

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Thursday, December 5, 2024
8:00 am via Teams [Click here to join the meeting](#)

Agenda

Minutes from September 5, 2024 Executive Committee Meeting

Director's Update:

Documents for Board Votes

- Updated bylaws
- Summer youth contracts
- Cost allocation policy
- Fiscal policies

Local Plan Goals

2025 Board Appointments- new and returning

Committee Reports:

- Finance
- Employer Engagement
- Youth
- Planning
- Monitoring & Oversight

Preview December Board Agenda

Delaware County Workforce Development Board

Executive Committee Meeting Minutes

September 5, 2024 (via Teams)

Members: Cathy J. Cardillo, Laura Kasper, Bill Tyson

Staff: Cathy Baselice, Dawn Berardinelli, Jenn Kacimi, Kate McGeever

Welcome: The meeting was called to order at 8:02 am

Approval of Minutes:

- Bill Tyson motioned to approve the meeting minutes from June 6, 2024; Cathy Cardillo seconded – all in favor.

Director's Update/Kate McGeever:

- Stated that board votes will be required in 3 areas.
 - Limited English Proficiency Plan (ELP) updated by Tatiana Moskatova.
 - 2024-25 Policy Manual under the guidance of Jenn Kacimi.
 - Chief Elected Official and Local Workforce Development Board Agreement, last updated in 2016 and sent to County Council on September 4, 2024.
- Documents will be sent to board members to review before voting at the general board meeting on September 12.
- Bylaw changes need to include new guidance and requirements from L&I beginning January 2025. The committee meetings will be subject to all sunshine laws. Board members will be invited to join an ad hoc bylaws committee. If there is no interest the executive committee will act as the ad hoc bylaws committee.

Committee Reports:

- Finance/Dawn Berardinelli as sub:
 - Staff recommend moving \$500,000 from WIOA Dislocated Worker to WIOA Adult; a vote will be required at the general board meeting.
- Employer Engagement/Laura Kasper:
 - The large fall job fair will take place on October 24 at the Springfield YCMA.
- Youth/Cathy Cardillo:
 - Youth programs are in start-up phase.
- Planning/Bill Tyson:
 - The planning committee will recommend approval of a contract with Chrissie Klinger to collect stakeholder feedback for use in the WIOA Local Plan.
- Monitoring & Oversight/Kate McGeever as sub:

- The committee still needs a chair. PY23 performance was not met for WIOA Youth MSG or Credential Attainment. Staff is working with L&I and contractors to investigate the problem.

Closing Comments:

- A preview of the general meeting agenda discussed.
- After officer elections, Kate will ask the new chair to lead the remainder of the meeting.

Meeting Adjourned: Cathy Cardillo asked for a motion to adjourn at 8:15 am; Bill Tyson made the motion, Laura Kasper seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
GENERAL MEMBERSHIP MEETING
December 12, 2024
8:30 am at Drexelbrook Catering

AGENDA

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| Call to Order | Mr. Rick Durante |
| Roll Call | Ms. Cathy Baselice |
| Approval of September 2024 Minutes | Mr. Rick Durante |
| Remarks from County Council | Dr. Monica Taylor, Chair, Delaware County Council |
| Director's Report | Ms. Kate McGeever |
| • Training: Board Member Requirement for Conflict of Interest and Financial Disclosure Forms | |
| • Program Spotlight: Veterans Employment Project and Opioid Emergency Grant | |
| Board Committee Reports | |
| • Ad hoc Bylaws Committee | Mr. Rick Durante |
| ○ Updated bylaws-vote needed | |
| • Youth Committee Update | Ms. Cathy Cardillo |
| ○ Summer Program Contracts- vote needed | |
| • Employer Engagement Committee Update | Ms. Laura Kasper |
| • Finance Committee Update | Ms. John Sanchez |
| ○ Cost Allocation Policy- vote needed | |
| ○ Fiscal Policies- vote needed | |
| • Planning Committee Update | Mr. Bill Tyson |
| ○ Local Plan Goals | |
| • Monitoring & Oversight Committee Update | Ms. Kate McGeever |
| PA CareerLink® Report | Ms. KayLynn Hamilton
Mr. Darrell Thompson
Ms. Melinda Hines |
| Adjournment | |