winter 2019
Council for the Workforce of Tomorrow
Outreach for Career Corps
Career Corps staff is currently enrolling both In-School and Out-of-School-Youth. During the month of October, 11 youth enrolled in the Career Corps program. With the PY 2018 carryover participants, the Career Corps total active enrollment stands at 93. During the month of October there was no 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 21 new participants during PY 2019. This, in combination with carryovers from 2018 makes our total enrollment 93 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.
- 11 youth reside in Coatesville zip code 19320.
- 3 youth reside in West Chester zip code 19382.
- 6 participants are actively participating in paid work experiences at various work sites

Training Initiatives October 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.

- 4 have started the coursework. For National Retail Foundation training. After this training, students will receive a nationally recognized certificate in customer service.
- 3 students have obtained Microsoft Digital Literacy certification
- 6 are participating in the GED program
- PathStone has identified 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. On November 11, 2019 our fist Apprentice will start orientation at Devereux, Adult Services. Staff continues to recruit for the next cohort; it is slated to start January, 2020.
Program Reports
### Chester County Workforce Development Board
#### Contractor Report 2018-2019

**Provider:** Educational Data Systems, Inc.
**Contracted Program:** Title I Adult & Dislocated Worker
**Contract/Amendment Amount:** $250,000

#### Title I WIOA Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Employment Placement</td>
<td>N/A</td>
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<tr>
<td>Adult Employment (2Q after Exit)</td>
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<td>Adult Employment (4Q after Exit)</td>
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<tr>
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<td>$8,880</td>
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<tr>
<td>Adult Measurable Skill Gains</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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<tr>
<td>Adult Credential Attainment Rate</td>
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<td>50%</td>
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<td>100%</td>
<td>100%</td>
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<tr>
<td>Dislocated Worker Employment (2Q after Exit)</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
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<td>Dislocated Worker Median Earnings (2Q after Exit)</td>
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<td>$16,200</td>
<td>$12,000.00</td>
<td>$9,840.00</td>
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<tr>
<td>Dislocated Worker Credential Attainment Rate</td>
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<td>100%</td>
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<td>100%</td>
<td>75%</td>
<td>100%</td>
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<td>Dislocated Worker Measurable Skill Gains</td>
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<td>N/A</td>
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<td>N/A</td>
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<tr>
<td>Six Month Retention</td>
<td>50%</td>
<td>80%</td>
<td>83%</td>
<td>83%</td>
<td>78%</td>
<td>63%</td>
<td>77%</td>
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<tr>
<td>Average Hourly Rate</td>
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<td>$36.27</td>
<td>$31.50</td>
<td>$18.50</td>
<td>$20.64</td>
<td>$26.49</td>
<td>$26.68</td>
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#### Employer Engagement

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<tr>
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<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>
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</thead>
<tbody>
<tr>
<td>Number of New Employers engaged</td>
<td>144</td>
<td>53</td>
<td>45</td>
<td>29</td>
<td>39</td>
<td>38</td>
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<tr>
<td>Number of New Job Orders in CWDS</td>
<td>579</td>
<td>647</td>
<td>538</td>
<td>563</td>
<td>428</td>
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#### Program Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 18 Total</th>
<th>Result</th>
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<tbody>
<tr>
<td>Number of New Enrollments</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>15</td>
<td>2</td>
<td></td>
<td>43</td>
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<tr>
<td>Number of Coatesville Residents served</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>145</td>
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<tr>
<td>Number of Welcome Center participants</td>
<td>37</td>
<td>33</td>
<td>42</td>
<td>30</td>
<td>3</td>
<td>49</td>
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<tr>
<td>Number of workshops facilitated</td>
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<td>12</td>
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<td>1</td>
<td>49</td>
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<tr>
<td>Number of community awareness events</td>
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<td>1</td>
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<td>0</td>
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<tr>
<td>Number of ITA participants trained</td>
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<td>4</td>
<td>4</td>
<td>9</td>
<td>8</td>
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<tr>
<td>Number of OJT participants trained</td>
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#### Reports

Reports are Due by the 10th of Every Month

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<tr>
<th>Submission Deadline</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10th</td>
<td><a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
</tr>
<tr>
<td>July 10th</td>
<td><a href="mailto:gsmith@chesco.org">gsmith@chesco.org</a></td>
</tr>
<tr>
<td>July 10th</td>
<td><a href="mailto:pbokovitz@chesco.org">pbokovitz@chesco.org</a></td>
</tr>
<tr>
<td>July 10th</td>
<td><a href="mailto:dcolligan@chesco.org">dcolligan@chesco.org</a></td>
</tr>
</tbody>
</table>

#### Referral Sources:
- Welcome Center
- RESEA
- UW/FSC
- Pathways
- Peer Support Group (Council of Southeast PA)
- DVR
Youth Employment Placement
33%  4  5  6  8  6  29  22.5%  Ongoing
Youth Employment (Second Quarter after Exit)
65%  0  0  1  0  3  0  6  Ongoing
Youth Average Hourly Earnings
Baseline  0  15  3  2  4  24  Pending
Youth Measurable Skill Gains
Baseline  0  15  3  2  4  24  Pending
Youth Credential Attainment Rate
65%  3  2  5  3  2  15  Ongoing
Number of New Employers Engaged
Baseline  32  20  18  5  10  85  Ongoing
Number of Career Corps employer events held
Baseline  2  3  3  4  2  14  Ongoing
Effectiveness in Serving Employers
Baseline  0  3  5  5  2  0  Pending

Number of Carryovers (PY18 to PY19)
103
Number of New Enrollments
50  0  4  6  11  5  26  Ongoing
- Newly enrolled in School Youth
25%  0  2  4  0  0  6  23%  Ongoing
- Newly enrolled Out of School Youth
75%  0  2  2  11  5  20  77%  Goal Met
- Number of Coatesville residents newly enrolled
Baseline  0  4  4  2  4  14
- Number of Phoenixville/Spring City area residents newly enrolled
Baseline  0  0  0  5  0  5
- Number of Southern ChesCo residents newly enrolled
Baseline  0  0  1  1  1  3
- Number of West Chester residents newly enrolled
Baseline  0  0  0  3  0  3
Number of Youth dually enrolled with partners
Baseline  0  0  1  4  2  7
Number of Youth participating in work experiences
20%  4  10  6  1  0  21  16%  Ongoing
Number of community service learning projects
2  0  0  1  0  0  1  Ongoing

Reports are Due by the 10th of Every Month
Narrative:
During the month of November, 5 new students were enrolled for a total PY2019 enrollment number of 26 students, 4 were exited. All enrolled students are pursuing certifications and/or GED to assist in gaining unsubsidized employment. There are 103 carryovers from PY18.
10 students are pursuing a GED
5 students are actively participating in PWE
2 students have started the pre-apprenticeship curriculum for the January co-hort
## Chester County Workforce Development Board
### Contractor Report
#### 2019-2020

<table>
<thead>
<tr>
<th>Provider:</th>
<th>CCEDF</th>
</tr>
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<tbody>
<tr>
<td>Contracted Program:</td>
<td>Hire One</td>
</tr>
<tr>
<td>Contract/Amendment Amount:</td>
<td>$90,000</td>
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<tr>
<td>Contract Term:</td>
<td>07/01/2019-06/30/2020</td>
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### Program Goals

<table>
<thead>
<tr>
<th>Objective</th>
<th>Goal</th>
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<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>
<td>400</td>
<td>68</td>
<td>70</td>
<td>50</td>
<td>63</td>
<td>251</td>
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</tr>
<tr>
<td>Number of new, new employers (brand new to CCEDF or inactive for prior 3 years)</td>
<td>N/A</td>
<td>40</td>
<td>35</td>
<td>13</td>
<td>34</td>
<td>122</td>
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<td>Number of working Taskforce Meetings</td>
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<td>Number of Business Networking Events</td>
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<td>Number of job seeker board presentations</td>
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<tr>
<td>Number of employers linked to training and hiring opportunities for dislocated workers, veterans, and job seekers with barriers to employment</td>
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<td>6</td>
<td>20</td>
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<td>34</td>
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<tr>
<td>Number of employers participating in Hire One/Refer One resume sharing</td>
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<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
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<td></td>
</tr>
</tbody>
</table>

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

Submit all reports to the following email addresses:

- Jeannette Roman: jroman@chesco.org
- Stephanie Smith: ssmith@chesco.org

CC:

- Samantha Brannen: sbrannen@chesco.org
- Tracey Dougherty: tdougherty@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

### Narrative:

**Hire One Employer Engagement & Outreach Events - October 2019:**

- 6 Job Seekers joined the Hire One program.
- 2 Job Seekers were coached.
- 2 Job Seekers presented their elevator pitch to employers at a board meeting this month.
- Hire One made 5 referrals to Employers related to Hiring and connecting to resources and made 8 Job Seeker Referrals.
- Hire One spoke to the following Employers linked to Training or Hiring Opportunities: Emergency Training Partners LLC
- Hire One was represented at the following meetings: SEI Executive Committee, SEI Orientation lunch with empower energies, PA Geo Meeting, MACC/DC Board Meeting, Chesco Fall Networking mixer
## 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>
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<tbody>
<tr>
<td>Number of youth participating in career awareness activities</td>
<td>1200</td>
<td>85</td>
<td>115</td>
<td>15</td>
<td>176</td>
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<td>391</td>
<td>Ongoing</td>
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<tr>
<td>Number of high school counselors/teachers participating in workplace tours</td>
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<td></td>
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<td></td>
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<td></td>
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<td>6</td>
<td>Ongoing</td>
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<tr>
<td>Number of parents participating in career awareness activities</td>
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<td></td>
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<td>35</td>
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<td></td>
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<td>Number of partners actively involved in CCBEP planning and governance</td>
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<td>8</td>
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<td>Number of local employers participating in CCBEP activities</td>
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<td>Ongoing</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>Ongoing</td>
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<tr>
<td>Number of career fairs and community events hosted for middle and high school youth</td>
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<td>3</td>
<td>1</td>
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<td>Goal Met</td>
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<tr>
<td>Number of STEM camps and workshops for elementary and middle school youth</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</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: jromant@chesco.org
- Tracey Dougherty: tdougherty@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

**CC:**

### Narrative:

- Held annual Manufacturing Day Circuit Tours for 86 high school students and 6 educators from West Chester, Downingtown, Octorara and TCHS-Brandywine, where each visited 2 manufacturers to explore careers. USSC, DFT Valve, SouthCo and RV Industries hosted the groups.

- Attended annual Chester County College Fair hosted by the CCIU. Careers in healthcare, technology, manufacturing, renewable energy and agriculture were discussed with over 90 students and 35 parents.

- Held the GETT 2020 kick-off meeting with 6 employer partners present. GETT will be held at the Great Valley High School on March 28, 2020 hosting approximately 1000 girls and 300 parents & educators.
**Chester County Workforce Development Board**  
**Contractor Report**  
**2019-2020**

**Provider:** Open Hearth  
**Contracted Program:** Mobile Workforce Navigator  
**Contract/Amendment Amount:** $572,000  
**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</th>
<th>Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new Full Service participants enrolled in CWDS</td>
<td>25 1 1 1 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Number of Brief Services participants</td>
<td>150 19 15 11 61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of returning participants (Brief and Full)</td>
<td>125 12 16 16 56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of new participants receiving needs related payments</td>
<td>10 3 1 1 3 8</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of new Full Service participants entering employment at exit</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of new Brief Services participants entering employment at exit</td>
<td>20 3 4 4 2 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<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>3 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coatesville Library</td>
<td>4 full service</td>
<td>5 21 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennett Library</td>
<td>6 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KACS</td>
<td>1 9 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxon College Services</td>
<td>1 3 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACS</td>
<td>21 18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenixville Library</td>
<td>0 full service</td>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td>Self</td>
<td>1 full service</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1 full service</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Narrative:** October brought opportunities to network and present information as a part of panels at the Coatesville Area Resource Network, Coatesville Cross Systems, and Coatesville Center for Community Health. The Mobile Workforce Navigator also participated in the Southern Chester County Opportunity Network’s large group meeting featuring a question and answer session by the four candidates for Chester County Commissioner. Representatives from Pottstown Works and Jefferson Place came to the Phoenixville Library to gain information on the MWN program and update their Career Link resources and flyers. The month of November will include a session on Veteran’s Day at Oxford Neighborhood Services and assistance at CareerLink’s Employment Event at Gordon Early Literacy Center.

During the MWN’s weekly administrative day at CareerLink in October, 12 individuals were assisted either in the Computer Resource Center or over the telephone.

**Customer Story:** During a session at the Coatesville Library the Maturity Works representative set up at the table beside the MWN. The representative met with a West Grove customer and, over the course of the appointment repeatedly told the customer they needed to meet again at CareerLink to create a PA CareerLink account. After the customer noted the distance involved in driving there, the MWN provided Career Link information and program clarification. The customer then accepted the invitation to create her account after the Maturity Works session, saving her time. She was shown how to register for CareerLink workshops and registred for one.

J.B. was laid off on Christmas Day 2018. He had not been able to find work since that time. Knowing the company was ramping up and was hiring again, the MWN discussed the situation, helped the customer with a plan, and J.B. was able to obtain an interview. J.B. was later excited to report to the MWN that he had been rehired. Transportation passes were provided for both the interview and first day of work.
## 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

<table>
<thead>
<tr>
<th>Employment Placement</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>80%</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>33%</td>
<td>Ongoing</td>
</tr>
<tr>
<td>75%</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>50%</td>
<td>Ongoing</td>
</tr>
<tr>
<td>60%</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### Average Hourly Rate
- **Employer Engagement**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - $13.00 |      |     |     |     |     |     |     |     |     |     |     |     | $10.00 | Ongoing |

### Number of New Employers Engaged
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | Ongoing |

### Number of Job Order Referrals
- **Employer Engagement**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - 25  | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | Ongoing |

<table>
<thead>
<tr>
<th>Number of carryovers</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>N/A</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of participants receiving Basic Career Services
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - 50 | 1   | 3   | 3    | 0   | 1   |     |     |     |     |     |     |     | 8         | Ongoing |

### Number of Individualized Career Services referrals
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - 10 | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | Ongoing |

### Number of referrals to UWFSC services
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - 15 | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | Ongoing |

<table>
<thead>
<tr>
<th>Number of outreach visits</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>N/A</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

### - Chester County shelters
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | 0       |

### - Chester County Prison
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0         | 0       |

<table>
<thead>
<tr>
<th>Number of individuals attending an outreach visit</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>N/A</td>
<td>10</td>
<td>14</td>
<td>24</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>78</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

### - Chester County residents
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 7    | 11  | 16   | 23   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 57         | 57      |

### - Out-of-county PA residents
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 3    | 1   | 7    | 6    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 17         | 17      |

### - Out-of-state residents
- **Program Goals**
  - Goal | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | PY 19 Total | Result |
  - N/A | 0    | 2   | 1    | 1    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 4          | 4       |

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

**Narrative:**
During the month of November, 1 individual who attended the information session last month at CCP scheduled an intake appointment. This individual did not show for his intake appointment and a follow-up phone call was initiated. Said individual stated he "forgot and did not want to reschedule." One October intake appointment was rescheduled and completed in November. No referrals from Adult Probation were received. Scheduled an appointment to meet with Ann Marie Barr in December.

---

<table>
<thead>
<tr>
<th>Submit all reports to the following email addresses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannette Roman</td>
</tr>
<tr>
<td>Samantha Brannen</td>
</tr>
<tr>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>Tracey Dougherty</td>
</tr>
<tr>
<td>Pat Bokovitz</td>
</tr>
<tr>
<td>Dolores Colligan</td>
</tr>
</tbody>
</table>

### Referral Sources:

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29
# 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>
</tr>
<tr>
<td>Contract/Amendment Amount:</td>
<td>$30,000</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>7/1/2019-6/30/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Tests Administered on Thursdays</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>
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<td></td>
<td>11</td>
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<td></td>
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<td>2</td>
<td>3</td>
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<td></td>
<td></td>
<td></td>
<td>6</td>
<td>7.23%</td>
<td>33 (11.07%)</td>
<td></td>
</tr>
<tr>
<td>Number of Registered No-Shows</td>
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<td>28</td>
<td>11</td>
<td>5</td>
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<td></td>
<td>67</td>
<td>Goal Met</td>
<td>160</td>
<td></td>
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<tr>
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<td>6</td>
<td>6</td>
<td>4</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>18</td>
<td>Goal Met</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Reports are Due by the 10th of Every Month

<table>
<thead>
<tr>
<th>Referral Sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannette Roman</td>
</tr>
<tr>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>Tracey Dougherty</td>
</tr>
<tr>
<td>Samantha Brannen</td>
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<tr>
<td>Pat Bokovitz</td>
</tr>
<tr>
<td>Dolores Colligan</td>
</tr>
</tbody>
</table>

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

**Provider:** Pathstone Corporation, Inc.  
**Contracted Program:** EARN  
**Contract/Amendment Amount:** $100,000  
**Contract Term:** July 1, 2018 - 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 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Carry-Overs</td>
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<td>27</td>
<td>27</td>
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<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>27</td>
<td>28 Ongoing</td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>N/A</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>17</td>
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</tr>
<tr>
<td>Number of participants enrolled beyond 180 days</td>
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<td>5</td>
<td>7</td>
<td>6</td>
<td>9</td>
<td>28</td>
<td>Ongoing</td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Percentage of Enrollments in Compliance</td>
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<td>94</td>
<td>94</td>
<td>94</td>
<td>94</td>
<td>94</td>
<td>94</td>
<td>Ongoing</td>
<td></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>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>12</td>
<td>Goal Met</td>
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</tr>
<tr>
<td>Number of Job Placements (Tier 2: $10/hr or more)</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>12</td>
<td>Ongoing</td>
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<tr>
<td>Number of Job Placements (Tier 3: TANF benefits close due to income)</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
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<td>2</td>
<td>1</td>
<td>12</td>
<td>Ongoing</td>
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<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>15</td>
<td>65</td>
<td>Ongoing</td>
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<tr>
<td>Number of Participants meeting 6 Month Retention</td>
<td>30%</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>1</td>
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<td>7</td>
<td>Goal Met</td>
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<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>15</td>
<td>17</td>
<td>74</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>$13.32</td>
<td>$13.07</td>
<td>$11.98</td>
<td>Goal Met</td>
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<tr>
<td>Number of Referral Rejections</td>
<td>N/A</td>
<td>21</td>
<td>9</td>
<td>9</td>
<td>23</td>
<td>7</td>
<td>69</td>
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<td></td>
</tr>
<tr>
<td>Number of Terminations (positive, negative, and neutral closings)</td>
<td>N/A</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>13</td>
<td>Ongoing</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Number of Employers Engaged</td>
<td>N/A</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>11</td>
<td>Ongoing</td>
<td></td>
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</tr>
</tbody>
</table>

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

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

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

**CC:**
- Tracey Dougherty

**Referrals:**

- Spring Mill Seniors  
- HomeSense  
- Home Helpers  
- Olive Cleaning Serv.  
- Alpine Home Care  
- Gabe’s  
- Habitat For Humanity  
- Hilton  
- Banker’s Life  
- Devereux  
- Cracker Barrel  
- Gabe’s

**Narrative:**

PY 19-20  3  
- 17 New Enrollments  
- Currently we have 31 participants enrolled:  
  - 15 Participants are in Retention  
  - Part Time Employment & In-House  
  - 2 Dual Enrollment with CareerCorps  
  - 3 School/Training (Credentialing)  
  - 8 In House Credentialing  
  - Carry-Overs
## Chester County Workforce Development Board
### Contractor Report
#### 2018-2019

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

<table>
<thead>
<tr>
<th>Work Ready</th>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>PY 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Carry-Overs</td>
<td>N/A</td>
<td>14</td>
<td></td>
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<td></td>
<td>14</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>N/A</td>
<td>5</td>
<td>3</td>
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<td></td>
<td></td>
<td>8</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of clients with a complete full family assessment within 5 days of enrollment</td>
<td>80%</td>
<td>5</td>
<td>3</td>
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<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Percentage of Enrollments in Compliance</td>
<td>100%</td>
<td>100%</td>
<td></td>
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<td></td>
<td></td>
<td>100%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of clients who have completed full family assessment and 4 case management meetings (per month)</td>
<td>80%</td>
<td>18</td>
<td>21</td>
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<td></td>
<td>177%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of clients referred to a barrier remediation activity within 30 days</td>
<td>80%</td>
<td>10</td>
<td>10</td>
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<td></td>
<td></td>
<td></td>
<td>91%</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of clients completing one activity before termination</td>
<td>80%</td>
<td>13</td>
<td>14</td>
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<td>Ongoing</td>
</tr>
</tbody>
</table>

**Successful Outcomes (Transfer, SSI approval, or Employment):**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>PY 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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<td>6</td>
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<td>8</td>
<td>Ongoing</td>
</tr>
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<td>0</td>
<td>Ongoing</td>
</tr>
<tr>
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<td>0</td>
<td>Ongoing</td>
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<tr>
<td>N/A</td>
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**SNAP**

<table>
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<tr>
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<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>PY 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>Ongoing</td>
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<td>N/A</td>
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<td>#DIV/0!</td>
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<td>N/A</td>
<td>0</td>
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<tr>
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<td>15</td>
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</tr>
</tbody>
</table>

Reports are Due by the 10th of Every Month

**Barrier Remediation Referrals:**

- Family Service
- Domestic Violence
- ConnectPoint
- Family Service
- Holcomb
- Human Service
- Legal Aid
- Commonwealth Clinic

**Narrative:**

- PY 19-20
- 14 Carry-Over
- 8 New Enrollments

Current data indicates that we have 21 participants enrolled:

- 8 Placement
- 2 Dual Enrollment with CareerCorps (Apprenticeship Program)
- 2 GED
- 9 In-house
Additional Information
Chester County Economic Transition Grant: Recent Success Story

For several years, Amanda was employed with the American Cancer Society, most recently as a Development Manager. In April 2019, Amanda resigned to pursue an advancement opportunity with the Arthritis Foundation. A single mother with three children, Amanda was thrilled with the opportunity to move her career and family forward. After just three months of employment with the Arthritis Foundation, Amanda was unexpectedly laid off. Unsure of what to do next, she visited PA CareerLink® Chester County in July of 2019.

Amanda met with Welcome Center staff and received an overview of available services. She immediately applied for UC benefits and connected with the County Assistance Office. Amanda learned she was eligible for training and supportive service funding through the Economic Transition grant as a dislocated worker. Amanda worked with Program Manager, Paige, to complete the eligibility and suitability requirements and was ultimately approved for the program. Amanda started Project Management Essentials training with Springhouse Education & Consulting Services on August 5th, 2019.

As part of the supportive services component of the Economic Transition Program, Amanda began working with Financial Navigator, Ashley. Together they developed a plan to support Amanda during her training. Ashley and Amanda focused on ways to manage Amanda’s financial responsibilities while she waited on her UC benefits to begin. Amanda was also waiting on prolonged Social Security benefits to begin for her young twin sons. While Amanda knew the two sources of income were soon coming, she was struggling to make ends meet.

Amanda was linked to a local transitional housing program to assist with a portion of her rent while waiting on her income to begin at a steady flow. Once enrolled in the Economic Transition Program, Amanda’s back rent was paid to secure housing during training and a portion of her ongoing rent was paid from August until November so assistance was present while she secured employment. Additionally, Amanda’s cell phone bill was paid so she was able to receive calls related to training, employment, and childcare needs, and gas gift cards were provided to cover transportation.

With financial support, Amanda was able to focus on her training and employment search. She updated her resume to reflect that she was in the process of obtaining her Project Management Professional (PMP) certification and was actively networking. In September, Amanda interviewed with Habitat for Humanity. She was offered a position as an Individual Giving and Events Manager earning $31/hour. She accepted the position and began working for their Philadelphia chapter on September 23, 2019. She continued on with the Project Management training and completed the course on October 31, 2019.

At the close of training, Amanda remained securely housed, was catching up on bills that fell behind during her time of hardship, and enrolled in Open Hearth Inc.’s Family Savings Program with the goal to purchase a home for herself and her three children in the next year. Within the Family Savings Program, Amanda will set aside a monthly savings and have a portion of her funds matched upon completion of the program.
FREE Job & Career Resources at Chester County Library

ATTEND A WORKSHOP
See our schedule and register at chescolibraries.org/events.

BORROW BOOKS
You can have books sent to your nearest Chester County Library location for convenient pickup.

EXPLORE ONLINE RESOURCES
We've identified the best websites out there so you don't have to.
www.ccls.org/200/Jobs-Careers
https://powerlibrary.org/job-resources

PREP FOR THE GED
Test prep books have their own section in the library and can be borrowed.

ASK US
Contact Sam to:
• find targeted resources for your specific needs
• schedule a one-on-one resume review
• ask any questions
Sam Bardarik | Business and Career Librarian | sbardarik@ccls.org

Chester County Library
Member of the Chester County Library System
450 Exton Square Parkway
Exton, Pennsylvania 19341 | 610-280-2600
www.chescolibraries.org