

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Friday, March 6, 2026
8:00 am via Teams

Agenda

Minutes from December 4, 2025 Executive Committee Meeting

Director's Update:

- Briefing on Pew/Brookings Report 3/20/26
- County Initiatives:
 - Workday
 - Additional Oversight from the new Chief Grants Compliance Officer

Treasurer's Update:

- Quarterly Budget to Actual Report

Committee Reports:

- Employer Services
- Youth
- Planning
- Service Delivery

Preview March Board Agenda

2026 Executive Committee Meeting Dates

Thursday, June 4, 2026 @8am

Thursday, September 3, 2026 @8am

Thursday, December 3, 2026 @ 8am

Executive Committee Meeting Minutes

December 4, 2025 (via Teams)

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

Staff: Cathy Baselice, Jenn Kacimi, Kate McGeever

Welcome: The meeting was called to order at 2:32 pm.

Approval of Minutes:

- Rick Durante requested a motion to approve the meeting minutes from September 4, 2025. John Sanchez made a motion, Bill Adams seconded – all in favor.

Director's Update/Kate McGeever:

- The PA CareerLink® certification process is in its final stages. The one-stop operator, Kaylynn Hamilton, leads this process of evaluating the presence/absence of required services. Both PA CareerLink® sites met the requirements to be considered “comprehensive.” A board vote on December 11th is the final step.
- Procurement of WIOA adult and dislocated career services will take place in the spring. Staff recommend awarding one career contract, down from the current three contracts. The recommendation is based on inconsistency in quality and outcomes among existing contractors. Additionally, evaluating the performance of multiple contractors is difficult because some measures are aggregated for all of Delaware County.
- Around August, the staff office will move from Barclay Square to a County-owned building at 2 West Baltimore. The move will reduce overhead/rent costs and will allow better collaboration with other County departments.

Treasurer's Update/John Sanchez:

- John is happy with the progress made as he continues to check in to make sure resources are working with the invested funds.
- DHS's EARN payments have not yet started. The combination of the federal shutdown and State budget impasse has delayed payments.

Committee Reports:

- **Employer Services/Kate McGeever as sub:**
 - Everything is going well. With the new contract, there are high hopes and expectations for a more holistic approach to serving employers.
- **Youth/Cathy Cardillo:**

- Other than a brief mention of a board vote needed for the summer youth contracts with Be Proud and the Upper Darby Police Department, there was no other news to report.
- **Planning/Bill Tyson:**
 - Goals have been updated, and progress is being made. Collar county boards held an initial meeting to plan how to increase advocacy and awareness. More highlights to come at the December 10th board meeting.
- **Service Delivery/Bill Adams:**
 - A recent meeting provided a timely data review and performance outcomes.
 - An apprenticeship event will be held on December 9th at IBEW headquarters.
- **Nominations/Bill Tyson:**
 - Carole Fossity from Christiana Cares has been nominated after the resignation of Kristalyn Smith. Carole will be presented to the County Council on December 10th for appointment, though she will be unable to attend our board meeting on December 11th.

Closing Comments:

- The general meeting agenda was reviewed and discussed.
- Cathy Cardillo will chair the December 11th meeting due to Rick Durante having a scheduling conflict.

Meeting Adjourned: Bill Adams motioned to adjourn at 3:04 pm; John Sanchez seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

PY 2025 Budget 2nd Quarter

| Delaware County Statement of Activities | PY 25 Budget | YTD Actuals Through 12/31/25 | Remaining Balance | % of Budget Remaining | NOTES |
|--|----------------------|------------------------------------|----------------------|-----------------------------|---|
| PY 22 Carry-over | \$ 580,313 | \$ 233,545 | \$ 346,768 | 59.76% | DOL & Apprentice Multi Year Grants |
| PY 22 Carry-over Return to state | \$ (14,605) | | \$ (14,605) | 100.00% | Apprentice did not use must return |
| PY 23 Carry-over | \$ 207,796 | \$ 88,842 | \$ 118,955 | 57.25% | EMS Multi Year Grant |
| PY 24 Carry-over | \$ 3,482,604 | \$ 2,815,239 | \$ 667,365 | 19.16% | 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 | \$ 312,091 | \$ 3,724,475 | 92.27% | |
| TANF Youth | \$ 1,057,379 | | \$ 1,057,379 | 100.00% | |
| EARN | \$ 3,220,363 | | \$ 3,220,363 | 100.00% | |
| Career Awareness | \$ 16,399 | \$ 9,067 | \$ 7,332 | 44.71% | |
| TOTAL REVENUE | \$ 12,543,876 | \$ 3,458,783 | \$ 9,085,093 | 72.43% | |
| INTERNAL | | | | | |
| Board Operations including staff | \$ 722,059 | \$ 46,293 | \$ 675,766 | 93.59% | |
| Board Operations including staff TANF | \$ 246,446 | | \$ 246,446 | 100.00% | |
| Board Operations including staff EARN | \$ 300,771 | \$ 74,197 | \$ 226,574 | 75.33% | |
| 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 | \$ 89,351 | \$ 1,361,923 | 93.84% | |
| WIOA Adult/DW Services - Training | \$ 545,000 | \$ 39,725 | \$ 505,275 | 92.71% | |
| WIOA Out-of-School Youth Services | \$ 1,018,010 | \$ 136,722 | \$ 881,288 | 86.57% | |
| TANF Youth Services | \$ 810,933 | | \$ 810,933 | 100.00% | |
| EARN | \$ 2,875,165 | \$ 664,913 | \$ 2,210,252 | 76.87% | |
| Career Awareness | \$ 16,399 | \$ 9,067 | \$ 7,332 | 44.71% | |
| PY 22 Carry-over | \$ 580,313 | \$ 284,518 | \$ 295,795 | 50.97% | |
| PY 22 Carry-over Return to state | \$ (14,605) | \$ - | \$ (14,605) | 100.00% | |
| PY 23 Carry-over | \$ 207,796 | \$ 88,842 | \$ 118,955 | 57.25% | |
| PY 24 Carry-over | \$ 3,482,604 | \$ 2,815,239 | \$ 667,365 | 19.16% | |
| PY 24 Carry-over Return to state | \$ (42,939) | | \$ (42,939) | 100.00% | |
| TOTAL EXPENSES | \$ 12,543,876 | \$ 4,259,972 | \$ 8,283,904 | 66.04% | |

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD

GENERAL MEMBERSHIP MEETING

8:30 am, March 19, 2026

Delaware County Community College

Southeast Campus, Room 401

403 N Lansdowne Ave, Drexel Hill, PA 19026

AGENDA

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| Call to Order/Pledge of Allegiance | Mr. Rick Durante |
| Welcome to DCCC Southeast | Dr. Mary Jo Boyer, Vice President of Branch Campus Operations and Community Engagement |
| Roll Call | Ms. Cathy Baselice |
| Approval of December 2025 Minutes | Mr. Rick Durante |
| Remarks from County Council | Dr. Monica Taylor, Chair, Delaware County Council |
| Director's Report | Ms. Kate McGeever |
| Annual PA CareerLink® Partners Reports | |
| • Title II | Ms. Colleen Duran |
| • Title III | Mr. Mike Dopkin |
| • Title IV | Ms. Shanae Stallworth |
| Chair's Report | Mr. Rick Durante |
| Treasurer's Report | Mr. John Sanchez |
| • PY25 Q2 Budget to Actual | |
| Board Committee Reports | |
| • Business Services Committee Update | Mr. Eric Bennug |
| • Youth Committee Update | Ms. Cathy Cardillo |
| • Planning Committee Update | Mr. Bill Tyson |
| • Service Delivery Committee Update | Mr. Bill Adams |
| PA CareerLink® Report | Ms. KayLynn Hamilton Ms. Melinda Hines Mr. Darrell Thompson |
| Adjournment | |