MEETING AGENDA

I. Call to Order

II. Welcome and Introductions

III. Public Comment on Chester County WDB Meeting Agenda Items

IV. Action Items, Discussion and Update Topics:

1. Workforce Development Board Updates
   • Board Membership & Appointments
     a. Welcome New Members
     b. WDB Chair Vacancy

2. Request for Proposals

3. Grant Updates
   • Industry Partnerships
   • Direct Care Worker

4. Policy Review

5. PA CareerLink® Updates
   • Job Fair at WCU

V. WDB Member Announcements

VI. Public Comments on Workforce Development Topics

VII. Adjourn

2024 Chester County Workforce Development Board Meetings at 8:30 am - location either Zoom or at the PA CareerLink Chester County, 479 Thomas Jones Way, Exton, PA, 19341; February 28th, April 24th, June 26th, August 28th (virtual, Tentative meeting), October 23rd, December 11th.
Minutes
MEETING AGENDA

I. Call to Order
   Call to Order: 8:33am

II. Welcome and Introductions

III. Public Comment on Chester County WDB Meeting Agenda Items

IV. Review and Approve Meeting Minutes from the October 25, 2023, Meeting
   Amanda motioned and Butch seconded – all that were at the previous meeting approved the minutes

V. Action Items, Discussion and Update Topics:
   1. WDB Membership Update and Status
      - Review Bylaws: Vote
         - No feedback was given from the last meeting and this current meeting
         - Terminology changes are the main changes as well as membership terms
         - Updated: Section 3 Article 3 different committees and how often they meet (4 meetings) executive meetings (from 12 to 6 meeting) these changes are just the minimum and the committees can meet more.
         - No questions or comments from the board
         - Marybeth motioned to approve the changes and Joyce seconded – board had a majority approved.
      - Nominations/Appointments
         - Chair and Vice Chair Elections (will have a brief meeting next week if there is a candidate)
            - Chair: Bill Adams? – will talk to Jeannette for more information
            - Vice Chair: Joyce Chester (approved)
2. Workforce Development Updates:
   • PY 2024 RFP Process, Timeline & Workgroup
     • Timeline is in the packet
     • Review Team will be contacted shortly about date (Jeannette, Stephanie, and one of the WF Coordinators)
     • 5 RFPs will be released
     • Mid-February is Bidders Conference (2/29) at the CareerLink
   • One Stop Operator
     • L&I came in November at talk about it
       • Not to limit ourselves to one way
       • If a one stop operator or consortium submit application look at everything and have the review team, make their decisions
   • Questions:
     • What happens at the Bidders Conference?
       • Jeannette: A presentation of all the RFPs that are being released, our Planning Team (Trish) will give an overview of how to submit the RFP.

VI. General Updates, Announcements and Member Comments
   • Amanda – aware of any addition to the workforce board please give the name to Jeannette.
   • Butch – website is up and running. April 3rd Job Fair at WCU. Marybeth has a promotion (Regional Director)
   • Patti – Reconnect: 67 students enrolled 1 graduated in October and 6 more graduating
     o 70% are women
     o 80% are having financial difficulties
     o 60% are employed full time
     o 20-30% are employed part-time
   • Karen – DCCC
     o New President July 1
     o A part of Reconnect Program
     o Building a new campus (HS in Upper Darby)
     o Program in Workforce in Training
       • CTAP Program are on their third cohort (the first cohort has graduated)

VII. Public Comments on Workforce Development Topics
No Updates

VIII. Adjourn
   1. 9:24am Joyce motioned and Patti seconded
   2024 Chester County Workforce Development Board Meetings at 8:30 am - location either Zoom or at the PA CareerLink Chester County, 479 Thomas Jones Way, Exton, PA
   February 28th, April 24th, June 26th, August 28th (tentative), October 23rd, December 11th
MEETING AGENDA

I. Call to Order - The meeting was called to order by Jeannette Roman at 8:32AM.

II. Welcome and Introductions - Stephanie Smith completed a roll call.

   Board members in attendance virtually: Vice Chair-Joyce Chester, Jennifer Duff, Karen Kozachyn, James Lee, Chris Saello, Stephanie Sherwood, Shanae Stallworth, Butch Urban, Patti VanCleave, MaryBeth Williams

   Others in attendance virtually: Director-Jeannette Roman, Tracey Dougherty, Lila Singleton, Lucia Spargo, Poornima Mahesh, Devyani Krishnaswamy

III. Public Comment on Chester County WDB Meeting Agenda Items – None

IV. Action Items, Discussion and Update Topics:

   • Workforce Development Funding Recommendations
     • Jeannette thanked everyone for attending this special meeting in addition to those regularly scheduled throughout the year.
     • The focus of the meeting is to discuss requests for funds and funding recommendations reviewed by the Executive Committee.
     • Jeannette asked if there were any questions in follow-up to reviewing the prepared recommendations shared via e-mail.
       ➢ Chris Saello shared he would like to see detail on performance from the previous year to the current year for existing programs. He stated he would like
more context on how providers are spending the planned funding.

i. Joyce Chester confirmed this could be completed in the future, and suggested there could be more presentations about the outcomes throughout the contract year.

ii. Jeannette and Stephanie acknowledged receipt of the feedback and added Quarterly and Final Narrative Reports for funded programs submitted to Labor and Industry can also be listed in the CCWDB agenda or a Table of Contents and sent directly to members (beyond traditional inclusion in the CCWDB meeting packets).

➢ Butch Urban asked how the programs are being funded as well as how eligibility would be documented.

i. Jeannette confirmed each Request for Funds received could be supported by PY2023 formula funds.

ii. While WIOA funding guidelines will be applied and followed, WIOA participant eligibility is not necessarily a requirement for each program.

iii. While dual enrollment is encouraged and referrals to the PA CareerLink® will be made, each individual program will have its own eligibility requirements.

a. Chester County OIC: Workforce Reintegration Program w/ Work Enclave Component

➢ Jeannette referred to the Request for Funds outline shared and confirmed the amount of the request was $266,212.00.

➢ The previous contract for this program ended June 30, 2023, so this funding results in a brand-new contract.

i. Joyce shared this is one of the most successful programs in CCOIC history. In total, 65 participants were served with 3 Enclave Sessions. The Work Enclave started Tier 2 and the internships have a sustaining wage which is higher than normal. Participants were able to earn $20.00 per hour and most gained full-time employment. Joyce mentioned the partnership with Parks and Recreation in Coatesville where
participants worked to clean up buildings and area parks. The work of this grant helped the participants and the community at large.

Motion to approve the funding request as proposed by Chester County OIC to conduct programming for their Workforce Reintegration Program (WRP) with
- Motion made by Chis Saello. Motion seconded by Patti VanCleave.
- Joyce Chester abstained.
- All other members in attendance in favor. The motion was approved.

b. Chester County Economic Development Foundation: Hire One
   - Jeannette referred to the Request for Funds outline shared and confirmed the amount of the request was $343,200.00.
   - Chris Saello asked for clarification around expenses and details including the number of coaching sessions the 20 additional job seeker participants will receive.
     i. Patti VanCleave shared that 10% of funding will go to salaries and the rest of the grant is going to an expansion of services.
     ii. Patti shared each participant can opt to participate in coaching as needed and mentioned there are staff and industry consultants available for coaching. CCEDF will continue to make those connections.

Motion to approve the funding request as proposed by Chester County Economic Development Foundation to expand programming of their existing Hire One contract in the amount of $343,200.00
- Motion made by Jennifer Duff. Motion seconded by Karen Kozachyn.
- Joyce Chester and Patti VanCleave abstained.
- All other members in attendance in favor. The motion was approved.

c. Trellis for Tomorrow, TANF Youth Program
   - Jeannette referred to the Request for Funds outline shared and confirmed the amount of the request was $19,000.00.
   - Chris Saello asked is $19,000 enough money or will the program need to scale back youth services for the rest of the year?
     i. Jeannette confirmed the funding request permits Trellis to provide for extended
programming for the GROW and SEED programs.

ii. The amount requested by Trellis for Tomorrow reflects their goal to continue programming from February 2024 to June 2024 and to provide career assessment and mentoring for the youth.

iii. Jeannette also mentioned that this is not the only grant they get; they get money from. Trellis for Tomorrow borders Chester and Montgomery County and they receive funding from Montgomery County as well.

**Motion to approve the funding request as proposed by Trellis for Tomorrow to expand programming of their existing contract in the amount of $19,000.00**

- Motion made by Joyce Chester. Motion seconded by Stephanie Sherwood.
- There were no abstentions.
- All other members in attendance in favor. The motion was approved.

V. Public Comments on Workforce Development Topics

- Request for Proposals– the Workforce Team is currently working on the RFP with the RFP Review Team.
- Bidders Conference is at 1PM on Thursday, February 29, 2024, at the PA CareerLink® United Way Financial Stability Center in Exton, PA
- All information about RFP will be announced on February 14, 2024

VI. Adjourn – The meeting was adjourned by Joyce Chester at 9:11AM.

2024 Chester County Workforce Development Board Meetings at 8:30 am - location either Zoom or at the PA CareerLink Chester County, 479 Thomas Jones Way, Exton, PA, 19341; February 28th, April 24th, June 26th, August 28th (virtual, Tentative meeting), October 23rd, December 11th.
Executive/Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – February 13, 2024

<table>
<thead>
<tr>
<th>Jennifer Duff</th>
<th>Joyce Chester</th>
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<tr>
<td>Amanda Sundquist</td>
<td>Bill Shaw</td>
<td>X</td>
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<tr>
<td>Butch Urban</td>
<td>Jeannette Roman</td>
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Zoom Call: 8:15 am

Open Action Items and Discussion:

<table>
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<tr>
<th>Action Item</th>
<th>Assigned To</th>
<th>Status</th>
<th>Action Item and Target Date</th>
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<tbody>
<tr>
<td>Membership, By-Laws, and Financial Disclosure Forms</td>
<td>Jeannette and Amanda</td>
<td>On-going updates</td>
<td>Along with the Board requirements, here is what are required categories/members:</td>
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<tr>
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<td>• Members must be individuals with optimum policy-making authority within the entities they represent; All required WDB members must have voting privilege.</td>
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<td>• Update: New Links to the updated County Online Application portal, for Authorities, Boards and Commissions (ABC’s): Webpage: <a href="https://www.chesco.org/3093/Authorities-Boards-and-Commissions">https://www.chesco.org/3093/Authorities-Boards-and-Commissions</a> Link to Application: <a href="https://chesco.granicus.com/apply">https://chesco.granicus.com/apply</a></td>
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<td>• Vacancies: 5 Business and 1 workforce partner; outreach conversations scheduled nominations and appointments are in progress. Plan in place to meet this goal by end of February.</td>
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<td>• Board Membership and status:</td>
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**Chester County Workforce Development Board**

1. Appoint Corey Krejcik for a term of 2/14/2024 through 2/13/2028 as a Business Representative
2. Appoint Mark Whitlow for a term of 2/14/2024 through 2/13/2028 as a Business Representative
3. Appoint John Serock for a term of 2/14/2024 through 2/13/2028 as a Business Representative
4. Appoint Javonna Wylie to an unexpired term ending 6/30/2025 as an Education Representative
5. Reappoint Joyce Chester for a term of 1/1/2024 through 12/31/2027 as a Workforce Representative

***Looking forward to welcoming our new members at the February 28th Board Meeting.***

Outreach and Pending Responses:

1. Bernadette lane, Krapf Bus- a few emails went out and hoping for another follow up (keep you posted)
2. Gina McKendry, Local Business Owner- re-scheduling a call this week
3. Kirt Barden, CEO, Lighthouse Vocational Services
| General Updates | Jeannette & Team, Members | On-going, PY 2024 RFP & Process | Timeline for the 2024 RFP process in the works, recruited board members to participate on the committee. Through MOU with DCD, the planning team will assist workforce with the next round of RFP. Scheduled to be released in Feb. 2024.  
1. Workforce Development RFP, Release date scheduled for tomorrow, February 14th (Applications and Guidelines, Go Live).  
2. Bidders Conference, scheduled for February 29th, at 1:00 pm, at PA CareerLink  
3. Workforce Development newsletter, RFP announcement release on Friday, 2/16/24. |
|---|---|---|---|
| PA CareerLink Updates | Butch & Jeannette | On-going, in progress | 1. WCU/ PACL/ WDB- County, (3rd Annual) Job and Internship Fair scheduled for April 3rd, from 3:00 pm to 6:00 pm at the WCU Hollinger Gym (same location as last year). Flyer was release yesterday, still in final planning phase leading into April’s event.  
2. New Hire, PACL Front Desk Receptionist, starting in early March. Mari Gaskill, previous PACL Receptionist accepted a position at the County Assistance Office in January.  
3. Apprenticeship training Held at the PACL, February 12th, all day, was well attended by partners and staff. |

Next Exec. Committee Meeting – Tuesday, March 12, 2024, at 8:15 am via zoom conference call.  
Next Workforce Development Board meeting - Wednesday, February 28, 2024, at 8:30 am at the CareerLink and via Zoom.
CHESTER COUNTY WORKFORCE DEVELOPMENT BOARD
BY-LAWS

Article I- Purpose and Duties

Section 1.
The Chester County Workforce Development Board (hereinafter referred to as the "WDB" or "Board") is established in accordance with Section 107 of the Workforce Innovation and Opportunity Act ("WIOA") and the WDB shall provide development and exercise oversight with respect to the strategic vision of the WIOA in the Chester County Local Workforce Area, in partnership with the Chester County Board of Commissioners, consistent with WIOA.

Section 2.
The WDB shall enter into a partnership agreement with the Chester County Board of Commissioners ("Commissioners") designating the recipient of WIOA funds, the fiscal agent, staff to the WDB, the PA CareerLink local operator and site, and other areas required by the Act. The overall duties and authority of the WDB will remain in accordance with the provisions of the Act and shall be consistent with the partnership agreement.

Section 3.
The Director of the Chester County Department of Workforce Development (DWD), shall function as the Director of and Secretary to the Board. Under the Director’s supervision, DWD staff will prepare minutes on the Board activity and maintain records pertaining to Board business. The Director will prepare and present to the Board at its regular meeting, status reports on WIOA activities.

Articles II Membership

Section 1.
The WDB’s composition will be in accordance with the provisions set forth in the WIOA and its regulations. At least 51% of WDB members will be representatives of businesses in the local area.

Section 2.
In accordance with the provisions of the Act, the number of members on the WDB will be established by the Commissioners and the Board will then be certified by the Governor. Nominations for WDB membership shall be made in accordance with the provisions outlined in the Act.

Section 3.
The term of appointment will be four (4) years. Each subsequent reappointment, will be for a four (4) year term. Where a member is unable to complete their term, an appointment will be made to serve the remainder of the unexpired term.

Section 4.
WDB members shall not delegate their duties to proxies or alternates.

Section 5.
During the first quarter of the year or as needed, the Executive-Governance committee will identify categories of membership for recruitment, which will be based on a review of the current WDB membership and WIOA. The Executive-Governance committee will work to identify potential candidates, as well as, appropriate nominating entities in the local area. Any WDB member may bring a potential candidate to the attention of the Executive-Governance committee; however, all formal WDB recommendations for nomination are made from the Executive-Governance committee. Potential nominees shall have optimum policy-making and/or hiring authority in reference to the category for which they are being considered.

Nominations letters shall be obtained, where required, consistent with the then current Workforce System Guidance. Nomination letters shall be supplied by a candidate’s employing entity, if not otherwise specified in the guidance.

At the direction of the Executive-Governance committee, the WDB Executive Director shall submit all WDB recommendations for nominations, with their resume/biography and their nomination letter to the Commissioners’ Office for review. The County Commissioners shall make all formal appointments to the WDB during a public meeting.

At any point in the nomination process the candidate’s name may be removed from consideration. Submission by the WDB to the Commissioners’ Office does not guarantee appointment.

Article III – Meetings and Quorums

Section 1.
A quorum shall be a simple majority of the active members. A motion can be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. In the event of a tie vote, the Chair shall cast the deciding vote.

Section 2.
The WDB shall hold a minimum of five (5) regular meetings annually, in compliance with the Sunshine Act, at a time and place determined by the membership. Additional special meetings may be scheduled as necessary. Written notice of each regular and special meeting will be sent to the membership specifying time, date and location of the meeting. Members may attend WDB meetings by telephone or other virtual means, but such attendance shall be not be encouraged and only permitted where such attendance complies with the Sunshine Act.

Section 3.
WDB committees shall meet at the call of the WDB chair or committee chair. The Addressing Barriers, Council for the Workforce of Tomorrow, Fiscal and Marketing, Outreach, and Data committees shall have a minimum of four (4) regular meetings annually. The Executive-Governance shall have a minimum of six (6) regular meetings annually. Additional special
meetings may be scheduled as necessary. All committee meetings may be in person, by telephone or other virtual means, at the discretion of the committee chair.

Section 4.
Minutes shall be kept of all full WDB and committee meetings and shall be approved at the next full WDB meeting.

Article IV- Chairman

Section 1.
The Chair of the WDB shall be the principal executive officer of the WDB.

Section 2.
The Chair shall be elected by the WDB membership from among the business sector representatives on the WDB in accordance with the provisions outlined in the WIOA. The Vice Chair shall be elected by the WDB membership from among the members on the WDB. The term of office for the Chair and the Vice Chair shall be two years, beginning October 1st of each year beginning in 2015, and each may be re-elected for subsequent terms. The Chair and Vice Chair shall remain in office until such time as they are re-elected or their replacement takes office. Other officers, determined as needed by the Chair, may be elected by the membership.

Section 3.
The Chair shall preside at all the meetings of the WDB. In the absence of the Chair, the Vice Chair or the Board secretary may preside.

Section 4.
The Chair, Vice Chair and other officers that may be elected by the membership may be removed by the Board in the event the officer no longer holds the position or status that makes the officer eligible to be a WDB member, if the member has been removed by the Commissioners, or as may be determined by the Board from time to time or where may be required by law.

Article V- Voting

Section 1.
Each member of the Board shall have one vote, except that no member may cast a vote that directly or indirectly affects the organization they represent.

Section 2.
Only Board members in attendance at Board meeting may vote on matters brought before the WDB.

Section 3.
The WDB will abide by the Conflict of Interest Laws of the Commonwealth of Pennsylvania and the following in regard to conflicts of interest:
A. A WDB member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents.

B. A WDB member shall avoid even the appearance of a conflict of interest. Prior to taking office, each WDB member shall sign the Conflict of Interest Code form and complete Financial Interest Statement forms. The WDB shall appoint an individual to timely review the disclosure information and advise the WDB Chair and appropriate members of potential conflicts.

   a. Signed Conflict of Interest Codes shall be maintained by the WDB and be available for review by the Pennsylvania Department of Labor and Industry.

   b. Members appointed to the WDB meet the definition of public officials as outlined in the Commonwealth of Pennsylvania Management Directive 205.10 Amended, or superseding guidance, and Financial Disclosures required by the Public Official and Employee Ethics Act, as may be amended. Public officials are required to complete and file Financial Interest Statements each year the position is held and the year following the end of service. Forms shall be submitted on or before May 1 for the prior calendar year, or at such other time as may be established by the Commonwealth.

C. Prior to a discussion, vote or decision on any matter before the WDB, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization or property that would be affected by any official WDB action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion or voting on or in any other way participating in the decision on the matter. All abstentions shall be recorded in the minutes of the WDB meeting and be maintained as part of the official record.

D. It is the responsibility of each WDB member to monitor potential conflicts of interest and bring it to the WDB’s attention in the event a member does not make a self declaration.

E. The WDB shall ensure that the WDB, WDB staff, the fiscal agent and the fiscal agent’s staff do not direct and are not involved in the daily activities of its PA CareerLink Operator Consortium, workforce service providers, workforce system partners or contractors.

F. WDB members or their organizations may receive services as a customer of local workforce service providers or workforce system partners.

Article VI – Committees

Section 1.
The Chair may appoint or consolidate standing or ad hoc committees when deemed necessary to facilitate the functions of the Board. Notwithstanding the foregoing, the committees listed in Section 2 may not be consolidated without amendment to the bylaws.

Section 2.

The WDB’s standing committees are:

A. Executive-Governance. The Executive-Governance Committee sets the vision and agenda for the Board, keeps the Board informed of current best practices in corporate governance, reviews governance trends for their applicability to the WDB, updates the WDB’s governing principles and governance practices, advises on the skills, qualities, and professional or education experiences necessary to be effective WDB members, and ensures coordination and integration of service, and reviewing of performance and other program oversight for the PA CareerLink® - Chester County occurs. Membership on the Executive-Governance Committee includes: the WDB Executive Director, Chair, Vice Chair, an attorney, at least one additional private sector member, and any other WDB members or staff as may be appropriate by invitation. The Chair shall be the chair of the committee.

B. Addressing Barriers. The purpose of this committee is to address the barriers experienced by the job seeker population and determine strategies and modifications needed to ensure those job seekers have the best possible chance at success with the support of all workforce development, social service, and community-based organization support. Membership on the Addressing Barriers Committee includes: Title I staff, WDB staff, Office of Vocational Rehabilitation (OVR, Title IV) staff, representatives from the Chester County Department of Mental Health and Intellectual/Developmental Disabilities (MH/IDD), representatives of the Chester County Partnership to End Homelessness and Board members.

C. Council for the Workforce of Tomorrow. The Council for the Workforce of Tomorrow (CWT), also known as the “Youth Council,” provides information and assists with planning, operations, and other issues related to the provision of services to youth and young adults. The further purpose of the CWT is to facilitate a workforce development system designed to provide youth and young adults with access to opportunities for educational enrichment and career explorations. The CWT supports youth and young adults during the dynamic transition from adolescence to adulthood through the provision of services offering academic, career, and post-secondary preparation, and leadership training. Membership on the CWT includes: Board members, representation from the Office of Vocational Rehabilitation (OVR), representation from Chester County Juvenile Probation and Children, Youth, and Families, representation from the Housing Authority of Chester County, representatives of community-based organizations, representatives of education, and representatives of the Industry Partnerships.

D. Fiscal. The Fiscal Committee acts as a guide to increase the level of local coordination and responsible use of the multiple grants associated with WIOA’s required programs.
develop the board budget, and identify resources to leverage support for workforce development activities. Additional activities of the Fiscal Committee include: developing and monitoring the board budget, review program budgets and any modifications of those budgets, and make suggestions to reduce duplicative costs. Membership on the Fiscal Committee includes: Board members with fiscal expertise, non-Board members, and Board staff.

E. Marketing, Data and Outreach. The Marketing, Data and Outreach ("MDO") Committee builds awareness of PA CareerLink® - Chester County programs and services across Chester County to targeted audiences; works to connect information, availability and logistics regarding the PA CareerLink® - Chester County with those who need and/or are interested to receive it, provides recommendations to advance overall interaction and experience of those who utilize programs and services at PA CareerLink® - Chester County; and advises on operational and other issues relating to service delivery at the PA CareerLink® - Chester County. Membership on the committee includes: Board members, one-stop partners, non-Board members and Board staff.

Section 3.
All committees shall chaired by a member of the WDB. Committees shall include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have appropriate experience and expertise. All committees shall have at a minimum one (1) member that is not a member of the WDB.

Section 4.
All committees shall have access to the technical, professional and clerical services of the staff to the Board (Department of Workforce Development).

Section 5.
WDB members shall not receive compensation for their service on the Board. WDB members shall not be eligible for reimbursement for expenses related to WDB membership, unless such expenditures have been authorized in advance by the Board and the authorization is noted in the minutes. For expenses that may require immediate authorization prior to a Board meeting, the Executive- Governance Committee may authorize expenses eligible for reimbursement up to $1,000.00. Such authorization shall be noted in the minutes of the Executive-Governance Committee and be presented to the Board at the next Board meeting.

Article VII- Amendments

Section 1.
Any proposed amendment to these by-laws shall be submitted to the entire Board at least 30 days before it is to be acted upon.

Section 2.
A recommendation to amend these by-laws may be passed by a majority vote of those members present at any regular Board meeting.
Article VIII – Compliance with Law

Section 1.
In the execution of its business, the WDB shall comply with WIOA and its regulations as well as policies and directives from the Department of Labor and Industries and the Pennsylvania Workforce Development Board.

FOR: CHESTER COUNTY WORKFORCE DEVELOPMENT BOARD

Maria O'Connell, WDB Chair

FOR: COUNTY OF CHESTER

Marian Moskowitz, Chair
Chester County Commissioners
PA CareerLink
Operators/
Partners
Find Your Future Job & Internship Fair with West Chester University

- Our next annual job fair event with West Chester University is scheduled for Wednesday, April 3rd from 3 pm to 6 pm at the Hollinger Field House on the WCU campus.
- Event is free for attendees
- Employer fee is $200 for-profit, $75 non-profit – PACL/DWD will assist non-profits with registration fee if needed
- Anticipating 100 +/- employers
- Marketing for the event is being coordinated through WCU – we plan to market the event to our customer/employer contacts/chambers/partners the week of 2/26
- The Department of Workforce Development is working with TMACC to arrange for transportation to the fieldhouse from a designated parking area on campus
- We will be soliciting for volunteers for the day of the event – anyone interested can contact Butch Urban burban@chesco.org
- Next planning meeting scheduled for March 4th

AED Device

- Was able to identify funds remaining under our existing ADA grant to support the purchase of AED device and cabinet for office.
- Cabinet/device were installed behind the reception area
- Thanks to support from Chris Saello, with connecting us to Aiden’s Heart Foundation – was able to get an understanding on the best type of device to purchase
- While no training is needed for this device, we will be connecting with Chester County Health Department for staff training to ensure they are comfortable in using the device should the need arise

Apprenticeship Training – Professional Development Day

- On February 12th, PA CareerLink® hosted a Professional Development Day on the topic of Apprenticeships for our partners and front-line direct services staff
• We had 28 individuals participate in training that was facilitated by the Apprenticeship and Training Office - Drew Grasso, Southeast Apprenticeship and Training Representative
• The purpose of this training session was to educate the frontline Workforce staff about Registered Apprenticeships and how their roles can support the apprenticeship ecosystem so that they have more tools for their toolbox to meet the needs of their clients
• In a labor market where we are seeing that skills are increasingly becoming valued over degrees; apprenticeships offer an exciting alternative to traditional college education. They provide hands-on training, skill-based education, and a direct path to employment

**UC Connect Program**

• UC Connect is a statewide Pennsylvania program dedicated to helping Unemployment Compensation (UC) claimants connect with staff through in-person appointments at PA CareerLink® locations.
• These In-person services for UC claimants are designed to assist individuals who do not have proper technology, equipment, or technical skills; individuals without access to home Internet or broadband; and individuals with limited-English proficiency.
• UC Connect is now an official support service of the Pennsylvania Office of Unemployment Compensation.
• Up until February 22nd – the coordination and scheduling of appointments for this initiative was handled by PA CareerLink® staff
• UC has contracted win Inspritec® to now coordinate the scheduling.
• To make an appointment, call **1-855-284-8545**. You will be asked to provide your name, phone number, and email address. You will receive a text or email reminder a few days before your appointment.
• Our local Labor and Industry staff and Title I Team (EDSI) should be commended for the time and effort over the past 2 years in coordinating this program for UC.

**New Support Staff**

• We will be welcoming a new Receptionist to PA CareerLink® beginning Monday, March 4th, contingent upon final approval by the County Commissioners at their 2/28/24 meeting.
### February 2024

**New Digital Intake Form** - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.
- Workshops listed in **Blue Font** are offered **Virtually only**.
- Workshops listed in **Black Font** are offered **In-Person or via a hybrid format (In-Person and/or Virtual)**.

**In the event of inclement weather, all workshops will be offered Virtually.**

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<th>Monday</th>
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<td><strong>Returns to the Workforce 1:30p</strong></td>
<td>12:30 pm to 3 pm</td>
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<td>Successful Networking 1:30p (MP1)</td>
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<td>What is SkillUp PA? 10:30a (MP1)</td>
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WORKSHOP DESCRIPTIONS

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Successful Networking - This workshop will provide attendees an understanding of effective networking strategies. Learn how effective networking can lead to landing a job and how to build and maintain a strong and valuable network.

Job Search Strategies in a Virtual World – Discover hidden job markets and job searching strategies while honing application skills. Identify best practices for searching for jobs online and the evolution of the job search process. List and describe common job search websites and compare their benefits and drawbacks.

Job Search Strategies for Veterans Learn strategies to help with your job search. Topics will include resumes, interviewing, transferable skills and networking.

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LinkedIn 101 – Expand Your Network & Enhance Your Job Search – Already have a LinkedIn profile? Let’s update it and make it stand out. Learn how to expand your professional network and increase your chances of landing the job you want.

Resume Writing and Job Search - Chester County Library staff will review the fundamentals of writing a resume; format, content, tips & tricks, required and optional sections, etc. Zoom link will be sent the morning of the event to registered participants. https://ccls.libcal.com/event/7336045

Managing the Stress of Unemployment - Are you looking for support at this time of job loss? Join us for the support group help to share in a safe and supportive environment with others who are also experiencing job loss. Family Services Counselor will facilitate this support group.
### New Digital Intake Form - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.

- Workshops listed in **Blue Font** are offered **Virtually only**.
- Workshops listed in **Black Font** are offered **In-Person or via a hybrid format (In-Person and/or Virtual)**.
- "**In the event of inclement weather, all workshops will be offered Virtually.**"

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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<tbody>
<tr>
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<td>4</td>
<td>*Microsoft Windows 11 9:30a</td>
<td>5</td>
<td>Orientation &amp; Training Info 10a (MP1) Discover Your Skills &amp; Find Your Fit 1:30p (MP1) *How to Avoid Procrastination 6p</td>
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<td>*Work &amp; Interview Remotely 11:30a</td>
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<td>Orientation &amp; Training Info 10a (MP1) Intro to Financial Navigation 11a (MP2) Ace the Interview 1:30p (MP1) *Maximizing Your Job Search 6p</td>
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<td>Orientation &amp; Training Info 10a (MP1) *Resume Writing &amp; Job Search 10a Writing Effective Cover Letter 1:30p *Job Search In a Modern World 6p</td>
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For program funding details in compliance with the Stevens Amendment, please visit: https://www.chesco.org/159/Workforce-Development
Council for the Workforce of Tomorrow
Meeting of 01/19/2024
Attendance: Andrea Vaughn (Chair), Patti Van Cleave (Co-Chair), Tracey Dougherty, Lucia Spargo, Stephanie Smith, Aaron Smith, Mark Campiglia (EDSI Business Services Speaker), Jeanne O’Brien (Speaker), Chezara Taylor, James Albright, Matt Howard. Lindsay Foster, Kelly Earnshaw, Linda Hill, Brianna Seiler, Javonna Wylie, Ruth Montes, Kathleen Carter, Tricia Scepansky

Call to Order and Meeting Minutes

A. The meeting was called to order at 9:01 a.m. by Andrea Vaughn, CWT chair.

B. Minutes of the November 2023 meeting were approved with no changes. Brianna Seiler motioned to approve, and Chezara Taylor seconded.

II. WDD (Workforce Development Department)/WDB updates:

1) Tracey Dougherty shared an update that the Workforce Team is in the process of completing County Year End Fiscal Monitoring of Title I and TANF Programs. Also, the Request for Proposals Committee has met and there will be more details forthcoming.

III. Agency Spotlight Presentations-Pennie.Com (Jeanne O’Brien) and EDSI Business Services Representative Team Lead: (Mark Campiglia)

A. Jeanne O’Brien shared information about Pennie.Com services and how to enroll for health coverage on the Pennie.Com website. Pennie.com serves:
   - Individuals and families without coverage through employer
   - Those without health insurance
   - Medical Assistance/CHIP eligible
   - Pennie is Pennsylvania’s High Quality and affordable Health Insurance Marketplace where people can shop for Health insurance coverage options.
• Tracey Dougherty shared the Pennie.Com PowerPoint with CWT committee members which includes phone and website contact information along with health insurance benefits coverage.

B. Mark Campiglia, EDSI Business Services Team Lead shared a presentation about On the Job Training (OJT) services for employers.

• The OJT program allows employers to hire and train eligible, skilled workers and get reimbursed up to $6,000.
• Employees earn an income while they learn and have an opportunity to enhance their skills.
• Employers benefit from reduced turnover, increased financial gain and increased motivation from employees.
• Interested employers connect with Business Service Team members to develop an OJT training plan and develop a job opening to post on the Commonwealth Workforce Development System (CWDS) website.
• Job openings need to be aligned with the High Priority Occupation List. The list can be found on the Center for Workforce Information Analysis website:
• EDSI staff will assist employer with participant eligibility and review training plan as well as assist employer through the process of developing the On The Job Training.

IV. Provider Updates

1) EDSI staff Kelly Earnshaw shared that staff is currently working on re-evaluating the youth program and focus is on strengthening the program. Kelly shared that there is an ongoing workshop curriculum and that groups of youth will be attending workshops on site at the PA CareerLink during January and February 2024.

2) Trellis for Tomorrow staff was not present at meeting and will share an update at the next CWT meeting in March.
3) YMWIC Staff was not present at meeting and will share an update at the next CWT meeting in March.

4) The Chester County Economic Development Council’s Vice President Workforce Development Patti Van Cleave shared that program staff attended the Oxford College and Career Fair.

5) The Garage staff Aaron Smith, Avondale Site Supervisor shared that staff is working on program development and gearing up for the new program year.

V. Announcements and Information from Committee Members

- There were no announcements or information from Committee members.

VI. The meeting was adjourned at 10:02 a.m.

VII. Next CWT meeting- will be a Teams meeting on Wednesday March 20th, 2024. 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.

The next WDB meeting is on April 24th, 2024 and the meeting after that is on June 26th, 2024, at 8:30am at the PA CareerLink/Financial Stability Center located at 479 Thomas Jones Way Suite 500, Exton PA 19341.
Program Reports
## Chester County Workforce Development Board
### Contractor Report 2023-2024

**Provider:** Educational Data Systems, Inc.  
**Contracted Program:** Title I Adult & Dislocated Worker  
**Contract/Amendment Amount:** $763,383

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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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### Job Seeker Services

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</tr>
<tr>
<td>Number of enrollments referred for supportive service assessment (Open Hearth Referrals)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>~Number of referrals to UWFSC</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>~Number of referrals to other community agencies outside of PACL UWFSC</td>
<td>Baseline</td>
<td>0</td>
</tr>
<tr>
<td>Number of Staff Assisted Job Seekers</td>
<td>Baseline</td>
<td>3</td>
</tr>
<tr>
<td>Number of ITA participants</td>
<td>Baseline</td>
<td>9</td>
</tr>
<tr>
<td>Number of OJT participants</td>
<td>Baseline</td>
<td>0</td>
</tr>
<tr>
<td>Number of customers in Follow Up Services</td>
<td>Baseline</td>
<td>58</td>
</tr>
<tr>
<td>Number of workshops facilitated</td>
<td>144</td>
<td>24</td>
</tr>
<tr>
<td>Number of Outreach Events and Targeted Marketing</td>
<td>24</td>
<td>13</td>
</tr>
<tr>
<td>Number of Job Seekers attending employer events</td>
<td>Baseline</td>
<td>56</td>
</tr>
</tbody>
</table>

### Employer Engagement

<table>
<thead>
<tr>
<th>Employer Engagement</th>
<th>Goal</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of employers contacted</td>
<td>3000</td>
<td>24</td>
</tr>
<tr>
<td>Number of new employers engaged for Adult &amp; DW</td>
<td>144</td>
<td>11</td>
</tr>
<tr>
<td>Number of Second Chance employers engaged</td>
<td>Baseline</td>
<td>0</td>
</tr>
<tr>
<td>Number of Job Fair (larger scale 20+employers)</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Number of employer recruitment events</td>
<td>120-6077</td>
<td>1</td>
</tr>
<tr>
<td>Number of Rapid Response Site Visits</td>
<td>Baseline</td>
<td>0</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>Goal</td>
<td>Jul</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Youth Employment / Education Placement</td>
<td>Baseline</td>
<td>2</td>
</tr>
<tr>
<td>Youth Employment (Second Quarter after Exit)</td>
<td>62%</td>
<td>N/A</td>
</tr>
<tr>
<td>Youth Employment (Fourth Quarter after Exit)</td>
<td>60%</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Youth Enrolled in Education / Training</td>
<td>Baseline</td>
<td>13</td>
</tr>
<tr>
<td>Total Youth Measurable Skill Gains</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>Total Youth Measurable Skill Gains Rate</td>
<td>57%</td>
<td>8%</td>
</tr>
<tr>
<td>Total Youth Credential Attainment</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>Total Youth Credential Attainment Rate</td>
<td>72%</td>
<td>8%</td>
</tr>
<tr>
<td>Youth Average Hourly Earnings</td>
<td>$10.00</td>
<td>$14.75</td>
</tr>
<tr>
<td>Youth Services</td>
<td>Goal</td>
<td>Jul</td>
</tr>
<tr>
<td>Number of Carryovers (PY 23 to PY 24)</td>
<td>Baseline</td>
<td>37</td>
</tr>
<tr>
<td>Number of New Enrollments</td>
<td>Baseline</td>
<td>6</td>
</tr>
<tr>
<td>Total Youth Enrollments</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>*Newly enrolled in School Youth</td>
<td>Maximum: 25%</td>
<td>2</td>
</tr>
<tr>
<td>*Newly enrolled out of School Youth</td>
<td>Minimum: 75%</td>
<td>4</td>
</tr>
<tr>
<td>Number of Youth dually enrolled with partners</td>
<td>Baseline</td>
<td>3</td>
</tr>
<tr>
<td>Number of Youth who completes supportive services assessment</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Number of Youth referred to UWFS</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>Number of Youth referred to community agencies</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>Number of Youth in Paid Work Experiences</td>
<td>Baseline</td>
<td>1</td>
</tr>
<tr>
<td>Number of workshops offered specifically for Youth</td>
<td>Baseline</td>
<td>3</td>
</tr>
<tr>
<td>Number of Youth exited</td>
<td>Baseline</td>
<td>4</td>
</tr>
<tr>
<td>Youth Employer Engagement</td>
<td>Goal</td>
<td>Jul</td>
</tr>
<tr>
<td>Number of employers engaged for Youth specific placements</td>
<td>Baseline</td>
<td>24</td>
</tr>
</tbody>
</table>
January 2024 EDSI Narratives

Adult/DW Narrative
We are happy to report that with five months still left in this program year, we have reached 74% of our goal with 92 A/DW enrollments. Streamlining processes and utilizing numerous reports for quality control, Career Advisors have been able to see an increase in productivity and efficiency. During this month, there was a heavy focus on reducing the number of soft exits. After this initial push, we only had one soft exit during the month of January. All of this work has been accomplished all while assisting in the CRC and supporting front desk coverage three days a week while the county is looking for a new front desk associate.

EDSI facilitated 33 workshops with 9 of those being Orientation and Grant information sessions leading to over 10 WIOA participant enrollments by the career advisors! Popular workshops included ‘Discover Your Skills & Find Your Fit’ and ‘Crafting a Marketable Resume.’ Discover Your Skills & Find Your Fit serves to assist individuals in gaining self-awareness and insight into their skills, which can be valuable for personal and professional development. While Crafting a Marketable Resume offers a wide range of benefits for individuals seeking to enhance their resume-writing skills and improve their overall employability.

Youth Narrative
In January, we had 4 OSY enrollments. We offered 9 youth-centered workshops plus welcomed 2 groups from the CCIU Aspire Program to the CareerLink for Interview workshops. We had 1 youth placement at Luv Carwash in Coatesville. That youth is working full-time at $13/hr. We had a new PWE start in January at Safe Harbor. That participant is an ISY and is working around 10-15 hours/week. Our ISY percentage continues to decrease, and is now at 28% - 3% above our goal of 25% or less by the end of the program year in June. The youth team was present in the community in January. The youth team engaged with / presented to multiple community agencies, including: The Aspire program, Kennett Square High School, Kennett Square School District, Herr’s, Oxford Area Library, and Skigital. We look forward to continuing to make connections in service of Chester County youth. The BSR Team has spoken with 23 employers about our services specific to the youth program. We have gained interest in the healthcare industry to place a youth participant for various Paid Work Experiences. Their main focus is for a Behavioral Health Technician, but the short time frame is a concern for them. We have placed a youth participant with Safe Harbor. Her job duties range from kitchen help, answering phone calls, and assisting in other areas as needed by the supervisor. We have spoken with HVAC and Electrical employers to gain their interest. The youth participants that are interested are 18 and currently enrolled in high school. Once the participant has graduated, we will work with employers for a PWE or OJT.
Business Services Team Narrative
The BSR Team has made great strides to reengage with employers and create new contacts. We have received additional training to gain a better understanding of the scope of our roles and what is required by the state. The team held two hiring events. One multiemployer event with 5 employers: Coatesville Area School District, Home Helpers, CCIU, Abraxas Academy, and Enterprise. 33 job seekers were in attendance for the event. The second hiring event was an individual hiring event with Surrey Services. That took place from 9am-12pm and they spoke with 1 job seeker. As we plan the individual hiring events, we encourage the employers to have as many open positions as possible to market on the flyer for better attendance. 2 participants have accepted job offers in the month of January that the team worked closely with. The employers are CTDI and Almac Group. Bill O'Brien also attended a hiring event with our Community Outreach Coordinator, Juan Valencia, at Coatesville Area Library hosted by OIC. Bill was able to connect with several employers to promote our February hiring event.
Quarterly Information: This section is a summary of grant activities, including planned and actual progress. Activities should be aligned with the goals and objectives outlined in your grant.

Grant activities concluded in the previous quarter with final billing submitted in September 2023. We responded to the Feedback Survey questions below on page 3.

1. Describe milestones met or goals achieved.

2. Describe strategies that were used to achieve milestones or goals.

3. Describe participant outreach activities that occurred (what, when, outcome).

4. How many total participants (new and existing) were served during this quarter?

5. How many new participants enrolled this quarter?

6. Describe the services that were offered, how they were delivered, and how they helped the participants to engage in activities during this quarter.

7. Describe collaboration with existing partners and stakeholders during the quarter.
8. Describe new collaborations with partners, community resources, stakeholders etc. during the quarter.

9. List the specific trainings/credentials that were newly enrolled in this quarter (to help see if there are trends in what participants are looking for or needs of the labor market).

10. List the number and type of trainings/credentials participants completed this quarter.

11. Describe the area(s) of focus for the upcoming quarter.

12. Are you on track with your budget for the project? If no, please explain.

13. How many and what supportive services were discussed with participants.

**Issues, Barriers, or Concerns:** This section is to help identify any problems that have occurred carrying out your program and to identify any trends in the workforce or industry.

1. Describe lessons learned this quarter and how those lessons will be used going forward.

2. Were there resolutions to previously identified issues? If so, what were they?

3. Describe issues, barriers, or challenges in providing services or carrying out program goals for this quarter.
   3a. What are your suggestions/ideas to address the above issues?
   3b. Would you like these issues/barriers/challenges brought before the grantee team for collaboration?

4. Describe any issues with collaborating with existing or new partners, community resources, stakeholders, etc.

**SPOTLIGHT:** Take this opportunity to spotlight anything that the program/agency is proud of and would like L&I to know about. This could be a success story, promising approaches, achieving goals etc. Go ahead, brag a little!!
YOUR FEEDBACK IS IMPORTANT. PLEASE TAKE SOME TIME TO REFLECT ON YOUR EXPERIENCE. The following questions are intended to help L&I improve the grant management process. Your sincere responses will also support the success of future grants.

1. What do you see as your greatest accomplishment(s) with the BEP grant? Where did you experience challenge(s)?

   We really enjoy and believe in the good work we can complete with the Business Education Partnership grant. We are proud to provide students with the opportunity to explore places and Career Pathways in an impactful way. Many participants are matched with mentors and will identify high priority and in demand occupations to explore and potentially pursue while in their current school settings and beyond.

   COVID-19 continued to influence programming during this round of funding. It can be challenging to get and keep students engaged in a virtual world. Additionally, identifying transportation resources in our local workforce area (759 square miles) continues to be a challenge.

2. Please tell us about your overall experience as a grantee. Discuss lessons learned, what worked, what you might have done differently, etc.

   Our overall experience as a grantee remains positive. We continue to develop innovative ideas but much of our existing programming supported by this funding still needs to take place, and would not, without our efforts and without these funds. It is important that we prioritize engaging our youth in career exploration and address the need to build our future pipelines. As a result of our work, we have been able to engage students and their families and local employers in discussion around high priority occupations and hard to fill jobs.

3. Did you find value in the grantee meetings? What worked well? How would you improve the meeting structure?

   We always find value in grantee meetings. There is always a takeaway that we can apply to our local area. It’s also a great opportunity to network and identify other local areas for collaboration. Over the last year, the delivery model has improved. We welcomed applied changes this year, including fewer local areas reporting out on each call. This update allowed for increased productivity and focus and a better exchange of information and details for the locals.

4. What would you like L&I to know about your experience as a grantee? In what ways could L&I have served you better?

   Because we have identified the value in this programming year after year, and we have witnessed the results of our efforts, we will forever seek out this grant opportunity and hope to see it become a standard, annual, award. We hope to see the flexibility remain (in part because not all participants are WIOA eligible). The grant application for BEP is typically due at an especially busy time in the program year. If the application remains a requirement, more guidance around expectations and outcomes would be helpful. (What is Labor and Industry specifically looking for and what areas of focus might you want to see?) At the same time, while we agree innovation is important, we have recognized some important programming would likely not happen without us or without this funding. We want to be able to maintain a high level of service and feel confident that we can provide annual offerings without pressure to apply significant changes or remove elements just because they may be repetitive from year to year.

   The administrative tasks for each local area (to include fiscal agents and sub-providers), from application to reporting throughout the year, is labor intensive despite the size of the grant award (especially in comparison to some of our other awards and programming). Some flexibility in the reporting would be helpful... perhaps more open-style narratives (being mindful to touch on required bullets vs. standard questions across programs). We remain willing to participate in program audits, but the investment of staff time was extensive for ongoing survey development and completion and meetings with KPMG staff, etc. We hope the time and efforts we supplied added value and hope to learn details or review specifics at the conclusion of the evaluation.
Hire One Employer Engagement & Outreach Events – JANUARY 2024

This month a total of 209 companies were engaged one way or another for the first time in calendar year of 2024. 23 new, new firms are highlighted of which 7 new, new are in Chester County.

19 participants who attended IP meetings and events this month were new to our industry partnerships.

There were 98 B2B activities this month, some of which were introductions to programming. Hire One facilitated 7 referrals for job seekers to employers and services.

8 job seekers were coached this month and we learned that 1 job seekers landed a job.

The following meetings and events occurred this month:

- AgConnect Partnership Meeting 1/17/2024
- AgConnect Women in Ag Networking 1/17/2024
- Hire One CCEDC mtg w/ Delco Rep Jennifer Kauffeld, L. Krueger office 01-30-2024
- i2n Entrepreneurs' New Years Gathering 1/5/24
- i2n Marketing Committee 1/29/24
- i2n Programming & Mentoring Committee 1/23/24
- ITAG Partnership Meeting 1-11-24
- MA Marketing Committee 01-23-2024
- SEI CHP, Microgrids, Alternative Fuel incl Hydrogen Working Sub-Group 01-09-2024
- SEI EE Working Sub-Group 01-09-2024
- SEI Geothermal Working Sub-Group 01-09-2024
- SEI Partnering w DEP on application for IRA train. for TREC program 01-09-2024
- SEI Solar Adopters Conference w Chesco Planning Commission 01-18-2024
- SEI Solar Working Sub-Group 01-09-2024
- SEI Working Groups Meeting 01-09-2024

Please see the page(s) that follow for more information.
Energy professionals met collectively and later dispersed into sub-groups across the following energy sectors: Hydrogen, Microgrids, CHP and Renewable Fuels, Energy Efficiency, Geothermal, Solar and Energy Storage.

SEI promoted the Clean Energy Grant and the benefits of participating. Attendees learned that free consulting is available to help them create a recruiting and hiring plan.

Participants enjoyed networking over light food and drinks during the last half hour.

21 individuals attended from 20 different companies. 13 of those individuals conduct their business in Chester County. 1 attendee was new to the industry partnerships.
DATA ITEM REPORTING

Table 1 illustrates the total of youth served by data items per month. Figure 1 illustrates the total new youth enrolled by month and the total number of those youth that are eligible for TANF by month.

<table>
<thead>
<tr>
<th>TANF Youth</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Youth Enrollments</td>
<td>10</td>
<td>3</td>
<td>7</td>
<td>7</td>
<td>16</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Number of Newly Enrolled Paid Work Experience</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of New TANF Eligible Youth Served Ages 12 – 24</td>
<td>10</td>
<td>3</td>
<td>7</td>
<td>7</td>
<td>16</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Cumulative Total of TANF Served to Date</td>
<td>10</td>
<td>13</td>
<td>20</td>
<td>27</td>
<td>43</td>
<td>49</td>
<td>59</td>
</tr>
<tr>
<td>Cumulative Total of Youth Served to Date</td>
<td>10</td>
<td>13</td>
<td>20</td>
<td>27</td>
<td>43</td>
<td>49</td>
<td>59</td>
</tr>
</tbody>
</table>

Table 1 – Youth Count by Month

Figure 1 – Total New Scholars and Those Who Are Eligible as TANF by Month

Item 1 is Number of New Youth Enrollments.
Item 3 is Number of New TANF Eligible Youth served.
YMWIC Contractor Report January 2024
Contract ID #: 21527

PROGRAM NARRATIVE OF ACCOMPLISHMENTS FOR January 2024

1) **Chapter Summary:** YMWIC Scholars from our Coatesville, Phoenixville and West Chester accomplished the following:
   
a. January was the end of marking period two for all of our Scholars. Each Scholar submitted their report cards. They also set their 3rd marking period study goals. They turned in weekly actual study hours for math, science, and English. All Scholars turning in their study hours track how much time they spent studying, doing homework, attending project support, and working on their science project for the week. We track and monitor their interim grades and report cards for each marking period to check their progress in their core subjects. This also allows us the opportunity to provide tutoring if the Scholar needs extra support.
   
b. During the first January workshop, the Scholars in all the chapters got the chance to converse with YMWIC Alumni and get an inside scoop on college life. The alum shared their real-life accounts on how the YMWIC helped prepare them for the journey of being a college student as well as answer questions they had about life after high school.
   
c. We extended our weekly project support session times so that Scholars could come to work on their science projects with volunteers and staff members. They were working on their experiments, lab reports, display boards or PowerPoints. Scholars also had the option of coming to science support Saturdays at our headquarters. All Scholars are required to complete a science project and participate in the annual Science Expo.
   
d. When needed Scholars, participated in YMWIC’s math, science or English tutoring services.

GENERAL PROGRAM IMPACTS

Our partners from PECO hold a professional development activity monthly. They brought the PECO utility trucks to headquarters during their visit for a show and tell with our Scholars. Professional Development is just one of the Special Interest Groups (SIGs) we offer. Scholars also participated in Jazz Ensemble practice, robotics, and Math Counts.

January marks the beginning of our Spring recruitment activities. We went to Coatesville Senior High School to hold information sessions for the students to learn about YMWIC and received a lot of interest for students wanting to become Young Scholars in Charge. We will continue these efforts through March in all of our Chesco chapters.
<table>
<thead>
<tr>
<th>Program Implementation Plan Projections</th>
<th>ACTUAL</th>
<th>TANF</th>
<th>ETANF</th>
<th>SNAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals Referred to Program in Month</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of Referrals CAO Contact Documented For</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of Contacts Made to Individuals Pre-enrol</td>
<td>84</td>
<td>84</td>
<td>0</td>
<td>0</td>
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<tr>
<td># of Individuals w/multiple referrals Pre-Enrollment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of individual orientations conducted (if applicable)</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of group orientations in month (if applicable)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total # of orientations conducted during month</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of individuals enrolled on date reported</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of individuals enrolled after date reported</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Enrollments</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of educational re-evaluations conducted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of completed IEP outcomes achieved</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of staff on site during month (all locations)</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of hours staff worked during month</td>
<td>720</td>
<td>720</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of workshops conducted</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of area employers contacted</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of days KEYS/ELECT staff onsite during month</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of individuals obtained employment toward career path.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of incentives issued in month</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of individuals with barriers remediated</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of DST meetings conducted</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Summarize grant activity for this month.

<table>
<thead>
<tr>
<th>GRANT ACTIVITY</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide authentic learning for career exploration</td>
<td>The after school Career Connection Academy continues at Oxford High School. During week four, students started certifications for Bloodborne Pathogen, HIPAA Training, and Healthcare Ergonomics. Students watched a Wound Care presentation and practiced correct hand washing techniques. Staff tested the hand washing with a black light. Students practiced suturing with authentic suture kits that included suture skin pads, needle holders, forceps, and scissors. During week five, students watched a live robotic gall-bladder removal surgery presented by the Whitaker Center for Science and the Arts and Penn State Milton S. Hershey Center. The Whitaker Center connects students to operating rooms of Hershey Medical Center to stimulate the interest of high school students for careers in healthcare. During week six, students learned about nutrition with an emphasis on careers in nutrition such as Nutritionist and Dietician. The lesson discussed nutrition ties with physical and mental health. Students learned about MyPlate guidelines, portion sizes, and necessary vitamins and minerals in foods. Students created a grocery list and a menu for five nights of dinner according to MyPlate guidelines. Students participated in Healthcare Jeopardy to review what they learned each week.</td>
</tr>
<tr>
<td>Expand awareness to connect for career related experiences</td>
<td>Staff are hosting Healthcare employer guest speakers in the after school program. Each lesson plan relates to various careers in Healthcare.</td>
</tr>
<tr>
<td>Success Story</td>
<td>Due to multiple snow days, the program has been extended an extra two weeks to make up for lost time. The final class will be the White Coat Ceremony.</td>
</tr>
<tr>
<td>Participation</td>
<td>Goal</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Number of New Youth</td>
<td>40</td>
</tr>
<tr>
<td>Number of New Employers Engaged</td>
<td>8</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Number of TANF eligible youth participating in Career Exploration</td>
<td>20</td>
</tr>
<tr>
<td>Number of TANF eligible youth participating in Employment Readiness</td>
<td>20</td>
</tr>
<tr>
<td>Number of students completing a healthcare certification</td>
<td>10</td>
</tr>
<tr>
<td>Number of students improving their presentation &amp; public speaking skills</td>
<td>10</td>
</tr>
</tbody>
</table>
## The Garage Youth Center
### TANF Program Report
#### January 2024

<table>
<thead>
<tr>
<th>Month</th>
<th># New Garage Students Served</th>
<th># New TANF Eligible Garage Students</th>
<th># New Paid Experience</th>
<th># New TANF eligible Paid Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>111</td>
<td>12 (Carryover)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>34</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>September</td>
<td>59</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>October</td>
<td>47</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>November</td>
<td>27</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>December</td>
<td>31</td>
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<td>0</td>
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<tr>
<td>January</td>
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<tr>
<td>June</td>
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<td></td>
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<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>326</strong></td>
<td><strong>31</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### Narrative:

For the first time in Garage history, sixteen of our students participated in a Rotary Youth Leadership Awards (RYLA) conference at the Freedoms Foundation in Valley Forge. They were accompanied by family members as well as several members of the Garage staff.

During the conference, Garage youth teamed up with students from other school districts to pack 10,000 meals for The Salvation Army with Rise Against Hunger. They also had the opportunity to participate in team-building challenges, learn about their leadership style, hear inspiring talks from speakers such as Andy Phillips and Kristen McGee, and listen to a virtual conversation between the Rotary District Governor and two Rotary Exchange students.
On the last day of the RYLA conference, all students who participated were recognized during an awards ceremony. A few of the participants also gave a debrief about their experience. The following testimonial from one of our students summarizes their experience:

"My experience in RYLA was very fun. I wish it was longer…I feel like you really get the chance to come out of your comfort zone and get to meet new people especially with different cultural backgrounds. You get to meet lots of new friends and interact with one another. It sure was an experience and I would recommend it to students next year."

The Garage is deeply grateful to our partners from the Rotary Club at Longwood for sponsoring our students and making this trip possible.

**Youth Workshops**

The School Year Program operates from 2:30pm - 6pm, Monday - Thursday. On Fridays, Body Shop and Makerspace operate programs only.

Driver’s Education: 11 students are dual enrolled at EDSI and enrolled in the CCIU Driver’s Education Class at Pennock’s Bridge.

Community Service: Cleaning & Painting in Avondale  
Baking Cookies for the Bus Drivers  
Reading to students at Mighty Writers  
Community Trash Pick up  
Square Roots Collective Bike Give Away

Body Shop: Daily Open Gym, M-F

Parent/Adult/Community Events: Navigating Skyward Workshop

Makerspace: Daily Art programming  
Prep for Chester County Studio Tour  
Painting windows at the Avondale Post Office

MAPS: RYLAC Conference  
TCHS Cosmetology Visit  
College Fair

Self Care: Self Reflection & SMART Goals  
Suicide and Depression

TOP: Talking About Abstinence  
Dating Relationships and Expectations  
Advocating for Yourself

General After School: CHOP Employees Presentation
Silk Dancing with Amadeo
Soccer
Summarize grant activity for this month.

<table>
<thead>
<tr>
<th>GRANT ACTIVITY</th>
<th>OUTCOME</th>
</tr>
</thead>
</table>
| Develop and facilitate authentic learning experiences to enhance interest in high demand industries. | - **What's So Cool About Manufacturing?**  
  School and Manufacturer teams met, created video content, and submitted A-Roll video footage to be reviewed by judges.  
  **Career and College Fairs**  
  Staff attended a Summer Camp Fair at the CCIU on January 23rd and talked to 42 parents about the STEM Summer Career Academies. Staff interacted with 52 other organizations and educators.  
  **STEM Innovation**  
  Staff presented to 34 boys in grades 8-12th who are involved in a boy's Mentoring Program at Coatesville High School. The program, BRIDGEE (Brothers Reaching Individually Determined to Generate Educational Excellence) is a mentoring program that meets once a month focusing on career exploration, leadership, team building and career ready skills. Staff discussed STEM Summer Career Academies, after school Career Connection Academies, and the Pathfinder Program happening this spring. Planning for Summer Career Academies continues. Staff are accepting applications. Early bird registration is open until March.  
  **Agriculture**  
  Staff attended the Pennsylvania Farm Show January 7-9 in Harrisburg and networked with food producers, farmers, manufacturers, and agriculture organizations. Staff recruited two agriculture organizations to attend the Girl's Exploring Tomorrow's Technology event in 2024. On January 17th, staff held a Women in Agriculture networking event to discuss similar barriers and to build relationships. Staff recruited Lundale Farm to host Circuit Days and participate in Summer Career Academies. |
| Create employer resource guide and promote career pathway programs with pre-apprenticeship opportunities, mentoring, and job shadowing for our youth. | - Staff partnered with Mike Pia Jr. at South Mill Champs mushroom company to create an agriculture focused career pathway and employer toolkit. |
Increase collaboration and dual enrollment across WIOA programs through participation in meetings and activities.

Staff attended various meetings and provided youth programming updates to attendees.

<table>
<thead>
<tr>
<th>Participation</th>
<th>Goal</th>
<th>Previous Month Total</th>
<th>This Month</th>
<th>Cumulative Total</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Youth</td>
<td>1200</td>
<td>2626</td>
<td>47</td>
<td>2,673</td>
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<tr>
<td>Educators</td>
<td>30</td>
<td>161</td>
<td>3</td>
<td>164</td>
<td>546.67%</td>
</tr>
<tr>
<td>Parents</td>
<td>300</td>
<td>723</td>
<td>42</td>
<td>765</td>
<td>255.00%</td>
</tr>
<tr>
<td>Employers</td>
<td>60</td>
<td>141</td>
<td>3</td>
<td>144</td>
<td>240.00%</td>
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<table>
<thead>
<tr>
<th>Activities</th>
<th>Goal</th>
<th>Previous Month Total</th>
<th>This Month</th>
<th>Cumulative Total</th>
<th>Percentage</th>
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<tr>
<td>Career Exploration Events</td>
<td>6</td>
<td>11</td>
<td>2</td>
<td>13</td>
<td>216.67%</td>
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<tr>
<td>Career Fairs and Community Events</td>
<td>3</td>
<td>13</td>
<td>1</td>
<td>14</td>
<td>466.67%</td>
</tr>
<tr>
<td>New Summer Academies &amp; After School Programs</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>100.00%</td>
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<tr>
<td>Events with Parent Component</td>
<td>3</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>200.00%</td>
</tr>
<tr>
<td>Month</td>
<td>New Enrollments by Month</td>
<td>New TANF Eligible Youth by Month</td>
<td>Total Youth Enrollments</td>
<td>Total Leadership Track Youth</td>
<td>Total Dual Enrollments</td>
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<td>July</td>
<td>40/10</td>
<td>27/9</td>
<td>36</td>
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<td>October</td>
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<td>31/9</td>
<td>40</td>
<td>5</td>
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<td>November</td>
<td>40/10</td>
<td>31/9</td>
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<td>40/10</td>
<td>31/9</td>
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Success Story:

GROW: Programming on a pause in January, but the GROW Careers Program and Pilot program are outlined for 2024

SEED: We had a good turnout for the SEED Leader summit – leaders came ready to share their insights about the upcoming programming year and formatting changes. They seemed to be excited to take on a greater role in the care of the gardens. One leader in particular has been stepping up in major ways at her school as well – taking charge of the school garden club and getting composting systems put in place at the garden we helped to install at Renaissance Academy.

Youth Workshops Delivered:

- SEED: We hosted the SEED Leader summit at our offices in Phoenixville – 12 attended. During this time we discussed plans for the upcoming Springboard program and changes being made to the summer program in which SEED Leaders will take on a more significant role in tending to the gardens throughout the summer.
- GROW: Participated in two career fairs: Kimberton Waldorf School and Montgomery County Community College, and attended the SEED Skills Summit

Employer Engagement:

- GROW: participated in the MCIU MontcoWORKS Now Employer Panel

Referrals to UWFSC and Other Partners:
Quarterly Narrative Report

Grantee Name: Chester County Workforce Development Board
Contract Number: 030-21-1035

Dates Covered: October – December 2023
Year: 2
Quarter: 2

Name of Submitter: Stephanie Smith, CCWDB
Jim Lauckner, CCEDC

Phone: 610-344-6929
610-321-8231

Email: ssrsmith@chesco.org
jlauckner@ccedcpa.com

Quarterly Information: This section is a summary of grant activities, including planned and actual progress. Activities should be aligned with the goals and objectives outlined in your grant.

1. How many new employers were enrolled this quarter?
   
   0

2. How many total employers have been enrolled to date? Of those, how many have been served this quarter? Have any completed or exited the project? If so, please discuss.

   Seven employers have enrolled to date. One was disqualified due to not being an energy company. Three of the remaining 6 are scheduled to begin the recruiting plan and the hiring plan, building sessions in January 2024.

3. What were your total expenditures this quarter? (dollar amount)
   
   $19,571.97.

4. What are your total expenditures to date? (dollar amount)
   
   $140,920.64.

5. Describe employer outreach and engagement activities during the past quarter. (what, when, outcome)

   It was another extremely busy quarter with outreach AND education. Our outreach goal is to get the word about clean jobs to the masses, not just the energy firms that are our industry partners presently. SEI continued with our short 30 second video commercials to the public. The ask in the commercial is for interested parties to call SEI or scan a QR code to get more information about how we can help businesses. Using a local network of video monitors at various locations in Chester County our commercial was viewed 30,000 times each month this quarter. The locations of the local network of monitors averaged 120,000 visitors per month. Our analytics show views are happening but results in just a handful of inquiries. The U.S. government has created some buzz about more clean jobs becoming available with the announcement of $7 Billion dollars for Hydrogen. These projects are projected to take ten years. The “negotiation phase” is scheduled for three years. However, our industry partners have shared that companies expect the federal monies should be available and create projects in early 2024. In Q2, SEI engaged 30 additional employers about the Clean Energy Grant offering. Of those, TerraSol Energies, is expected to sign on and participate.
6. Which outreach and engagement activities/methods yielded the most interest/most responses from employers?

In-person engagement and presentations continue to be the most successful. Second, is word of mouth because of our initial outreach. We have several Smart Energy Initiative of Southeastern PA participant advocates who are sharing our Clean Energy Jobs grant story with their clients and peers.

7. What concern(s) do employers raise about enrolling in the Clean Energy Grant?

I would not label it a concern, but there is a perception that companies don’t need a recruiting and hiring plan. While every employer that we speak with is hiring to fill energy positions, most are only looking to hire 1 – 2 people.

8. What aspect(s) are employers finding most appealing about enrolling in the Clean Energy Grant?

Employers appreciate the professionalism and willingness of our SEI participants and staff to listen to them and their needs. Many mention the need to learn more about the benefits that the Infrastructure Act and the Inflation Reduction Act could have on their businesses. They are also looking for additional help in marketing their business, including how to effectively market the subgroup that their businesses may be in, for example, Energy Efficiency or Geothermal.

9. Describe training programs, IWTs (incumbent worker trainings), and/or OJTs (on-the-job-trainings) developed or integrated into your project during this quarter.

During this quarter, SEI held several trainings around Geothermal, including duct work designs. Attending firms were eligible to apply for IWT funds for a 50% reimbursement. Three firms were awarded grants, one of which is an enrolled firm in the Clean Jobs Grant.

10. Describe collaborations with new or existing partners, community resources, stakeholders etc. during the quarter, and please indicate if they are new or existing.

SEI met with the following businesses this quarter: Philadelphia Energy Authority, Green Building United, Delaware Valley Regional Planning Commission, Transportation Management Authority of Chester County, Chester County Workforce Board, Chester County Planning Commission and its Sustainability Committee, several community climate and energy groups, three of the area’s career and technical education (CTE) schools, Sustainable Energy Fund, Energy Efficiency Agency, the Clean Energy Center, Circular Built, PA (this is a new contact for us), CareerLink, Delaware County Community College (DCCC), Pennsylvania College of Technology, Downingtown STEM Academy, Springton Lake Middle School, Chester County Intermediate Unit (CCIU). Most of these organizations met with us in-person and a few were virtual.

We also met with representatives from Next Gen, Berks County, Montgomery County, Lancaster County, Philadelphia Works and several Pennsylvania Department employees, including staff from Governor Shapiro’s office, to discuss available tax credits for energy related projects. The staff of the Governor’s office are new contacts for SEI, however other initiatives of the Chester County Economic Development Council have had contact with the Governor’s office before.

11. Describe the project’s objectives and area(s) of focus for the upcoming quarter.

This quarter we will continue to enroll new participating companies and begin delivering Recruiting and Hiring plans to the six companies already enrolled. Three companies have meetings scheduled for initial consults in January 2024.

SEI has also expanded its “Working Groups” to Hydrogen and Microgrids, so our grant outreach will join them in reaching out to firms working in these sub sectors.

In February we will initiate a phone campaign with an additional sub-contractor making direct phone calls.
12. Describe any activities unique to your local area’s project design or labor market.

There were no activities to describe this quarter that are unique to our marketplace. Like many areas in the Commonwealth, there is a great deal of competition for the work and the workers.

13. Are you using Skill Up ™ PA? (please provide examples of the training being used). If you are not using it, please discuss.

We promote the use of Skill Up ™ PA and encourage firms to have their employees set up accounts and take the training. Last I reviewed the offerings, the number of technical energy training courses were lacking. It was obvious that good financial, soft skills, and customer service offerings are available through the Skill Up ™ PA tool.

14. Are you on track with your budget for the project? If not, please discuss.

Considering that there was a delay in some of our outreach and marketing efforts and waiting for the job openings to be more plentiful, we are on track with budget. Expenses are expected to increase in the next few quarters.

15. Use this space to spotlight anything that the project/agency is proud of and would like L&I to know about. This could be a success story, promising approach, goal achieved, etc.

We are planning the SEI Annual Energy Briefing for February 2024. As mentioned, we have our first three consulting meetings scheduled for January. We anticipate having more success stories to tell next quarter.

16. What are you not doing now that you would like to do and why?

While we are slightly behind in the implementation phase, we are pleased with our progress and our activities. The delay in outreach efforts has been addressed and we have a plan for propelling forward. To help with outreach, we have a second consultant beginning this quarter. As Infrastructure and IRA monies begin to be received and disbursed by the State, the clean jobs growth should finally begin.

**Issues, Barriers, or Concerns:** This section is to help identify any problems that have occurred carrying out your program and to identify any trends in the workforce or industry.

1. Describe lessons learned this quarter and how those lessons will be used going forward.

SEI learned that while most energy firms express an interest in our offering, creating a recruiting and hiring plan is not a priority at this current time.

2. Were there resolutions to previously identified issues? If so, what were they?

In December, we began speaking with our enrolled firms about planning with the anticipation that projects will bombard the market this spring. If companies do not plan now, they will be too busy with their peak spring season to take advantage of the free consulting that we can provide via the grant. They also will not be prepared to recruit and hire to take advantage of new opportunities when they arise. This approach is working, and consultative meetings have been scheduled.

3. Describe issues, barriers, or challenges in providing services or carrying out program goals for this quarter.

We are not encountering any barriers or challenges at this time, although we experienced a delay in our outreach efforts.

3a. What are your suggestions/ideas to address the above issues?

We are bringing on another consultant as planned to increase our outreach capabilities.

3b. Would you like these issues/barriers/challenges brought before the grantee team for collaboration?

N/A
4. There is much discussion about upcoming state and national initiatives related to Clean Energy. Please use this space to share with L&I how you would like to see these potential opportunities utilized.

Our employers would like to expend more effort into marketing their businesses and how their energy offerings can help. They have a goal of marketing to the average homeowner as well as to businesses that inform them about the benefits of installing Geothermal heat pump systems (and not just the promotion of electric vehicles (EVs)). They report they would also like to see Community Geothermal and Community Solar approved and authorized. Lastly, with two Hydrogen Hubs affiliated with Pennsylvania, small nuclear needs to be approved to create hydrogen in an energy efficient manner. Businesses also want to see Liquid Natural Gas (LNG) expanded as another means of improving our energy capabilities in PA.

5. Please use this space to share any addition information about your Clean Energy Grant with L&I. Please include any assistance you may need that L&I is not providing, any requests or recommendations, suggestions for meeting topics, collaborations, areas of focus, etc.

While SEI has yet to create a success story, if another awardee has one, we would love to be able to use it as we explain to our employers the benefits of this grant. Thanks.

Thank you for all you are doing in support of the Clean Energy Grant!
Quarterly Narrative Report

Grantee Name: Near Completer Round 2: Project RECONNECT  Contract Number: 030213132

Dates Covered: October-December  Year: 2023  Quarter: 2

Name of submitter: Stephanie Smith (CCWDB)  Phone: 610-344-6929

Email: srsmith@chesco.org

Quarterly Information: This section is a summary of grant activities, including planned and actual progress. Activities should be aligned with the goals and objectives outlined in your grant.

1. Describe milestones met or goals achieved.

Project RECONNECT is 2/3 of the way to our goal by assisting over 65 students in re-engaging with their higher education. With a goal of partnering with five post-secondary institutions, we have exceeded that goal by establishing MOUs with eleven schools. Additionally, we had 9 graduates in the month of December. Of those graduates, 4 are pursuing healthcare careers. All 9 are employed.

2. Describe strategies that were used to achieve milestones or goals.

Project RECONNECT has several successful strategies that have assisted in achieving our goals. They are as follows:

1. Established a team of engaging and compassionate individuals who set goals with their students and encourage them to stay committed.
2. Worked and re-worked a systematic approach to student communication. A phone call and follow-up email with specific detailed steps for each student to take, has allowed for a quick turn around in paperwork and approvals.
3. Created relationships with post-secondary partners allowing for frequent and open communication, including regularly scheduled check-in’s between Student Navigators and school liaisons.
4. Student Navigators work with all the students from one school to ensure a streamlined consistent approach.
5. Created community awareness through social media campaigns, press releases, board meeting presentations and events such as career fairs, workforce symposium and with presentations to workforce organizations such as PA CareerLink®.
6. Established a relationship with a subject matter expert to guide us through this process.
7. Established a relationship with a career advisement navigator through HireOne who works with students on reaching their next career goals with their current employer, or navigating career changes.

3. Describe participant outreach activities that occurred. (what, when, outcome).

Student Navigators personally visited several Educational Facilities where students attend school in person. Meeting staff and students face-to-face has established a personal connection and allowed for open communication. Additionally, the design and implementation of a social media campaign has proven to be effective in engaging with students and faculty in the higher education sector. Most recently, a new school has shown interest in offering Project RECONNECT to their students, due to a participating school’s “gratitude post” on social media.
Lastly, outreach activities have taken place with employers through our Industry Partnership meetings, HireOne events like career/job fairs, and several meetings with county programs such as Open Hearth and PA CareerLink®.

4. How many total participants (new and existing) were served during this quarter? 66

5. How many new participants enrolled this quarter? 33

6. Describe the services that were offered, how they were delivered, and how they helped the participants to engage in activities during this quarter:

The following services were offered to participants:

1. Students receive an intake call within 24 hours of submitting an interest form. In this evaluation, students are asked to fill out the FASFA (if one is not already completed) and create a PA CareerLink® account.
2. If students disclose they are unemployed, they are encouraged to engage with PA CareerLink®. This information is shared via email and phone conversations.
3. Students who disclose financial hardships are encouraged to meet with an Open-Hearth advisor. This information is shared via email and phone conversations. Open Hearth is a non-profit that provides supportive services to those in need.
4. Tuition remediation is offered to students with outstanding school balances preventing them from re-enrolling.
5. Building a bridge with their education facility so the student knows they have a team working with them.
6. Offering supportive services not available from other entities.
7. Post graduation advisement is offered to students needing additional support in resume writing, career development, and networking opportunities.

7. Describe collaboration with existing partners and stakeholders during the quarter:

Collaboration has continued weekly with participating education institutions. These regular check-in calls provide a platform to discuss specific needs of students, invoice questions, requests for documents such as transcripts or graduation dates, etc.

Consistent collaboration with Montgomery, Berks and Chester Counties workforce development boards took place weekly in June, July and August as we ramped up our educator partnerships and continues as needed.

Training sessions with subject matter expert, Hadass Sheffer, took place in June where we learned advanced techniques and proven approaches in working with re-enrolled students, and the differences between adult students and the traditional first time post-secondary student. Hadass focused on the typical barriers a re-enrolled student may face, both physical and mental, and how to walk a student through those barriers. Also discussed were the intricacies of building a rapport with our post-secondary partners. Hadass continues to be a source of knowledge with bi-weekly check-in calls where we can discuss specific questions or concerns.

8. Describe new collaborations with partners, community resources, stakeholders etc. during the quarter:

Recently acquired MOU’s with Peirce College and MedCerts have given Project RECONNECT a successful boost. Both educational facilities are on-line programs whereby students can attain certificate level (Peirce and MedCerts) through bachelor’s level achievements (Peirce only). Flexibility in virtual training, along with shorter program time has proven to be successful in recruiting student participation, specifically with less than a year remaining for the Near Completers Grant window.

Open Hearth and PA CareerLink® are two places we continue to refer students regardless of their qualifications for Project RECONNECT to get additional resources and assistance. We also started engaging with HireOne for students who graduated this December to best equip them for future career opportunities upon completion.

9. Describe the area(s) of focus for the upcoming quarter:
We will be focusing our efforts on keeping students engaged and on task. We are finding that once students are re-enrolled, they are not as interested in checking in with their Student Navigator regularly. We will be focused on creative ways to stay engaged with our students to ensure they stay on track to graduate.

We also have new relationships with 3 post-secondary certificate programs. We will be focused on maintaining a quality rapport with those educators and students.

Lastly, as we enter our final semester, we will be focused on students staying engaged in their program while juggling work, families etc. Knowing the finish line is ahead, we will be engaging with HireOne, PA CareerLink®, and other community resources, with the goal of having all graduates employed in their field of study within three months of graduation.

10. Are you on track with your budget for the project? If no, please explain why not:

We are on track with budget but will submit a modification. This project accurately reflects the “ever-changing grant funded environment.” We remain interested in providing supportive services for participants but find despite their needs and circumstances, many have been hesitant to request and receive support. We will continue to identify appropriate means of supporting participants.

11. What and how many support services were requested by participants that could not be provided: Fortunately, we were able to provide services as requested. Support services requested were reimbursement for books, prior enrollment balances, and transportation.

12. What are you not doing now that you would like to do and why:

We have several students who do not qualify for Project RECONNECT based on their stop out date. We would like to have the opportunity to engage with those students using Project RECONNECT funds. Additionally, we have students we know need a fall 2024 semester based on when classes are offered, and we would like to have funding for those students as well.

13. Are you using Skill Up ™ PA for any training (give examples of the training being used)? If you are not using, why not?

We have begun promoting the benefits of the platform with both the schools and the students to identify any potential courses that may benefit their enrollment. Additionally, when students are not eligible for Project RECONNECT, we promote Skill Up™ as a free alternative to help build upon their existing skills, and learn new ones to help them become more employable.

Issues, Barriers, or Concerns: This section is to help identify any problems that have occurred carrying out your program and to identify any trends in the workforce or industry.

1. Describe lessons learned this quarter and how those lessons will be used going forward.

Establishing strong education partnerships is key to the success of this program. Some education partners are very responsive in sending invoices, communicating student needs, and sending documents, while others need consistent follow-up.

Additionally, student communication requires flexibility – specifically using various forms of communication, flexibility in time of day to reach the students, and being able to properly identify what students truly need personally and financially to be successful in this program.

2. Were there resolutions to previously identified issues? If so, what were they?

The previously identified issues do not have a “one and done” resolution. All the issues identified continue to be a work in progress and are different from one student to the next depending on their life circumstances. Additionally, we have created a tracking system to ensure invoices and student documentation are collected in a timely manner.
3. Describe issues, barriers, or challenges in providing services or carrying out program goals for this quarter.

One challenge we have faced is student responsiveness. We are learning to navigate how many times it takes to connect with a student, and knowing when to move on from that student who is unresponsive.

Another barrier has been the need for student internships. In a traditional college experience, students have internships lined up well in advance of their final semester, but due to the short re-enrollment timeline, some students have had issues attaining the required hours of training in order to graduate.

3a. What are your suggestions/ideas to address the above issues?

We have reached out to several partners we work with in our Industry Partnerships, and thus far have been able to successfully assist each student in need.

3b. Would you like these issues/barriers/challenges brought before the grantee team for collaboration?

We have a handful of students who do not qualify for Project RECONNECT due to the number of classes remaining in their program, or the classes they need are not running this semester. We would be so grateful for another round of funding to offer more students the chance to complete their goals and advance their career opportunities.

4. Describe any issues with collaborating with existing or new partners, community resources, stakeholders, etc.

We have not had very many recent “issues” in collaboration with partners. The only challenge has been with school administration juggling their own work responsibilities and adding in the extra students who are entering school with Project RECONNECT. There has been occasional lag time in responsiveness from post-secondary partners. Generally, we understand this is not due to a lack of interest in helping our students, but primarily because they are overwhelmed by their own workload.

SPOTLIGHT: Take this opportunity to spotlight anything that the program/agency is proud of and would like L&I to know about. This could be a success story, promising approaches, achieving goals etc. Go ahead, brag a little!!

We feel that Project RECONNECT is overall – one BIG success story. The general consensus from our participants and post-secondary partners is that Project RECONNECT is a huge benefit to both the school and the student. Many of them share the sentiment “Had it not been for Project RECONNECT, I never would have finished my program/degree.”

Here are 2 specific stories we’d like to share:

A December graduate had a goal of finishing her college degree before her daughter entered college next year. She did not see how it would be possible to attain this goal financially, specifically knowing she would be assisting her own child with college expenses. She is so grateful for Project RECONNECT, allowing her the opportunity to complete her own goal, and also allowing her to have a small jump start on helping her own child succeed with their future studies.

Another Project RECONNECT student was diagnosed with cancer in 2021. She had to withdraw from school to tend to her health and medical bills. After receiving treatment, she had an outstanding previous enrollment balance that prohibited her from re-enrolling to finish her degree. Project RECONNECT provided a way for her to return to school and finish out her last year. She is grateful for her health and the ability to finish her education.
Rapid Response

Update
To Crystal Houser, Director  
From Steve Wolf, Division Chief, State Operations  
Date 2/23/24  
RE Rapid Response Services -- Weekly Activity Report

### WARN notices received since January 2024: 14 company, covering 1,915 workers.

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>County</th>
<th>Details</th>
<th>Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15</td>
<td>UPS</td>
<td>Westmoreland</td>
<td>Company shutting down their Day Sort operation on 4/15. 198 Part-time and 8 full-time employees affected.</td>
<td>206</td>
</tr>
</tbody>
</table>

### Public Notices (Confirmed) Received since January 2024: 61 companies, covering 614 workers.

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>County</th>
<th>Details</th>
<th>Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16</td>
<td>Mainline Pharmacy</td>
<td>Western PA</td>
<td>Pharmacy chain closing nine locations between 3/4 and 3/12.</td>
<td>60</td>
</tr>
<tr>
<td>2/20</td>
<td>Colorful Kids Daycare</td>
<td>Cambria</td>
<td>Facility permanently closing on 2/22 due to declining enrollment and staffing issues.</td>
<td>8</td>
</tr>
<tr>
<td>2/20</td>
<td>Metro by T-Mobile</td>
<td>Northampton</td>
<td>Company has closed their retail store in Bethlehem on 2/20.</td>
<td>TBD</td>
</tr>
<tr>
<td>2/20</td>
<td>Dancheck’s Extinguishers</td>
<td>Luzerne</td>
<td>Business was destroyed by a fire. Owner plans to rebuild.</td>
<td>10</td>
</tr>
<tr>
<td>2/21</td>
<td>Brodart</td>
<td>Clinton</td>
<td>Manufacturer is closing their furniture division. Date TBD.</td>
<td>10</td>
</tr>
<tr>
<td>2/22</td>
<td>PNC</td>
<td>Bucks</td>
<td>Bank has closed its branch location on 2/16.</td>
<td>TBD</td>
</tr>
<tr>
<td>2/22</td>
<td>Boeing</td>
<td>Delaware</td>
<td>Company is conducting layoffs due to a reduction in work. Last day is 3/1.</td>
<td>20</td>
</tr>
<tr>
<td>2/22</td>
<td>Save-A-Lot</td>
<td>Butler</td>
<td>Store will be closing on 2/24.</td>
<td>4</td>
</tr>
</tbody>
</table>

### Rapid Response Activity

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>County / Details</th>
<th>Affected</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16</td>
<td>DB Schenker</td>
<td>Cumberland / On-site Resume Writing Workshops.</td>
<td>478</td>
<td>130</td>
</tr>
<tr>
<td>2/20</td>
<td>Peterson Farms</td>
<td>Berks / Spanish Rapid Response Information Meeting (RRIM).</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>2/20</td>
<td>Elwyn (CIRT)</td>
<td>Philadelphia / RRIM.</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>2/21</td>
<td>DB Schenker</td>
<td>Cumberland / RRIM.</td>
<td>478</td>
<td>137</td>
</tr>
<tr>
<td>2/21</td>
<td>United Parcel Service</td>
<td>Westmoreland / Informational Meeting with Teamsters Local 30.</td>
<td>150</td>
<td>101</td>
</tr>
<tr>
<td>2/21</td>
<td>DB Schenker</td>
<td>Cumberland / RRIM Folder delivery.</td>
<td>100</td>
<td>NA</td>
</tr>
<tr>
<td>2/21</td>
<td>Ridgmont Personal Care</td>
<td>Elk / RRIM.</td>
<td>21</td>
<td>12</td>
</tr>
<tr>
<td>2/22</td>
<td>GameStop</td>
<td>Berks / Three RRIMs (2 Spanish and 1 English).</td>
<td>78</td>
<td>75</td>
</tr>
<tr>
<td>2/22</td>
<td>Viant Medical, U.S. Renal Care and Lambs Creek Food &amp; Spirits</td>
<td>Tioga / Two in-person RRIMs at PA CareerLink Tioga County for three companies.</td>
<td>38</td>
<td>8</td>
</tr>
<tr>
<td>2/22</td>
<td>Save-A-Lot</td>
<td>Butler / RRIM Folder delivery.</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>2/22</td>
<td>Colorful Kids Daycare</td>
<td>Cambria / RRIM Folder delivery.</td>
<td>8</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Fact Findings

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>County</th>
<th>Details: Include method of contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16</td>
<td>Lenape Golf Resort</td>
<td>Armstrong</td>
<td>Phone / Verified with HR Director that golf resort closed on 1/31 affecting 57 employees.</td>
</tr>
</tbody>
</table>
2/16 Mainline Pharmacy Western PA Teams / Verified with HR that pharmacy is permanently closing nine locations due to increased costs. Approximately 50-60 workers will be affected.

2/20 Colorful Kids Daycare Cambria Phone / Verified with HR that daycare is permanently closing on 2/22 due to lack of enrollment and difficulty maintaining staff. 8 affected.

2/20 Dancheck’s Extinguisher Luzerne Email / Verified with Business Owner that building was destroyed in a fire. Owner will be rebuilding. 10 affected.

2/22 Save-A-Lot Butler Phone / Verified with Manager that store will close on 2/24. 4 affected.

Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Details, Include County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16</td>
<td>Meeting</td>
<td>Erie / PA CareerLink® Partners Meeting.</td>
<td></td>
</tr>
<tr>
<td>2/20</td>
<td>Meeting</td>
<td>Westmoreland / UPS, services planning meeting with Teamsters Local #30 President.</td>
<td></td>
</tr>
</tbody>
</table>

Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Details, Include County</th>
<th>Invited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23</td>
<td>Meeting</td>
<td>State / TAA Program Conference Call.</td>
<td></td>
</tr>
<tr>
<td>2/26</td>
<td>Rapid Response</td>
<td>Berks / Peterson Farms, Two RRIMs (Spanish and English).</td>
<td>68</td>
</tr>
<tr>
<td>2/27</td>
<td>Rapid Response</td>
<td>Bucks / Rillings Bakery, RRIM Folder delivery.</td>
<td>20</td>
</tr>
<tr>
<td>2/27</td>
<td>Rapid Response</td>
<td>Various / Mainline Pharmacy, RRIM Folder delivery.</td>
<td></td>
</tr>
<tr>
<td>2/27</td>
<td>Meeting</td>
<td>Washington / SW Corner Workforce Development Board Quarterly Meeting.</td>
<td></td>
</tr>
<tr>
<td>2/27</td>
<td>Rapid Response</td>
<td>Jefferson / Guardian Healthcare, RRIM.</td>
<td>125</td>
</tr>
<tr>
<td>2/28</td>
<td>Rapid Response</td>
<td>Jefferson / Guardian Healthcare, Onsite PA CareerLink® Registrations.</td>
<td>60</td>
</tr>
<tr>
<td>2/28</td>
<td>Meeting</td>
<td>Philadelphia / Local Rapid Response Partner Meeting.</td>
<td></td>
</tr>
<tr>
<td>2/29</td>
<td>Rapid Response</td>
<td>State / Affirm, RRIM.</td>
<td>60</td>
</tr>
<tr>
<td>3/1</td>
<td>Meeting</td>
<td>Luzerne / Offset Publishing, Pre-layoff Meeting.</td>
<td></td>
</tr>
<tr>
<td>3/1</td>
<td>Rapid Response</td>
<td>Luzerne / Dancheck’s Extinguisher Service, RRIM.</td>
<td>10</td>
</tr>
<tr>
<td>3/4</td>
<td>Meeting</td>
<td>Northampton / IQE Rapid Response Q&amp;A Refresher Session.</td>
<td>14</td>
</tr>
<tr>
<td>3/5-6</td>
<td>Meeting</td>
<td>Philadelphia / Rapid Response Quarterly Meeting.</td>
<td></td>
</tr>
<tr>
<td>3/7</td>
<td>Meeting</td>
<td>SE / SEWN Outreach Initiative.</td>
<td></td>
</tr>
<tr>
<td>3/12</td>
<td>Meeting</td>
<td>Lehigh / Workforce Development Board Quarterly Meeting.</td>
<td></td>
</tr>
<tr>
<td>3/13</td>
<td>Meeting</td>
<td>State / National TAA Petition Outreach Meeting.</td>
<td></td>
</tr>
<tr>
<td>3/13</td>
<td>Rapid Response</td>
<td>Columbia / Design Group Americas, RRIM.</td>
<td>28</td>
</tr>
<tr>
<td>3/14</td>
<td>Rapid Response</td>
<td>Elk / GrafTech USA, LLC, RRIM.</td>
<td>105</td>
</tr>
<tr>
<td>3/19-21</td>
<td>Rapid Response</td>
<td>Bucks / Silgan Plastics. PA CareerLink® Registrations and Resume Workshops.</td>
<td>45</td>
</tr>
<tr>
<td>3/20</td>
<td>Rapid Response</td>
<td>Columbia / Design Group Americas, PA CareerLink® Registrations.</td>
<td>28</td>
</tr>
<tr>
<td>3/29</td>
<td>Meeting</td>
<td>Allegheny / Partner4Work Workforce Development Board Quarterly Meeting.</td>
<td></td>
</tr>
</tbody>
</table>
Additional Information
Chester County  
Department of Workforce Development  
PY 2024 WIOA Programs  
*RFP Timeline*

<table>
<thead>
<tr>
<th>RFP Milestone</th>
<th>Date</th>
<th>Notes</th>
<th>Team Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions re: 2024 programming</td>
<td>December 7 and 19, 2024</td>
<td>Review and update proposal directives to reflect guidance</td>
<td>WF Team/ Planning Team</td>
</tr>
<tr>
<td>Finalize RFPs</td>
<td>January 10 and 24, 2024</td>
<td>9-11am, with committee</td>
<td>WF Team/Planning Team</td>
</tr>
<tr>
<td>Release of RFPs</td>
<td>February 14, 2024</td>
<td>Posted on DWD website and DCD Apply for Grants Page</td>
<td>Planning Team will release, WF Team will market</td>
</tr>
<tr>
<td>Bidder’s Conference</td>
<td>February 29, 2024</td>
<td>1:00 At PACL</td>
<td>WF Team/Planning Team</td>
</tr>
<tr>
<td>End Date for Programmatic Questions</td>
<td>March 5, 2024</td>
<td>Post Q&amp;A March 7</td>
<td>WF Team</td>
</tr>
<tr>
<td>Due Date for proposals</td>
<td>March 14, 2024 3:00 pm</td>
<td>Planning Team will close RFP and prepare summary of submissions</td>
<td>Planning Team</td>
</tr>
<tr>
<td>PDFs of Submissions Prepared and Distributed</td>
<td>March 18, 2024 Noon</td>
<td>Planning Team will extract pdfs from GIFTS, WF Team will distribute pdfs and score sheets to reviewers</td>
<td>Planning Team/WF Team</td>
</tr>
<tr>
<td>Reviewer Scores Due</td>
<td>April 2, 2024 3:00 pm</td>
<td>Reviewer scores due electronically, Planning Team will compile</td>
<td>Planning Team</td>
</tr>
<tr>
<td>Proposal evaluation and selection of providers</td>
<td>April 5, 2024 10-3</td>
<td>• Will evaluate proposals and make recommendations for approval.</td>
<td>WF Team</td>
</tr>
<tr>
<td>Recommendations to Bobby Kagel/Executive Session</td>
<td>April 9, 2024</td>
<td></td>
<td>WF Team</td>
</tr>
<tr>
<td>Project recommendations and project approval</td>
<td>Wednesday, April 24, 2024 (@ WDB Meeting)</td>
<td>Present proposal recommendations to Workforce Development Board.</td>
<td>WF Team</td>
</tr>
<tr>
<td>Contract process begins</td>
<td>Month of May/ June 2024 (TDB)</td>
<td></td>
<td>WF Team</td>
</tr>
</tbody>
</table>
Commonwealth of Pennsylvania
Department of Labor & Industry

Direct Care Worker Job Quality Grant

Notice of Grant Availability

Applications Due: February 29, 2024 at 4 P.M. ET

Josh Shapiro | Governor
www.pa.gov

Nancy A. Walker | Secretary
www.dli.pa.gov
Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 2023</td>
<td>Notice of Grant Availability (NGA) Release Date</td>
</tr>
</tbody>
</table>
| January 11, 2024 at 11 A.M. ET | Bidder’s Conference  
Click here to join the meeting  
Or call in (audio only)  
Toll Number: +1 267-332-8737, phone ID: 12849499#  
Meeting ID: 278 589 297 669, Passcode: HsETpG  
A recording of the bidder’s conference overview will be posted at www.dli.pa.gov/Grants. |
| February 8, 2024 by 4 PM ET | Questions Due Date  
Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: “Direct Care Worker Job Quality Grant Questions”  
A complete list of Q&As will be posted at www.dli.pa.gov/Grants.  
Questions received after this due date will not be answered. |
| February 29, 2024 by 4 P.M. ET | Application Due Date  
Applications must be submitted to the BWDA Grants Services resource account RA-LI-BWDA-GS@pa.gov with the email subject: “NGA Application Direct Care Worker Job Quality Grant – Program Year 2024.” |
| July 1, 2024 | Period of Performance Start Date |
| February 28, 2026 | Period of Performance End Date |

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include agencies and employers with the commitment, ability, experience, and expertise needed to help L&I achieve its goal of improving the work lives of direct care workers through the development of Good Jobs. Please refer to the Good Jobs Principles developed through a partnership with the Departments of Labor and Commerce found here: Good Jobs Principles (dol.gov)  
This initiative grew from the U.S. Department of Commerce publication, the Job Quality Toolkit, which identifies eight drivers of job quality: Recruitment and Hiring; Benefits; Diversity, Equity, Inclusion, and Accessibility (DEIA); Empowerment and Representation; Job Security and Working Conditions; Organizational Culture; Pay; and Skills and Career Advancement. A link to the Good Jobs Principles and the Toolkit can be found in the Links and Resources section of this document. Applicants must describe how they will identify the key drivers to impact and steps they will take to address them.
REVISION(S)
August 17, 2023 - This policy has been revised to clarify language and incorporate references.

November 27, 2023 - This policy has been revised to clarify the need or use of needs related payments.

February 14, 2024 – This policy has been revised to clarify language and incorporate references.

PURPOSE
This policy provides guidance to LWDB staff and contracted providers for the distribution of funding for supportive services for Workforce Innovation and Opportunity Act (WIOA) Title I Adults, Dislocated Workers, or Youth program customers, as well as recipients of public assistance enrolled in the Employment Advancement and Retention Program when applicable.

BACKGROUND
PA CareerLink® Chester County incorporates a system of resources and opportunities for employers and job seekers. PA CareerLink® Chester County, EARN, and additional workforce development provider staff have adequate resources, knowledge, and materials to accommodate eligible Adult, Dislocated Worker, TANF, and Youth customers who are in need of the supportive services that are necessary to enable participation in activities authorized under WIOA Title I. Activities including training, education and job search.

REFERENCES
Workforce Innovation and Opportunity Act (WIOA) of 2014 sections 3(59) and sections 134(d) (2) and (3) Pennsylvania Department of Labor and Industry Financial Management Guide (2021), 20 CFR Part 663 Subpart H (August 7, 2023)

Additional supportive service guidance is provided in 20 CFR 680.900 and TEGLs 3-15 and 19-16 for WIOA Adults and Dislocated Workers, and 20 CFR 681.570 and. 580 and TEGL 2116 for WIOA Youth (February 14, 2024)

POLICY
This policy is applicable to Adult, Dislocated Worker, and Youth customers eligible for and enrolled in WIOA services in the Chester County local workforce development area. A supportive service may only be provided to customers to enable their participation in WIOA services and must be tied to that specific service. Supportive services are not intended to meet every need of the customer. Rather, they provide temporary assistance. For this reason, staff should assist the customer in developing a plan to cover the supported costs once WIOA Title I funds are no longer appropriate for or available to the customer. This plan must be documented in the customer’s case notes. Supportive services must be approved by WIOA Title 1 Career Advisors and WIOA Title 1 Team Lead before distribution.
This policy addresses:
A. Eligibility requirements to receive support services
B. Assessment, referral, and approvals for support services
C. Coordination of support services with partner organizations for community resources
D. Allowable WIOA-funded support services
E. Maximum limit and duration for receiving support services
F. Documentation requirements
G. Funding
H. Facilitation, Monitoring & Audit process

A. ELIGIBILITY

Supportive services are based on the unique financial and employment and/or training needs of each customer.

➢ WIOA Adult and Dislocated Worker, EARN participants are eligible for supportive services when the participant is:
  o Participating in career or training services as defined in WIOA 134(c)(2) and (3).
  o Unable to obtain supportive services through other programs providing such services.
  o Meets any additional requirements included in the LWDB’s supportive services policy.

➢ WIOA Youth participants are eligible for needs-related payments and supportive services when they enable the individual to participate in WIOA activities.

➢ Case managers must enter a case note into CWDS for supportive services to:
  o Substantiate the issuance and explain that all other resources/referrals have been exhausted and the individual is unable to obtain supportive services through other programs providing such services.
  o Detail a one-time issuance.
  o Detail the first issuance in a series of supportive services or incentives (Ex: bus passes).

➢ Adults and Dislocated Workers are not eligible for supportive services after program completion or during follow-up. Youth may be eligible to receive WIOA-funded supportive services after program participation and during follow-up.

B. ASSESSMENT, REFERRAL AND APPROVALS FOR SUPPORT SERVICES

When a PA CareerLink® staff member identifies that a customer has a barrier to participation in activities authorized under WIOA Title I, the staff member will conduct a consultation and determine if a referral and/or support service is necessary. If a referral and/or supportive service is necessary, the staff member will take the appropriate action(s). All customers who may be eligible for supportive services under this policy will complete an assessment to determine needs as well as a plan for fund distribution or resource referral. Whenever possible, the need will be addressed through a community resource referral.
In the event support service monies are needed, they will be distributed only as funding allows for actively engaged and compliant customers and only after all other options have been exhausted and documentation to support the need is obtained. Funds may only be approved for the specific supportive services described in this policy and for the specified increments. Program/Provider availability of and access to supportive services funding is determined and approved by the Chester County Workforce Development Board Director.

C. COORDINATION WITH PARTNER ORGANIZATIONS

PA CareerLink®, EARN, and United Way Financial Stability Center staff maintain a current listing, including appropriate electronic contact information, of resources for services.

These resources must be available to share electronically. The Computer Resource Area at the PA CareerLink® will, at a minimum, maintain up-to-date materials on resources and programs offered through partner organizations. Staff will be available to assist the customer with their initial research of community resources for services.

Resource and referral services that occur through case management referral could include:

- Childcare resources through the Early Learning Resource Center (ELRC) and the Chester County Intermediate Unit
- Transportation for areas not accessible by public transit, a referral can be made to TMACC or Chester County Community Transit
- Housing assistance referrals are made to “2-1-1” and the Chester County Housing Authority
- Clothing for an interview or job include a referral to Wings for Success
- Mental Health and Crisis Intervention referrals are made to numerous agencies including resources referenced by the Chester County Department of Human Services (https://www.chesco.org/1417/Get-Help)
- Legal assistance referrals are made to Legal Aid of SEPA
- Other Employment Barriers that may occur throughout participation are referred to numerous Partner organizations, Community Connections, and www.211SEPA.org /Dial 2-1-1, powered by United Way

The policy for supportive services provides case management, including offering information and connections to other County departments and agencies to customers receiving WIOA services. In addition, further support is sourced though the United Way Financial Stability Center. It is their mission to provide compassionate assistance through highly skilled staff who navigate and advocate for those in need of human services.

The Financial Navigator fosters partnerships with the community and providers to improve access to service. Financial Navigators are trained to have an expansive knowledge of all County Human Service departments and the services they provide, including the employment services provided through the PA CareerLink® Chester County.

Staff to the Chester County Workforce Development Board are active members of the Local Management Committee (LMC). The LMC is an established group of partners coordinating support systems to best serve those in need in our community. The LMC provides oversight to the operation of welfare-funded programs with representation from Chester County Workforce Development Board, the Chester County Assistance Office, PA CareerLink®, Housing and Community Development, EARN, KEYS, Legal Aid, and local educational institutions.
The LMC meets quarterly and invites community and human service agencies that provide services to low-income individuals to attend and share valuable resources.

D. ALLOWABLE WIOA FUNDED SUPPORTIVE SERVICES

Supportive services are available to customers while they are participating in and completing WIOA services. Supportive services funds are available for:

- Transportation – Customers may receive support for transportation costs including public transit, ride share services or gas/mileage based on the most cost-effective means of reliable transportation for the WIOA activity only.
- Laptops or Other Technology – the purchase of laptops or other technology needed for training will require a written statement from the contracted Training Provider indicating the need and specifications. Laptops and other technology will be issued as an actual purchased item delivered to the customer.
- Any other items – Allowable supportive services determined by program staff to be necessary for approved training and career-related activities, with all available resources exhausted, would require approval by the Chester County Workforce Development Board Director and include thorough documentation to support need and associated costs.
  - When possible, such supportive services will be issued as check for reimbursement, less any applicable taxes. Documentation must be submitted that covers the actual cost incurred in addition to need.
  - When reimbursement is not feasible due to the financial circumstances of the customer, payment will be made directly to the source of the supportive service.
  - Any variation from the processes described above would require authorization ahead of the supportive service purchase.

E. MAXIMUM LIMIT AND DURATION FOR RECEIVING SUPPORT SERVICES

The supportive services limit for each registered WIOA eligible customer is $1,000 for the duration of the customer’s enrollment in the WIOA program. On a case-by-case basis and contingent upon available funding, supportive services may be increased in increments of $500.00 if the additional supportive services allocation would significantly benefit the participant's ability to continue and complete the program or benefit the participant in job retention or wage progression. Authorization to increase the supportive service limit must be documented in case notes in the customer’s program record. NOTE: (1) Training related expenses that may be covered by an Individual Training Account (ITA) do not count against the supportive services limit for each customer. ITA related training expenses may include but are not limited to assistance with the purchase of tools required for a specific course, current school admission fees, computer and lab fees, and books and supplies. (2) NEEDS RELATED PAYMENTS: Chester County does not provide needs related payments for Dislocated Workers, but if it did, it would follow the NRP rules outlined in WIOA Final Rule 680.930-380.960. In which can be found here: https://www.ecfr.gov/current/title-20/chapter-V/part-680
F. DOCUMENTATION REQUIREMENTS

- Documentation authorizing or supporting the dispersal of assets for incentives and supportive services must be retained in accordance with the Records Retention provisions outlined in the FMG.
- WIOA costs shall be limited to allowable costs that are adequately documented.
- Adequate and sufficient source documentation must be maintained at the grantee or fiscal agent level to ensure cash disbursement requests are allowable, reasonable, necessary, and allowable.
- Sub-recipients must be able to provide all source documentation related to these costs within a reasonable time as determined by Chester County Workforce Development Board and the Department of Labor & Industry.

1. Customers’ need for supportive services will be determined as part of the initial and ongoing assessment.
   - The need for supportive services must be documented in case notes recorded in CWDS.

2. Participants must complete a form verifying they do not have the financial resources to obtain the service.
   - The Income/Expense Reporting Form must be included in the customer’s record.

3. Other community resources must be researched and determined unavailable prior to authorizing WIOA funds to pay for the support service.
   - Evidence of referrals to partner organizations must be documented in the customers’ participant file as well as referenced in CWDS.

4. Staff will submit a supportive service request form for approval.
   - A copy of the supportive service request form must be included in the customers’ program record.

5. A record of supportive services must be maintained in the customers’ program record.
   - The log must include the date of the supportive service, type of service, amount of the service disbursed to the participant/vendor, proof of disbursement, and a current total of supportive services spent to-date.
   - Each supportive service request form and proof of disbursement must be maintained with the log.

6. For all programs, a case note must be recorded in CWDS for each supportive service provided. The case note must include:
   - The justification for the supportive service which includes an explanation for how it is required for the participant to complete their training and employment plan.
   - The partner organization referral and outcome of the referral.
   - Financial resources available to the participant, if any.
   - A detailed description of what is being purchased.
G. FUNDING

The use of supportive services funding is determined on an individual basis. Eligibility or enrollment in WIOA does not constitute entitlement to any support service. Support services funding is based on availability of program funds.

H. FACILITATION, MONITORING & AUDIT PROCESS

This policy is shared with the Chester County Workforce Development Board and is reviewed and distributed for posting within the PA CareerLink®, partner programs, and fiscal agent staff.

The LWDB will review and update this policy, as necessary, on a regular basis. At minimum, this policy will be reviewed by Chester County Workforce Development Board’s Executive/Governance Committee on an annual basis.

LWDB and Provider staff will receive technical assistance regarding this policy twice annually. Staff will be frequently reminded to apply Case Note Best Practices.
TOP THREE ACCOMPLISHMENTS
Meeting the Unique Needs of the Customer:

In 2023, Chester County Workforce Development Board (CCWDB) continued to serve as the fiscal agent for several WIOA Statewide Activities grants that addressed the unique needs of our job seeker and employer customers. We understand no two customers are the same and our Requests for Funds reflected that. These grants allowed for creative solutions with the following programming:

- Program enhancements and expanded offerings for Adult/Dislocated Workers/Youth by Educational Data Systems Incorporated (EDSI), our Title 1 provider at the PA CareerLink®
- Individualized ‘Technical Assistance for Small Businesses,’ ‘New Business Champions,’ from the Chester County Economic Development Council (CCEDC)
- ‘LPN Care Delivery’ programming at a local hospital supported by the CCEDC’s Healthcare Connect Industry Partnership
- Continued efforts of the Chester County Opportunities Industrialization Center, our local OIC chapter with their ‘Workforce Reintegration Program (WRP)” / “Work Enclave” program, energizing and empowering residents of Coatesville

The programs listed above are prime examples of serving unique needs for our customers enrolled in programming at the PA CareerLink® and our community at large. We have several initiatives and committees focused on process improvement and ensuring increased access to resources.

The Addressing Barriers Committee, a sub-committee of CCWDB, meets quarterly at minimum to address barriers experienced by Chester County’s job seekers and determine strategies and modifications required to ensure they have the best possible access to success with support from the community. The growing list of active members include Title I and Title II staff, WDB staff, OVR, Chester County’s Mental Health/Intellectual Disabilities Department, Chester County Partnership to End Homeless, Adult/Juvenile Probation, Hearing and Visual Impaired, Brandywine Valley Active Aging, Chester County Department of Aging, Chester County Opportunities Industrialization Center, EARN, and Transportation Management Association of Chester County.

Employer Highlight: Sensory Fit, LLC

We are pleased to highlight a local small business identified as a ‘New Business Champion,’ Exton’s Sensory Fit, LLC. Owner Megan Simmons COTA/L, completed an application for the Chester County Economic Development Council’s “New Business Champions” program. Megan’s organization was selected, and she was paired up with The Freckled Strawberry for professional mentoring, guidance, and support. CCEDC staff member, Darlene Jenkins Walls, beamed with pride as she described the progress and partnership between the two female-led organizations. Megan launched the company with the mission to bring the special needs community together in an accepting atmosphere where EVERYONE is welcome! Following her grant-funded participation in the program, including Methodology for new businesses, Megan has doubled her revenue and has healthy projections for the months ahead.

Website: Sensoryfitplay.com
Results-driven Initiatives:

**Project RECONNECT**: Chester County Workforce Development Board (CCWDB), in partnership with Montgomery and Berks Counties applied for and received more than 2 million dollars to deliver programming for “Near Completers.” Eligible participants are pursuing certificate or degree programs with less than 12 months of schooling remaining, who withdrew from school due to hardship, and would otherwise be unable to complete their studies without grant support. Designed and facilitated by the Chester County Economic Development Council (CCEDC), this project is aptly named Project RECONNECT. This one-of-a-kind grant permits us to remove most, if not all financial barriers and provide a pathway to successful completion of the student’s desired field of study. The support doesn’t stop there. Staff ensures participants are well-connected to resources at their schools, in their community, and direct support from ‘Success Navigators’ employed by the CCEDC throughout their entire time in the program. Participating schools include:

- West Chester University
- Harcum College
- Delaware County Community College
- Chestnut Hill College
- Montgomery County Community College
- Peirce College
- Penn State (Abington & Berks)
- MedCerts
- NuPaths/Harrisburg University
- Gwynedd Mercy

We were thrilled to receive this funding in 2023 and look forward to reporting out on this results-driven initiative in 2024. ([https://ccedcpa.com/services/workforce/project-reconnect/](https://ccedcpa.com/services/workforce/project-reconnect/))

In June, the AgConnect Industry Partnership and the Chester County Workforce Development Board hosted the first of its kind **OTF (On-the-Farm) Training**. Staff (from local PA CareerLinks®, workforce and economic development partners), gathered ‘on the farm’ to hear from small business owners.

The similarities and challenges that farms experience are often very similar to those of other, more traditionally served industries and employers. Guests engaged in networking and discussion around needs and resources and how they connect or could connect to workforce development and PA’s Department of Agriculture.

Our county is the 2nd largest producer of Agriculture in the state and this event resulted in increased awareness of High Priority Occupations, connections, conversations, and interest in future programming. Staff were engaged and challenged to explore opportunities to support an industry in need that we all depend on. (Ag is everywhere!)

**Pipeline Development – Youth Programming:**

We “re-vitalized” the **Council for the Workforce of Tomorrow Committee**, the youth sub-committee of CCWDB. New members were recruited, and existing members retained, tasked with working together to provide youth and young adults with access to career exploration and skills-based training that ultimately leads to gainful employment. The committee meets bi-monthly and now features regular visits and impactful testimonies from program alumni.
Five past participants from TANF youth provider Young Men and Women in Charge spoke at the May 2023 CWT meeting. Each alum shared about their life experiences and the powerful impact that the YMWIC STEM program had on their development. They also shared how they strive to pay it forward and provide positive influence in their own personal and professional environments. The committee then engaged in discussion with the participants. In summary, because of their participation in youth programming, these individuals developed confidence and gained self-respect. They ventured out of their comfort zone to network and develop interpersonal relationships. They navigated post-secondary college or other education options. They applied time management and leadership skills, and more!

Other programs we would like to highlight include a dual-enrollment project for 11 participants from The Garage Community Youth Center with our Title 1 Youth provider at the PA CareerLink®. Students will benefit from programming from both providers with access to workshops, career exploration, job readiness, and more. Each of the 11 participants are enrolled in Driver’s Education training from at the Pennocks Bridge campus of the Chester County Intermediate Unit. Many of the students are thriving and excited by the opportunity to safely pursue their driver’s licenses, ultimately increasing their accessibility to employment opportunities. We look forward to following their progress in 2024.

The Business Education Partnership grant helped support CCEDC’s annual Girls Exploring Tomorrow’s Technology (GETT) event. Expansion efforts resulted in the event being relocated to the Greater Philadelphia Center in Oaks, PA. The regional event featured more than 50 companies with 600+ students and parents in attendance. There were 27 adult volunteers and 9 GETT high school student ambassadors, and 11 educators, with more than 40 school districts from 8 PA counties. Women in STEM from represented companies conducted over 100 three-to-five-minute hands-on activities providing career exploration in various fields. (https://gettpa.org/)

THREE STORIES OF WORKFORCE DEVELOPMENT IMPACT

Mahmad’s story: In May of 2022, Mahmad responded to EDSI recruitment efforts for the IT Career Acceleration Program (CAP). A Career Advisor met with him to discuss his goals and career plans, as he was employed in a job where he was unhappy and earning low income. He enrolled as an eligible WIOA Adult with an interest in becoming an IT Technician and participating in the 8-week IT CAP with Allegro. In August of 2022, Mahmad successfully completed the IT CAP program and passed the CompTIA certification exam. A Career Advisor met with participant to discuss next steps and further opportunities and he expressed his interest in IT Security Analyst training with NuPaths. He began training in September of 2022, and over the course of his training, his Career Advisor received excellent progress reports from NuPaths that highlighted his outstanding attendance and exam scores. In March 2023, he passed an industry exam to be certified with Microsoft Security, Compliance, and Identity Fundamentals. In May, Mahmad successfully completed the training program. He met with Career Advisor to assist him in his job search with an updated resume that reflected his new skills and credentials. He also attended employer recruitment events and worked closely with his Career Advisor and the Business Services Team to secure placement in the IT field. Mahmad was proud to report he obtained full time employment as a Content Manager, earning $50.48 per hour.

Domonique’s story: In February 2023, Domonique enrolled in the Title 1 Youth program at the PA CareerLink® (known as Career Corps – A Partnership for Youth Employment). She presented with several significant barriers, including untreated disabilities, housing and food insecurity, lack of consistent transportation, and no sustainable employment. She had yet to fully explore her career aspirations but shared that helping and working with others was her goal. After regularly connecting with staff, EDSI
was able to offer Domonique an 8-week Paid Work Experience (PWE) beginning March 31, 2023. She eagerly accepted the position and was referred to Wings for Success for assistance with work clothing for her PWE. Transportation was provided as a supportive service. Throughout her PWE, Domonique continued to work toward overcoming her other barriers. This included a referral to EDSI’s Behavioral Health Advocate, with a goal to develop coping strategies, until she identified a long-term therapist. She was also referred to the Chester County Food Bank. She also requested assistance with getting her driver's license and was referred to Open Hearth for their budgeting and car savings programs. She was also enrolled in a Defensive Driving course geared toward adult learners. In May, her PWE was extended, and she was offered the opportunity to apply for a full-time WIOA Support Specialist position. She utilized SkillUp® Metrix Learning, worked with staff to prepare her resume and practice interviewing skills. She interviewed in June 2023 and was offered the full-time position. The PA CareerLink® Chester County team is thrilled to be a part of Domonique’s personal and professional growth.

Alina’s Story: The Resettlement Training and Employment Program initiative was established to help individuals transition into employment in the United States. PathStone, Chester County’s EARN provider, has helped numerous refugees from Ukraine, Haiti, Turkey, and Russia. Alina arrived in Pennsylvania from Ukraine in September of 2022, with her 7-year-old son and an adult nephew. By October, she had obtained employment authorization and her PA Driver’s License, and in March, the Chester County Assistance Office referred Alina to the Refugee Resettlement Program.

Upon enrollment, Alina explored Career Pathway assessments, developed a plan with solutions for transportation, and completed an in-house internship as an office assistant. Our One-stop collaboration with PA CareerLink® Chester County United Way Financial Stability Center partners, provided Alina the opportunities to attend Job Readiness Workshops, Financial Literacy Workshops, and Job Fairs. These workshops helped Alina develop effective skills in communication, organization, and time management. Participation in workshops, support from staff, and skill developed helped Alina build her confidence and identify interest working in Program Administration/Case Management. She had a strong desire to help people navigate through the resettlement process and demonstrated having a deep knowledge of the resources for resettlement purposes.

The Chester County Assistance office in collaboration with The Justamere Foundation provided the funds to assist Alina with the purchase of vehicle. After a successful application and interview process, Alina was hired as a Training and Employment Coordinator in October of 2023. PathStone shares she has excelled in this position. Per Alina, “I am grateful for the opportunity and I will pay it forward!”

LOCAL WORKFORCE DEVELOPMENT CHALLENGES

While feedback is overall positive for providing hybrid workshops, foot traffic has not rebounded to pre-pandemic numbers for our One-Stop. We will continue to work together to identify new ways to attract more customers.

Transportation continues to be a challenge in Chester County. Local public and private transportation agencies report staffing challenges have increased. As a result, bus routes have been eliminated or reduced, exacerbating an existing issue with few signs of improvement. Naturally, this reduces options and creates increased ride-time for individuals trying to reach their place of employment and support organizations like the PA CareerLink® Chester County United Way Financial Stability Center.
Over the last year, we have experienced a reduction in Board Membership; due in part to terms coming to an end, retirements, and employment transitions. We are committed to compliance and will maintain an active and engaged Board. We are working closely with staff, our County Commissioners, and existing board members to identify and cultivate relationships with potential candidates.

PROMISING PRACTICES

Our centralized, on-site partnership: PA CareerLink® Chester County United Way Financial Stability Center continues to be a promising practice we are proud to highlight. This year we prioritized updates to our online presence. We applied careful consideration for our audience and worked collaboratively, collected feedback from our partners, WDB members, employers, and job seekers. The result is an intuitive and user-friendly website that is more relatable for customers. (www.pacareerlinkchesco.org)

Increased collaboration and engagement with our partners remained a priority in 2023. This includes Chester County Workforce Development Board (CCWDB) members, providers, County departments (for example: Adult/Juvenile probation), community-based organizations, and other workforce development areas in Southeastern PA (SEPA). We expanded our use of local libraries, including a tour (and subsequent further use) of a brand-new location in Kennett Square. We attended a board-member hosted networking event. In April, we saw an increase in participation for our annual Job Fair for Chester County residents in partnership with West Chester University. CCWDB also co-hosted a Workforce Summit with the Chester County Economic Development Council. More than 100 guests attended a breakfast briefing that featured a Labor Market Information presentation from our colleagues at Labor & Industry’s Center for Workforce Information and Analysis (CWIA).

Additionally, the SEPA region (comprised of Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties) continued to work together on workforce development priorities and new grant initiatives. This includes Clean Energy, Near Completers II, Good Jobs Challenge, and the Career Dislocated Worker grant.

REQUEST FOR ADDITIONAL STATE GUIDANCE

The Chester County Workforce Development Board would appreciate increased communication and timely support job seekers regarding their Unemployment Compensation claims. Having a UC staff representative on site twice a week has been helpful. We hope to see a shift to online scheduling, and increased time for UC staff to be present and accessible at the PA CareerLink®.

We welcome dialog around developing an alternative to providing full Social Security Numbers (SSN) and Date of Birth (DOB) requirements for Incumbent Worker Training. While we know data collection is imperative to show reach and impact, employers have provided feedback that collecting and sharing the full SSN and DOB has an adverse effect on employer/employee participation.

Continued guidance, the availability of technical assistance, and highlighting the exchange of best practices, encourages and promotes our success. The monthly Workforce Partner Calls, Touchpoints, and BWPO interval trainings are extremely helpful!
GED TESTING CENTER

Important PA CareerLink test center information

☐ Sign up on your ged.com account.
☐ Reach out to the CareerLink with questions.
☐ Please arrive 45 minutes early for testing appointments.
☐ The testing center is open from 9:30am – 4:00pm (Tuesday/Thursday/ Friday

479 Thomas Jones Way #500, Exton, PA 19341

Call: 610-280-1028 for more information!
Find Your Future
Job & Internship Fair

Wednesday, April 3, 2024
3:00 pm - 6:00 pm

Join the Career Development Center as we partner with Chester County to host FIND YOUR FUTURE JOB & INTERNSHIP FAIR

Employers, job seekers, WCU students and alumni from all over Chester County and the surrounding area are invited to connect.

Small Business Owners and/or non-profits that need assistance with event registration costs should contact: 610-280-1010 or pacareerlink@chesco.org.
Find Your Future

Job & Internship Fair

Wednesday, April 3
3:00 pm - 6:00 pm

Hollinger Gym
West Chester University

Log into Handshake to see registered employers.