

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
GENERAL MEMBERSHIP MEETING
December 11, 2025
8:30 am at Drexelbrook Catering Center

AGENDA

Call to Order/Pledge of Allegiance	Ms. Cathy Cardillo
Roll Call	Ms. Cathy Baselice
Approval of September 2025 Minutes	Ms. Cathy Cardillo
Remarks from County Council	Dr. Monica Taylor, Chair, Delaware County Council
Director's Report	Ms. Kate McGeever
<ul style="list-style-type: none">• PA CareerLink® Certification (vote needed)	
Chair's Report	Ms. Cathy Cardillo
Treasurer's Report	Mr. John Sanchez
<ul style="list-style-type: none">• PY25 Q1 Budget to Actual• Renew Summer Internship Programs (vote needed)<ul style="list-style-type: none">○ Be Proud Foundation- \$231,743.58○ Upper Darby Township-\$271,438.07	
Board Committee Reports	
<ul style="list-style-type: none">• Business Services Committee Update• Youth Committee Update• Planning Committee Update• Service Delivery Committee Update	Mr. Eric Bennug Ms. Cathy Cardillo Mr. Bill Tyson Mr. Bill Adams
PA CareerLink® Report	Ms. KayLynn Hamilton Ms. Melinda Hines Mr. Darrell Thompson
Adjournment	

Contents

Minutes of DCWDB Meeting September 11, 2025	3
Local Labor Market Information	5
2025 DCWDB In-Service Training Day.....	6
PA CareerLink® Chester City Certification.....	7
PA CareerLink® Media Certification.....	12
PY25 Q1 Budget to Actual.....	18
Business Services Committee Update.....	19
Youth Committee Update.....	30
Planning Committee Update.....	37
Service Delivery Oversight Committee Update	42

**Delaware County Workforce Development Board
General Membership Meeting Minutes
Delaware County Community Center at Briarcliffe
September 11, 2025**

DCWDB Members Attended: Tanya Allen, Eric Bennung, Stephen Butz, Laura Goodrich Cairns, Cathy Cardillo, Mike Dopkin, Rick Durante, Karen Kozachyn, Asma Munir, John Sanchez, Edessa Snyder, Shanae Stallworth, and Bill Tyson.

Guests & Staff: Stephanie Smith, Donna Tutak, Kaylynn Hamilton, Melinda Hines, Allison Barksdale, Cathy Baselice, Dawn Berardinelli, Monica Jennings, Lisa Jewett, Jenn Kacimi, Kate McGeever, Tatiana Moskatova, and Kim Robinson.

Welcome:

- Meeting was called to order at 8:40 am by DCWDB Chair, Rick Durante.
- Roll Call was taken by Cathy Baselice.

Approval of Minutes: Rick Durante called for a motion to approve the June 12, 2025, meeting minutes. Motion made by Karen Kozachyn, seconded by Cathy Cardillo, and unanimously approved.

Remarks from County Council Chair, Dr. Monica Taylor:

- Dr. Taylor had a conflict and was unable to attend.

Director's Report, Kate McGeever:

- Donna Tutak's 37 years with the County and long history in Workforce were recognized with best wishes for a happy retirement.
- As expected, the volume of impacted Crozer workers who need PA CareerLink® services has declined to a level that no longer necessitates a stand-alone Crozer Transition Center. The Transition Center closed on September 5th, and impacted workers are sent to the two existing PA CareerLink® locations.
 - Details and statistics can be found in the board book beginning on page 8.
 - Christiana Care was a strong employer hiring a substantial number of displaced Crozer staff.
- Highlights of the PY25 Limited English Proficiency Plan (LEP) were reviewed. Motion made by Shanae Stallworth, seconded by Laura Goodrich Cairns, and unanimously approved.
- The PY25 DCWDB Policy Manual updates can be found on page 11 of the board book. Motion made by Cathy Cardillo, seconded by Laura Goodrich Cairns, and unanimously approved.

Chair's Report, Rick Durante:

- Rick extended thanks to Kate, staff, and contractors for a successful response to the Prospect Health/Crozer crisis.

Treasurer's Report, John Sanchez:

- Page 12 of the board book provides the PY24 budget vs. actual report.

- At the September 4th Executive Committee meeting, action was taken to move \$400,000 from PY24 WIOA Dislocated Worker to PY24 WIOA Adult. The opportunity exists to shift the funds back if needed. See page 13 of the board book for the breakdown.

Board Committee Reports:

- Eric Bennung, Employer Services Committee:
 - Gehr Plastics and Rose Tree Media School District were two success stories highlighted in the board book. Their practices aligned well with the BST report.
 - 139 students attended the Beyond the Classroom event, providing career exposure to high schoolers.
 - Please see pages 14-22 of the board book for additional activities and successes.
- Cathy Cardillo, Youth Committee:
 - A very moving success story from the Upper Darby Police Department’s Summer Youth Program begins on page 24 of the board book.
 - Cathy encouraged board members to participate in the Job Shadow event with the Delaware County Chamber of Commerce under DCWDB’s Business and Education Partnership grant.
- Bill Tyson, Planning Committee:
 - The WIOA Local Plan, approved at the June meeting, is now in place. Page 38 of the board book highlights the plan goals ready for implementation. With large projects coming to the Navy Yard, there will be a strong need for welders, etc., going forward.
- Kate McGeever (sub for Bill Adams), Service Delivery Committee:
 - The committee report begins on page 40 of the board book. Jenn Kacimi and team provided hands-on coaching to contractors, allowing for solid performance outcomes.
- Cathy Cardillo, EMS Industry Partnership Committee:
 - The EMS Industry Partnership offers EMS employers help with training costs. We hope this can be one strategy to rebuild after the Crozer Health System closure.

PA CareerLink® Report:

- Kaylynn Hamilton, One-Stop Operator:
 - PA CareerLink® sites are prepared to maintain services to Crozer’s Dislocated Workers.
 - The referral process will now include digital intake information to aid in assisting clientele. This will help expand the assistance PA CareerLink® locations can provide.
 - The fifth annual professional development retreat day is coming in November.
- Melinda Hines, Site Administrator, Media:
 - On September 18th, Delaware County participated in the state-wide PA CareerLink® Awareness Day. The focus was on bringing in new community members, as well as employer events presented by Beasley Media. Chester and Media sites offered daytime events as well as an evening program geared to ages 16-24. Another strong program was for vital records (birth certificates) where 30+ persons applied and received assistance. More data can be found in the board book.

Meeting Adjourned:

- Motion made by Shanae Stallworth at 9:30 am to adjourn. Seconded by John Sanchez.

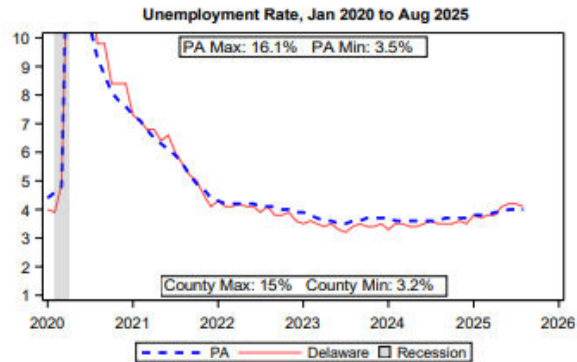
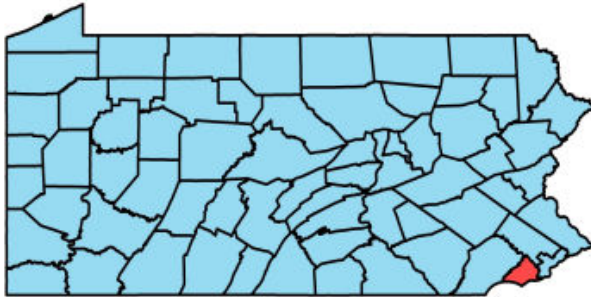
Minutes submitted by: *Cathy Baselice*

Local Labor Market Information

Due to the Federal Government shutdown, the PA Center for Workforce Information and Analysis was unable to produce County Profiles after September 2025.

Delaware County Profile

September 2025



2023 Population		
Demographic	County	PA
Total Population	576,195	12,986,518
Female	297,125	6,585,606
Male	279,070	6,400,912

Population by Race		
White	64.5%	75.8%
Black	22.0%	10.7%
Other	13.5%	13.5%
Hispanic Origin (all races)	4.8%	8.4%

Population by Age		
Ages 0 to 17	22.1%	20.6%
Ages 18 to 24	9.7%	8.9%
Ages 25 to 34	12.8%	13.0%
Ages 35 to 44	12.9%	12.3%
Ages 45 to 54	12.0%	12.2%
Ages 55 to 64	13.5%	13.9%
Ages 65 to 74	10.1%	11.2%
Ages 75 and Older	6.9%	7.9%
Median Age	39.0	40.9

Source: U.S. Census 5 Year Estimate 2019-2023 (Tables: DP05 and B01001)

Online Job Postings		
	County	PA
August 2025	11,238	287,837
August 2024	9,010	220,014
Annual Percent Change	24.7%	30.8%
Annual Volume Change	2,228	67,823

Source: The Conference Board - LightCast - Help Wanted OnLine™

2023 Veterans		
	County	PA
Total Veterans	22,657	656,112
Veteran Median Income	\$54,211	\$48,257
Non-Veteran Median Income	\$44,611	\$39,875
Veteran Unemployment Rate	4.3%	3.9%
Non-Veteran Unemployment Rate	7.0%	5.3%

Source: U.S. Census 5 Year Estimate 2019-2023 (Table: S2101)

2023 Resident Income		
	County	PA
Per Capita Income	\$83,368	\$68,945
Total Personal Income (in thousands)	\$48,080,038	\$893,649,165
Total Earnings (in thousands)	\$29,448,884	\$538,362,363
Total Dividends/Interest/Rent (in thousands)	\$10,319,197	\$167,613,070
Total Transfer Payments (in thousands)	\$8,311,957	\$187,673,732

Source: Bureau of Economic Analysis

Local Area Unemployment Statistics		
Aug 2025	County	PA
Unemployment Rate	4.1%	4.0%
Labor Force	304,000	6,530,000
Employed	291,700	6,267,000
Unemployed	12,400	263,000

Notes: Current month's data are preliminary. Data are seasonally adjusted.

Unemployment Compensation Exhaustees				
Sep 2024 to Aug 2025	Volume		Percent of Total	
	County	PA	County	PA
Natural Resources and Mining	10	760	0.5%	1.0%
Construction	310	7,630	8.0%	9.0%
Manufacturing	220	9,970	6.0%	12.0%
Trade, Transportation, and Utilities	640	16,540	17.0%	20.0%
Information	100	1,800	2.5%	2.0%
Financial Activities	270	4,730	7.0%	5.5%
Professional and Business Services	830	16,540	22.0%	20.0%
Education and Health Service	870	14,450	23.0%	17.5%
Leisure and Hospitality	310	6,620	8.0%	8.0%
Other Services	130	2,530	3.5%	3.0%
Public Administration	90	1,550	2.5%	2.0%
Unclassified Industry	10	450	0.5%	0.5%
Total	3,790	83,570	100%	100%

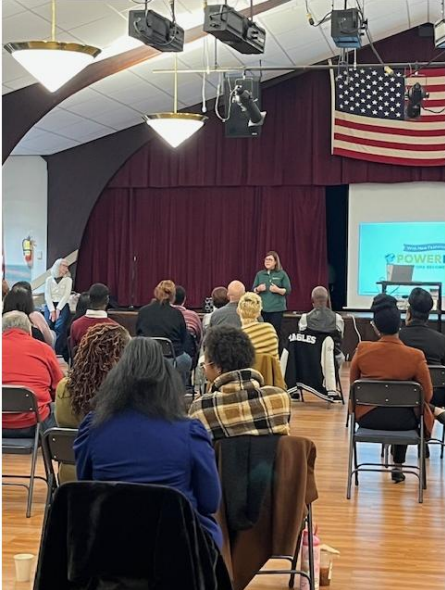
Note: Percentages less than 0.5% will be displayed as 0.0%.
Source: Pennsylvania Unemployment Compensation System

Top 10 Employers by Employment in Q1 of 2025	
Villanova University	
The Boeing Company	
Delaware County	
Wawa Inc	
United Parcel Service Inc	
Prospect CCMC LLC	
SAP of America Inc	
Federal Government	
Giant Food Stores LLC	
Upper Darby School District	

Source: Quarterly Census of Employment and Wages

Center for Workforce Information & Analysis

2025 DCWDB In-Service Training Day



Delaware County Workforce Development Board

Quality Review For One-Stop Operator

Date of Report: 11/14/2025

Report Submitted By: KayLynn Hamilton Signature: KayLynn Hamilton

Identifying Data			
PACL Name	PACL #	PACL Address	PACL Phone
PA CareerLink® Chester	102	701 Crosby Street, Suite B, Chester PA 19013	610-447-1493
One-Stop Operator:	KayLynn Hamilton		
Contract Number:			
Contract Period:	7/1/2023	to	6/30/2026
Review for Program Year:			
Review Begin Date:	10/1/2025	Review Completed Date:	11/14/2025
Type of review:	desk audit, on-site review, staff analysis, virtual meetings via Zoom.		
Site Type:	Comprehensive <input checked="" type="checkbox"/> Affiliate <input type="checkbox"/> Specialized <input type="checkbox"/>		
Staff Interviewed for this review:	Darrell Thompson Site Administrator, PA CareerLink® Delaware County at Chester		

One-Stop Partners		
Required Partner	Present	Local Provider of Service
Title I ADW	Yes	Business Interface, Delaware County Literacy Council, EDSI
Title I Youth	Yes	EDSI, Community Action Agency of Delaware County, Chester Education Foundation, DCIU
Job Corp	No	Philadelphia Job Corps
YouthBuild	No	YouthBuild Philly
Native American Programs	No	Council of Three Rivers
Migrant & Seasonal Farm Workers Programs	No	Pathstone Corporation
Wagner-Peyser	Yes	Bureau Of Workforce Partners and Opportunity (BWPO)
Title II Adult Ed & Family Literacy Act	Yes	Delaware County Literacy Council
Rehabilitation Act Title I parts A and B Programs	Yes	Office of Vocational Rehabilitation (OVR)
Senior Community Service Employment Program	Yes	The WorkPlace/Maturity Works
Carl D. Perkins Career & Technical Education Programs	No	Delaware County Community College
Trade Act	Yes	BWPO
Jobs for Veterans	Yes	BWPO

Community Services Block Grant Employment & Training	No	Community Action Agency of Delaware County
HUD Employment & Training	No	Community Action Agency of Delaware County
Unemployment Compensation	Yes	Bureau of Unemployment Compensation
Second Chance Act programs	Yes	EDSI
TANF	No	Department of Human Service
Reason a required partner is not present in the one-stop:		
Title I staff is only required partner and Title I program staff are on-site each day.		

Commonwealth Requirements			
MOU	Term:	7/1/2023	to 6/30/2026
All required signatures in place?		Yes	
ADA Standards Met:	Yes		
EO Standards Met:	Yes		

Comprehensive Site Criteria		
	Available	In Compliance
<i>Mission statement?</i>	Yes	
<i>Mission statement posted and visible to the public?</i>	Yes	
<i>Full-time hours posted and visible to the public?</i>	Yes	
<i>Hours outside of full-time hours available?</i>	Yes	
<i>All PA CareerLink® visitors have access to all partner programs</i>	Yes	
<i>PACL Operator provide oversight of day-to-day functions?</i>	Yes	
<i>WIOA Adult Title I service provider staff physically in PA CareerLink®?</i>	Yes	
<i>WIOA DW Title I service provider staff physically in PA CareerLink®?</i>	Yes	
<i>WIOA Youth service provider staff physically in PA CareerLink®?</i>	Yes	
<i>All partners for this PA CareerLink® completed MOU signature sheets?</i>	Yes	
<i>Required partners paid full portion of RSA from the MOU?</i>	Yes	
<i>How is fiscal accountability ensured for the PA CareerLink® center?</i>	Yes	
Functions		
<i>Welcome function</i>	Yes	
<i>Skills/career development services</i>	Yes	
<i>Access to training services</i>	Yes	
<i>Access to all programs carried out by the one-stop partners</i>	Yes	
<i>Workforce and labor market information</i>	Yes	
<i>Business and employer services</i>	Yes	
<i>Updated customer flow and one-stop org chart provided</i>	Yes	

Comprehensive Site Effectiveness		
	Available	In Compliance
<i>PA CareerLink® ensures services integrated into for job seekers.</i>	Yes	
<i>PA CareerLink® ensures services integrated into for employers.</i>	Yes	
<i>Partner staff aware of their role in the workforce system</i>	Yes	
<i>Partner staff aware of their role in performance accountability</i>	Yes	
<i>PACL operate in a cost-effective manor</i>	Yes	
<i>Fiscal accountability ensured for the PA CareerLink® center</i>	Yes	
<i>Enrollment, outreach, recruitment objectives - job seekers</i>	Yes	
<i>Enrollment, outreach, recruitment objectives - employers</i>	Yes	

Customer Satisfaction		
	Available	In Compliance
<i>Customer satisfaction collected for job seekers.</i>	Yes	
<i>Customer satisfaction collected for employers.</i>	Yes	
<i>System in place to respond to customer feedback</i>	Yes	
<i>Most recent customer satisfaction results provided</i>	Yes	

Physical and Programmatic Accessibility		
	Available	In Compliance
<i>PA CareerLink® ADA Compliant</i>	Yes	
<i>Last ADA Review of the PACL</i>	10/9/2025	Yes
<i>Reasonable accommodations for individuals with disabilities</i>	Yes	
<i>Auxiliary aids and services/technological devices available</i>	Yes	
<i>Any ADA compliance issues/ complaints in the last 12 months</i>	No	

Continuous Improvement		
	Available	In Compliance
<i>Defined process for identifying/responding to tech asst needs</i>	Yes	
<i>Documented/defined plan for staff development</i>	Yes	
<i>Staff development activities provided</i>	Yes	
<i>Documented/defined plan for staff cross-training</i>	Yes	
<i>Cross-training activities provided</i>	Yes	
<i>Documented/defined plan for continuous improvement</i>	Yes	
<i>Continuous improvement incorporated into performance goals</i>	Yes	
<i>System in place to elicit and respond to partner feedback</i>	Yes	
<i>All onsite partners received onboarding within 30-days of start</i>	Yes	

Outreach

	Available	In Compliance
<i>Has an outreach plan been developed?</i>	Yes	
<i>Was a Job Fair(s) held this program year?</i>	Yes	
<i>Positive relationships with community, education, pub leaders?</i>	Yes	
<i>Website been developed for this site?</i>	Yes	
<i>Social media presence maintained/what info is shared?</i>	Yes	

Physical/Programmatic Accessibility		
	Available	In Compliance
<i>Facility rentals occurred to date this program year?</i>	0	
<i>General condition of the facility?</i>	4	
<i>Center income been/planned re-invested this program year?</i>	\$0.00	
<i>PA CareerLink® closed/opened late/closed early due to weather/other?</i>	2	

WIOA		
	Available	In Compliance
<i>Determination of eligibility</i>	Yes	
<i>Process for secondary review and verification of eligibility</i>	Yes	
<i>Outreach, intake, and orientation provided for PACL</i>	Yes	
<i>Initiate TANF benefits and services application at one-stop</i>	Yes	
<i>Literacy, numeracy, ELP assessed?</i>	Yes	
<i>Aptitudes, abilities, supportive service needs assessed?</i>	Yes	
<i>Labor exchange services made available</i>	Yes	
<i>Referrals/coordination with other programs/services done?</i>	Yes	
<i>Workforce/labor market employment info provided</i>	Yes	
<i>Performance and cost information provided to customers</i>	Yes	
<i>Supportive service availability info provided to customers</i>	Yes	
<i>Info/assistance regarding filing of UC claims provided?</i>	Yes	
<i>Financial aid assistance for programs not WIOA funded</i>	Yes	
<i>Services appropriate to obtain/retain employment</i>	Yes	
<i>Follow-up services to Adult/DW placed in unsubsidized Emp.?</i>	Yes	

General Comments

PA CareerLink® Delaware County at Chester continues to grow in service provision processes. Title I staff is fully integrated into the site and all partner programs onsite are participating in newly developed processes and procedures. While program improvement is an ongoing process, staff is receptive to incremental change.

Best Practices

The PA CareerLink® Chester has undergone a tremendous amount of change in contractors, staffing and procedures. PA CareerLink® staff has been receptive to the leadership changes and is embracing integration of staff and services at a deliberate pace. Ongoing data collection will drive program and process improvement at this site.

Delaware County Workforce Development Board

Quality Review For One-Stop Operator

Date of Report: 11/14/2015
 Report Submitted

By: KayLynn Hamilton

Signature:

KayLynn Hamilton

Identifying Data			
PA CareerLink® Name	PA CareerLink® #	PA CareerLink® Address	PA CareerLink® Phone
PA CareerLink® Delaware County at Media	108	901 South Media Line Road, Media, PA 19063	610-723-1220
			PA CareerLink® Fax
			610-723-6007
One-Stop Operator: KayLynn Hamilton			
Contract Number:			
Contract Period: 7/1/2023 to 7/30/2026			
Review for Program Year: 2023-2025			
Review Begin Date: 10/1/2025			
Review Completed Date: 11/13/2025			
Type of review: desk audit, on-site review, staff analysis, virtual meetings via Zoom.			
Site Type: Comprehensive <input checked="" type="checkbox"/> Affiliate <input type="checkbox"/> Specialized <input type="checkbox"/>			
Staff Interviewed for this review:			
Melinda Hines		Site Administrator, PA CareerLink® Delaware County at Media	

One-Stop Partners

Required Partner	Present	Local Provider of Service
Title I ADW	Yes	Business Interface, Delaware County Literacy Council, EDSI, Delaware County Community College
Title I Youth	Yes	EDSI, Community Action Agency of Delaware County, Chester Education Foundation, DCIU
Job Corp	No	Philadelphia Job Corps
YouthBuild	No	Youth Build Philly
Native American programs	No	Council of Three Rivers
Migrant & seasonal farm workers programs	No	Pathstone
Wagner-Peyser	Yes	Bureau Of Workforce Partners and Opportunity (BWPO)
Title II Adult Ed & Family Literacy Act	No	Delaware County Literacy Council
Rehabilitation Act Title I parts A and B programs	Yes	Office of Vocational Rehabilitation (OVR)
Senior Community Service Employment Program	Yes	The WorkPlace/Maturity Works
Carl D. Perkins career & technical education programs	No	Delaware County Community College
Trade Act	Yes	Bureau Of Workforce Partners and Opportunity (BWPO)
Jobs for Veterans	Yes	Bureau Of Workforce Partners and Opportunity (BWPO)
Community Services Block Grant employment & trng	Yes	Community Action Agency of Delaware County
HUD employment & training	No	Community Action Agency of Delaware County
Unemployment Compensation	No	Bureau of Unemployment Compensation
Second Chance Act programs	No	EDSI
TANF	No	Department of Human Service
Reason a required partner is not present in the one-stop:		
Title I staff is only required partner and Title I program staff are on-site each day.		

Commonwealth Requirements			
MOU	Term:	7/1/2023	to #####
All required signatures in place?			
Yes			
Yes, all partners have signed the DCWDB MOU and it is on file at the Delaware County Office of Workforce Development and at the PA CareerLink (PA CL)			
ADA			
Standards			
Met:	Yes		
EO			
Standards			
Met:	Yes		

Comprehensive Site Criteria

	Available	In Compliance
<i>Mission statement?</i>	Yes	
<i>Mission statement posted and visible to the public?</i>	Yes	
<i>Full-time hours posted and visible to the public?</i>	Yes	
<i>Hours outside of full-time hours available?</i>	Yes	
<i>All PACL visitors have access to all partner programs</i>	Yes	
<i>PACL Operator provide oversight of day-to-day functions?</i>	Yes	
<i>WIOA Adult Title I service provider staff physically in PACL?</i>	Yes	
<i>WIOA DW Title I service provider staff physically in PACL?</i>	Yes	
<i>WIOA Youth service provider staff physically in PACL?</i>	Yes	
<i>All partners for this PACL completed MOU signature sheets?</i>	Yes	
<i>Rquired partners paid full portion of RSA from the MOU?</i>	Yes	
<i>How is fiscal accountability ensured for the PACL center?</i>	Outlined in Comprehensive Site Criteria tab	
Functions		
<i>Welcome function</i>	Yes	
<i>Skills/career development services</i>	Yes	
<i>Access to training services</i>	Yes	
<i>Access to all programs carried out by the one-stop partners</i>	Yes	
<i>Workforce and labor market information</i>	Yes	
<i>Business and employer services</i>	Yes	
<i>Updated customer flow and one-stop org chart provided</i>	Yes	

Comprehensive Site Effectiveness		
	Available	In Compliance
<i>PACL ensures services integrated into for job seekers.</i>	Yes	
<i>PACL ensures services integrated into for employers.</i>	Yes	
<i>Partner staff aware of their role in the workforce system</i>	Yes	
<i>Partner staff aware of their role in performance accountability</i>	Yes	
<i>PACL operate in a cost-effective manor</i>	Yes	
<i>Fiscal accountability ensured for the PACL center</i>	Yes	

<i>Enrollment, outreach, recruitment objectives - job seekers</i>	Yes
<i>Enrollment, outreach, recruitment objectives - employers</i>	Yes

Customer Satisfaction		
	Available	In Compliance
<i>Customer satisfaction collected for job seekers.</i>	Yes	
<i>Customer satisfaction collected for employers.</i>	Yes	
<i>System in place to respond to customer feedback</i>	Yes	
<i>Most recent customer satisfaction results provided</i>	Yes-See Attachment A	

Physical and Programmatic Accessibility		
	Available	In Compliance
<i>PACL ADA Compliant</i>	Yes	
<i>Last ADA Review of the PACL</i>	8/28/2023	
<i>Reasonable accommodations for individuals with disabilities</i>	Yes	
<i>Auxiliary aids and services/technological devices available</i>	Yes	
<i>Any ADA compliance issues/ complaints in the last 12 months</i>	No	

Continuous Improvement		
	Available	In Compliance
<i>Defined process for identifying/responding to tech asst needs</i>	Yes	
<i>Documented/defined plan for staff development</i>	Yes	
<i>Staff development activities provided</i>	Yes	
<i>Documented/defined plan for staff cross-training</i>	Yes	
<i>Cross-training activities provided</i>	Yes	
<i>Documented/defined plan for continuous improvement</i>	Yes	
<i>Continuous improvement incorporated into performance goals</i>	Yes	
<i>System in place to elicit and respond to partner feedback</i>	Yes	

<i>All onsite partners received onboarding within 30-days of start</i>	Yes
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Outreach		
	Available	In Compliance
<i>Has an outreach plan been developed?</i>	Yes	
<i>Was a Job Fair(s) held this program year?</i>	Yes with additional employer outreach outlined in Attachment D	
<i>Positive relationships with community, education, pub leaders?</i>	Yes	
<i>Website been developed for this site?</i>	Yes	
<i>Social media presence maintained/what info is shared?</i>	Yes	

Physical/Programmatic Accessibility		
	Available	In Compliance
<i>Facility rentals occurred to date this program year?</i>	0	
<i>General condition of the facility?</i>	5	
<i>Center income been/planned re-invested this program year?</i>	N/A	
<i>PACL closed/opened late/closed early due to weather/other?</i>	Yes	

WIOA		
	Available	In Compliance
<i>Determination of eligibility?</i>	Yes	
<i>Process for secondary review and verification of eligibility?</i>	Yes	
<i>Outreach, intake, and orientation provided for PACL?</i>	Yes	
<i>Initiate TANF benefits and services application at one-stop?</i>	Yes	
<i>Literacy, numeracy, ELP assessed?</i>	Yes	
<i>Aptitudes, abilities, supportive service needs assessed</i>	Yes	
<i>Labor exchange services made available?</i>	Yes	
<i>Referrals/coordination with other programs/services done?</i>	Yes	

<i>Workforce/labor market employment info provided?</i>	Yes
<i>Performance and cost information provided to customers?</i>	Yes
<i>Supportive service availability info provided to customers?</i>	Yes
<i>Info/assistance regarding filing of UC claims provided?</i>	Yes
<i>Financial aid assistance for programs not WIOA funded?</i>	Yes
<i>Services appropriate to obtain/retain employment?</i>	Yes
<i>Follow-up services to Adult/DW placed in unsubsidized Emp.?</i>	Yes

General Comments

PA CareerLink® Delaware County at Media continues to thrive with strong leadership, dedicated contractors, and well-established policies and procedures. Orientation responsibilities remain clearly defined, and partner onsite schedules are maintained to ensure consistent service delivery. Digital intake is now being completed efficiently, and intake rotation calendars help maintain smooth and equitable workflows. Career Advisors provide consistent pre-enrollment career services, ensuring customers receive high-quality support prior to enrollment. In coordination with the Chester site, a calendar of virtual and onsite workshops is regularly updated and advertised on the PA CareerLink® website, promoting accessibility and engagement for all customers. Overall, operations continue to run effectively, with strong collaboration and communication among partners.

Best Practices

Media delivers comprehensive services to both job seekers and employers. Title I Adult, Dislocated Worker, and Youth partner staff are fully integrated onsite, and Title II and Title III staff maintain a consistent schedule to provide literacy and education services. Strong coordination among all partners ensures seamless service delivery and an efficient customer experience.

Media continuously reviews customer demographics through digital intake data and customer feedback, which indicate a significant number of highly credentialed, work-ready individuals seeking employment. In response, the site introduced a Professional Networking Workshop held twice monthly to help participants build confidence, practice professional communication, and learn effective strategies for connecting with employers and peers. Additionally, Interviewing Skills Workshops are now offered twice monthly to further strengthen customer readiness. Both initiatives have seen strong participation and positive reported outcomes, demonstrating Media’s commitment to responsive, data-informed program design that meets the needs of its customer base.

PY25 Q1 Budget to Actual

PY 2025 Budget 1st Quarter						
Delaware County Statement of Activities	PY 25 Budget	YTD Actuals Through 9/30/25	Remaining Balance	% of Budget Remaining	NOTES	
PY 22 Carry-over	\$ 580,313	\$ 131,359	\$ 448,954	77.36%	DOL & Apprentice Multi Year Grants	
PY 23 Carry-over	\$ 207,796	\$ 64,542	\$ 143,255	68.94%	EMS Multi Year Grant	
PY 24 Carry-over	\$ 3,482,604	\$ 1,251,564	\$ 2,231,040	64.06%	BEP,VET, TANF, WIOA, Rapid Response	
PY 24 Carry-over Return to state	\$ (42,939)		\$ (42,939)	100.00%	Crozer Rapid Response did not use must return	
WIOA Formula Funds (Title I)	\$ 4,036,566		\$ 4,036,566	100.00%		
TANF Youth	\$ 1,057,379		\$ 1,057,379	100.00%		
EARN	\$ 3,220,363		\$ 3,220,363	100.00%		
Career Awareness	\$ 16,399		\$ 16,399	100.00%		
TOTAL REVENUE	\$ 12,558,481	\$ 1,447,464	\$11,111,016	88.47%		
INTERNAL						
Board Operations including staff	\$ 722,059		\$ 722,059	100.00%		
Board Operations including staff TANF	\$ 246,446		\$ 246,446	100.00%		
Board Operations including staff EARN	\$ 300,771	\$ 35,216	\$ 265,555	88.29%		
Careerlink Shared Exp.	\$ 300,223		\$ 300,223	100.00%		
Careerlink Shared Exp. EARN	\$ 44,427	\$ 11,107	\$ 33,320	75.00%		
SUBCONTRACTED						
WIOA Adult/DW Services	\$ 1,451,274		\$ 1,451,274	100.00%		
WIOA Adult/DW Services - Training	\$ 545,000		\$ 545,000	100.00%		
WIOA Out-of-School Youth Services	\$ 1,018,010		\$ 1,018,010	100.00%		
TANF Youth Services	\$ 810,933		\$ 810,933	100.00%		
EARN	\$ 2,875,165	\$ 664,913	\$ 2,210,252	76.87%		
Career Awareness	\$ 16,399		\$ 16,399	100.00%		
PY 22 Carry-over	\$ 580,313	\$ 172,863	\$ 407,450	70.21%		
PY 23 Carry-over	\$ 207,796	\$ 74,542	\$ 133,255	64.13%		
PY 24 Carry-over	\$ 3,482,604	\$ 1,769,512	\$ 1,713,092	49.19%		
PY 24 Carry-over Return to state	\$ (42,939)	\$ -	\$ (42,939)	100.00%		
TOTAL EXPENSES	\$ 12,558,481	\$ 2,728,153	\$ 9,830,328	78.28%		

Business Services Committee Update

Delaware County Workforce Development Board
Employer Engagement Committee
Tuesday, December 2, 9am via Teams
[Join the meeting now](#)

Agenda and Report

Employer Engagement Committee Minutes Tuesday, August 26, 9am
Success Stories

Business Service Team Activities Report PY25 Q1

Business Education Partnership Grant PY25 Q1

Collar Counties EMS Industry Partnership PY25 Q1

Apprenticeship Building America Grant PY25 Q1

Upcoming Events:

- (Chamber Event) Focus Delaware County: Building the Workforce of Tomorrow, December 5
- Trade Union Apprenticeship Event- December 9, 2025
- Cultivating Synergies Event- January 15, 2026

2026 Employer Services Committee Meeting Dates

Tuesday, March 3, 2026 @ 9am

Tuesday, June 2, 2026 @ 9am

Tuesday, September 1, 2026 @ 9am

Tuesday, December 1, 2026 @ 9am

Employer Engagement Committee Minutes Tuesday, August 26

Delaware County Workforce Development Board

Employer Engagement Committee

Tuesday, August 26, 9am via Teams

Attendance: Eric Bennung, Laura Goodrich Cairns, Trish McFarland, Allison Barksdale (staff), Kate McGeever (staff)

Minutes from Employer Engagement Committee Meeting Minutes Tuesday, June 3

Trish McFarland motioned to approve the minutes, Laura Goodrich Cairns seconded. All approved.

BST Activities Report

Allison Barksdale highlighted that the Business Services Team engaged with 41 new employers, including a good mix of sectors like manufacturing. She also mentioned that 33 people had been hired as a result of job fairs and hiring events. Kate added that PA Labor & Industry is interested in collecting hiring data from events. She described some of the logistical challenges for board/contractors to collect the data and expressed hope that L&I would use their wage data instead.

BEP Grant - Activities & Achievements PY24 Q4

Allison reported that the new “Beyond the Classroom” career awareness event for high school students was a success. 139 students attended and 96% gave positive feedback on the event. Also in the last quarter was a young adult job fair that 50 young people attended. Trish McFarland share that a goal for the coming school year is to hold “job shadow” days. Effort will focus on coordinating schools, parents, and employers to meet everyone’s needs.

Collar Counties EMS Industry Partnership PY24 Q4

Kate reported that the Crozer EMT training successfully completed with 19 students. Lessons learned include the challenges of a large cohort. In the future, training funds will target smaller cohorts. Good Fellowship has been funded to train one existing EMT to become a paramedic and to train three people to become EMTs.

Apprenticeship Building America Grant PY24 Q4

Donna Tutak reported that the ABA grant has met the goals. Employers/sponsors who have taken advantage of the grant include Mainline Health, Oliver Heating & Cooling, Drexel University, and the Finishing Trades.

General Conversation

Eric highlighted the importance of light industrial manufacturing in Delaware County. The group discussed ways to raise awareness among youth and their parents about how manufacturing typically takes place in clean environments and offers family-sustaining wages.

Success Stories

Elwyn – Media, PA

Elwyn is a nonprofit organization providing educational, therapeutic, and employment services to individuals with disabilities, supporting their path to independence and community integration. Founded in 1852, Elwyn has become a recognized leader in delivering high-quality services in Pennsylvania, Delaware, and beyond. The organization employs over 2,000 staff members across various locations, with its headquarters in Media, PA.

Elwyn's mission is to help individuals with disabilities lead fulfilling lives by offering innovative services across education, healthcare, and employment. The organization provides residential services, job training, and development programs, as well as supported employment services that assist individuals with disabilities in finding and retaining competitive jobs in the community. Their programs span various industries, from healthcare to administrative support, ensuring there's a place for everyone.

Elwyn seeks individuals who are compassionate, patient, and dedicated to making a positive impact on others. Ideal candidates are not only skilled in their respective fields but also share Elwyn's commitment to inclusion and community. While experience in healthcare or social services is valued, Elwyn emphasizes the importance of empathy, communication, and a desire to support individuals with disabilities in achieving their goals.

When Crozer Health announced the closure of its facilities in the region, many individuals found themselves looking for new opportunities. Elwyn recognized this shift and saw an opportunity to support the local workforce during this transition. By partnering with PA CareerLink® Delaware County, Elwyn was able to access a range of workforce development programs, including job fairs, recruitment events, and career counseling services. These resources allowed Elwyn to connect with talented individuals in the community who were eager to apply their skills in a meaningful way. Through this partnership, Elwyn has been able to tap into a diverse pool of candidates, including those with healthcare experience, and provide them with fulfilling careers in the nonprofit sector.

Business Services Team Activities PY25 Q1

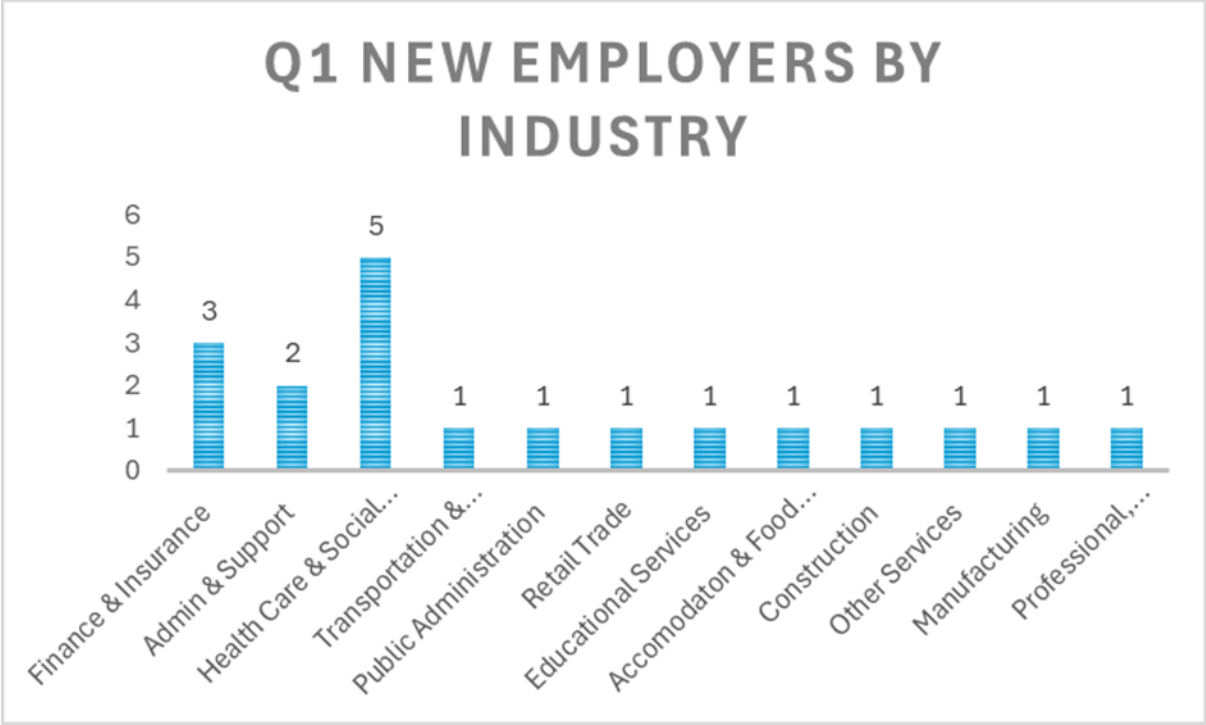
New employers registered- 19

New job postings- 1,321

Event Date	Event Title	Employer	Job Seeker Attendance	Hired
7/8/2025	My Independence at Home	1	8	0
7/15/2025	My Independence at Home	1	1	0
9/4/2025	Crozer RR Job Fair	27	135	No Final Data Yet

Enrollment Date	Employer Name	Employer City	How did you connect with employer?
7/1/2025	Bull Business Advisory LLC	Upper Chichester	Employer self-service BSR followed up with services
7/22/2025	M&D CleanStart	Havertown	Employer self-service BSR followed up with services
7/28/2025	Successful Aging Career Institute	Upper Darby	Employer self-service BSR followed up with services
7/30/2025	United Parcel Service Center	Philadelphia	Company expanded and added another location
8/5/2025	Pennsylvania Resources Council	Media	Employer self-service BSR followed up with services
8/11/2025	PENN HOME HEALTH CARE	Chester	BSR reached out to extend our services and register employer
8/13/2025	Q and K Kids	Clifton Heights	BSR reached out to extend our services and registered employer
8/21/2025	Darby Quick Mart Inc	Upper Darby	Employer self-service BSR followed up with services

8/27/2025	Olive Care Services LLC	Broomall	Subaru Park job fair attendee
8/27/2025	Positioned to Prosper	Wayne	Employer self-service BSR followed up with services
9/4/2025	Media Children's House	Aston	Employer self-service BSR followed up with services
9/5/2025	VIMAN THAI CUISINE	Folsom	Employer self-service BSR followed up with services
9/10/2025	Prodigy Pest Solutions	Morton	BSR reached out to extend our services and registered employer
9/11/2025	DeCenzo Electric, LLC	Havertown	BSR reached out to extend our services and registered employer
9/16/2025	Horizon House Swarthmore	Swarthmore	Company expanded and added another location
9/16/2025	Brown Industries, Inc.	Media	BSR reached out to extend our services and registered employer
9/23/2025	Maximum Rehab, Inc	Springfield	BSR reached out to extend our services and registered employer
9/23/2025	MG Engineering Associates, LLC	Media	BSR reached out to extend our services and registered employer
9/26/2025	Police and Fire Federal Credit Union (SPRINGFIELD)	Springfield	Company expanded and added another location also posted jobs for Fall Fest 2025



Employer Training Fund Activity

Month	Employer Name	OJT, IWT or Apprenticeship	# Employees Placed/Trained	Status Update
July 2025	UTCRAAS	OJT	1 participant in OJT training	Participant near completion for OJT training
July 2025	UTCRAAS	OJT	2 positions posted	Working on training plan for two candidates
July 2025	Zebby Selecki, Inc.	OJT	1 participant in OJT training	Training started in June scheduled to be completed in September
July 2025	Hanwha Philly Shipyard	OJT	3 participants in OJT training	Started in May and scheduled to complete in August
August 2025	UTCRAAS	OJT	1 participant completed OJT contract	Participant successfully completes OJT training
August	UTCRAAS	OJT	Assisted employer with	Two participants started OJT, both eligible for 500 hours of OJT

2025			training plan for 3 participants	
August 2025	Hanwha Philly Shipyard	OJT	3 participants in OJT training	All three participants successfully completed their training
September 2025	Zebby Selecki, Inc.	OJT	1 participant in OJT training	Participant successfully completed training
September 2025	UTCAS	OJT	1 participant started OJT	Participant eligible for 500 hours of OJT
September 2025	Columbia Research Labs	OJT	Secured OJT Contract	Employer returned all documents for OJT contract through 6/30/2030
September 2025	American Wood Designs	OJT	Secured OJT Contract	Employer returned all documents for OJT contract through 6/30/2030
September 2025	Dunwoody	OJT	Secured OJT Contract	Employer returned all documents to participate in OJT program through 6/30/2030
September 2025	GMW Construction	OJT	Secured OJT Contract	Employer returned all documents for OJT contract through 6/30/2030
September 2025	Dunwoody	OJT	Assisted employer with training plan in preparation for participant recruitment	Training plan is complete and submitted to DCWDB
September 2025	New Hudson Facades	OJT	Secured OJT Contract	Employer returned all documents for OJT contract through 6/30/2030
September 2025	Columbia Research Labs	OJT	Assisted employers with training plan	Training plan is complete and submitted to DCWDB
September	GEHR Plastics	OJT	Secured OJT Contract	Employer returned all documents for OJT contract through 6/30/2030

Business and Education Partnership Grant PY25 Q1

Action	Goal	Progress to date
PACL workshops and worksite tours	Reach 100 students	456/100 students (2 year goal surpassed) Focused on planning for the upcoming school year. No workshops/site visits during this quarter.
Workshops, worksite tours, and job shadowing	Engage 20 employers	3/20 employers presented at PACL 100+ employers invited to participate in BEP activities, including DCWDB board members, Delco Chamber members, and PACL registered employers. No career development events delivered during this quarter, focused on outreach to employers to invite them to participate in job shadowing, worksite tours, and/or presentations for PACL After School programing.
Beyond the Classroom (BTC - career exploration event) and Young Adult Job Fair	Engage 50 employers	45/50 employers (2 year goal) The next event will take place in Spring 2026. We are incorporating feedback from our first successful event, considering ways to expand our reach to more youth. We are currently collaborating with Delaware County Community College as a possible partner and host site.
Outreach to schools in the County and DCIU/ Technical Schools	Invite all 17 schools and DCIU/Technical to participate in BEP activities	17/17 (Ongoing) Planning events to invite students and teachers/counselors to attend.
Sponsorship for occupational skills camp	60 sponsorships for camps at DCCC	52/60 (2 year goal) 52 scholarships provided this past summer to middle school students for occupational skills camps.

Collar Counties EMS Industry Partnership PY25 Q1

The current list of EMS companies participating in the IP remains at 28, three more than our goal of 25.

Our overall goal for training through this grant is 27 (inclusive of ITA and IWT). In the last quarter, we were able to fund a class of 25 new EMT recruits. We also have 4 employees approved for IWT. We have not set additional numeric goals for training, except to exhaust all remaining training funds through the end of this grant cycle.

The EMS IP grant, originally scheduled to end June 30, 2025, has been extended through June 30, 2026.

Apprenticeship Building America Grant PY25 Q1

Apprentices supported

- Oliver Heating- 11 apprentices
- Drexel University- 4 apprentices
- Finishing Trades Institute-16 apprentices

Pre-apprentices supported

- Garage82 (carpentry)- 11 pre-apprentices
- Urban Media Literacy- 39 pre-apprentices



TRADE UNION APPRENTICESHIP EVENT

Trade Union Apprenticeship Career Fair. Learn about required skills, apprenticeship structures, testing dates and procedures, and ask questions directly to the union reps.

Unions and Trades Available:

- Teamsters Local 107 (transportation)
- Steamfitters Local 420
- Sheetmetal Workers Local 19
- Boilermakers Local 13
- Finishing Trades Institute Mid Atlantic Region
- Bricklayers and Allied Craftworkers Local 1 PA/DE
- Cement Masons Local 592
- International Brotherhood of Electrical Workers Local 654
- Carpenters Local 255

DATE : Tuesday, December 9

TIME : 6pm-9pm

ADDRESS :

IBEW Local 654
3729 Chichester Ave, Boothwyn, PA 19061

QUESTIONS:

McGeeverK@co.delaware.pa.us

Brought to you by Delaware County and
Delaware County Workforce Development Board



AI IN THE WORKPLACE

PARTNERSHIP FOR CULTIVATING SYNERGY BETWEEN HIGHER EDUCATION
& THE BUSINESS COMMUNITY OF DELAWARE COUNTY



THURSDAY, JANUARY 15TH
8:30 AM – 10:30 AM



HOSTED BY:

NEUMANN UNIVERSITY
CATHOLIC EDUCATION IN THE
FRANCISCAN TRADITION

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Delaware County
Economic Development
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Chamber of Commerce
Driving Business Forward.

REGISTER AT WWW.DELCOCHAMBER.ORG

Youth Committee Update

Delaware County Workforce Development Board
Youth Committee

Thursday, November 20, 2025, 9:00 am

[Join the meeting now](#)

Agenda and Report

Youth Committee Minutes August 28, 2025

Youth Summer Program Contract Renewal:

- Be Proud Foundation- \$231,743.58
- Upper Darby Township-\$271,438.07

2025-26 Q1 Program Performance

Business and Education Partnership

ARPA Summer Camp

Trade Union Apprenticeship Event

2026 Youth Committee Meeting Dates:

February 26, 2026 @ 9am

May 28, 2026 @ 9am

August 27, 2026 @ 9am

November 19, 2026@ 9am

Success Story

EDSI's OSY Program Success

In March 2025, Jamira Tabron came into the PA CareerLink® office in Chester City looking for more career and educational opportunities. Jamira had a background as a home health aide and aspired to work in the medical field. She attended outreach events like the Job Fair in Subaru Park where many employers in the medical field advertised their career opportunities.

Jamira joined the Out-of-School Youth program in Delaware County to improve her access to training. She attended the Youth Orientation with a Youth Facilitator to build job readiness skills and update her resume. In April 2025, Jamira expressed interest in the Good Jobs Challenge, a program whose mission is to train individuals across underserved populations and communities with quality employment opportunities. After completing Full Circle's interview and admissions process, Jamira was happy to learn she was accepted. In June, she began classes for the CMAA/Phlebotomist Technician program and is currently active in workshops. Her long-term goal is to become a Medical Assistant and she feels more confident about where she is on that career path.

Delaware County Workforce Development Board
Youth Committee Meeting Minutes
Thursday, August 28, 2025, 9:00 am via Teams

Committee Attendance: Cathy Cardillo, Rick Durante, Bill Tyson, Steve Butz, Stephen Butz, Joe Lockley, Jason Rode (non-board member), Donna Tutak (staff), Allison Barksdale (staff), Jenn Kacimi (staff), Kate McGeever (staff), Rakia Butler (Upper Darby Police Department), Officer Stevens (Upper Darby Police Department)

Youth Committee Minutes May 29, 2025

Jason Rode motioned to approve the minutes, Stephen Butz seconded the motion, and all approved.

Success Story: Upper Darby Police Department Summer Youth Program

Rakia Butler from the Upper Darby Police Department's PLOT program gave a presentation on their DCWDB-funded summer program. She shared a program description and several success stories. The committee thanked her for her work and offered to support any of their needs.

2024-25 Q4 Program Performance

Jenn Kacimi highlighted that programs achieved their goals, including helping out-of-school youth to gain credentials, including Pharmacy Tech and Medical Assistant. The DCWDB coaching team worked extensively with contractors to ensure their data entry was accurate and reflected all the work being accomplished.

Work Experience Policy Change

Jenn explained a proposed policy change that would increase the maximums for weeks of summer employment and total hours of annual employment. Kate added that current funding levels are sufficient to support this change. The policy change is one of several that will be voted on at the September board meeting.

Business and Education Partnership

Allison Barksdale provided an update on the new "Beyond the Classroom" career awareness event for high school students. 139 students attended and gave positive feedback on the event. Last quarter 269 youth participated in BEP events, exceeding the annual goal of 100. Kate shared a call to action for board members who could host youth job shadowing days.

ARPA Summer Camp

Donna Tutak reported that the summer camp project is wrapping up for 2025 and that it was very successful.

General Committee Comments

Cathy Cardillo acknowledged that Donna Tutak will be retiring after a long career in workforce development.

WIOA Title I Out-of-School Youth Services

Contractor	Employment	Work Experience	Credentials	Measurable Skill Gains	Enrollments	
					Current	Planned
Community Action Agency of Delaware County	0	0	0	0	20	20
Chester Education Foundation	0	3	0	0	21	25
EDSI, Inc.	0	3	0	0	10	50
Delaware County Intermediate Unit	0	0	0	0	3	25

TANF Youth Development Program

Contractor	Employment	Work Experience	Credentials	Enrollments	
				Current	Planned
Be Proud Foundation (LIP)	0	19	0	19	25
Chester Education Foundation	0	60	0	60	40
Upper Darby Police Department	0	32	0	32	30
Delaware County Intermediate Unit	0	2	0	10	15
EDSI, Inc	0	0	0	3	20

Business Education Partnership (BEP) GrantAction	Goal	Progress to date
PACL workshops and worksite tours	Reach 100 students	456/100 students (2 year goal surpassed) Focused on planning for the upcoming school year. No workshops/site visits during this quarter.
Workshops, worksite tours, and job shadowing	Engage 20 employers	3/20 employers presented at PACL 100+ employers invited to participate in BEP activities, including DCWDB board members, Delco Chamber members, and PACL registered employers. No career development events delivered during this quarter, focused on outreach to employers to invite them to participate in job shadowing, worksite tours, and/or presentations for PACL After School programing.
Beyond the Classroom (BTC - career exploration event) and Young Adult Job Fair	Engage 50 employers	45/50 employers (2 year goal) The next event will take place in Spring 2026. We are incorporating feedback from our first successful event, considering ways to expand our reach to more youth. We are currently collaborating with Delaware County Community College as a possible partner and host site.
Outreach to schools in the County and DCIU/ Technical Schools	Invite all 17 schools and DCIU/Technical to participate in BEP activities	17/17 (Ongoing) Planning events to invite students and teachers/counselors to attend.
Sponsorship for occupational skills camp	60 sponsorships for camps at DCCC	52/60 (2 year goal) 52 scholarships provided this past summer to middle school students for occupational skills camps.

ARPA Summer Camp Program

Total registered for Summer 2025

11 Camps
61 Caregivers
88 Campers

Caregiver demographics:

1 American Indian
2 Asian
29 Black or African American
2 Other
5 Prefer not to say
20 White

46 Not Hispanic
2 Hispanic
7 Prefer not to say
4 Other

Final Survey Results

(3 surveys sent and 30 follow-up calls made)

61 caregivers surveyed
43 caregivers responded

Impact

100% searched for work
98% searched for jobs online
26% secured interviews
28% registered in PA CareerLink®
49% returned to full-time work
16% returned to part-time work



TRADE UNION APPRENTICESHIP EVENT

Trade Union Apprenticeship Career Fair. Learn about required skills, apprenticeship structures, testing dates and procedures, and ask questions directly to the union reps.

Unions and Trades Available:

- Teamsters Local 107 (transportation)
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DATE : Tuesday, December 9

TIME : 6pm-9pm

ADDRESS :

IBEW Local 654
3729 Chichester Ave, Boothwyn, PA 19061

QUESTIONS:

McGeeverK@co.delaware.pa.us

Brought to you by Delaware County and
Delaware County Workforce Development Board



Planning Committee Update

Delaware County Workforce Development Board
Planning Committee
Wednesday, December 3, 1pm

[Join the meeting now](#)

Agenda

Approve minutes from September 3 meeting

Review progress towards strategic goals

Advocacy and Awareness Ad Hoc Committee

Open discussion

2026 Planning Committee Meeting Dates:

Wednesday, March 4, 2026 @ 1pm

Wednesday, June 3, 2026 @ 1pm

Wednesday, September 2, 2026 @ 1pm

Wednesday, December 2, 2026 @ 1pm

Planning Committee Meeting Minutes

Wednesday, September 3, 1pm via Teams

Attendance: Bill Tyson, Edessa Snyder, Colleen Duran, Asma Munir, Jenn Kacimi (staff), Kate McGeever (staff)

Approve minutes from the June 4 meeting

Colleen Duran motioned to approve the minutes. Asma Munir seconded the motion. All voted in favor.

PY25 Q1 Progress Toward Strategic Goals

Kate McGeever reviewed the report on the WIOA Local Plan goals. Edessa Snyder emphasized the importance of supporting regional efforts, such as the HanWa shipbuilding effort. Bill Tyson commented that this was a good start, as the Local Plan had only been implemented on July 1.

September Board Meeting Reminder

Bill reminded the committee members that the full board will meet on September 11 at the Briarcliff Fire House.

Delaware County's Goals 2025-28: PY25 Q1

Goal 1 Maximize Use of Earn & Learn Models: DCWDB will partner with Career & Technical Education providers and employers to increase the development and use of earn-and-learn models. Focus on employers' needs to develop registered pre-apprenticeships, apprenticeships, on-the-job training, incumbent worker training, and integrated education and training programs. Recruit job seekers and youth who face barriers to employment or identify as part of underrepresented communities. Use supportive services and follow-up to ensure workers thrive in earn-and-learn employment.

- Yeadon Borough's Incumbent Worker project for their Public Works Department is underway. Two of three workers have completed CLD training and certification.

Goal 2 Increase Employer Engagement: DCWDB will continue to increase the quality and quantity of services for employers. Anchor efforts to employers' feedback, labor market information, and partner input to ensure services engage employers. Focus on building relationships with employers in key industry sectors.

- The New Business Services contract includes increasing the holistic, consultative approach to employer engagement.

Goal 3 Reach Tomorrow's Workforce: DCWDB will partner with middle and high schools, post-secondary education and training providers, community-based organizations, chamber of commerce, and employers to develop services that will attract youth and prepare them to thrive in Delaware County's workforce. Reach youth with barriers to employment or those from underrepresented communities to experience work-based learning through summer employment, pre-apprenticeship, Registered Apprenticeship, internships, job shadowing, mentoring, and other experiences in the workplace, including developing employability skills.

- The Business Education Partnership program will partner with DCCC to host a spring career awareness day on the DCCC campus.

Goal 4 Continuously Improve the PA CareerLink® System: DCWDB will use customer data and feedback to ensure the PA CareerLink® system offers effective, efficient, and comprehensive services. Offer on-site, virtual, and community-based services to engage hard-to-reach job seekers and employers. Engage all PA CareerLink® System core and additional partners to implement an effective referral process to address customers' barriers to success.

- The entire Delco workforce development system convened for an in-service training day on Friday, Nov. 21. During the day, the 80 staff members focused on strategies for increasing wages and retention for the job seekers we serve.

Goal 5 Help Vulnerable Job Seekers to Reduce Barriers to Employment: DCWDB will provide a workforce development system that is job seeker-focused. Ensure services are delivered in a manner that is welcoming and supportive to adults and youth who face barriers to employment. Provide or refer to supportive services to address barriers, including criminal background, lack of transportation, food and housing insecurity, lack of high-quality childcare, mental and physical health care, or disability.

- Starting in July 2025, two EARN staff members have been working in the Chester PA CareerLink® to help job seekers who may qualify for TANF support and participation in the EARN program.

Staff served 13 job seekers, with 7 qualifying for the program. This is a great example of braiding services to address job seekers' barriers.

Goal 6 Respond to Critical Labor Market Needs: DCWDB will build relationships with employers in critical industries (including healthcare, manufacturing, public safety, and early childhood/K12 education) to ensure that the PA CareerLink® system is a trusted partner for recruiting, training, and upskilling the workforce. Leverage state and local resources to address workforce shortages. Advocate for policies that minimize disruption to the labor supply.

- Staff are collaborating with regional peers and economic development partners to respond to a recent study by Pew/Brookings Institution that urges a regional approach to developing strength in life sciences and advanced manufacturing.

Purpose

The purpose of the Advocacy and Awareness Ad Hoc Committee is to enhance stakeholder understanding of workforce development programs and advance initiatives that expand access to employment and training opportunities throughout Southeast Pennsylvania for residents and businesses. The committee focuses on raising awareness of resources, highlighting success stories, and driving strategic communication efforts that promote the mission and impact of the regional workforce network.

This committee stands apart from existing committees by focusing specifically on advocacy, public awareness, and workforce causes. It serves as a bridge between the Workforce Development Boards, the public, elected officials, and community partners, ensuring initiatives are visible, understood, and valued.

Why now?

Workforce development is evolving rapidly due to technological change, shifting labor market needs, and a growing emphasis on improving access. Clear communication and strong advocacy are essential to ensure residents, employers, educators, and community partners understand and engage with available resources. This committee helps organizations respond proactively, amplify visibility, showcase impact, and foster greater collaboration at a pivotal time for economic and workforce growth in our region.

Why Ad Hoc?

As an ad hoc body, the committee has greater flexibility, creativity, and responsiveness to emerging opportunities and challenges, without requiring the restructuring of permanent committees. It can bring together people with subject matter expertise or specific insight relevant to the task at hand.

Who should participate?

- Members from Southeast Pennsylvania local workforce development boards
- Subject matter experts, including the Pennsylvania Workforce Development Association
- Elected Officials, as appropriate
- Community-based organizations that partner with the PA CareerLink® system, as appropriate

What's next?

Attend our inaugural virtual meeting on November 17, 2025 @ 2:30pm. Please come ready to help shape the committee structure, agenda, and priorities.

Contact

Questions? Reach out to: Dianna Krallé – djkralle@buckscounty.org

Service Delivery Oversight Committee Update

Delaware County Workforce Development Board
Service Delivery Oversight Committee
Tuesday, December 2, 1 pm

[Join the meeting now](#)

Agenda and Report

Minutes from August 26 meeting

PY25 Q1 Performance Outcomes: Title I, Title III, TANF EARN, TANF YDP

PY25 Q1 Monitoring Report

PA CareerLink® Activity Report

2026 Service Delivery Oversight Committee Meeting Dates

Monday, March 2, 2026 @ 9am

Monday, June 1, 2026 @ 9am

Monday, August 31, 2026 @ 9am

Monday, November 30, 2026 @ 9am

Delaware County Workforce Development Board
Service Delivery Oversight Committee Minutes
Tuesday, August 26, 1 pm via MS Teams

Attendance: Bill Adams, Shanae Stallworth, Mike Dopkin, Tanya Allen, Jenn Kacimi (staff), Kate McGeever (staff)

Minutes from June 3 meeting

Tanya Allen made a motion to approve the Feb 25 meeting minutes, Mike Dopkin seconded. All approved.

Q4 Performance Outcomes: Title I, Title III, TANF EARN, TANF YDP

Jenn Kacimi highlighted that WIOA Q4 performance met all performance measures. This is an improvement over last year, when the Youth Measurable Skill Gain did not meet performance goals due to data entry errors. Jenn and her team have provided a lot of technical assistance to prevent those errors in the future.

Q4 Monitoring Report

Kate reported on behalf of Tatiana Moskatova. Tatiana completed the PY 24 monitoring plan. She did issue one finding to West Philly Bronze (OJT contract) for failure to comply with the monitoring requirement. Despite many attempts to contact West Philly Bronze, including an in-person visit, they did not complete their monitoring tool. As a result, they are out of compliance with their contract and will not receive any new OJT workers until they are in compliance.

PA CareerLink® Activity Report

Kate highlighted the foot traffic numbers in the committee report. She added that the Crozer Transition Center had seen strong use for a few months, but foot traffic is now declining. The Transition Center will close on Sept 5, and Crozer workers will be directed to services through the existing PA CareerLink® sites. Mike Dopkin shared information about the RESEA program. Delaware County's completion rate is higher than both the region and the state.

WIOA Labor Exchange Veterans Performance Outcome Comparison

1st Quarter PY 2025 Program Year-to-Date Results

Location Code/Name	Employment Rate (2nd Quarter)			Employment Rate (4th Quarter)			Median Earnings (2nd Quarter)		
	Actual Perf.	Neg. Level	% of Goal Achieved	Actual Perf.	Neg. Level	% of Goal Achieved	Actual Perf.	Neg. Level	% of Goal Achieved
Statewide	55.2%	66.0%	83.6%	57.0%	68.0%	83.8%	\$6,745	\$7,800	86.5%
<i>42035 Delaware WDA</i>									
0102 Chester City	20.0%	66.0%	30.3%	0.0%	68.0%	0.0%	\$965	\$7,800	12.4%
0108 Media	0.0%	66.0%	0.0%	0.0%	68.0%	0.0%	\$0	\$7,800	0.0%

WIOA Labor Exchange Performance Outcome Comparison

1st Quarter PY 2025 Results

Location Code/Name	Employment Rate (2nd Quarter)			Employment Rate (4th Quarter)			Median Earnings (2nd Quarter)		
	Actual Perf.	Neg. Level	% of Goal Achieved	Actual Perf.	Neg. Level	% of Goal Achieved	Actual Perf.	Neg. Level	% of Goal Achieved
Statewide	64.3%	66.0%	97.4%	66.7%	68.0%	98.1%	\$7,154	\$7,800	91.7%
<i>42035 Delaware WDA</i>									
0102 Chester City	60.0%	66.0%	90.9%	67.0%	68.0%	98.5%	\$5,859	\$7,800	75.1%
0108 Media	0.0%	66.0%	0.0%	100.0%	68.0%	147.1%	\$0	\$7,800	0.0%

Data reflects 7/1/25-9/30/25

WIOA Title I Adult and Dislocated Worker Services

Contractor	Service	Employment	Credentials	Enrollments	
				Current	Planned
Business Interface, LLC	Career Services	6	0	30	60
Delaware County Literacy Council	Career Services	3	0	6	37
EDSI, Inc.	Career Services	6	0	17	60
EDSI, Inc.	Career Services - Re-Entry	4	0	24	125
DCCC	Training - ITA	0		49	160

WIOA Title I Out-of-School Youth Services

Contractor	Employment	Work Experience	Credentials	Measurable Skill Gains	Enrollments	
					Current	Planned
Community Action Agency of Delaware County	0	0	0	0	20	20
Chester Education Foundation	0	3	0	0	21	25
EDSI, Inc.	0	3	0	0	10	50
Delaware County Intermediate Unit	0	0	0	0	3	25

TANF Youth Development Program

Contractor	Employment	Work Experience	Credentials	Enrollments	
				Current	Planned
Be Proud Foundation (LIP)	0	19	0	19	25
Chester Education Foundation	0	60	0	60	40
Upper Darby Police Department	0	32	0	32	30
Delaware County Intermediate Unit	0	2	0	10	15
EDSI, Inc	0	0	0	3	20

PA CareerLink

7/1/2025 to 9/31/2025.

Delco	New Job Seekers	Total Active Job Seekers	New Employers	Total Employers	New Job Orders	Unique Employers with a New Job Order	Assisted Job Orders	Unassisted Job Orders	New Hires	Job Order Referrals	Call Ins	Assisted Referrals
July	653	0	35	4,668	2,225	104	7	98	1	1,239	0	5
August	534	4,063	41	4,713	2,215	113	10	105	1	1,814	0	6
September	486	3,874	43	4,755	1,897	97	3	95	0	1,419	0	11
October	556	3,899	35	4,790	2,182	116	9	112	5	1,464	0	12
November												
December												
January												
February												
March												
April												
May												
June												
TOTAL	2,229	11,836	154	18,926	8,519	430	29	410	7	5,936	0	34
Average												

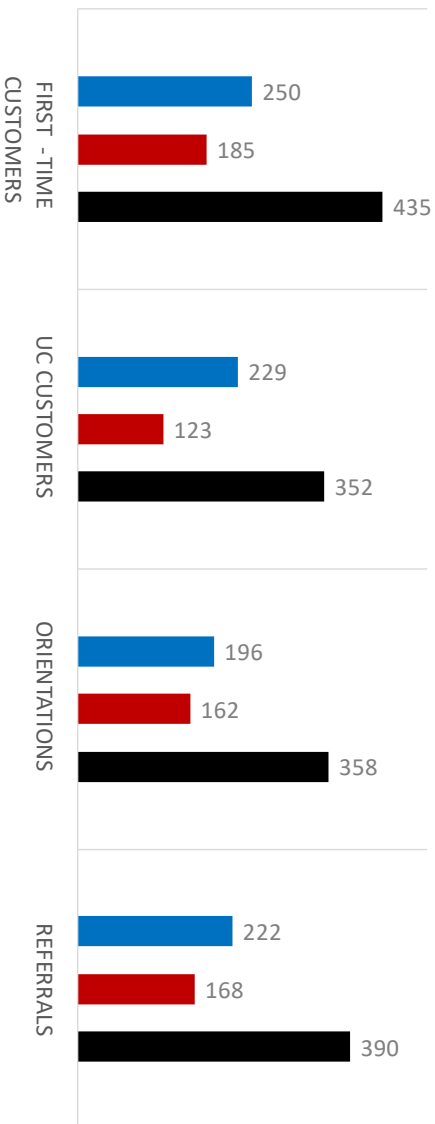
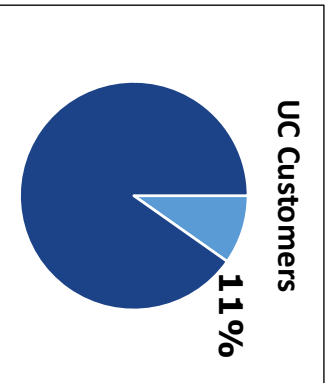
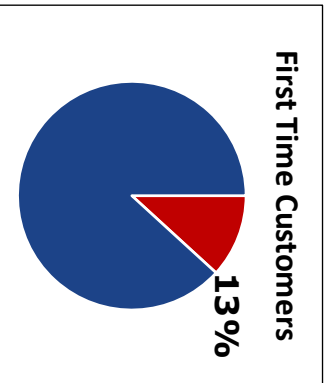
TANF EARN

Providers	Project ID	Enrollments YTD	Carry Over Pre	Carry Over Post	Total Served YTD	Placements Verified	Placement YTD	Placement Goal: 65%	Enrolled in Ret.	Retentions Met	Retention Goal: 50%	Enrolled Credentialing	Secured Credentialing	Credentialing Goal: 50%	Assessment (85%)	IEP (85%)	Social Service Professional
TANF																	
EDSI	D0020	0	3	16	19	0	0	0%	0	0	0%	0	0	0%	0%	0%	0%
BI	D0020	0	3	10	13	0	0	0%	0	0	0%	0	0	0%	0%	0%	0%
EDSI	NC2301	54	52	28	134	12	9	75%	7	2	29%	4	3	75%	100%	100%	100%
BI	NC2302	28	26	12	66	16	9	56%	3	1	33%	0	0	0%	100%	100%	100%
SNAP																	
EDSI	SD0020	0	0	0	0	0	0	0%	0	0	0%	0	0	0%	0%	0%	0%
BI	SD0020	0	0	0	0	0	0	0%	0	0	0%	0	0	0%	0%	0%	0%
EDSI	SN2301	3	0	0	3	0	0	0%	0	0	0%	0	0	0%	100%	100%	100%
BI	SN2302	10	3	0	13	0	0	0%	0	0	0%	0	0	0%	100%	100%	100%
Total		95	87	66	248	28	18	64%	10	3	30%	4	3	75%	100%	100%	100%

Effective July 1, 2025, an EARN Connector, stationed in the Chester City PA Careerlink® office, provided services to thirteen customers who expressed interest in the program. Seven of those customers qualified for enrollment into the program either under SNAP or TANF category. To ensure customers transitioned in a timely manner, the EARN Connector worked closely with the EARN Program Manager and the County Assistance Office.

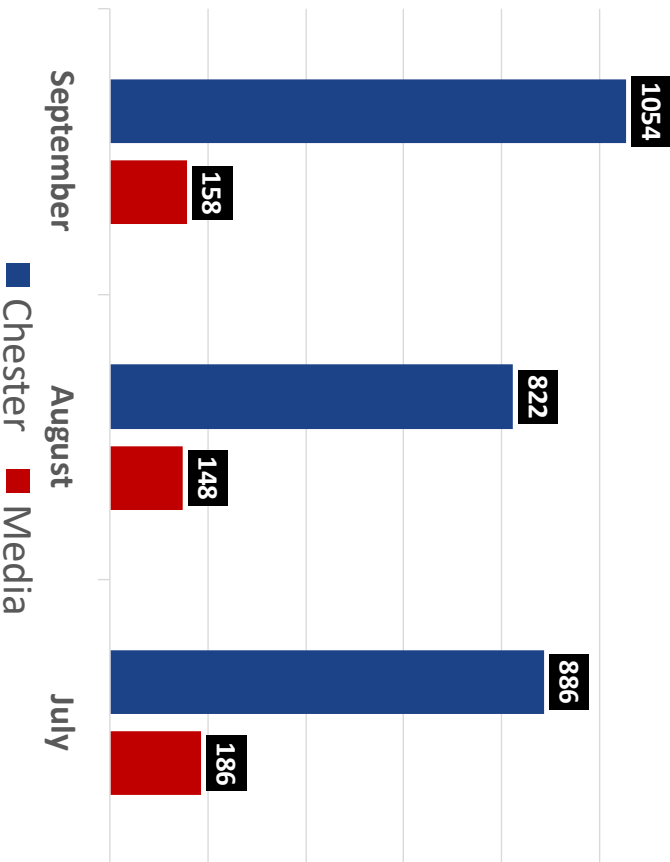
Quarterly Monitoring Summary, July-September 2025				
Contractor	Youth/ADW/ ITA/OJT /OSO/CL	Date of Monitoring Visit/Meeting	Findings? Y/N	In Compliance? Y/N
Upper Darby Police Department	ISY (TANF) Summer Program	09/30/2025 Visit	No	Yes

**PA CAREERLINK®
 SITE DATA**



	Walk Ins	First-Time Customers	UC Customers	Orientations	Referrals
Chester City	2762	250	229	196	222
Media	492	185	123	162	168
Total	3254	435	352	358	390

FOOT TRAFFIC



**PA CAREERLINK®
 SITE DATA**

FIRST TIME CUSTOMERS

	CHESTER	MEDIA
July	7%	38%
August	9%	40%
September	11%	35%

UNEMPLOYMENT CUSTOMERS

	CHESTER	MEDIA
July	10%	30%
August	8%	20%
September	7%	25%

NEWSLETTER DATA

	Open Rate	Total Readers	Total Recipients
July	5.7%	8,958	15,591
August	5.7%	8,964	15,513
September	5.5%	8,624	15,390

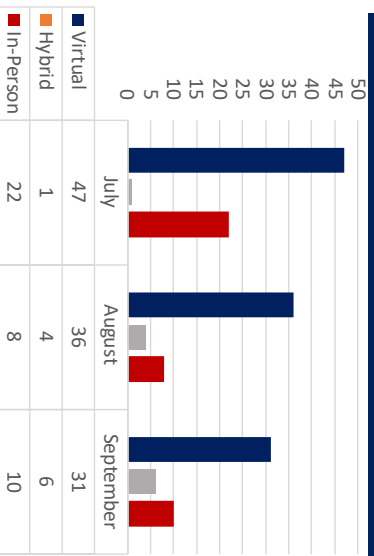
UC OUTREACH

- Mailed an additional 5,000 postcards to new UC claimants

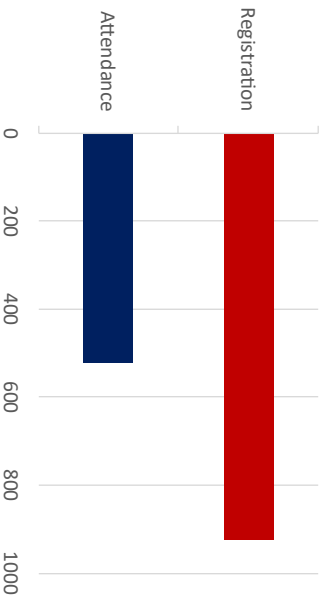
**PA CAREERLINK®
 OUTREACH REPORT**



WORKSHOP MODALITY



WORKSHOP PARTICIPATION JULY -SEPTEMBER

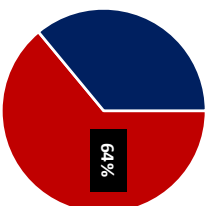


Highest Attendance

- BWPO: Interviewing July (28)
- BWPO: Interviewing August (20)
- BWPO: Interviewing September (20)
- EDSI: Growth Mindset (17)
- BWPO: Networking (15)
- BWPO: Interviewing September (12)
- BWPO: Resumes (12)
- DCCC: Practicing Mindfulness (12) September
- DCCC: Practicing Mindfulness (11) August

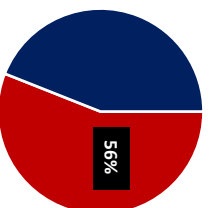
**PA CAREERLINK®
WORKSHOP REPORT**
ATTENDANCE ANALYSIS

JULY



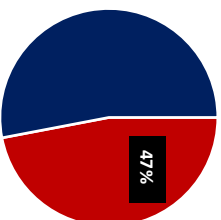
Registrations	346
Attendance	223

AUGUST



Registrations	289
Attendance	163

SEPTEMBER



Registrations	288
Attendance	136