

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

**Agenda**

Minutes from September 4, 2025 Executive Committee Meeting

Director's Update:

- PA CareerLink® Certification- Board Vote Needed
- Spring Procurement of WIOA Title I Career Services
- Move of Board Staff Offices

Treasurer's Update:

- New Quarterly Budget to Actual Format

Committee Reports:

- Employer Services
- Youth
  - Summer Youth Contracts- Board Vote Needed
- Planning
- Service Delivery
- Nominations
  - Kris Smith resigned. Carole Fossity, Christiana Cares, nominated.

Preview December Board Agenda

2026 Executive Committee Meeting Dates

Friday, March 6, 2026 @ 8am

Thursday, June 4, 2026 @8am

Thursday, September 3, 2026 @8am

Thursday, December 3, 2026 @ 8am

## Executive Committee Meeting Minutes

September 4, 2025 (via Teams)

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

- Cathy Cardillo motioned to approve the meeting minutes from June 5, 2025. Bill Adams seconded – all in favor.

### Director's Update/Kate McGeever:

- A final Crozer job fair will be held today with approximately 33 participating employers, mostly from the healthcare industry.
- Foot traffic at the Transition Center has slowed and can now be handled at PA CareerLink® locations. The center will close on September 5, 2025.
  - John Sanchez shared that his business has been impacted by the Prospect Holdings bankruptcy.
- Items for the September board meeting:
- Annual updates to the DCWDB Policy Manual. Jenn Kacimi reported that there are no major changes.
- Annual update to the Limited English Proficiency Plan (LEP).
- Acknowledgement and celebration of Donna Tutak's retirement after 35+ years working for the county.

### Treasurer's Update/John Sanchez:

- Rick, John, and Kate met to create a new format showing budget numbers. More fine tuning needed and will continue as a work in progress. Cathy Cardillo questioned whether TANF funds may need to be returned.
- John shared information about the need to move PY24 funds from WIOA Dislocated to Adult budget line. Staff recommended moving \$400,000. John Sanchez motioned to move \$400,000 in PY24 WIOA dislocated funds to PY24 WIOA adult. All in favor. Notification of this decision will be presented to the full board on September 11<sup>th</sup>.

### Committee Reports:

- **Employer Services/Kate McGeever as sub:**
  - PY24 program ended well. PY25 begins a new contract that is more employer-centered and encourages the use of training funds to meet employers' needs.
- **Youth/Cathy Cardillo:**

- A meeting was held on August 28<sup>th</sup> and featured an impressive presentation from the Upper Darby police department program and the work they are doing.
- The Delco Strong Summer Camp program enrolled a larger number of children than last year.
- **Planning/Bill Tyson:**
  - Their meeting was held on September 3<sup>rd</sup>. With the new WIOA Local Plan approved in June, they are still in the early stages, but everything is going very well. The focus moving forward will be on the 6 goals that were outlined in the new plan.
- **Career Service/Bill Adams:**
  - August 26 was their meeting date and all 4<sup>th</sup> Quarter reports were good.
  - An OJT contractor has been non-compliant per their contract for monitoring requirements and a freeze on placing more workers is in force until the issue is resolved.
  - As part of a state-wide initiative, PA CareerLink<sup>®</sup> Delco Awareness Day will take place on September 18<sup>th</sup>. Lots of events and programs will be featured at the Chester and Media sites.

**Closing Comments:**

- The general meeting agenda was reviewed and discussed.
- The treasurer's report will mention the movement of WIOA funds from dislocated to adult.

**Meeting Adjourned:** Cathy Cardillo motioned to adjourn at 8:50 am; Bill Tyson seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

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

AGENDA

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|---|---|
| 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"><li>• PA CareerLink® Certification (vote needed)</li><li>• Impact of SNAP work requirements</li></ul>   |   |
| Chair's Report  | Ms. Cathy Cardillo  |
| Treasurer's Report  | Mr. John Sanchez  |
| <ul style="list-style-type: none"><li>• PY25 Q1 Budget to Actual</li><li>• Renew Summer Internship Programs (vote needed)</li></ul>   |   |
| Board Committee Reports   |   |
| <ul style="list-style-type: none"><li>• Business Services Committee Update</li><li>• Youth Committee Update</li><li>• Planning Committee Update</li><li>• Service Delivery Committee Update</li></ul> | Mr. Eric Bennug<br>Ms. Cathy Cardillo<br>Mr. Bill Tyson<br>Mr. Bill Adams |
| PA CareerLink® Report   | Ms. KayLynn Hamilton<br>Ms. Melinda Hines<br>Mr. Darrell Thompson         |
| Adjournment   |   |