

**DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
Thursday, September 4, 2025  
8:00 am via Teams**

**Agenda**

Minutes from June 5, 2025 Executive Committee Meeting

Director's Update:

- Crozer
- Updated DCWDB Policy Manual
- Updated DCWDB Limited English Proficiency Plan
- Donna Tutak Retirement

Treasurer's Update:

- New Quarterly Budget to Actual Format
- Move funds between Adult and Dislocated Worker accounts

Committee Reports:

- Employer Services
- Youth
- Planning
- Service Delivery

Preview September Board Agenda

# Delaware County Workforce Development Board

## Executive Committee Meeting Minutes

June 5, 2025 (via Teams)

**Members:** Rick Durante, Bill Adams, Cathy J. Cardillo, Bill Tyson

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

**Welcome:** The meeting was called to order at 8:01 am. Chairman Rick Durante recognized Kate McGeever for being included on the City & State 2025 Trailblazers in Economic and Workforce Development list.

### Approval of Minutes:

- Cathy Cardillo motioned to approve the meeting minutes from February 27, 2025. Bill Tyson seconded – all in favor.

### Director's Update/Kate McGeever:

- Bill Adams was welcomed as the new chair for the Career Services committee.
- Kate provided an update on the Crozer Health System Rapid Response.
- DCWDB de-obligated some administrative funds from PY23 TANF ISY.

### Treasurer's Update/Dawn Berardinelli & Kate McGeever as sub:

- Dawn provided an update on PY24 Q3 progress.
- Kate reported that the PY25 recommended budget reflects expectations that future WIOA reauthorization will require a large portion of funds to be used for training and that unspent funds may be more vulnerable to claw-back. The budget recommends a larger investment in training with less funds carried forward into PY26.

### Committee Reports:

- **Employer Services/Kate McGeever as sub:**
  - RFPs were received from EDSI and Business Interface. EDSI had a strong proposal and will be recommended at the board meeting.
- **Youth/Cathy Cardillo:**
  - Minor changes were made to the ITA policy and will require a board vote in June.
  - Youth success stories will be shared at the September board meeting.
- **Planning/Bill Tyson:**
  - After reviews and two public hearings, the local and regional plans will require a board vote at the June meeting.
  - Bill Tyson will be unable to attend the meeting in person.
- **Career Service/Bill Adams:**

- A meeting was held on June 3. Quarter 3 outcomes and programs are meeting their requirements.
- Stated that as a labor industry representative, it is good to see the work done at the PA CareerLink<sup>®</sup> locations. The transition process for displaced people, especially with the Crozer situation, is admirable.

**Closing Comments:**

- The general meeting agenda was reviewed and discussed.
- There is concern that, due to a Chamber of Commerce event the same day, the attendance quorum status may not be reached. If that occurs, voting can be done electronically.

**Meeting Adjourned:** Cathy Cardillo motioned to adjourn at 8:48 am; Bill Tyson seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

## Crozer Update

- PA Labor & Industry reports that 3,014 workers were subject to Prospect Health’s WARN Notices.
- Approximately 1,000 job seekers attended the Crozer Job Fair at Subaru Park on May 13. (links to media coverage below.)
- Since May 5, 348 former Crozer workers have made 833 visits to the PA CareerLink® Crozer Transition Center

### Continued Claims Count for Crozer Health

County	Count of Continued Claims Aug 17-23, 2025	Count of Continued Claims July 20-26, 2025	Initial Claims
Berks County	3	4	9
Bucks County	4	4	3
Chester County	38	57	103
Delaware County	504	640	1384
Montgomery County	12	16	44
Philadelphia County	46	64	193
Total	607	785	1736


A second Crozer Job Fair will be held

# Crozer Rapid Response Job Fair

Thursday, September 4, 10am – 1pm

**Crozer Transition Center**  
160th E. 7th Street, 1st Floor  
Chester, PA 19013

### Job Titles with Positions Available



- Administrative Assistant
- Call Center Representative
- Community Health Planner
- Community Health Worker
- Environmental Health Specialist
- Fiscal Support Assistant
- Payroll/Procurement Specialist
- Program Coordinator
- Grant Management
- Public Health Nurse – TB
- Public Health Nurse – Vaccines for Children
- Senior Financial Clerk
- Nurses-RNs, LPNs, CNAs
- Direct Support Professionals
- Environmental Services

**PY 2024 Budget Vs. Actual**

Delaware County Statement of Activities	PY 24 Budget	YTD Actuals Through 6/30/2025	Remaining Balance	% of Budget Remaining	NOTES
WIOA Formula Funds (Title I)	\$ 4,372,499	\$ 2,384,010	\$ 1,988,489	45.48%	
TANF Youth	\$ 1,095,320	\$ 104,386	\$ 990,933	90.47%	
EARN	\$ 3,799,547	\$ 3,511,609	\$ 287,938	7.58%	Can not be carried over
Competitive Grants	\$ 1,117,522	\$ 389,226	\$ 728,296	65.17%	BEP,EMS,VET, Apprentice, Opioid
Crozer Rapid Response	\$ 250,000	\$ 112,764	\$ 137,236	54.89%	Funds only available until 9/5/25
DOL Pathway Homes 3	\$ 831,729	\$ 438,628	\$ 393,101	47.26%	12/31/25
<b>TOTAL REVENUE</b>	\$11,466,616	\$6,940,624	\$ 4,525,992	39.47%	
<b>INTERNAL</b>					
Board Operations including staff	\$ 1,135,487	\$ 424,827	\$ 710,660	62.59%	
Board Operations including staff TANF	\$ 221,532	\$ 8,698	\$ 212,834	96.07%	
Board Operations including staff EARN	\$ 379,955	\$ 188,120	\$ 191,835	50.49%	
CareerLink Shared Exp.	\$ 719,485	\$ 382,848	\$ 336,638	46.79%	
<b>SUBCONTRACTED</b>					
WIOA Adult/DW- Career Services	\$ 959,110	\$ 611,287	\$ 347,823	36.27%	
WIOA Adult/DW- Training Services	\$ 599,306	\$ 147,156	\$ 452,150	75.45%	
WIOA Out-of-School Youth Services	\$ 959,110	\$ 817,894	\$ 141,216	14.72%	
TANF Youth	\$ 873,788	\$ 95,688	\$ 778,100	89.05%	
EARN	\$ 3,419,592	\$ 3,323,489	\$ 96,103	2.81%	
Competitive Grants	\$ 1,117,522	\$ 389,226	\$ 728,296	65.17%	
Crozer Rapid Response	\$ 250,000	\$ 112,764	\$ 137,236	54.89%	
DOL Pathway Homes 3	\$ 831,729	\$ 438,628	\$ 393,101	47.26%	
<b>TOTAL EXPENSES</b>	\$11,466,616	\$6,940,624	\$ 4,525,992	39.47%	
<b>PY 24 Carry-Over as of 8/5/25</b>	\$ 4,238,054				
Note					
1. EARN funds are 1 year with no carry-over					
2. Crozer Rapid Response can only be used until 9/5/25; anything left must be returned.					
3. DOL Pathway Homes 3 can only use until 12/31/25 anything left must be returned					

	Adult	Dislocated Worker
NOO Amount	\$ 1,149,698.53	\$ 1,044,130.07
March 2025 expenditure	\$ 10,365.88	\$ -
April 2025 expenditure	\$ 21,658.63	\$ 10,016.64
May 2025 expenditure	\$ 150,766.24	\$ 12,765.98
June 2025 expenditure	\$ 261,902.03	\$ 14,047.24
July 2025 expenditure	\$ 334,615.06	\$ 145,076.94
Aug 2025 expenditure	\$ 89,832.99	\$ 90,516.15
Total expenditure	\$ 869,140.83	\$ 272,422.95
Unspent	\$ 280,557.70	\$ 771,707.12

Options:

1. Wait to see September expenditures, then move funds.
2. Move \$300,000 from Dislocated Worker to Adult now. May need to move more in the fall.
3. Move \$500,000 from Dislocated Worker to Adult now. May need to return some in the fall.

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD  
GENERAL MEMBERSHIP MEETING  
September 11, 2025  
8:30 am at Delaware County Community Center at Briarcliffe

AGENDA

Call to Order/Pledge of Allegiance	Mr. Rick Durante
Roll Call	Ms. Cathy Baselice
Approval of June 2025 Minutes	Mr. Rick Durante
Remarks from County Council	Dr. Monica Taylor, Chair, Delaware County Council
Director's Report	Ms. Kate McGeever
<ul style="list-style-type: none"><li>• Thank you, Donna Tutak!</li><li>• Crozer</li><li>• Limited English Proficiency Plan</li><li>• 2025-26 Policy Manual</li></ul>	
Chair's Report	Mr. Rick Durante
Treasurer's Report	Mr. John Sanchez
Board Committee Reports	
<ul style="list-style-type: none"><li>• Business Services Committee Update</li><li>• Youth Committee Update<ul style="list-style-type: none"><li>○ Call to Action: Host Youth Job Shadow</li></ul></li><li>• Planning Committee Update</li><li>• Service Delivery Committee Update</li><li>• EMS Industry Partnership Update</li></ul>	Mr. Eric Bennug Ms. Cathy Cardillo Mr. Bill Tyson Mr. Bill Adams Ms. Cathy Cardillo
PA CareerLink® Report	Mr. Darrell Thompson Ms. Melinda Hines
Adjournment	