PUBLIC NOTICE

Notice is hereby given that the Chester County Workforce Development Board will meet via ZOOM on Wednesday, April 22, 2020, at 8:30 am, Eastern Time (US and Canada), to discuss issues relevant to the oversight of the Workforce Innovation and Opportunity Act programs in Chester County. To review the meeting agenda, please visit: https://www.chesco.org/159/Workforce-Development-Board

Join Zoom Meeting https://zoom.us/j/2418723634?pwd=VWY4akVhS1pkT2VwN0lHdIpWaGJ4Zz09

Meeting ID: 241 872 3634
Password: 206934

One tap mobile
+13126266799,,2418723634#,,#,206934# US (Chicago)
+16465588656,,2418723634#,,#,206934# US (New York)

Please contact the Department of Community Development (DCD) at 610-344-6900 in advance of the meeting if you plan to attend and are in need of an interpreter. In addition, if you are a person with a disability who wishes to attend the meeting, or provide comments, and you require an auxiliary aid, service, or other accommodation to do so, please contact DCD to discuss how your needs may best be accommodated. The location of the meeting is accessible to persons with disabilities.
ZOOM:

Prerequisites: (This information can be found on the Zoom website, see link below for full tutorial).

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting.
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
   - Click Join a Meeting if you want to join without signing in.
   - Sign in to Zoom then click Join.
3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.
   - Select if you would like to connect audio and/or video and click Join.
4. Select if you would like to connect audio and/or video and click Join.

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 January 22, 2020 Meeting

V. Action Items, Discussion and Update Topics
   1. CareerLink Update – Butch Urban
      • Unemployment Compensation
      • CareerLink – Financial Stability Center (COVID-19 Efforts)
        a. Training and Workshops
        b. Job Postings and Employer Services
        c. Community Briefing
      • Post-Pandemic Strategic Workforce Services Delivery Plan
   2. Workforce Development Board Update Update – Pat Bokovitz
      • Budget and Financial Matters
        a. Dislocated Worker to Adult Funding
        b. Rapid Response Funding
      • State and Local Internship Program
      • Request For Proposals
      • Industry Partnerships – Marybeth DiVincenzo
   3. Financial Disclosure Forms – Amanda Sundquist

VI. General Updates, Announcements and Member Comments

VII. Public Comments on Workforce Development Topics

VIII. Adjourn

2020 Chester County Workforce Development Board Meetings
May 20th; August 26th; October 26th; and December 9th
(All meetings are held on Wednesday at 8:30 am at the PA CareerLink – Chester County and United Way Financial Stability Center, 479 Thomas Jones Way, in Exton)
Minutes
I. Call to Order and Pledge of Allegiance
The meeting was called to order at 8:33 a.m. and began with the Pledge of Allegiance, followed by introductions. Pat Bokovitz 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 December 2019 Board Meeting
- Kirk Willard moved to approve the December minutes. Erik Gudmundson provided the second. The December 2019 Meeting Minutes were approved as they were written.

V. Action Items, Discussion and Update Topics
1. Financial Disclosure Forms - Amanda Sundquist
   - Amanda emphasized the State requirement to turn in the Financial Disclosure forms by May 1st to avoid civil, criminal penalties and also encouraged keeping a photo copy of each year required for ease in future year submissions.
   - Pat offered the reminder that all forms are kept secure under lock and key.
2. Budget Update - Michael Reese and Poornima Mahesh
   - Janet Moran has joined the Fiscal Committee and attended her first meeting January 14th. Michael encouraged anyone with interest in joining should connect with him.
   - Rapid Response grant: We requested an additional $300,000 and we were approved. We have received $150,000 which 000 can be seen as the balance under the PY17 funding on the Rapid response line on the Fiscal spreadsheet.
     - These funds, along with the balance of $28,319.50 will also need to be spent by June 30th, 2020.
   - By June 30th, there will not be any PY17 funding on this sheet.
   - PY18 Funding
     - WIOA Adult, Dislocated Worker, Youth and the TANF Youth funds will all be spent by June 30, 2020. This is the deadline for the funds to be fully spent.
     - The two Rapid Response lines have to be spent down by June 30, 2021 and we don't anticipate any issues with the spend-down.
- IP Next Gen funds with a balance of $688,858.60 currently has an end date of 6/30/2020, but this could be extended by the state; not foreseeing any issues.
- We do not anticipate any issues in spending down all of the other grants under PY18 by the assigned due dates.

PY19 Funding
- We have until 6/30/2021 to spend these funds down.
- The state increased our Dislocated Worker funding by $120,811.32 - that is why there are unappropriated funds of $109,144.48 on the spreadsheet.

3. Chester County WDB - Request for Proposals - Jennifer Duff
- Jennifer referenced a handout from the Planning Team that showed a visual representation of how the program RFPs are separate but will connect for a fully integrated model of services for residents of Chester County.
  - The WDB is seeking creative solutions. The goal is to simplify - allow for goal achievement, improve reach, improve amount and allocation and better distribution of funds and access to programming with a more uniform structure.
  - Providers can apply for one or many or all.
  - The recommendation was made to include Mobile Workforce Navigator with the One Stop Operator managing the fully mobile role and providing oversight.
    - Fran Pierce sought additional clarification on how the RFP model is going from eight programs to five.
    - Kirk asked if there would be any obvious conflicts of interest if a provider was selected as the One Stop Operator and provided other services as well.
      - Pat commented that WDB staff will continue to provide contractual oversight and monitoring.
      - Amanda added that concerns were recognized years prior. The state mandated firewalls be put in place and programs operate separately with regard to program staff and assigned responsibilities.
      - Pat explained performance measures including how integration will be measured will be addressed and factored in proposals. The language is a bit different in the Title 1 and One Stop Operator contracts. There are multiple questions that cover integration in the application process and the submission.
  - The RFP committee includes Jennifer Duff, Marybeth Ferguson, Chris Saello, Pat Bokovitz, Trish Hennessy, and Shaun Bollig.
    - Diana offered “kudos” to Jennifer for the thorough explanation of the changes and the overall review of the application process.
  - February 11th is the RFP workshop. February 14th questions are due.
  - Chris Saello added that there’s an ask for innovation in addition to integration. We are not telling providers what to do, rather, asking them to tell us what they can do. We are communicating an expectation to expand the reach in the county. There’s a lot of opportunity to expand the reach and improve programming and access.
  - Diana encouraged everyone to read each RFP. We’re asking the right questions.
  - Jennifer added that every $1 not spent on overhead can be a $1 spent on serving people.
Amanda provided an overview of the conflict of interest. You need to abstain if you or your organization may intend to apply for any part of the RFP.

Trish added that One Stop Operator and Title 1 have changed the most and are the most in depth applications.

- **Shanae Stallworth moved to approve the release of the RFP applications in February as outlined in the Board packet.** Diana Kimmich provided a second. Butch Urban, Bill Shaw, Chris Saello, Kirk Williard abstained from the vote. Joyce Chester was absent from the vote. All others were in favor. None opposed. Motion passed.

4. Chester County Workforce Development Board Meeting January 2020 WDB Director’s Report

- **Membership Update**
  - There are seven Board members with expiration dates of June 30, 2020. So far, five of the Board members have expressed an interest in remaining on the Board for another 4 year term. Pat and Jeannette will follow-up with the two remaining Board members to discuss their continuation on the Board of identifying a replacement.

- **Workforce Development Programs Update**
  - The RFP Committee is working on the release of the Title 1, One Stop Operator, Employer Engagement, EARN, and TANF Youth applications. The timeline is included in the packet.
  
  - The PA CareerLink Chester County United Way Financial Stability Center committee will begin meetings in February 2020 to discuss the current lease end date of June 30, 2021.

- **Budget Updates**
  - Awarded an additional $121,272 of 2019 Dislocated Worker funds from L&I in December 2019.
  
  - Awarded an additional $300,000 of Rapid Response funding for ITA’s and Hire One in January 2020.
  
  - Awarded $150,000 of Business Education Partnership grant funding in January 2020.
  
  - State/Local Internship Program (SLIP) Grant - $250,000 application submitted on January 10, 2020.
  

- **Employer Engagement**
  - Hire One Business Networking Event for Veterans and their adult family members was held on January 7th - good turnout of employers/job seekers.
  
  - County of Chester Job Fair will be held on February 6th at the PA CareerLink.
  
  - Chester County WDB and West Chester University Job Fair on April 7th.
  
  - The Rapid Response Team has been busy. WARN Notices - Johnson & Johnson (9), AC Moore (24), Cerner (15), Liberty Property Trust (94) and Ricoh.

- **Planning and Data**
  - WIOA Regional and Local Plan (update) has been approved by the PA Department of Labor and Industry (L&I).
  
  - We are now transitioning to Program Years 2021-2024 WIOA regional and local planning efforts with a due date of July 1, 2021.
VI. General Updates, Announcements and Member Comments

- GETT - Diana Kimmich
  - March 28, 2020 at Great Valley High School (12PM - 5:30PM)
  - Anticipating between 900-1000 6th - 10th grade girls in attendance
  - Looking for corporate sponsorships and volunteers - women in STEAM careers
  - This year’s special feature is a mobile exhibit from The Franklin Institute
  - Registration opens up February 14, 2020 at GETT.org - free for students, $10 for adults

- Career and Training Fair at Brandywine TCHS - Dr. Kirk Williard
  - March 5th, 2020 at Brandywine TCHS campus on Boot Road
  - More than 140 employers will be interviewing high school seniors from all 3 campuses

- ALICE Report - Chris Saello
  - Chris provided a high level overview of Asset Limited, Income Constrained, Employed - (ALICE) report for families with income above the Federal Poverty Level, but not high enough to afford basic household necessities.
  - Chester County has a 20% rate of ALICE households.
  - There’s a mobile presentation available for anyone interested.
  - Visit https://www.unitedwaychestercounty.org/alice for more information

VIII. Adjourn

- Amanda Sundquist moved to adjourn the meeting at 9:30 A.M. Fran Pierce provided the second.
Executive/ Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – February 11, 2020

Participating on the Conference Call:

<table>
<thead>
<tr>
<th>Participating</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Jennifer Duff</td>
<td>X</td>
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<tr>
<td>Maria O’Connell</td>
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<td>Butch Urban</td>
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<td>Jeannette Roman</td>
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<td>Pat and Jeannette</td>
<td>On-going updates</td>
<td>Pat informed the EGC that Chris Saello, Clark McHenry, Bill Shaw, Stephanie Sherwood and Shanae Stallworth has agreed to serve another four-year term. Meghan Klotzbach has declined to serve another four-year term, but has identified Rachel Roberts from the American Mushroom Institute as a replacement. Pat and Jeannette will follow-up with the Commissioner’s Office on the re-appointments.</td>
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| CareerLink Updates                      | Butch       | On-going updates    | Butch updated the EGC about the CareerLink.  
1. Extended hours will start-up again and run from February 26th to June 24th.  
2. Number of people using the Unemployment Compensation (UC) phones is appearing to be going down.  
3. Finally, Butch updated the EGC about the April 7th Career Fair at WCU. We are hopeful to have over 150 employers. |
| RFP for Program Year 2020                | Pat and Jeannette | In Process    | The Workforce RFP was released on January 27th and today - February 11th is the Workforce RFP application workshop at the CareerLink. Pat, Jeannette and Trish will be presenting. RFP due date is Friday, March 6th at 3 pm. |
| CareerLink Lease Renewal                 | Pat and Butch | In Process    | On February 10th, we held the first CareerLink lease committee meeting. Next meeting is March 16th and we are hoping to have recommendations for the Chester County Workforce Development Board at the June 2020 Board meeting. |
| CC Workforce Development Board – April 22nd meeting | Pat and Jeannette | In Process    | Topics to cover  
- Financial Disclosure Forms  
- Funding Recommendations for Program Year 2020 – 2022 |

Next Meeting – Tuesday, March 10, 2020 at 8 am via conference call.
Next Workforce Development Board meeting will be held on Wednesday, April 22, 2020 at 8:30 am at the CareerLink in Exton
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – March 10, 2020

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| CC Workforce Development Board – April 22nd meeting | Pat and Jeannette | In Process | Topics to cover  
  - Financial Disclosure Forms  
  - Funding Recommendations for Program Year 2020 – 2022 |

Next Meeting – Tuesday, April 14, 2020 at 8 am via conference call.  
Next Workforce Development Board meeting will be held on Wednesday, April 22, 2020 at 8:30 am at the CareerLink in Exton
PA CareerLink
Operators/Partners
UC Claims in Chester County - 2019 vs. 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>January</td>
<td>893</td>
<td>1,161</td>
</tr>
<tr>
<td>February</td>
<td>459</td>
<td>654</td>
</tr>
<tr>
<td>March</td>
<td>486</td>
<td>14,571</td>
</tr>
<tr>
<td>April</td>
<td>600</td>
<td>13,533</td>
</tr>
<tr>
<td>May</td>
<td>546</td>
<td></td>
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<tr>
<td>June</td>
<td>1,238</td>
<td></td>
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<tr>
<td>July</td>
<td>866</td>
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<tr>
<td>August</td>
<td>620</td>
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<tr>
<td>September</td>
<td>445</td>
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<tr>
<td>October</td>
<td>587</td>
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<tr>
<td>November</td>
<td>612</td>
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<tr>
<td>December</td>
<td>1,009</td>
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Total 2019: 8,361
Total 2020: 29,919

Individual Weekly Count for 2020 by Week:

<table>
<thead>
<tr>
<th>Week</th>
<th>Count</th>
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<tbody>
<tr>
<td>1</td>
<td>148</td>
</tr>
<tr>
<td>2</td>
<td>237</td>
</tr>
<tr>
<td>3</td>
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</tr>
<tr>
<td>4</td>
<td>6315</td>
</tr>
<tr>
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<td>4093</td>
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Prepared by: BU - PA CareerLink Chester County - as reported in CWDS
Developing and executing a strategic, effective, post-pandemic workforce services delivery system plan is an essential part of Pennsylvania’s statewide, coordinated COVID-19 response. To that end, the Pennsylvania Department of Labor & Industry, or L&I, bureaus of Workforce Partnership & Operations and Workforce Development Administration, or BWPO and BWDA, ask that workforce system partners outline plans for ensuring the continuation of and access to services for job seekers and businesses affected by the COVID-19 health crisis.

Instructions
In the spaces below, please articulate local workforce development board, or LWDB, planned actions as they relate to the continuation of services and access to services for the affected group. These points are not all-inclusive. Space is provided for additional, relevant narrative. Responses will be analyzed, aggregated, and used to inform national dislocated worker grant application materials and related post-pandemic recovery plan content.

I. Services to Individuals
   a. Ensuring the availability of services and access to those services is essential to effectively operating the statewide, one-stop network, PA CareerLink®. In your LWDA, what is your plan to meet individuals’ need to receive employment, unemployment and training services? Please consider the following in your response:
      i. Outside triage?
      ii. People waiting in cars?
      iii. Limiting seating?
      iv. Individual appointment?
      v. Calling job seekers in by birthdate, alphabetically, SSN?
      vi. Some other method?

   PA CareerLink Chester County (PACL-CC) will rely on the guidance from federal & state government and local health officials to ensure that health and safety standards are incorporated into office protocol once it has been determined to be ‘safe’ to reopen.

   These guidelines will help us determine the logistics as it relates to the safe/allowable # of persons in our office at any given time. We will incorporate social distancing into our daily programming and take measures to ensure the safety for our staff and customers.

   We are anticipating an extraordinary increase in the # of UC claimants flooding our office for the purposes of needing to communicate with UC. We have formed a ‘UC Strategy Committee’ and are currently discussing a number of different items including an ‘appointment scheduling’ tool we could utilize so that customers are not gathering at our office and waiting to use the phone.
PACL-CC is in the process of discussing manners in which we can address the increased foot traffic issue when we reopen:

- We are working with our county government to determine if they could provide us with a Sheriff Deputy(s) and local police to assist with customer foot traffic, customer flow, etc.
- Title I, BWPO, EARN and United Way Financial Stability Center (UWFSC) staff will be available to assist with customers filing initial claims.
- The same staff will be available to assist at the front desk/reception as needed.
- PACL-CC will continue to offer workshops remotely so as to not violate established social-distancing standards. We will move to classroom workshop settings when it is deemed safe to do so.
- We are also exploring the idea of – ‘takeover’ software with some of our CRC computers – this would eliminate up close 1-1 interaction while allowing staff to converse and work with individuals remotely at our CRC computers.
- Recruitment Events – we will offer employers the opportunity to hold recruitment events ‘virtually’ thru technology such as Zoom, Skype of Big Blue Button. Employers will be able to hold recruitments on site – but thru an appointment only basis (no walk-ins) to ensure we limit the number of persons within our facility.
- **Welcome Center Customers:** In an effort to serve additional customers, our Title I providers is capable of adapting their 1:1 welcome center model to include a combination of online and small group orientations and an individual CareerLink services assessment. The CareerLink services assessment is an online survey that customers can complete from anywhere. Some customers may choose to complete the assessment in our computer resource center following their orientation. For those that cannot make it to our center, the assessment is accessible from home or from any community location with an internet connection. When a customer completes the assessment, they can expect customized follow up within 48 hours.
- To meet the needs of a growing number of CareerLink customers, we are exploring the concept of applying for additional Rapid Response funding to hire career specialists and train them in all aspects of PA CareerLink and WIOA service delivery. Additional staffing will allow flexibility for community appointments, ultimately expanding the reach of PA CareerLink and Title I services throughout the county.

c. Which partners are immediately available to provide services? Are they available for a full array of services or a partial list?

Currently most of our partners are offering services remotely. A menu of services has been placed on our website for job seekers and employers to access at [www.pacareerlinkchesco.org](http://www.pacareerlinkchesco.org). For the most part, the full array of services are being made available, however there are some challenges because some customers do not have the technology to participate in some of the activities (e.g. virtual workshops).
Our Title I partner is able to perform most, if not all services remotely including WIOA customer eligibility/suitability determination.

EARN program participants are currently completing assignments and their work remotely. Their return to classroom training will be driven by the PA Dept. of Human Services guidelines.

At this time, it is difficult to assess when all partners will be able to make services available on site. Their timeframe for ‘opening’ may not be in alignment with other partners or organizations within PACL-CC. However, we will begin to survey partners to determine what their limitations would be. However, all partners have already stepped up with remote services and we anticipate that this spirit of service will continue when we open.

Partners will be asked to identify any staff with health concerns and our workgroup agreed that we do not want to put staff in a vulnerable position particularly if staff have any underlying health issues.

When it is deemed appropriate to open, and if necessary PA CareerLink will take all necessary social-distancing precautions. PACL-CC is currently discussing implementing a soft-opening where limited services would be available. Over time, the menu of in-person services available will gradually grow. If we proceed with a soft opening, some of the services would include:

- Alternating workstations in CRC for filing of UC claims
- No 1-1 close encounter appointments
- Only open to individuals by appointment (if necessary)
- Virtual workshop offerings
- Virtual recruitment event offerings
- Limiting the number individuals in the office/facility
- Having signage outside to inform UC customers that the UC courtesy phone is currently not available
- Staff on site to perform electronic/virtual case management and return calls while observing social distancing standards.

When it is determined safe to begin inviting groups into the office, or when the social distancing standards are relaxed, we may consider limiting the number of persons in a workshop at a time to prevent the spread of COVID-19.

PACL-CC’s timeframe for re-opening will be driven by health and safety standards as determined by federal, state and local officials. Our Operations committee has agreed to assess our ‘office status’ on a weekly basis and make decisions accordingly regarding a re-open date.

d. Which partners are not immediately available, and what are the challenges that limit that availability?

At this time, it is difficult to assess when they are available. Partner availability will depend on a number items, including but not limited to: their organization policy on social
distancing, their timeframe for reopening, etc. We anticipate a ‘soft-opening’ initially and gradually build up to full services over several days/weeks.

e. What steps will be taken to streamline processes and make quick, effective referrals to services? (e.g. bypass large-group orientation or workshops)

Currently, our job seekers and customers can access most, if not all of our services online. We have created a resources page on our local website – www.pacareerlinkchesco.org that includes a Menu of Services – detailing all services that are available and how to connect with them including services offered through our partnership with the United Way Financial Stability Center.

When we reopen, we will plan on incorporating a survey/assessment upon entry into our facility – The survey will ask why the customer is here and they will indicate what services they are interested in and we will make referrals accordingly.

f. Post-pandemic performance will not look like performance expectations in the pre-pandemic economy. Given the volume of Pennsylvania’s in need of services, how does your local area seek to define effective performance? (i.e. How will we best get folks quickly into and out of our system with the most efficient, effective, and lightest touch?)

The Chester County Workforce Development Board has been working closely with our economic development partners – Chester County Chamber of Business and Industry and the Chester County Economic Development Council to serve the business community in a comprehensive manner. In fact, the Director of the Chester County Workforce Development Board has already participated in four Town Hall discussions with the business community. Clearly, our main performance metric is to keep people employed or getting them back into their employment situation before COVID-19.

g. Which industries and occupations are mostly likely to provide an influx of job seekers in your area?

We are currently waiting on the data to determine what the most affected industries/occupations are.

With the initial job report data that we have, our Business Services Team (BST) is seeing a strong demand in the Construction, Healthcare, Human Services, Manufacturing and Retail (Food/Grocery) industries as we navigate through the early stages of COVID-19

We realize that many of the layoffs are temporary but also understand that COVID-19 will lay many people off permanently. When we reopen, the goal will be for us to connect individuals to employment opportunities as quickly and efficiently as possible. With that said, we plan on increasing the number of recruitment events for our job seekers in order to match them with employers that are currently hiring.
A recent CWDS report for Chester County indicates that more than 12,500 individuals have filed a UC claim in the month of March alone. March 2020 UC Claims alone, exceed the number of claims made in Chester County during the previous 14 months (Jan 2019 – Feb 2020), with room to spare.

The initial feedback that we are hearing from our BST members is that the layoffs are cross-industry and companies big and small are being affected. While we are seeing many individuals in the service industry are still working, the retail, hospitality and Transportation industry have been hit hard. The word ‘decimated’ was used by a number of our local employers in conference calls and virtual meetings.

Currently we are gathering new job opportunities through a number of sources and making them available thru our local webpage, e-blasts, and social media and through our partners. This information is updated several times per week and shared with our partners, customers in several different manners. At this moment, we have employers that are actively interviewing and either hiring now or will be hiring as soon as the pandemic subsides.

We are continuing with weekly BST meetings and remaining proactive as possible, as our main focus is (and will be for several weeks/months after we open) to connect job seekers with available job opportunities and much needed supportive services. Our BST will be focusing primarily on:

- Tracking UC claims and Understanding the Employers who are laying off
- What layoffs are temp/permanent?
- What types of jobs/industries are being affected?
- What employers are currently hiring?
- What industries continue to ‘flourish/do well’?
- Identifying new job opportunities and necessary training to meet the skills gap
- Partnering with employers to help them understand all grant/loan programs to help them get back on their feet
- Assisting with virtual recruitment events
- Tracking success stories

h. What is your communication plan to share this information with partners and customers?
   i. Key messages?
   ii. Content?
   iii. Collateral?
   iv. Message and content delivery method?
      - Information will be share thru Email, via Constant Contact Blasts, Social Media Posts on Facebook, Twitter, LinkedIn, Instagram, etc. Asking partners to share messaging, etc.
      - Messaging will be consistent and often and address issues on UC, how to contact UC, any new scheduling practices implemented, how to access services, etc.
      - We are also partnering with the County and our Economic Development partners to get the message out about workforce services for employers and job-seekers.
i. What, if any, physical changes are necessary to the workspace, traffic flow, waiting areas, etc. in your one-stop centers to:
   i. Maintain social-distancing practices?
   ii. Protect job seekers?
   iii. Protect staff and partners?

   • Currently exploring the physical modifications to the PACL-CC site, to include, but not limited to:
     o Plexiglas partition at Reception Desk
     o Panic Buzzer at Front Desk – alert to County Sheriff Department
     o Security System with Cameras
     o Additional Stanchions to direct customers and to maintain social distancing

   • Post signage on front door indicating that due to COVID-19, we have to take measures to maintain safe social distancing. This includes requiring customers to stay at least 6’ apart from each other while inside the office

   • Sheriff Deputy Presence on site to assist with customer flow and ensure safety and security for everyone.

   • Limit who can access our office – by appointment only or to a maximum number of persons

   • Signage outside the facility to indicate that ‘UC services are not available on site – for assistance contact: uchelp@pa.gov

   • Limited the number of persons in the office at one time as determined by established health/safety standards.

   • Request UC to not initially make the UC Courtesy Phone available on site, but to rather staff PACL with UC reps to answer questions for claimants.

   • Make UC phone/Ask Rep services available by appointment, so as to not have customers gather outside the office in large groups.

   • Modify CRC area to make alternate workstations available

   • Provide any PPE equipment/supplies to staff

   • Create temporary workstations for customers, equipped with laptops to conduct 1:1 virtual meetings with staff – may be particularly helpful to customer who do not have a home computer or home computer access.

   • Staff the PACL-CC with bilingual staff in Spanish for necessary translation.

II. Services to Businesses
   a. Business Services Teams, or BSTs, are employers’ most important point of contact with PA CareerLink®. In your LWDA, what is your plan to meet businesses’ need to post jobs, connect with job seekers and meet their employment challenges in the post-pandemic economy? Please consider the following in your response:
   b. Which industries and occupations are most likely affected in your area by pandemic-related dislocations?

The initial feedback that we are hearing from our BST members is that the layoffs are cross-industry and companies big and small are being affected. While we are seeing many individuals in the service industry are still working, the retail, hospitality and Transportation
industry have been hit hard. The word ‘decimated’ was used by a number of our local employers in conference calls and virtual meetings. Our BST will be meeting to discuss many of these issues (noted in a previous response in this survey).

c. What is the portion of your local or regional economy that is directly affected by pandemic-related dislocations?
12,500+ new UC Claims in March 2020 (and growing)

d. What methods and tools will BSTs use to contact affected employers?
   i. In-person?
   ii. Telephone?
   iii. Internet-based (Skype, Zoom, et cetera)?

   The BST will use all tools noted above to reach out to contact affected employers. More detail in the work the BST will perform with affected workers, affected employers and employers that are still hiring is noted in an earlier response above.

e. How will BSTs coordinate with one-stop partners to make effective connections between dislocated workers and the employers who need them?

   Our BST is meeting on a weekly basis and working collaboratively to understand the employers’ needs and making necessary connections to all partners through regular conference calls, Zoom meetings etc. Within these meetings we are able to communicate the employer’s demand for employees.

   On our webpage, we are currently tracking all new job postings – jobs for which employers are currently interviewing/hiring and updating this information several times per week. This information is shared thru email, e-blast, social media to our staff, partners, employers and the community.

f. How will BSTs coordinate with training providers to make effective connections between training programs and the employers who need them?

   Title I Staff, including the Title I Business Representative sit on our Business Services Team and are in regular contact with our training providers. We will continue to communicate employer needs to our training providers for the purposes of matching training graduates with open positions.

g. What is your plan to expedite the writing, submitting, review and approval of job postings on www.pacareerlink.pa.gov?

   New employer folders and job postings are currently reviewed/approved daily by local BWPO staff. This practice will continue after we open.

h. What is your plan to expedite the creation, review and approval of employer profiles on www.pacareerlink.pa.gov? See Above

i. What is your communication plan to share this information with partners and customers?
   i. Key messages?
   ii. Content?
   iii. Collateral?
   iv. Message and content delivery method?
Through regular conference calls with staff, PACL Managers and the various workgroups that have been established to ensure continuity of service to our jobs seekers and employers.

III. Additional Information

Our partnership with the United Way Financial Stability Center will provide us the opportunity to ensure that affected customers are directed to any needed supportive services as we navigate the COVID-19 crisis. These services include:

- Individual/Family Counseling services
- Dealing with Anxiety, Stress, Job Loss – free workshops and support groups
- Financial Coaching Services – budgeting, financial navigation and housing cost assistance
- Support with apply for Public Health Benefits (TANF, Medical, SNAP)
- Free Tax Prep Services
- Legal Aid of Southeastern PA – free legal assistance
- Information/referral to available child care services

**All services are currently available remotely**

What are some local, regional or even statewide considerations not already mentioned? Please feel free to include any necessary additions.

Summary

This inquiry is being share with all 22 LWDBs to gather information about strategic responses in all 23 LWDAs. Please be complete, but concise, as responses will be combined into a larger publication that addresses Pennsylvania’s statewide response to workforce system challenges in response to the ongoing health crisis.
ACCESING SERVICES DURING THE CORONAVIRUS (COVID-19) PANDEMIC

To mitigate the spread of the CORONAVIRUS (COVID-19), the PA CareerLink® Chester County and the United Way Financial Stability Center office is currently **CLOSED**. Any additional changes to our office status will be published on our website at [www.pacareerlinkchesco.org](http://www.pacareerlinkchesco.org), on our voice mail messaging service at 610-280-1010 and on our various social media sites.

This guide has been created to ensure that you can continue to access necessary resources. Please direct your program specific inquiries to the appropriate Partner and/or Contact Person as many of these services can be accessed while our office is closed.

<table>
<thead>
<tr>
<th>Service/Program</th>
<th>Organization/Partner</th>
<th>Contact Person/Phone</th>
<th>Web Page and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEA Program as required by UC Services by PA Labor &amp; Industry</td>
<td>PA CareerLink® Chester County</td>
<td>Christopher Frankenfield 610-280-1038</td>
<td><a href="mailto:cfrankenfi@pa.gov">cfrankenfi@pa.gov</a></td>
</tr>
<tr>
<td>Employer Job Postings in PA CareerLink®</td>
<td>PA CareerLink® Chester County</td>
<td>Kenneth Costello 610-280-1040</td>
<td><a href="mailto:kcostello@pa.gov">kcostello@pa.gov</a></td>
</tr>
<tr>
<td>Apply for Jobs on PA CareerLink®</td>
<td>PA CareerLink® Chester County</td>
<td>Apply at <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></td>
<td>Direct any questions or requests for assistance to 610-280-1010 or <a href="mailto:pacareerlink@chesco.org">pacareerlink@chesco.org</a></td>
</tr>
<tr>
<td>PA CareerLink Website Navigation Assistance for Job Seekers Staff is available to assist with enrollment into PA CareerLink®. Staff can also assist with password/account retrieval and answer questions related to job search</td>
<td>PA CareerLink® Chester County</td>
<td>Kenneth Costello 610-280-1040</td>
<td><a href="mailto:kcostello@pa.gov">kcostello@pa.gov</a> or Ann Marie Barr (610) 331-4101 <a href="mailto:abarr@openhearthinc.org">abarr@openhearthinc.org</a></td>
</tr>
<tr>
<td>Veteran Services – Case Management Services/Job Search and General Questions</td>
<td>PA CareerLink® Chester County</td>
<td>Donna Acker 610-280-1037</td>
<td><a href="mailto:doacker@pa.gov">doacker@pa.gov</a></td>
</tr>
<tr>
<td>Service/Program</td>
<td>Organization/Partner</td>
<td>Contact Person/Phone</td>
<td>Web Page and Email Address</td>
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</tr>
<tr>
<td>Trade Act Services for Job Seekers</td>
<td>PA CareerLink® Chester County</td>
<td>Kenneth Costello 610-280-1040</td>
<td><a href="mailto:kcostello@pa.gov">kcostello@pa.gov</a></td>
</tr>
<tr>
<td>Filing an Initial Claim for UC</td>
<td>Unemployment Compensation</td>
<td>File an Initial Claim or download a paper application at <a href="http://www.uc.pa.gov">www.uc.pa.gov</a></td>
<td><a href="mailto:uchelp@pa.gov">uchelp@pa.gov</a></td>
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<tr>
<td>Questions for Current or Existing Unemployment Compensation Claims</td>
<td>LiveCHAT: <a href="http://www.uc.pa.gov/Chat/index.aspx">www.uc.pa.gov/Chat/index.aspx</a> or email: <a href="mailto:uchelp@pa.gov">uchelp@pa.gov</a></td>
<td>By Phone: 1-888-313-7284 (M,T,TH 8 am – 4 pm) (W – 12 pm – 6 pm) (F – 8 am – 12 pm)</td>
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<tr>
<td>Unemployment Compensation Debit Card Questions</td>
<td>ReliaCard</td>
<td>1-888-233-5916</td>
<td>n/a</td>
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<tr>
<td>Workforce Development Title I Services</td>
<td>PA CareerLink® Chester County</td>
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<tr>
<td>Job Seekers can access Welcome Center Services, 1:1 services including resume and cover letter assistance, eligibility determination for funded Individual Training Account grants and remote job seeker workshops such as Resume &amp; Cover Letter Writing, Interviewing, Elevator Speech + more. Business Services will continue remotely and identify current employer hiring needs and match job seekers with employer hiring needs.</td>
<td>PA CareerLink® Chester County</td>
<td>General Workforce Inquiries 610-280-1042 or <a href="mailto:pfuss@edsisolutions.com">pfuss@edsisolutions.com</a></td>
<td>Welcome Center 610-280-1030 or <a href="mailto:rspathicha@edsisolutions.com">rspathicha@edsisolutions.com</a></td>
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<tr>
<td>Service/Program</td>
<td>Organization/Partner</td>
<td>Contact Person/Phone</td>
<td>Web Page and Email Address</td>
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<tr>
<td>EARN, WorkReady and SNAP Programs</td>
<td>PathStone Corporation</td>
<td>Yajaira Alarcon PathStone Corporation 610-280-1046 or 1-800-425-0053</td>
<td><a href="mailto:yalarcon@pathstone.org">yalarcon@pathstone.org</a></td>
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<tr>
<td>Programs assist TANF &amp; SNAP recipients with various</td>
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<tr>
<td>workforce services including job Readiness, classroom</td>
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<td>training, supportive services and individual training</td>
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<tr>
<td>accounts. Existing clients may call/email for</td>
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<tr>
<td>further information. New enrollments must be</td>
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<tr>
<td>referred by CAO.</td>
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<tr>
<td>Career Corps Youth Services</td>
<td>Career Corps</td>
<td>Linda Marino PathStone Corporation 610-280-1061 or 1-800-425-0053</td>
<td><a href="mailto:lmarino@pathstone.org">lmarino@pathstone.org</a></td>
</tr>
<tr>
<td>A program for youth (ages 16-24) for GED completion,</td>
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<tr>
<td>job training continuing education and various</td>
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<tr>
<td>workforce services.</td>
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<tr>
<td>SNAP (Food Stamps), Medical Assistance, Cash</td>
<td>County Assistance Office</td>
<td>Applications, renewals and other documents can be</td>
<td><a href="mailto:c-chesterc@pa.gov">c-chesterc@pa.gov</a></td>
</tr>
<tr>
<td>Assistance and LIHEAP Heating Assistance</td>
<td>Department of Human Services</td>
<td>submitted thru:</td>
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<td></td>
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<td>• <a href="http://www.compass.state.pa.us">www.compass.state.pa.us</a></td>
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<td>• myCOMPASS app</td>
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<td></td>
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<td>• Mail: 100 James Buchanan Drive, Thorndale PA 19372</td>
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<td>• Office Drop Box outside the front door</td>
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<td>• 1-866-550-4355 to complete a Medical Assistance</td>
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<tr>
<td></td>
<td></td>
<td>application</td>
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<tr>
<td>Service/Program</td>
<td>Organization/Partner</td>
<td>Contact Person/Phone</td>
<td>Web Page and Email Address</td>
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<tr>
<td><strong>Financial Navigation Services</strong></td>
<td>United Way Financial Stability Center</td>
<td>Ashley Thornton Open Hearth, Inc. 610-280-1023 (all messages will be returned within 48 hours)</td>
<td><a href="mailto:athornton@openhearthinc.org">athornton@openhearthinc.org</a></td>
</tr>
<tr>
<td>A Financial Navigator is available to provide financial navigation services to individuals who are seeking assistance with increasing their income, decreasing their debt, and/or building their assets.</td>
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</tr>
<tr>
<td><strong>Family Savings Program</strong></td>
<td>Open Hearth, Inc.</td>
<td>Taryn Alexander Open Hearth, Inc. 610-280-1033 (calls will be returned within 48 hours)</td>
<td><a href="mailto:talexander@openhearthinc.org">talexander@openhearthinc.org</a></td>
</tr>
<tr>
<td>The Family Savings Partner (FSP) Program Coordinator will continue to enroll savers into the Family Savings Partner Program, which provides a match of a family’s savings to be used toward the purchase of an asset goal such as a car, post-secondary education, or a first home.</td>
<td></td>
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</tr>
<tr>
<td><strong>Individual/Family Counseling</strong></td>
<td>United Way Financial Stability Center</td>
<td>Meg Pope Family Service of Chester County 610-696-4900 (x-127)</td>
<td>m pope @ family service.us</td>
</tr>
<tr>
<td>Counseling services are free for PACL customers.</td>
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<tr>
<td><strong>Consumer Credit Counseling</strong></td>
<td>Clarifi</td>
<td>Make appointment via phone/website 215-563-5665</td>
<td><a href="http://www.myclarifi.org">www.myclarifi.org</a></td>
</tr>
<tr>
<td>Services include Credit Counseling, Reducing Debt, Budgeting &amp; Avoiding Foreclosure</td>
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<tr>
<td>Service/Program</td>
<td>Organization/Partner</td>
<td>Contact Person/Phone</td>
<td>Web Page and Email Address</td>
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<tr>
<td>Legal Services</td>
<td>Legal Aid of SEPA</td>
<td>Contact via phone or apply online</td>
<td>Apply online: <a href="http://www.lasp.org">www.lasp.org</a></td>
</tr>
<tr>
<td>Legal advice and direct representation in court. Office meetings by appt only –</td>
<td></td>
<td>1-877-429-5994 9 am – 1 pm</td>
<td></td>
</tr>
<tr>
<td>Free Tax Preparation Services</td>
<td>VITA</td>
<td>Questions? Contact: Donna Laird</td>
<td></td>
</tr>
<tr>
<td>Physical Sites are closed, but tax customers may access <a href="http://www.chestercountyfreetaxes.org">www.chestercountyfreetaxes.org</a> to complete taxes themselves</td>
<td></td>
<td><a href="mailto:dlaird@quietrevolution.org">dlaird@quietrevolution.org</a></td>
<td></td>
</tr>
<tr>
<td>1-on-1 Employment Advise Sessions</td>
<td>Wings for Success</td>
<td><a href="mailto:diane@wingsforsuccess.org">diane@wingsforsuccess.org</a></td>
<td></td>
</tr>
<tr>
<td>For Low Income Women. Program operated</td>
<td>Diane Mills 610-644-6323, ext. 1 (Frazer)</td>
<td><a href="mailto:kelly@wingsforsuccess.org">kelly@wingsforsuccess.org</a></td>
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<td></td>
<td>Kelly Quant 610-644-4323, ext. 3 (Kennett) – bilingual</td>
<td></td>
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<tr>
<td>Re-entry Program</td>
<td>Life Transforming Ministries</td>
<td>Janis McElwee 610-380-1587</td>
<td></td>
</tr>
<tr>
<td>Orientation and access to workforce services for those affected by incarceration.</td>
<td></td>
<td><a href="mailto:jmcelwee@quietrevolution.org">jmcelwee@quietrevolution.org</a></td>
<td></td>
</tr>
<tr>
<td>Family Benefits Enrollment</td>
<td>Maternal Child Health Consortium</td>
<td>610-344-5370 Monday thru Friday 8:30 am – 4:30 am</td>
<td>Completion of Benefits Applications by phone and via virtual home visits</td>
</tr>
<tr>
<td>Assistance in applying for health benefits such as Medicaid, CHIP and food stamps available to English/Spanish speaking community.</td>
<td></td>
<td>610-280-1032 <a href="mailto:callen@edsisolutions.com">callen@edsisolutions.com</a></td>
<td>610-344-5311 <a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
</tr>
<tr>
<td>Spanish Speaking Services for all programs</td>
<td>PA CareerLink® Chester County</td>
<td>610-344-5311 <a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Spanish speaking customers may call us send us an email for questions regarding any program/service.</td>
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</tbody>
</table>
**NEW!**

**VIRTUAL EMPLOYER SERVICES**

Need help finding candidates for your open positions during COVID-19?

The PA CareerLink® Chester County is now offering virtual recruitment events for employers. Contact our business services representative, Andrew Mathis, for more information on our virtual business services during COVID-19.

In addition to our virtual recruitment events, EDSI is also offering employer support webinars and one-to-one planning sessions for those who attend.

Please contact Andrew for more information:

amathis@edsisolutions.com

610-280-1029

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**How does a virtual recruitment event work?**

You provide us with a short introduction to your company, job description(s) for the position(s) you need to find candidates for, and a 2-3 hour timeslot when you can be available for phone or video interviews with qualified CareerLink candidates!

**We will provide:**

All marketing for your virtual event, access to PA CareerLink’s candidate pool, and initial prescreening of candidates.

We will send you the resumes of your qualified candidates and your interview schedule before your designated virtual interview timeslot.

If your preference is to phone screen, we will include candidate phone numbers on your customized schedule. If you prefer to meet with candidates via teams or zoom, just send us the meeting link you want us to share with your candidates!
Budget
<table>
<thead>
<tr>
<th>PY2019 Funding (Open Grants since July 2019)</th>
<th>Total award</th>
<th>Expenses to Date</th>
<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>$526,838.00</td>
<td>$258,014.58</td>
<td>$268,823.42</td>
<td>$79,524.47</td>
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<tr>
<td>WIOA Dislocated Worker</td>
<td>$827,934.18</td>
<td>$404,422.97</td>
<td>$423,511.21</td>
<td>$38,810.48</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>$555,829.53</td>
<td>$307,591.45</td>
<td>$248,238.08</td>
<td>$11,088.76</td>
</tr>
<tr>
<td>TANF Youth</td>
<td>$234,060.00</td>
<td>$138,396.38</td>
<td>$95,663.62</td>
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</tr>
<tr>
<td>Business Education Partnership</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIOA DLW SLIP grant</td>
<td>$175,000.00</td>
<td>$175,000.00</td>
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<tr>
<td>WIOA Adult Additional SLIP grant</td>
<td>$75,000.00</td>
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<td>$75,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>PY2018 Funding</th>
<th>Total award</th>
<th>Expenses to Date</th>
<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>$521,633.01</td>
<td>$521,482.49</td>
<td>$150.52</td>
<td></td>
</tr>
<tr>
<td>WIOA Dislocated Worker</td>
<td>$824,962.26</td>
<td>$824,556.38</td>
<td>$405.88</td>
<td></td>
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<tr>
<td>WIOA Youth</td>
<td>$645,429.12</td>
<td>$645,103.01</td>
<td>$326.11</td>
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</tr>
<tr>
<td>TANF Youth</td>
<td>$213,280.00</td>
<td>$212,667.78</td>
<td>$612.22</td>
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</tr>
<tr>
<td>Business Education Partnership</td>
<td>$150,000.00</td>
<td>$86,679.23</td>
<td>$63,320.77</td>
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<tr>
<td>Rapide Response</td>
<td>$500,000.00</td>
<td>$364,658.88</td>
<td>$135,341.12</td>
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</tr>
<tr>
<td>Business Education Partnership</td>
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| As of 03/31/2020                          | Total       | $4,866,284.08   | $2,773,005.62 |                |
Addressing Barriers Committee
AGENDA TOPICS/DISCUSSION POINTS:

1. Joyce led introductions and began the meeting at 3:08 pm.

2. Minutes were reviewed and approved

3. Joyce reviewed Old Business
   a. Zoom transportation program is still of interest to the group and Joyce wants to check in to see how it has been expanding or utilized in Coatesville area
      i. Joyce also recommended having graduate students review transportation programs like Zoom to build a model that would work best in the Coatesville community
   b. Transportation is still a key barrier to employment for job seekers. The Committee agreed to return to the topic of transportation quarterly to review
      i. Committee is interested in creating a product of the meetings such as a one pager or workshop from both the employer and job seeker perspectives about Transportation 101
      ii. Pat recommended inviting the Planning Commission and Stephanie recommended inviting RideEco
      iii. The goal is not to reinvent the Ride Guide, but create a more condensed location for information that is tailored to employment needs

4. Kristine Vuccolo from the Council of Southeastern Pennsylvania provided a brief overview of the Peer Support Expansion Initiative and updates on the grant thus far
   a. Cohort 1 (Peer Support Specialist) has 14 students with ages ranging 24 to 60+. All students completed the base Peer Support curriculum (72 hrs), the 40 hours of enhanced curriculum (which included job readiness skills), and are currently completing their field placements (60 hrs).
      i. Field placements have been at various mental health providers. All students have completed hours at Community Crossroads (community based services) and Salisbury LTSR (residential services)
      ii. Students will sit for the PSP exam for certification in April. Cost for this exam is $125, which is not covered by the grant. Students were asked to begin saving for this expense at the beginning of the program
      iii. The enhanced curriculum includes a resource folder for Chester County, which the Committee inquired about receiving a copy to share with providers
   b. Cohort 2 will be a class for Certified Recovery Specialist. This is a focus on recovery from Substance Use Disorder
      i. Cohort 2 is currently recruiting with applications closing on March 6th. Applicants should have reliable transportation, be willing to work in Chester County after completion of the course, and be available for the course work
ii. The cohort will start in April and should be entering their field placements by October.

iii. Field placements for this cohort have not been as easy to set up as the previous cohort. There are less drug and alcohol providers who are using peer support services and have someone for the students to shadow. Currently, the providers who have spaces are Coatesville Treatment Center, Gaudenzia, and Holcomb.

- The Committee inquired about unconventional placements such as homeless shelters or transitional housing units that serve those in recovery. Placements are still being determined and the idea will be brought to the grant's steering committee.

   c. Average salary of someone in a Peer Support role is $16/hour nationally. However, Chester County averages $12/hour.

5. Provider Announcements:
   a. Samantha reminded the Committee that the Census was happening soon. She shared brochures about Complete Count and a poster that lays out the timeline for the questionnaire being sent to households. She encouraged agencies to think about being a Census champion to engage undercounted communities in completing the form.

   b. Stephanie shared that the Technical College High Schools were going to be holding their Career Fair event on March 5th. The school is collecting interview appropriate clothing for youth who may not have something or are unable to afford an outfit.

      - Recommendations of clothing providers were provided:
        - St Paul’s Baptist Church (West Chester) Clothing Closet
        - Wings for Success
        - Salvation Army (West Chester) Clothing Voucher
        - Act in Faith (West Chester)

   c. Pat shared that there will be a large job fair held at West Chester University at the South Campus on April 6th, 3-6pm. More details will be released closer to the date.

   d. Pat also shared that the Workforce Development Board has submitted an application for a grant to provide employment and support services to individuals in recovery of Opioid Use Disorder. The grant would run for 7 months and provide a cohort with a “bootcamp” for job readiness and placement.

   e. Robyn shared that the CareerLink would be hosting Extended Hours on Feb 26th with two workshops available.

      - Overcoming the Age Barrier and CareerLink Orientation

   f. Joyce shared that the GED Testing Center will now be offering the HISET test. It will also be open an additional day for tests.

6. The Committee selected two topics for the next meeting:
   a. Brief overview of domestic violence in the workplace (safety for job seekers and employers)
   b. Coatesville from the perspective of current community providers

### Action Items/ Follow up:

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<tbody>
<tr>
<td>1.</td>
<td>Check in with Mark Butler about Zoom in Coatesville</td>
<td>Joyce Chester</td>
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<tr>
<td>2.</td>
<td>Prepare presentation on Coatesville</td>
<td>Joyce Chester</td>
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<td>3.</td>
<td>Invite Domestic Violence Center of Chester County to next meeting</td>
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<td>4.</td>
<td>Invite transportation representatives to meeting in June</td>
<td>Samantha Brannen</td>
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Meeting Adjourned: 4:15pm

Next Meeting: April 15, 2020, 3pm, PA CareerLink-Chester County
Chester County Workforce Development Board (WDB)
Addressing Barriers Committee
Meeting Minutes – April 15, 2020

Attendance:

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<tr>
<td>Joyce Chester (CC-OIC)</td>
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<tr>
<td>Tracey Dougherty (DCD/WDB)</td>
<td>Samantha Brannen (DCD/WDB)</td>
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<td>Donna Brown (CC Adult Probation)</td>
<td>Butch Urban (PACL)</td>
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<td>Paige Fuss (EDSI)</td>
<td>Rob Henry (DCD/D2D)</td>
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<td>Robyn Spaticha (EDSI)</td>
<td>Darshana Shyamsunder (United Way)</td>
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AGENDA TOPICS/DISCUSSION POINTS:

1. Joyce led introductions and began the meeting at 3:00 pm.

2. Joyce led a discussion on the COVID 19 Pandemic and scenario planning for agencies and services after the pandemic
   - Many clients are facing various barriers that were not a part of their daily lives before including homeschooling, internet access for themselves and their children, food insecurity, housing instability, and more
   - Joyce invited each participant to share their feelings regarding the current crisis as well as anything that they are seeing as next steps forward

3. Pat shared that the County is looking towards the next steps
   - There is a reopening taskforce within the County and each department and agency reopening will look different
   - The goal is to ensure worker and public safety
   - Butch shared that Labor & Industry has requested a Post-Pandemic Plan for Workforce Services to help guide the CareerLink when things begin to reopen
     - Measures include additional parking, appointments for services, sneeze guards, spacing within the Computer Resource Center, and more

4. Shanae shared her concerns regarding how the commonwealth will reopen
   - Montgomery County was the first to “close” and it didn’t seem to do very well as many travel across county and state lines for work and other essential activities
     - Joyce is curious if there is a regional plan for reopening as this is a big concern in our area. Many residents travel for work and other activities
       - Pat shared that WDB directors are speaking regularly and there is a weekly call with the State to discuss these concerns
   - OVR sent out plans to the regional CareerLink sites about services during the Pandemic and will be working towards transitioning those services back as offices reopen
Customers have shared that they are really worried about what is happening and many counselors are focusing on helping their clients to access resources.

5. The Committee discussed the current needs of jobseekers and the community and how those will change:
   - OIC was awarded a grant through the Brandywine Health Foundation to create “survival packs” of non-food items for City of Coatesville residents. Many are receiving help with food instability and it is the hard to find health items that are of concern.
   - Darshana shared that the United Way is noticing a high need for support with items right now, but is expecting that need to shift to childcare and other support services as the economy reopens.
   - Donna shared that she is concerned about keeping people safe and healthy. There is currently a mandate to wear masks in public and she is concerned that those who aren’t having their basic needs met aren’t going to be in a position to follow these new mandates or even know about how they keep themselves and others safe.

6. Many providers are moving to the virtual realm to deliver services:
   - **OIC**
     - Zoom classes and Distance Learning
     - About half are engaged continuously; Joyce noted that justice-involved clients are hard to track down and engage.
   - **EDSI/Title I**
     - Continuing to work with clients
     - Utilizing Zoom and Canvas
     - Scheduling App – Calendly
       - Allows participants to view open slots in calendar and pick a slot
     - Customer barriers that have arisen or been discussed:
       - Transportation
       - Getting services to far reaches of the County
   - **Adult Probation/WRAP**
     - Video and phone hearings
     - Continuing to work with Home of the Sparrow for case management services
   - **CareerLink**
     - All the services at CareerLink are listed on the menu of services (pacareerlinkchesco.org)
     - Virtual recruitments for currently hiring employers

7. Joyce challenged the Committee to imagine what services and agencies will look like 4 weeks from now (or by the next meeting):
   - Thoughts included:
     - Know if we have reached the peak
     - Know when we get to return to work
     - Alternate work schedules to ensure social distancing (50% in office at a time)
     - Appointment based rather than walk-ins as services come back in
     - Strategic plans are going to be necessary
       - Revisiting missions to find the right services for these needs
     - Mental Health concerns (for clients and workers)
       - Services are going to be needed even more
Some services and modalities of therapy cannot be delivered virtually, so this is a major barrier
- Pay it now or pay it later mentality
- Agency coffers empty
- For context, Joyce asked about the current unemployment rate
  - Pat shared that it lags behind by about 2 months
  - March had 15,000 claims in Chester County and first 12 days of April was 12,000 new claims
  - Over 1 million claims statewide
- The final question of the group was “What does being past this look like?”
  - It will be a “new normal”
  - The experts may say it is over but people are still going to be social distancing
    - Their needs are going to change
    - Clients need to understand the changes that are happening now
    - People are still going to want to feel safe
  - Rob mentioned that homelessness and housing instability may increase as the unemployment rate increases

8. Committee Updates
- Stimulus checks are being deposited into accounts
  - Those who are non-filers will need to update IRS with their bank info
  - Those who have filed and do not have a bank account on file with the IRS will also need to update their information
- Census 2020
  - Citizens still need to submit their responses
  - Chester County has the highest response rate in the state, but we should continue to encourage clients and their families to complete their survey

Meeting Adjourned: 4:00pm
Next Meeting: May 13 at 3:00 pm via Zoom
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 March 3 youth were enrolled in the Career Corps program, bringing the PY19 enrollment total to 57. With the PY 2018 carryover participants, the Career Corps total active enrollment stands at 84. During the month of March there were no participants exited. There are a total of 63 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.
- Staff has continued to outreach to all Chester County High Schools, explaining services offered to graduating seniors. Career Corps has positioned themselves to enroll and offer services to all graduating seniors that do not have a solid plan of action in place after they graduate.
- Orientation has continued to take place on a rolling basis for eligible individuals. Each week, staff has expected between 4 and 6 orientation attendees. All staff continues active outreaching to area youth with a specific emphasis on Coatesville, West Chester, Phoenixville/Spring City and Southern Chester County. Staff continues to outreach on a continual basis. We will continue to aggressively outreach in the community as well as providing incentives for youth who make referrals.
- PathStone has enrolled 57 new participants during PY 2019. This, in combination with 103 carryovers from PY2018 makes our total enrollment 160 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, PA Personal Care Home Care Staff Person Training, resumes and cover letters as well as financial literacy training.

- On a daily basis Career Corps hosts approximately 10 participants. Other participants are remotely studying for their GED, employed or enrolled in various training programs both secondary and post-secondary.
  - 25 youth reside in Coatesville zip code 19320
  - 4 youth reside in West Chester zip code 19382
  - 9 youth reside in Phoenixville/Spring City
  - 12 youth reside in Southern Chester County
  - 1 participant is actively participating in a paid work experience

Training Initiatives March 2020

- Staff works daily with students to ensure academic and career success. Due to the stay at home mandate, staff has implemented distance learning. This includes the implementation of a virtual
classroom and staying in consistent contact with students via phone calls, emails and text messages. 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. Staff regularly assesses participants to ensure steady career pathway progress. Weekly tours are conducted in HPO industries, giving students exposure to self-sustaining career paths. As students complete their GED and turn 18, staff will guide them through the application process.

- 25 students are participating in the GED program
- 5 students are prepared to take the NRF certification test

Apprenticeships
- PathStone is utilizing existing relationships with local partners and Philadelphia Works in order to develop startup apprenticeship programming in the field of Behavioral Health at Devereux. Staff continues to recruit for the next cohort and have recruited 2 new pre-apprentices; for the April cohort.
- This project has been put on hold until the stay at home mandate has been lifted.
Meeting of 02/19/2020

Attendance: Jeannette Roman DCD Staff, Pat Bokovitz DCD Director, Fran Pierce CWT chair, Andrea Vaughn, Patti Van Cleave, Lindsay Martin, Kristina Sladek, Robin Senss, Cindy Scott, Linwood Smith, Tricia Scepansky, Yajaira Alarcon, and Linda Marino

I. Call to Order and Meeting Minutes
   A. The meeting was called to order at 9:06 am by Patrick Bokovitz, DCD Director
   B. Minutes of the December 4, 2019 meeting were approved with no corrections needed or omissions

II. Committee Information
   A. The Council discussed recruitment of new committee members and to focus on new members from the community and business standpoint. Cindy Scott suggested to reconnect with WCU facilities to see if they can send someone to attend CWT meetings, and Pat stated that a connection can be made at WCU job fair in April. Andrea Vaughn suggested contacting school district counselors to gauge interest.
   B. Junior Achievement Inspire Event- Event will take place on April 21st at Downingtown West High School. Information was shared with all of the Industry Partnerships and sponsorship levels for the event are high. Pat suggested the group reach out to coordinator of event (Troy) to talk through the event.

III. Staff information and Updates
   A. The Committee reviewed the revised TANF Youth contractor reports. Jeannette shared with the group that the WDB staff worked on all the contractor reports to add new measures that the TANF guidance required as well as what each respective provider wrote into their contract program descriptions about their deliverables and program. This is based on feedback that was received from CWT at a previous meeting.
   B. Linwood asked how wages were reported on the contractor report. Jeannette stated that the goal of the reports are to get real time data from getting the participant to report employment status to the program. Jeannette stated that CWIA does not have real time data.
IV. CWT Program Oversight

A. PathStone staff currently has 50 participants enrolled and in developing new partnerships has reached out to Owen J. Roberts High School to talk to graduating seniors to help them to figure out what they want to do as a career path. They are also focusing on students who have truancy issues to provide them with GED classes within the Career Corps Program to assist them with obtaining their GED within 3 to 4 months. Tricia Scepansky from Delaware County Community College spoke about West Chester University articulation programs and will send out information to the group. PathStone staff has also gone on college visits with participants and employer visits to learn about various high demand occupations.

B. PathStone staff is also continuing the Direct Support Professional Registered Apprenticeship relationship with Devereaux Behavioral Health and Philly Works. They are currently working on recruitment for the program and providing a pre-apprenticeship program to prepare participants for the registered apprenticeship.

C. State and Local Internship Program (SLIP)- DCD has submitted the grant funding request to the state and is waiting to hear back regarding the amount of the funding award.

D. Request for Proposal Update- Pat shared with the committee that there are 5 different RFP proposals (Title I: DW, Adult, and Youth, One Stop Operator/Mobile Workforce Navigator, Employer Engagement, EARN/WR, and TANF Youth) and the applications were released 01/27/2020. The proposal due date is 03/06/2020 by 3:00pm. There will be a Request for Proposal Committee to review and score the proposals. The themes for the RFP focus on customer experience improvement, outcome improvement, and to expand reach to more people. DCD will also post the Q&A responses from the bidder conference on the WDB website.

V. Unfinished or New Business-There was no unfinished or new business reported.

VI. Announcements

- West Chester University Job Fair 4/7/2020 from 3:00pm to 6:00pm. Over 150 employers expected to attend.
- DCCC is having a STEM Career Day at the Marple Campus
- TCHS on March 5 is having all the graduating high school seniors participate in mock and real interviews with area employers.
- DCD has submitted a Drug/Alcohol grant application.

VI. Next meeting-Wednesday 04/15/2020 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.
Council for the Workforce for Tomorrow Meeting Minutes  
Date of Meeting: April 15, 2020  
Time of Meeting: 9:00am to 11:00am  
Location of Meeting: Conference Call

Meeting of 04/15/2020  
Attendance: Pat Bokovitz DCD Director, Jeannette Roman DCD Staff, Tracey Dougherty DCD Staff, Stephanie Smith DCD Staff, Samantha Brannen DCD Staff, Fran Pierce CWT chair, Andrea Vaughn, Patti Van Cleave, Lindsay Martin, Kristina Sladek, Robin Senss, Cindy Scott, Tricia Scepansky, Yajaira Alarcon, Evelyn Rodriguez, and Linda Marino

Call to Order and Meeting Minutes: 9:08 am

- On hold with recruiting members  
  o Please send any recommendations to Fran  
- Hoping for more wage data as time goes on  
- No corrections (minutes approved)  
  o Motion: Cindy, Tricia

Pat:

- Working on Human Services Taskforce (DES. Health Dept., DCD, DHS)  
- County is mostly remote  
  o Getting supplies to providers  
  o Contracts are being processed  
  o Invoices are being processed electronically  
- CareerLink is active  
  o Please visit the Pacareerlinkchesco.org website for updates  
  o Resources for job seekers & employers  
  o Programming being offered virtually  
  o Current Job Postings (BST has been working diligently to keep this accurate)  
    ▪ Virtual recruitment events  
    ▪ Leveraging relationship with Health Dept. to outreach to LTC employers & care facilities

- Unemployment  
  o UC is a division within Labor and Industry  
  o PA CareerLink has typically just had a UC phone available  
  o Over 25,000 claims in the months of March and April so far (2018 was only 1,086 combined)

- Community Briefing held on Monday, April 13

- RFP  
  o Moving forward, but the timeline has been delayed  
  o Board will take action on May 20th at the in-person meeting
- WDB April meeting will be more of an update for Board members
- Good “sampling” of applicants

- **Question:**
  - Andrea: Any delay on the HPO list?
    - Not heard specifically, but it wouldn’t be a surprise if the state delayed the list
    - Data folks are more focused on UC right now
    - May carryover 2019 to 2020, but nothing specific has been shared

**Jeannette:**

- **SLIP (175,000 with additional 75,000 to spend by 6/30/2020 and the rest of the funds by 9/30/2020)**
  - Have been working with providers to get the program descriptions settled
  - The employer landscape is changing due to Covid 19
  - 8 week work experience starting May 1
    - Virtual or remote work acceptable -> checking with State
  - 4 TANF providers to receive funds, including PathStone (Title I Youth Provider)

**Fran:**

- Continue thinking about the committee future
  - New chair
  - New members

**Tracey:**

- WIOA monitoring was completed March 4th
  - Data entry has gotten better
- All 4 TANF monitoring visits were completed by March 4th
  - Focused on compliance with manual (documentation, case notes)
  - No CWDS entry yet
    - Helping providers to prepare for what will be needed
- Summaries have been sent to providers and waiting for signatures back

- **Question:**
  - Fran: are those reports available for the committee?
    - Send to providers and work with them

- **Youth TWG:**
  - CWDS has been having issues with Common Measures (State is working to remove glitches)
    - State is creating training and technical assistance packets
  - Cross-training model for co-enrollment
Reports:

- **Garage**
  - Narrative indicated virtual programming
    - Will the virtual programming be counted towards their performance measures? Yes
    - No indication of just how many youth are actually engaging with these programs in the virtual realm
    - Do the youth have laptops or internet? No way to tell

- **YMWIC**
  - Virtual services
    - 24 students completed science project
    - Did all 24 participate in the Science Expo?

- **CCEDC**
  - Suggestion to add monthly engagement line to reports to provide a real snapshot
  - Virtual projects
    - Researching diseases or healthcare careers
  - Continuing to work on healthcare certificates
  - Meeting once a week via Zoom
    - 19-21 each week
    - Students may lack the technology

PathStone:

- **Linda’s update**
  - Virtual classroom using Zoom
    - Open for 4 hours
    - Hoping for drop ins and scheduled classes
  - Both a short and long term solution
  - Trying to continually engage students
    - Big focus on 25 GED students
      - Work has been scanned to them
      - Getting GED flash cards and apps for students on their phones
    - Cindy: How many students have completely dropped out with no contact since this began?
      - At least 1 has not been engaging, but the rest have stayed connected with at least a phone call
      - Even though they may not be dropping into classroom, they may still be connecting with us via phone
  - Focus on which students need technology
- Internet
- Laptop (looking into providing to students)
  - Looking at ideas to spark engagement
    - Salem Witch Trials project using all 4 subjects
- Long Term Plans
  - Keep the technology in use even when in person
    - Fran cautioned to ensure that there is continuous in person contact as retention in virtual programs can be problematic.
- SLIP
  - 8 slots available
- Apprenticeship
  - First participant is doing well
- Evelyn
  - Job Readiness
    - Metrix system will begin being used for classes, virtual career services, certifications
    - PandaDoc
      - Virtual signatures for files
  - Child Development Associate virtual learning

CCEDC

- Patti: Encouraged adjusting the Contractor Report to reflect monthly or regular engagement as opposed to just capturing “New” engagement
- Patti references her program will not engage new students regularly because there is a start and a finish to their program but they do maintain communication with the youth participants
- Students have been challenged to prepare a video describing their participation and activities
- Patti asked if there’s a timeline in place for SLIP.
  Tracey emphasized Jeannette’s earlier remarks and said contracts are in development phase.
- Providers have been asked to submit finalized Project A Project Summaries

Motion to adjourn: Patti, Cindy

10:22 am
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

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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
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### Employer Engagement

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<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>
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<th>Result</th>
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### Program Goals

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<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>
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### Referral Sources:

- Welcome Center
- RESEA
- UWFSC
- Pathstone
- Peer Support Group (Council of Southeast PA)
- OVR

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

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<td>Jeannette Roman</td>
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<td><a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
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</tr>
<tr>
<td>Stephanie Smith</td>
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<tr>
<td>Pat Bokovitz</td>
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<tr>
<td>Dolores Colligan</td>
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### G24 = 63%, H24 = 100%

**CELL ERRORS:**

- G24 = 63%
- H24 = 100%

---

**Contractor Report 2018-2019**

**Provider:** Educational Data Systems, Inc.

**Contracted Program:** Title I - Adult & Dislocated Worker

**Contract/Amendment Amount:** $250,000

---

**Jeannette Roman**

**Stephanie Smith**

**Pat Bokovitz**

**Dolores Colligan**
### Chester County Workforce Development Board
#### Contractor Report
**Provider:** Pathstone Corporation, Inc.  
**Contracted Program:** Career Corps  
**Contract Amendment Amount:** $241,520  
**Contract Term:** July 1, 2019 - June 30, 2020

#### WIOA Youth

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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>
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<th>Rate</th>
<th>Result</th>
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<tbody>
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#### Employer Engagement

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<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
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<th>Apr</th>
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<th>Jun</th>
<th>PY 18 Total</th>
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<tbody>
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#### Program Goals

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<td>11</td>
<td>5</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>38</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Narrative:
During the month of March, 3 new students were enrolled for a total PY2019 enrollment number of 57 students. All enrolled students are pursuing certifications and/or GED to assist in gaining unsubsidized employment.

There are 103 carryovers from PY18. 25 students are pursuing a GED.
0 students have obtained credentialing.
0 student is actively participating in PWE.
2 students have started the pre-apprenticeship curriculum for the April cohort.

### Referral Sources:

<table>
<thead>
<tr>
<th></th>
<th>Student referral</th>
<th>The Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannette Roman</td>
<td><a href="mailto:psaman@chesco.org">psaman@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Tracey Dougherty</td>
<td><a href="mailto:sddougherty@chesco.org">sddougherty@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Pat Bokovitz</td>
<td><a href="mailto:pbokovitz@chesco.org">pbokovitz@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Dolores Colligan</td>
<td><a href="mailto:dcolligan@chesco.org">dcolligan@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Stephanie Smith</td>
<td><a href="mailto:ssmlith@chesco.org">ssmlith@chesco.org</a></td>
<td></td>
</tr>
<tr>
<td>Samantha Brannen</td>
<td><a href="mailto:sbrannen@chesco.org">sbrannen@chesco.org</a></td>
<td></td>
</tr>
</tbody>
</table>

### Reports:
Reports are due by the 10th of Every Month.
### 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

#### 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>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new Full Service participants enrolled in CWDS</td>
<td>25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</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>16</td>
<td>20</td>
<td>7</td>
<td>12</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>111</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>
<td>16</td>
<td>15</td>
<td>6</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>97</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>
<td>3</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>Goal Met</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>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</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>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td>Goal Met</td>
</tr>
</tbody>
</table>

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

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

#### Referral Sources:

- Coatesville CCH: 0 full service
- Coatesville Library: 4 full service
- KACS: 0 full service
- Kennett Library: 0 full service
- Phoenixville Library: 1 full service
- Oxford Neigh. Serv.: 0 full service
- Self: 3 full service
- Family: 1 full service
- Other: 2 full service

<table>
<thead>
<tr>
<th>Site</th>
<th>Full</th>
<th>Brief</th>
<th>Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coatesville CCH</td>
<td>1</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Coatesville Library</td>
<td>5</td>
<td>41</td>
<td>35</td>
</tr>
<tr>
<td>KACS</td>
<td>11</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Kennett Library</td>
<td>11</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Oklahoma Neighborhood Services</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PACS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenixville Library</td>
<td>4</td>
<td>36</td>
<td>28</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

#### Narrative:
This month the Mobile Workforce Navigator held sessions at Oxford Neighborhood Services and Family Promise of Southern Chester County to assist customers and update workforce information. Outreach at a Joseph’s People for the Unemployed and Underemployed event provided the opportunity to provide fifty employment seekers throughout the area with flyers on the April 7th Job Fair for Chester County residents at West Chester University and the Unemployment Compensation chat feature. Moreover, plans are underway to restart the SCCON Employment group on March 17th, and the MWN will attend this meeting at Kennett Area Community Services. Lastly, 20 individuals were assisted in the Computer Resource Center during the MWN’s weekly administrative day at PA CareerLink.

#### Customer Story:
Both Sarah and Susan are single mothers, experiencing homelessness and new to the area. Through a session at Family Promise of Southern Chester County both were able to retrieve their PA CareerLink accounts created before most of their children were born, obtain revised resumes (and understand how to access them), refine employment searches to fit their skillset and save multiple opportunities to apply for.
Chester County Workforce Development Board
Contractor Report
2019-2020

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

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>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>93</td>
<td>65</td>
<td>171</td>
<td>136</td>
<td>27</td>
<td>743</td>
<td>Goal Met</td>
<td></td>
<td></td>
<td></td>
</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>55</td>
<td>39</td>
<td>22</td>
<td>41</td>
<td>6</td>
<td>285</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of working Taskforce Meetings</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Business Networking Events</td>
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<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>Goal Met</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of job seeker board presentations</td>
<td>N/A</td>
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<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></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>
<td>1</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>56</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of employers participating in Hire One/Refer One resume sharing</td>
<td>N/A</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>10</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>Submit all reports to the following email addresses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannette Roman</td>
</tr>
<tr>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>CC:</td>
</tr>
<tr>
<td>Samantha Brannen</td>
</tr>
<tr>
<td>Tracey Dougherty</td>
</tr>
<tr>
<td>Pat Bokovitz</td>
</tr>
<tr>
<td>Dolores Colligan</td>
</tr>
</tbody>
</table>

Narrative:
Hire One Employer Engagement & Outreach Events - MARCH 2020:
- 6 Job Seekers joined the Hire One program.
- 2 Job Seekers was coached.
- 2 Job Seeker landed a new job.
- Hire One is planning an April Taskforce meeting, however the Business Networking event is postponed.
- In an effort to still connect Employers and job seekers, Hire One emailed contact information and some keywords for over 70 job seekers to over 700 employers.
- Hire One made 15 referrals to Employers related to Hiring and connecting to resources and made 79 Job Seeker Referrals (this includes the email blast).
- Hire One spoke to the following Employers linked to Training or Hiring Opportunities: Genesis Packaging Technologies, Karasch & Associates, Victory Brewing, ifm Efector, KenCrest, Qfx, Print Solutions Limited, Utility Excavation Management
- Hire One was represented at the following meetings: WSCM Ceremony at PSGV, PA Geo call, DCCC Zooms into CCEDC Project Manager meeting, SEI Board meeting.
- Hire One also participated in the Berks Reading Manufacturing calls in March.
## 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

### Program Goals

<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 youth participating in career awareness activities</td>
<td>1200</td>
<td>85</td>
<td>115</td>
<td>15</td>
<td>176</td>
<td>375</td>
<td>112</td>
<td>0</td>
<td>50</td>
<td>544</td>
<td></td>
<td></td>
<td></td>
<td>1472</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of high school counselors/teachers participating in workplace tours</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td>41</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of parents participating in career awareness activities</td>
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<td>0</td>
<td>0</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>114</td>
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<td>Goal Met</td>
</tr>
<tr>
<td>Number of partners actively involved in CCBEP planning and governance</td>
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<td>0</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of local employers participating in CCBEP activities</td>
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<td>0</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>18</td>
<td></td>
<td></td>
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<tr>
<td>Number of career exploration events</td>
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<td>1</td>
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<td>2</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of career exploration events with a parent component</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>Goal Met</td>
</tr>
<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>1</td>
<td>1</td>
<td>0</td>
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<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>Goal Met</td>
</tr>
<tr>
<td>Number of STEM camps and workshops for elementary and middle school youth</td>
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<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></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  jeannette.roman@chesco.org
- Tracey Dougherty  tdougherty@chesco.org

CC:

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

### Narrative:

-Recording attendance of 27 parents (on March report) at the White Coat Ceremony in February for 50 high school students enrolled in our First Generation Career Connections afterschool healthcare program in Coatesville (students previously reported in February)
-Hosted the fifth annual What’s So Cool About Manufacturing video contest Awards Ceremony. Eighteen manufacturers and sponsors showcased their companies at the Expo that kicked off the evening. Ninety-nine students along with their teachers (21) and parents (55) attended the red carpet ceremony. Two teams will be advancing to the State finals - Outstanding Creativity - Downingtown STEM Academy and Overall Video - Garnet Valley Middle School
-Supported the Career & Training Fair at the Technical College High School - Brandywine for 445 high school seniors from all 3 TCHS locations with 87 employers, plus many other community organizations.
### Chester County Workforce Development Board
#### Contractor Report

**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>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>43% Ongoing</td>
</tr>
<tr>
<td>30 Day Job Retention</td>
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<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>67% Ongoing</td>
</tr>
<tr>
<td>6 Month Job Retention</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0% Ongoing</td>
</tr>
<tr>
<td>Average Hourly Rate</td>
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<td>$10.00</td>
<td>$13.50</td>
<td>$11.75</td>
<td>$11.75</td>
<td>$11.75</td>
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<td>$11.75</td>
<td>$11.75</td>
<td>$11.75</td>
<td>$11.75</td>
<td>$11.75</td>
<td>$11.75</td>
<td>$11.75 Ongoing</td>
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</table>

<table>
<thead>
<tr>
<th>Employer Engagement</th>
<th>Goal</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 19 Total</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Employers Engaged</td>
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<td>0</td>
<td>0</td>
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<td>1</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:
- Jeanette Roman: jroman@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Stephanie Smith: ssmith@chesco.org
- Tracey Dougherty: tdougherty@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

**Referral Sources:**

**Narrative:**
Services are being offered remotely with phone appointments at this time.
## Chester County Workforce Development Board
### Contractor Report 2019-2020

<table>
<thead>
<tr>
<th>Contractor</th>
<th>ADECO</th>
<th>Contract Term</th>
<th>Contract/Amendment Amount</th>
<th>Contracted Program</th>
<th>Provider</th>
<th>Chester County Workforce Development Board</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$51,500/$56,500</td>
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### Reports are Due by the 10th of Every Month

<table>
<thead>
<tr>
<th>Subject of Reports to the Following Email Addresses</th>
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<tbody>
<tr>
<td>Tracey Dougherty</td>
</tr>
<tr>
<td>Pat Bokovitz</td>
</tr>
<tr>
<td>Jeannette Roman</td>
</tr>
<tr>
<td>Samantha Brannen</td>
</tr>
<tr>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>Dolores Colligan</td>
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</tbody>
</table>

### Summary of Learning Experiences

#### Virtual Classroom

- **Start Date:** March 25, 2020
- **End Date:** June 30, 2020
- **Contractor/Amendment: $51,500/$56,500**

### Outcomes and Accomplishments

<table>
<thead>
<tr>
<th>Goal Objectives</th>
<th>Result</th>
<th>Total</th>
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<tr>
<td>Number of youth dually enrolled in WIOA Title I</td>
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<tr>
<td>Number of new students in Level 2</td>
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<td>Number of new students in Level 1</td>
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<tr>
<td>Number of students who complete a healthcare certification</td>
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<tr>
<td>Number of students who attend a career exploration activity</td>
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<td>13</td>
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<tr>
<td>Number of students who improve their presentation &amp; public speaking skills</td>
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</tr>
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<td>Number of students who complete a leadership training</td>
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<td>13</td>
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<tr>
<td>Number of students who improve their emotional health during these challenging times</td>
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</tr>
<tr>
<td>Number of students who improve their problem solving skills</td>
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<td>Number of students who improve their communication skills</td>
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<tr>
<td>Number of students who complete a leadership training video</td>
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### Program Goals

- **Goal:** Jul Aug Sept Result
- **Quarter 1:** Goal Jul Aug Sept Result
- **Quarters 2-3:** Goal Jul Aug Sept Result
- **Quarter 4:** Goal Jul Aug Sept Result

### Leadership Skills

- Students learned how to communicate with each other and develop leadership skills through group interactions.
- We discussed a project-based learning video which provides students with an opportunity to research a disease and create a video with voice over narration about the disease.

### Communication Skills

- Students learned how to greet visitors and manage behavior impulses during class.
- Students learned how to communicate with each other and develop leadership skills through group interactions.

### Problem Solving Skills

- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Emotional Health

- Students learned how to communicate and access Zoom for the virtual classroom. We discussed virtual communication and encouraged students to maintain their presence and avoid background distractions and noise.
- Students learned how to communicate and access Zoom for the virtual classroom. We discussed virtual communication and encouraged students to maintain their presence and avoid background distractions and noise.

### Prevention Skills

- Students learned how to maintain a disease-free environment. We discussed a project-based learning video which provides students with an opportunity to research a disease and create a video with voice over narration about the disease.
- Students learned how to maintain a disease-free environment. We discussed a project-based learning video which provides students with an opportunity to research a disease and create a video with voice over narration about the disease.

### Virtual Classroom

- **Begin March 25, 2020**
- **End June 30, 2020**
- **Weekly Goals:**
  - Communication Skills: Students learned how to communicate and access Zoom for the virtual classroom. We discussed virtual communication and encouraged students to maintain their presence and avoid background distractions and noise.
  - Leadership Skills: Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.
  - Problem Solving Skills: Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Leadership Training

- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.
- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Academic Tutoring

- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.
- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Employment Outcomes

- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.
- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Summary of Learning Experiences

- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.
- Students learned how to develop and maintain solutions to problems with public health. This included a discussion on social distancing and best ways to maintain physical and emotional health during these challenging times.

### Contract/Amendment Details

- **Contract Term:** 11/1/2018-6/30/2020
- **Contract/Amendment Amount:** $51,500/$56,500
- **Contracted Program:** CCEDF

### Additional Notes

- Reports are Due by the 10th of Every Month
- Submit all reports to the following email addresses: tdougherty@chesco.org, pbokovitz@chesco.org, jroman@chesco.org, sbrannen@chesco.org, srsmith@chesco.org, dcolligan@chesco.org
### Chester County Workforce Development Board Contractor Report 2019-2020

**Provider:** Young Men & Women In Charge  
**Contracted Program:** Academic and Workforce Development Activities  
**Contract/Amendment Amount:** $25,000/$45,000  
**Contract Term:** 11/1/2018-6/30/2020

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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>PY 19 Total</th>
<th>Result</th>
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### Program Goals

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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
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<th>Jun</th>
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<td></td>
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<tr>
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<tr>
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<td></td>
<td>0%</td>
<td>Ongoing</td>
</tr>
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### Employer Engagement

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<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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Submit all reports to the following email addresses:

- Jeannette Roman: jroman@chesco.org
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- Samantha Brannen: sbrannen@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org

Narrative:

- On March 3 & 4, 2020, the Scholars from the West Chester and Coatesville Chapters participated in their monthly workshops featuring the inspiring Mr. Jimmy White, an ambassador for the Travis Manion Foundation. “If not me, then who?” was the theme of the evening encouraging Scholars to demonstrate character and leadership as they advance through high school and beyond.
- Coatesville and West Chester Chapters have started to implement Exact Path. Exact Path is an online learning tool that will supplement our Scholars’ classroom curriculum, helping them to master the areas of Math and Language Arts. The tool provides enrichment for each scholar, based on their current grade level. In the upcoming school-year, YMWIC will fully roll out the program to all of our Scholars, and will collect data to monitor each Scholar’s academic success throughout the year.
- Regardless of the current circumstances due to COVID-19 our monthly meetings have continued virtually.
- SAT Tutoring still continues on Saturdays using Webex.
- YMWIC Foundation held a Virtual Science Expo on March 21st, 2020. The Expo was a total success, YMWIC staff created virtual classrooms where scholars had an access link to join the classroom and present their projects.
- After school tutoring still continues using the Webex tool. Coatesville Chapter has done a great job in attending virtual tutoring.
## Chester County Workforce Development Board  
**Contractor Report**  
**2019-2020**

<table>
<thead>
<tr>
<th>TANF Youth</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>
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<tbody>
<tr>
<td>Number of carryover TANF eligible youth served</td>
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<tr>
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<tr>
<td>Number of youth from targeted census tracts enrolled</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Number of youth dually enrolled in WIOA Title I</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
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<tr>
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<td>1</td>
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<td></td>
<td></td>
<td>25</td>
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<tr>
<td>Number of TANF eligible youth participating in Academic Tutoring</td>
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<td>Number of youth exited from program</td>
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<tr>
<td>Number of youth who participated in a workforce development activity or work experience before exit</td>
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<td>343% Goal Met</td>
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### Youth Environmental Program

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<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
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<th>Jun</th>
<th>PY 19 Total</th>
<th>Result</th>
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<td>Number of individual TANF eligible youth who complete a YEP work experience</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
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<td>0</td>
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<td>0</td>
<td>13</td>
<td>Ongoing</td>
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<tr>
<td>Number of TANF eligible youth who receive labor market information about environmental careers</td>
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### Youth Seed Enterprise

<table>
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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>
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<th>Apr</th>
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<th>Jun</th>
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<tbody>
<tr>
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<td>11</td>
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<td>0</td>
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<td>Ongoing</td>
</tr>
<tr>
<td>Number of TANF eligible youth who receive financial literacy education</td>
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<td>11</td>
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<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>11</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Number of TANF eligible youth who complete entrepreneurial skills training</td>
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<td>11</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>11</td>
<td>Ongoing</td>
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### Employer Engagement

<table>
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<tr>
<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>
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<th>Jun</th>
<th>PY 19 Total</th>
<th>Result</th>
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<tbody>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>23</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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Reports are Due by the 10th of Every Month

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*Narrative:* YES and YSE were not able to start, as planned, due to COVID-19 restrictions. However, we created a virtual youth program combining the youth from both YES and YSE and are using ZOOM video-conferencing.
## Chester County Workforce Development Board
### Contractor Report
#### 2019-2020

**Provider:** The Garage
**Contracted Program:** TANF Youth Development Programming
**Contract/Amendment Amount:** $40,160/$45,160
**Contract Term:** 11/1/2018-6/30/2020

<table>
<thead>
<tr>
<th>TANF Youth</th>
<th>Goal</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>PY 10 Total</th>
<th>Result</th>
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<tr>
<td>Number of carryover TANF eligible youth served</td>
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<tr>
<td>Number of new TANF eligible youth served</td>
<td>Baseline</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>
</tr>
<tr>
<td>Number of TANF eligible youth participating in Paid Work Experience</td>
<td>Baseline</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Number of TANF eligible youth participating in Career Exploration</td>
<td>Baseline</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of TANF eligible youth participating in Academic Tutoring</td>
<td>Baseline</td>
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<td>0</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Program Goals 2019 Total</th>
<th>Goal</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>PY 10 Total</th>
<th>Result</th>
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<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**Submit all reports to the following email addresses:**
- Jereen Brown: jbrown@chesco.org
- Tracy Dougherty: tdougherty@chesco.org
- Pat Bokovitz: pbokovitz@chesco.org
- Dolores Colligan: dcolligan@chesco.org
- Samantha Brannen: sbrannen@chesco.org
- Stephanie Smith: srsmith@chesco.org

### Narrative:

The Garage was "open" for 10 days in the month of March and 8 days virtually. Upon notification of the COVID-19 shut down for schools and subsequent "stay at home" order from the state of Pennsylvania, The Garage changed our programming to all virtual. For March 30-31, daily program videos have been posted on Facebook, Instagram, TV, TikTok, and Youtube for all students to access. Attendance is calculated by student responses (comments) on video questions. Further, on March 30th, The Garage started daily Zoom after school hour from 2-3PM. This is a time when students can log into talk with staff, volunteers, and other students. Students and volunteers are then paired up into separate (and monitored) Zoom meeting spaces for virtual tutoring and homework help.

You can check out the Virtual Garage program videos at:
- www.facebook.com/garageyouthcenter
- www.instagram.com/garageyouthcenter
- www.youtube.com/garageyouthcenter
- https://vm.tiktok.com/sWvWvt/

Daily Zoom After School Hour can be accessed M-F at 2pm at: www.zoom.us/j/61046466466

Programming included daily homework help/tutoring, STEAM activities, adult mentoring, life skills, self-care, and boys and girls programs.

Workshops included: Gratitude, Fear & Courage, Cooking (Oats, Eggs and Chilaquiles Rojo), Self-Care Meditation and coping with anxiety, Navigating Wikipedia, Online Coding, Ted ED, and Mindfulness.

Our Graduate Coordinator continued to meet one-on-one with high school juniors and seniors as they are preparing for graduation and post-secondary planning. Seven seniors have been accepted to post-secondary educational institutions.

Additionally, The Garage has been collecting and distributing household supplies for families in need. We have currently served 150 different families with toilet paper, paper towels, cleaning products, soap, diapers, feminine products, etc.
Additional Information
FOR IMMEDIATE RELEASE

April 13, 2020

Pennsylvania Launches COVID-19 Job Hiring Portal

Harrisburg, PA – Pennsylvanians looking for work can now find life-sustaining businesses that are hiring through a new online COVID-19 job portal the Department of Labor & Industry is launching today.

“Many life-sustaining businesses across Pennsylvania are hiring and this new portal will help connect them with people looking for a job,” said L&I Secretary Jerry Oleksiak. “A top priority of L&I is to provide businesses with access to the workforce they need to maintain their life-sustaining operations and help our workers find jobs, especially during this unprecedented and challenging time.”

People seeking employment can visit www.PAcareerlink.pa.gov and select the green “PA COVID-19 Jobs – Hiring Immediately” job portal banner to see active job openings. Selecting the “Apply Now” button for a listed position will redirect individuals to the employer’s website or email where they can apply directly with the employer and speed up the hiring process.

Life-sustaining businesses can feature their job openings on the portal through an easy to use online form. Businesses must meet the criteria of a life-sustaining business and must have more than 10 job openings.

The PA COVID-19 job portal is updated daily so businesses in need are spotlighted and people searching for employment have the latest job information.

The new COVID-19 job portal is part of the PA CareerLink® system, an effective one-stop shop for Pennsylvania job seekers and employers. Local PA CareerLink®business teams are assisting life-sustaining businesses to ensure their specific hiring needs are met.

Although PA CareerLink® offices across the commonwealth are physically closed to adhere to necessary social distancing measures, the majority of staff are teleworking and providing virtual services to both job seekers and employers.

Visit the commonwealth’s Responding to COVID-19 guide for the latest guidance and resources for Pennsylvanians or the Pennsylvania Department of Health’s dedicated coronavirus webpage for the most up-to-date information regarding COVID-19.

MEDIA CONTACT: Penny Ickes, dlipress@pa.gov
Surviving the Financial Crisis - COVID-19

What Every Employer Needs to Know

*Click on each title to link to additional information*

**Federal Laws & Programs**

**Families First Coronavirus Response Act**
- An expansion of the Family and Medical Leave Act (FMLA)
- Applies to companies with 50–500 employees (some exceptions exist)
- Changes apply after first ten days of sick leave
- Quarantined employees get 2 week’s pay at full pay rate
- Other reasons, such as caregiver requirements, get paid at 2/3 pay rate (caps exist)
- After two weeks, applicable persons can be paid at 2/3 rate up to 10 more weeks
- IRS will reimburse for wages, payroll taxes and benefits
- Expires 12/31/20

**IRS**
- 2019 tax filing/payment deadline has been moved back to July 15, 2020
- New tax credits for providing sick leave. Pays 100% of wages and healthcare benefits costs. Can be applied for immediately.
- Employer share of payroll taxes are deferred until the end of 2020. 50% due on 12/31/21 and the other 50% due on 12/31/22

**Paycheck Protection Program**
- Designed to keep employees employed
- 100% federally guaranteed loans to small businesses
- Applies to for-profit and non-profit entities with less than 500 employees (exceptions exist)
- Loan amounts can be 2.5x average monthly payroll costs. (Can’t exceed $2 million)
- Pay per employee is capped at $100,000
- Some, or all of this loan may be forgiven. Loan is forgiven only on amounts spent in the eight weeks after the loan.
- Additional guidance is still being provided

**Employee Retention Credit**
- Refundable payroll tax credit for 50% of wages paid from 3/13/20 through 12/31/20.
- Credit is based upon payroll taxes paid
- Credit is capped on the first $10,000 of payroll per employee during applicable period

*More Information on Page 2*

*EDSI does not guaranty the accuracy of aforementioned content. All programs are subject to change and interpretation.*
Small Business Administration Loans

Check your business insurance first. Do you have interruption insurance that applies?

**SBA Emergency Economic Injury Disaster Loans (EIDL Grants)**
- For companies suffering economic injury
- Funds may be used for fixed debts, payroll, Accounts Payable and other reasons
- Up to $2 million at 3.75%
- No personal guaranty
- Up to 30-year repayment schedule
- Advance of up to $10,000 available in three business days

**SBA Express Loans**
- Can be used for a variety of business purposes
- Maximum loan amount is $1 million at a variable interest rate
- SBA guarantees 50% of loan; other guarantees may be required
- Loan can be a term loan or a line of credit
- 36-hour application turnaround time
- Funds available within 90 days

Pennsylvania State Laws & Programs

**Shared Work Program**
- Allows employers to decrease hours of work while granting partial UI benefits to employees with reduced hours
- Employees receive the percentage of UC benefits as the percentage of work decreases

**COVID-19 Working Capital Access Program**
- Eligible to businesses located in Pennsylvania with 100 or fewer full-time employees
- Maximum loan size is $100,000
- Interest set by Pennsylvania Industrial Development Authority
- 3-year term with no payments due the first year
- No job retention or creation requirements
- Funds can be used for working capital. Funds cannot be used for fixed assets and production machinery and equipment.

**WedNET**
- Incumbent Worker Training Funds
- Up to $600 per trainee, per year, for Essential Skills Training
- Up to $1,200 per trainee, per year, for Advanced Technology Training
- Investigating approval for Layoff Aversion Training

**GoFundMe Small Business Relief Fund**
- GoFundMe is providing $500 relief grants to qualifying small businesses who raise $500 or more on GoFundMe

**On-The-Job Training**
- Provides 50% wage reimbursement for eligible new hires for up to 6 months
- Dependent upon local approval

**Other Guidance**
- When possible, use a furlough instead of a layoff. Employees will still be able to file for unemployment, but your company will not be penalized with higher unemployment insurance rates.

*EDSI does not guaranty the accuracy of aforementioned content. All programs are subject to change and interpretation.*
2019-2020 State/Local Internship Program Grant Awardees

The department awarded more than $4.7 million in State/Local Internship Program (SLIP) funding to 21 Local Workforce Development Boards (LWDBs) that submitted proposals.

The program, funded through the federal Workforce Innovation and Opportunity Act (WIOA), helps young adults develop workforce preparation skills by providing participants with their first work experience.

The 2020 SLIP is 100 percent funded through federal money made available from WIOA. SLIP funding encourages internship opportunities and supports Governor Wolf’s commitment to bolstering workforce development in Pennsylvania.

The 2020 SLIP will operate for an eight-week period between May 1 and August 28, 2020. The program will offer wages at a minimum of $10.35 an hour for young adults between ages 16 and 24.

THE FOLLOWING 21 LWDBS WERE AWARDED SLIP FUNDS:

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<thead>
<tr>
<th>LWDB Name</th>
<th>Funds Awarded</th>
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<tbody>
<tr>
<td>BUCKS COUNTY WORKFORCE DEVELOPMENT BOARD</td>
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<td>CENTRAL PENNSYLVANIA WORKFORCE DEVELOPMENT</td>
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<td>CHESTER COUNTY WORKFORCE DEVELOPMENT BOARD</td>
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<td>DELAWARE COUNTY WDB</td>
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<td>SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD</td>
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<tr>
<td>WESTMORELAND/FAYETTE WORKFORCE DEVELOPMENT BOARD</td>
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Good Morning,

The Bureau of Workforce Development Administration (BWDA) is pleased to provide you with the attached copy of the executed Notice of Obligation (NOO), which includes Program Year ‘19/20 Additional SLIP funding for your Local Workforce Development Area (LWDA) in the amount of $75,000.00.

These funds are hereby obligated to the LWDA for the amount indicated on the NOO in accordance with the LWDA’s approved funding level. The funding period for use of these funds is 2/2/2020 through 6/30/2020. Please distribute a copy of this letter, the NOO, and any attachments that may have been included to your appropriate staff.

BWDA is not responsible for any costs incurred against these funds outside of the funding period. Funds provided under this grant agreement must be expended in accordance with all applicable federal, state, and local statutes, regulations, and policies. These include, but may not be limited to, the Workforce Innovation and Opportunity Act, other applicable federal programs, the most current approved Local Plan, and performance as measured against the federally negotiated performance level.

Obligations and costs may not exceed the amount obligated by the NOO unless otherwise modified by the Pennsylvania Department of Labor & Industry. In the event of such modifications, further NOOs will be used to adjust amounts available to the LWDA.

You are required to submit a closeout package once all funds have been expended or at the end of NOO period, whichever comes first. All original closeout reports and forms must be mailed to:

Pennsylvania Office of the Budget
Office of Comptroller Operations
Bureau of Commonwealth Accounting – Federal Accounting
555 Walnut Street – 9th Floor
Harrisburg, PA 17101

One copy must be emailed to: RA-LI-BWDA-GS@pa.gov
Any future inquiries concerning this NOO should be directed to Ms. Jennifer Reams, Grants Services Supervisor, at (717) 772-1951.

Sincerely,

Daniel D. Kuba
Director
March 18, 2020

Ms. Mary Kay Owen  
Health Care Connect Consultant  
Chester County Economic Development Foundation  
737 Constitution Drive  
Exton, Pennsylvania 19341

Dear Ms. Owen:

Congratulations! On behalf of the PA Workforce Development Board (PA WDB), Department of Labor & Industry (L&I), and Department of Community and Economic Development (DCED), we are pleased to award Healthcare Connect with a $250,000 PA Smart Next Generation Industry Partnership (Next Gen IP) Implementation Grant. Please see any conditions to receiving this award in Appendix I.

Your region’s economic vitality depends on creating an ecosystem where businesses have what they need to succeed and our workforce is prepared with in-demand skills. This requires an active, authentic, and engaging partnership with industry, coupled with alignment across economic development, workforce development, and education initiatives to ensure you are collaboratively addressing the most critical needs of your regional economy.

The Next Gen IP approach is business-led, industry-driven, and community-supported. Business drives the agenda, and public and community partners support solutions to allow industry to thrive and create jobs, while also creating opportunity for workers, students, and the broader community. This inclusive approach results in dynamic partnerships inviting diverse perspectives on how to meet community needs.

As a PAsmart Next Gen IP grantee, the PA WDB, L&I, and DCED, along with our partners at the Team Pennsylvania Foundation, recognize that you are actively working to build a Next Gen IP evidenced by your strong application. In the coming weeks, PA WDB will reach out to set up technical assistance and coaching provided by the commonwealth’s Next Gen team to ensure that your partnership is positioned for long-term success.

We look forward to working with you and your partners to support your Next Gen IP. If you have questions, please contact James Martini, Executive Director of the Pennsylvania Workforce Development Board, at jamartini@pa.gov.

Sincerely,

James Martini  
Executive Director, Pennsylvania Workforce Development Board
Appendix I

PAsmart Next Generation Industry Partnership Grant Details

Grant Award: Healthcare Connect Implementation Grant – $250,000.00

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

- Applicant must provide a detailed budget justification for administrative and program costs, including a narrative description of proposed training. Applicant must provide a thorough staffing breakdown based on the included staffing worksheet.

- Attend a Next Gen IP Convener Training provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

- Participate in Next Gen IP Technical Assistance and Coaching provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

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

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

All grant funds and approved activities will be monitored by L&I. Please ensure that staff working on the grant have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grant.
March 18, 2020

Ms. Marybeth DiVincenzo
Sr. Vice President
Chester County Economic Development Foundation
737 Constitution Dr.
Exton, Pennsylvania 19341

Dear Ms. DiVincenzo:

Congratulations! On behalf of the PA Workforce Development Board (PA WDB), Department of Labor & Industry (L&I), and Department of Community and Economic Development (DCED), we are pleased to award the Manufacturing Alliance of Chester and Delaware Counties with a $220,000 PA Smart Next Generation Industry Partnership (Next Gen IP) Implementation Grant. Please see any conditions to receiving this award in Appendix I.

Your region’s economic vitality depends on creating an ecosystem where businesses have what they need to succeed and our workforce is prepared with in-demand skills. This requires an active, authentic, and engaging partnership with industry, coupled with alignment across economic development, workforce development, and education initiatives to ensure you are collaboratively addressing the most critical needs of your regional economy.

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As a PAsmart Next Gen IP grantee, the PA WDB, L&I, and DCED, along with our partners at the Team Pennsylvania Foundation, recognize that you are actively working to build a Next Gen IP evidenced by your strong application. In the coming weeks, PA WDB will reach out to set up technical assistance and coaching provided by the commonwealth’s Next Gen team to ensure that your partnership is positioned for long-term success.

We look forward to working with you and your partners to support your Next Gen IP. If you have questions, please contact James Martini, Executive Director of the Pennsylvania Workforce Development Board, at jamartini@pa.gov.

Sincerely,

James Martini
Executive Director, Pennsylvania Workforce Development Board
Appendix I

PAsmart Next Generation Industry Partnership Grant Details

Grant Award: Manufacturing Alliance of Chester and Delaware Counties Implementation Grant – $220,000.00

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

- Applicant must provide a detailed budget narrative.
- Applicant must provide a thorough staffing breakdown based on the included staffing worksheet.
- Attend a Next Gen IP Convener Training provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.
- Participate in Next Gen IP Technical Assistance and Coaching provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

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

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

All grant funds and approved activities will be monitored by L&I. Please ensure that staff working on the grant have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grant.
March 18, 2020

Mr. Patrick Hayakawa  
Vice President, Innovation & Emerging Technologies  
Chester County Economic Development Foundation  
737 Constitution Drive  
Exton, Pennsylvania 19341

Dear Mr. Hayakawa:

Congratulations! On behalf of the PA Workforce Development Board (PA WDB), Department of Labor & Industry (L&I), and Department of Community and Economic Development (DCED), we are pleased to award The Innovative Technology Action Group (ITAG) with a $250,000 PA Smart Next Generation Industry Partnership (Next Gen IP) Implementation Grant. Please see any conditions to receiving this award in Appendix I.

Your region’s economic vitality depends on creating an ecosystem where businesses have what they need to succeed and our workforce is prepared with in-demand skills. This requires an active, authentic, and engaging partnership with industry, coupled with alignment across economic development, workforce development, and education initiatives to ensure you are collaboratively addressing the most critical needs of your regional economy.

The Next Gen IP approach is business-led, industry-driven, and community-supported. Business drives the agenda, and public and community partners support solutions to allow industry to thrive and create jobs, while also creating opportunity for workers, students, and the broader community. This inclusive approach results in dynamic partnerships inviting diverse perspectives on how to meet community needs.

As a PA Smart Next Gen IP grantee, the PA WDB, L&I, and DCED, along with our partners at the Team Pennsylvania Foundation, recognize that you are actively working to build a Next Gen IP evidenced by your strong application. In the coming weeks, PA WDB will reach out to set up technical assistance and coaching provided by the commonwealth’s Next Gen team to ensure that your partnership is positioned for long-term success.

We look forward to working with you and your partners to support your Next Gen IP. If you have questions, please contact James Martini, Executive Director of the Pennsylvania Workforce Development Board, at jamartini@pa.gov.

Sincerely,

James Martini  
Executive Director, Pennsylvania Workforce Development Board
W. Gerard Oleksiak
Secretary, Pennsylvania Department of Labor & Industry

Dennis Davin
Secretary, Pennsylvania Department of Community & Economic Development

Appendix I

PAsmart Next Generation Industry Partnership Grant Details

Grant Award: The Innovative Technology Action Group (ITAG) Implementation Grant – $250,000.00

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

- Applicant must provide a detailed description of contracted services.

- Applicant must provide a thorough staffing breakdown based on the included staffing worksheet.

- Attend a Next Gen IP Convener Training provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

- Participate in Next Gen IP Technical Assistance and Coaching provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

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

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

All grant funds and approved activities will be monitored by L&I. Please ensure that staff working on the grant have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grant.
March 18, 2020

Ms. Marybeth DiVincenzo
Sr. Vice President
Chester County Economic Development Foundation
737 Constitution Dr.
Exton, Pennsylvania 19343

Dear Ms. DiVincenzo:

Congratulations! On behalf of the PA Workforce Development Board (PA WDB), Department of Labor & Industry (L&I), and Department of Community and Economic Development (DCED), we are pleased to award the Smart Energy Initiative of Southeastern PA with a $220,000 PA Smart Next Generation Industry Partnership (Next Gen IP) Implementation Grant. Please see any conditions to receiving this award in Appendix I.

Your region’s economic vitality depends on creating an ecosystem where businesses have what they need to succeed and our workforce is prepared with in-demand skills. This requires an active, authentic, and engaging partnership with industry, coupled with alignment across economic development, workforce development, and education initiatives to ensure you are collaboratively addressing the most critical needs of your regional economy.

The Next Gen IP approach is business-led, industry-driven, and community-supported. Business drives the agenda, and public and community partners support solutions to allow industry to thrive and create jobs, while also creating opportunity for workers, students, and the broader community. This inclusive approach results in dynamic partnerships inviting diverse perspectives on how to meet community needs.

As a PAsmart Next Gen IP grantee, the PA WDB, L&I, and DCED, along with our partners at the Team Pennsylvania Foundation, recognize that you are actively working to build a Next Gen IP evidenced by your strong application. In the coming weeks, PA WDB will reach out to set up technical assistance and coaching provided by the commonwealth’s Next Gen team to ensure that your partnership is positioned for long-term success.

We look forward to working with you and your partners to support your Next Gen IP. If you have questions, please contact James Martini, Executive Director of the Pennsylvania Workforce Development Board, at jamartini@pa.gov.

Sincerely,

James Martini
Executive Director, Pennsylvania Workforce Development Board
Appendix I

PAsmart Next Generation Industry Partnership Grant Details

Grant Award: Smart Energy Initiative of Southeastern PA Implementation Grant – $220,000.00

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

- Applicant must provide a thorough staffing breakdown based on the included staffing worksheet.

- Applicant must provide a detailed budget narrative thoroughly explaining all of the allocated costs.

- Attend a Next Gen IP Convener Training provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

- Participate in Next Gen IP Technical Assistance and Coaching provided by the Commonwealth of Pennsylvania, in partnership with the Team Pennsylvania Foundation.

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

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All grant funds and approved activities will be monitored by L&I. Please ensure that staff working on the grant have time sheets in place and job descriptions on file. Monitoring will confirm that grant funds are not being used to supplant salaries and that staff are charging time directly to the grant.
Chester County Workforce Development Board Meeting – Director’s Report
April 22, 2020

1. Membership Update
   a. The re-appointment of Chris Saello, Stephanie Sherwood, Shanae Stallworth, Clark McHenry and Bill Shaw are pending County Commissioner’s approval. We have two vacancies (PECO representative and agriculture representative) to fill by June 30, 2020.
   b. Amanda Sundquist will review Financial Disclosure Form requirements with the Board members during the April 22nd Board meeting. The 2019 Financial Disclosure forms need to be submitted by Board members by May 1, 2020.

2. Workforce Development Programs Update
   a. Budget Updates
      i. PA Dept. of Labor and Industry awarded us an additional $300,000 of Rapid Response funding for Individual Training Accounts and Hire One in January 2020.
      ii. Awarded $150,000 of Business Education Partnership grant funding in January 2020 – soon to be under contract with the Chester County Economic Development Council.
      iii. State/Local Internship (SLIP) Grant - $250,000 application submitted on January 10th and we received SLIP funding for $175,000.00 which can be used between July 1, 2020 and September 30, 2020 and we received an additional $75,000 of SLIP funding that must be spent before June 30, 2020.
      iv. On March 18th, the Next Generation Industry Partnership applications were funded for the following amounts – ITAG $250,000, Smart Energy Initiative - $220,000, Health Care Connect - $250,000 and Manufacturing Alliance - $220,000.
      v. Upon our request, the PA Dept. Labor & Industry transferred $79,524.47 of PY19 Dislocated Worker to PY19 Adult funds to use as individual training accounts.
      vi. Chester County Workforce Development Board will submit a $500,000 funding request to the PA Dept. of Labor and Industry for increased Title I services.
   b. RFP Committee is working on reviewing the Title 1, One Stop Operator, Employer Engagement, EARN and TANF Youth applications. The Board will discuss these RFP’s at the May 20th Board meeting.
   c. CareerLink – Financial Stability Center committee to begin meetings in February 2020 with the current lease end date of June 30, 2021.

3. COVID-19 Response
   a. Chester County WDB and West Chester University Job Fair on April 7, 2020 (Cancelled)
COVID 19 Response – Request for Rapid Response funds ($500,000)

The COVID 19 pandemic has presented a staggering increase in the number of dislocated jobseekers in Chester County. During the month of February, the number of new unemployment claimants in Chester County totaled 655. The number of new unemployment claims for the month of March and April has been 28,104. The Chester County Workforce Development Board in partnership with EDSI (WIOA Title I provider) is proposing several changes to our current Title I staffing and programming in an effort to meet these increased needs of both employers and jobseekers in our Chester County community upon the PA CareerLink’s re-opening.

Part 1: Staffing

Business Services Representative (1) – An increase in job seekers will require more virtual recruitment events, job fairs, and an overall increase in employer services. EDSI will hire an additional business services representative to work alongside our current BSR and the CareerLink business services team. While our current BSR will take the lead on “in house” recruitment events and job fairs, our new BSR will be responsible for employer programming throughout Chester County with a focused connection with the local Chambers to connect with the impacted small businesses.

Career Specialists (3) – To meet the increased needs of a growing number of CareerLink customers, EDSI will hire three career specialists and train them in all aspects of PA CareerLink and WIOA service delivery. Additional staffing will allow flexibility for community appointments, ultimately expanding the reach of PA CareerLink and Title I services throughout the county.

Team Lead – EDSI proposes to expand the role of our current welcome center career advisor to include leadership responsibilities. She will continue to offer PA CareerLink orientations but will additionally assume the role of team leader and will oversee a team of career specialists.

Part 2: CareerLink Orientation

EDSI wants to make sure that Chester County jobseekers know who the partners of the PA CareerLink and United Way Financial Stability Center are, and how those partners can help them during this time. In an effort to serve additional customers, EDSI proposes to adapt our 1:1 welcome center model to include remote orientations, small-group orientations, and an individual CareerLink services assessment. The CareerLink services assessment is an online survey that customers can complete from anywhere. Some customers may choose to complete the assessment in our computer resource center. For those that cannot make it to our center, the assessment is accessible from home or from any community location with an internet connection. When a customer completes the assessment, they can expect customized follow up from an EDSI Career Specialist within 48 hours. Career Specialists can provide career services information, hot job leads, referrals to partner agencies, and remote appointments in community locations for those that may need it.

While the RESEA program is on hold, EDSI will also implement an outreach campaign to connect the affected jobseekers to CareerLink services. EDSI will work with our state partners to determine unemployment claimants in need of services in our area and will invite these individuals to attend our orientation and complete our services assessment.
Part 3: Training and Supportive Services
Anticipating increased interest in WIOA training opportunities, EDSI will begin offering WIOA information sessions as a complement to orientation. With the addition of three Career Specialists, the CareerLink will expand the reach of Title I services strategically across Chester County by partnering with local partners. Moreover, the Chester County Workforce Development Board will promote a continuation of the Economic Transition Grant, which combines training with necessary supportive services to support transition of dislocated workers into hiring occupations. For employers, we will offer on-the-job training and incumbent worker training opportunities.