

**DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Thursday, June 4, 2026

8:00 am via Teams

Agenda

Minutes from March 6, 2026 Executive Committee Meeting

Director's Update:

Treasurer's Update:

- PY26 Budget

Committee Reports:

- Employer Services
- Youth
- Planning
- Service Delivery

Preview June Board Agenda

2026 Executive Committee Meeting Dates

Thursday, September 3, 2026 @8am

Thursday, December 3, 2026 @ 8am

Executive Committee Meeting Minutes

March 6, 2026 (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 pm.

Approval of Minutes:

- Rick Durante requested a motion to approve the meeting minutes from December 4, 2025. Bill Tyson made a motion, Cathy Cardillo seconded – all in favor.

Director's Update/Kate McGeever:

- A Pew/Brookings study examined strategies to improve economic mobility in southeast PA. The study identified enterprise software, advanced manufacturing, and biotech as potential sectors to pursue. A full briefing sponsored by The Foundation for Delaware County will be held on March 20, with all welcome to join.
- The county is making serious efforts to increase efficiency, including moving from SAP to Workday. Dawn is working with the implementation team to ensure we can meet our reporting requirements.
- Funding streams from outside county funds will now be under the leadership of Sandy Garrison.
- At the next board meeting, Kate wants all members to introduce themselves and share their work affiliation. Going forward a hot topic Q & A or survey will kick off the upcoming board meeting.

Treasurer's Update/John Sanchez:

- After reviewing the report, it was noticed that some carryovers are multi-year with ample time to spend down before returns need to be made.
- John asked for more explanation of expenditures vs. allotment of time to spend funds.
- EARN funds are just beginning to flow after the federal shutdown and state budget impasse caused delayed payments.

Committee Reports:

- **Employer Services/Kate McGeever as sub:**
 - Welcomed new, non-board member – Dr. Najiba Benabess from Neumann University.
 - Full report will be in the board book.
 - Upcoming job fair – March 25 at the YMCA, Springfield
- **Youth/Jenn Kacimi as sub:**
 - EDSI engaged in a pre-apprenticeship program presentation with Garage 82.
 - Coaching was reviewed – especially for TANF.

- Touched on performance measures with their effect on measurable skill gains.
- **Planning/Bill Tyson:**
 - Amazon Fresh closure created a need for the Rapid Response team where we can help with outreach and other areas that support them in their efforts.
- **Service Delivery/Bill Adams:**
 - Their March 2 meeting brought up concerns with the contractors we work with to get the right people to the quality services needed for their specific situation.

Closing Comments:

- The general meeting agenda was reviewed and discussed. New member, Carole Fossity, will attend. Cathy Baselice will request a full introduction for all board members during roll call.
- Bill Adams announced he will be unable to attend the March 19 general board meeting.

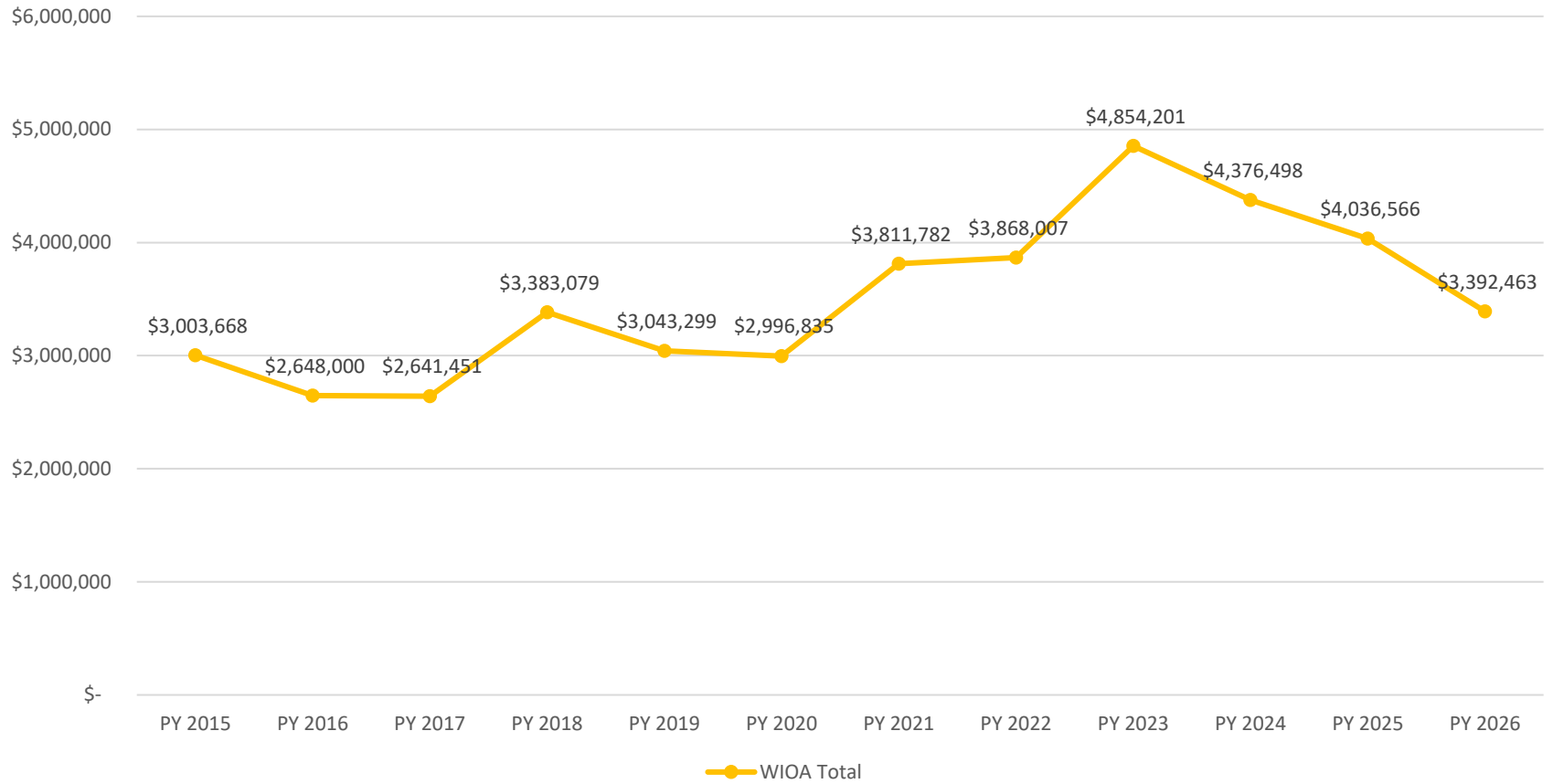
Meeting Adjourned: Bill Tyson motioned to adjourn at 8:53 am; John Sanchez seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

PY 2026 Proposed Budget

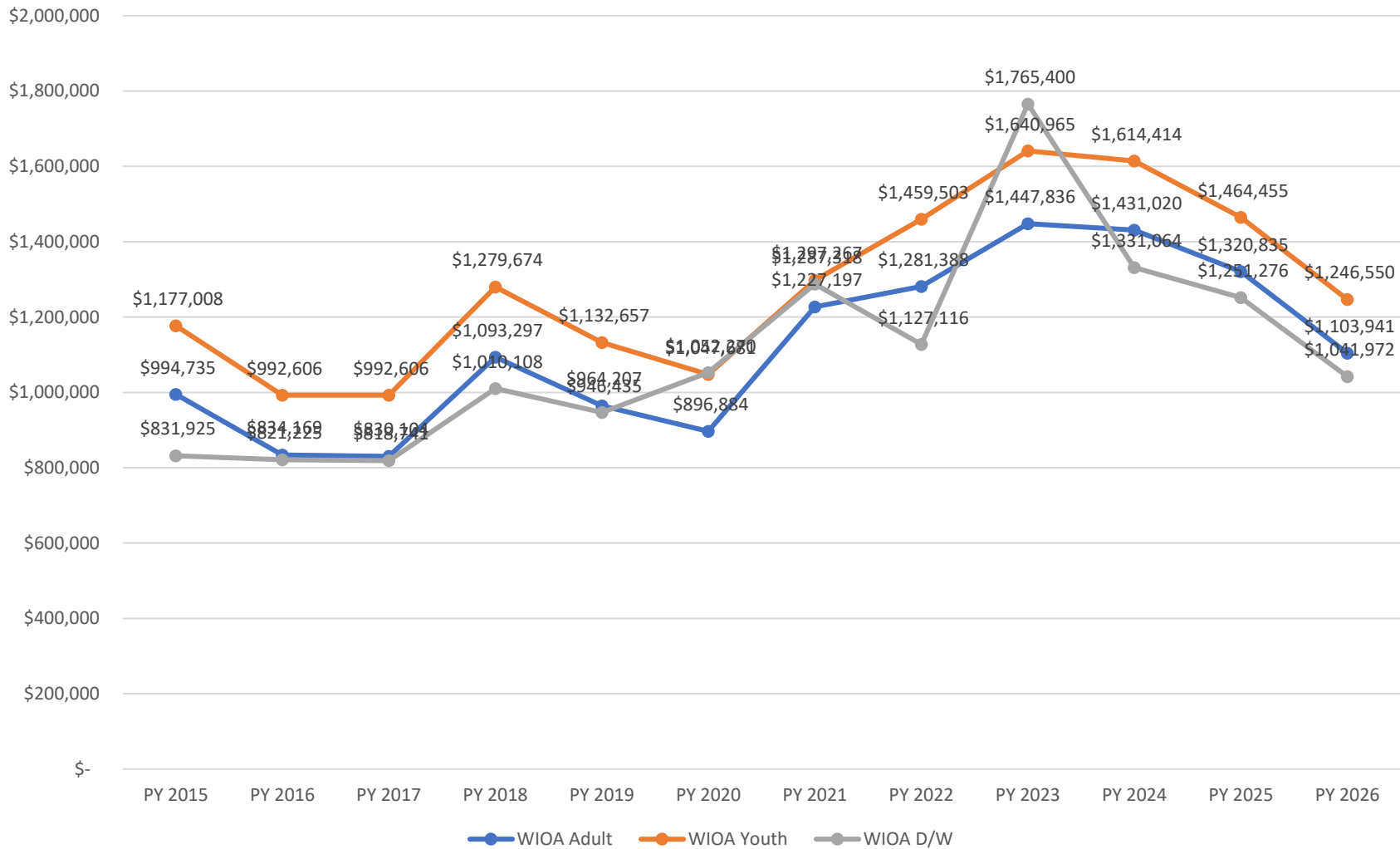
Column1	PY 2025 Projected	PY 2026
PY 22 Carry-over	\$ 565,708	\$ 111,166
PY 23 Carry-over	\$ 207,796	\$ 115,455
PY 24 Carry-over	\$ 3,482,604	\$ 268,945
PY 25 Carry-over		\$ 1,319,636
WIOA Formula Funds (Title I)	\$ 4,036,566	\$ 3,392,463
TANF Youth	\$ 1,075,506	\$ 845,958
EARN	\$ 3,220,363	\$ 3,264,796
Deobligation Crozer RR and ABA	\$ (57,543)	
TOTAL REVENUE	\$ 12,531,000	\$ 9,318,419
	PY 2025 Projected	PY2026
INTERNAL		
Board Operations	\$ 1,018,864	\$ 855,803
DCWDB Portion of PA CareerLink Operating Budget	\$ 500,000	\$ 410,305
SUBCONTRACTED		
WIOA Adult/DW Services	\$ 1,208,040	\$ 952,640
WIOA Out-of-School Youth Services	\$ 1,600,000	\$ 1,233,846
TANF Youth Services	\$ 1,150,096	\$ 1,418,694
EARN	\$ 3,220,363	\$ 2,919,554
Shared outreach	\$ 122,804	\$ 78,594
Shared business services	\$ 400,000	\$ 301,971
Cost of ITA/OJTs	\$ 473,377	\$ 300,000
Grants	\$ 1,022,254	\$ 495,566
TOTAL EXPENSES	\$ 10,715,798	\$ 8,966,973
Projected Carry Forward	\$ 1,815,202	\$ 351,446
TOTAL EXPENSES AND CARRYOVER	\$ 12,531,000	\$ 9,318,419

WIOA Allocations



	PY 2015	PY 2016	PY 2017	PY 2018	PY 2019	PY 2020	PY 2021	PY 2022	PY 2023	PY 2024	PY 2025	PY 2026
Adult	994,735	834,169	830,104	1,093,297	964,207	896,884	1,227,197	1,281,388	1,447,836	1,431,020	1,320,835	1,103,941
Youth	1,177,008	992,606	992,606	1,279,674	1,132,657	1,047,681	1,297,267	1,459,503	1,640,965	1,614,414	1,464,455	1,246,550
D/W	831,925	821,225	818,741	1,010,108	946,435	1,052,270	1,287,318	1,127,116	1,765,400	1,331,064	1,251,276	1,041,972
Total	3,003,668	2,648,000	2,641,451	3,383,079	3,043,299	2,996,835	3,811,782	3,868,007	4,854,201	4,376,498	4,036,566	3,392,463

WIOA Allocations



Pennsylvania's Allocation Formula for WIOA Adult and Youth Funds to Local Areas:

The three-part formula for allocating WIOA Adult and Youth funds to Local Areas is as follows:

Step 1

The process begins by determining the average number of individuals in the civilian labor force and unemployed for the most recent twelve-month reference period of July 1st through June 30th, by Local Area. Page 110 Once these numbers are calculated, the areas of substantial unemployment (ASU) are identified. By definition, an ASU is a contiguous area with a population of at least 10,000 individuals and an unemployment rate of at least 6.5 percent.

For Local Areas that have unemployment of 6.5 percent or greater, the civilian labor force and unemployment data is inserted directly into the allocation formula. For Local Areas that have unemployment less than 6.5 percent, an ASU search is performed. For reference, the ASU search process, as described below, is completed through a joint working venture between L&I's Center for Workforce Information and Analysis (CWIA) and the Bureau of Workforce Development Administration (BWDA).

An ASU search is a procedure developed by the federal Bureau of Labor Statistics to identify ASUs. County-level unemployment data, along with either Census tract or municipal level unemployment data from the most recent Census, is used to determine the current unemployment rates for cities, townships, or Census tracts. Through this procedure, which can utilize a subtraction or addition method, cities, townships, or Census tracts that border each other are joined together until the definition of an ASU is achieved. A Local Area can have more than one ASU within their geographic border, if the building method is used.

Once the ASU(s) is designated, the civilian labor force and unemployed totals for each Local Area's ASU are then inserted into the computer-based allocation formula.

Step 2

The first third of funds is allocated on the basis of the number of unemployed in ASUs compared to the statewide total of such individuals (as determined in Step 1). The percentage share of funds is determined by dividing the number of unemployed in each Local Area with unemployment of 6.5 percent or greater, by the statewide total of unemployed in areas with unemployment of 6.5 percent or greater. The resulting percentage is then multiplied by onethird of the State's local area portion of the allocation.

Step 3

The next third of funds is allocated on the basis of the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in each Local Area compared to the total number of such individuals in the State. As required by WIOA the "higher of" either the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in the Local Area; or the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in areas of substantial unemployment in the Local Area is calculated.

The excess number of unemployed over 4.5 percent of the civilian labor force is then totaled for the State. This statewide total is then divided into the number of excess unemployed in each Local Area to determine each Local Area's percentage share of funds. This percentage is then multiplied by one-third of the State's local area portion of the allocation.

Step 4

The final third of funds is allocated based on the number of economically disadvantaged individuals in each Local Area compared to the statewide total of such individuals. The number of economically disadvantaged individuals is derived from the most recent federal Census. Economically disadvantaged youth (age 16-21) and economically disadvantaged adults (age 22- 72) are used for each respective funding stream.

Using federal Census data, the percentage share is determined by dividing the number of economically disadvantaged for each Local Area by the statewide economically disadvantaged total. The resulting percentage for each Local Area is then multiplied by the final one-third of funds. The amount of funds for each third of the formula is then totaled for each Local Area.

Step 5

Note that prior to the minimum allocation percentage, commonly known as "hold-harmless" provision, being applied, the total amount determined in the prior steps would be each Local Area's allocation. Briefly, the hold-harmless provision ensures that a Local Area will not be allocated funds that are less than 90 percent of their average allocation percentage for the prior two years. Utilization of this authority, combined with WIOA's requirement that a hold-harmless percentage be applied, means that Local Area's allocations will continue to include the critical hold-harmless provision. The utilization of the hold-harmless provision will stabilize Local Area funding and minimize service disruptions.

The next step is then to apply the hold-harmless provision to the allocations. This is done by first combining each Local Area's allocation, excluding transfers, restorations, or unexpended funds, for the previous two years. The Local Area's two-year combined allocation is then divided by the statewide two-year combined allocation to determine the relative share percentage of funds that each Local Area received for the two reference years.

Ninety percent of the relative share percentage is then calculated to establish the minimum percentage share that each Local Area must receive in the formula allocation process.

Step 6

Using the base allocations determined in steps 2, 3 and 4, each Local Area's percentage share of funds is calculated by dividing each Local Area's allocation amount by the statewide total.

Step 7

This step calculates the minimum dollar amount of funds each Local Area is to receive based on the hold-harmless provision. This is determined by multiplying the 90 percent relative share percentage determined in Step 5, by the State's local area portion of the allocation. The resulting figure establishes the minimum amount of funds that each Local Area will receive under the formula allocation process.

Step 8

Local Areas with a relative share percentage that is less than the 90 percent minimum holdharmless percentage are identified by comparing the percentage share determined in Step 6, to the 90 percent minimum hold-harmless percentage determined in Step 5.

The funds needed to bring the Local Areas with percentages below the mandated minimum into compliance comes from the Local Areas who have a percentage share of funds which is above the mandated minimum percentage. Funds are subtracted, on a prorated basis, from the Local Areas that exceed the minimum percentage to bring the other Local Areas that are below the minimum percentage into compliance with the hold-harmless provision.

The Local Area allocations and relative share percentages are then recalculated to determine whether each Local Area received the 90 percent minimum allocation percentage.

This step is repeated as many times as is necessary to comply with the minimum allocation percentage provision within 2 decimal points. Compliance with this provision completes the formula allocation process.

Additionally, Temporary Assistance for Needy Families (TANF) Youth Development Funding (YDF) is allocated to LWDAs by the PA Department of Labor & Industry (L&I). L&I currently utilizes TANF caseload numbers (broken down by county), provided each year by the PA Department of Human Services (DHS), to determine the percentage of TANF

DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES IN ACCORDANCE WITH WIOA SECTION 133(B)(2) AND BASED ON DATA AND WEIGHTS ASSIGNED

The following factors will be utilized when allocating Dislocated Worker funds to Local Areas:

FACTOR	DATA SOURCE	PERCENTAGE WEIGHT
Insured Unemployed	Continued Unemployment Compensation Claims	10%
Unemployment Concentrations	Number of Unemployed Over 4.5%	20%
Plant Closing and Mass Layoff	# of Workers affected by WARN notices (CWDS).	15%
Declining Industries	Employment in Industries Projected to Lose 10% of Employment Between 2012-2022	10%

FACTOR	DATA SOURCE	PERCENTAGE WEIGHT
Farmer-Rancher Economic Hardship	Employment Levels in the Agriculture Industry based upon American Community Survey (US Census Bureau)	5%
Long-Term Unemployment	Number of Claimants Exhausting Unemployment Compensation Benefits	17%
Dislocated Worker [State added factor]	Estimated Number of Dislocated Workers	23%

The data used to calculate the Dislocated Worker Local Area allocations is provided by the L&I's Center for Workforce Information and Analysis (CWIA).

County-level data for the most recent 12-month program year is entered into the computerized formula.

In order to provide a balanced distribution of funds, one-half of the funds are allocated on a relative share percentage basis and one-half on a proportional basis. Specifically, the insured unemployment, unemployment concentrations, and plant closings and mass lay-off factors are calculated on a relative share percentage basis. For example, the number of insured unemployed for the Local Area is divided by the statewide number of insured unemployed to determine the relative share percentage for that factor. Conversely, the declining industries, farmer rancher, long-term unemployment, and Dislocated

Worker factors are calculated on a proportional percentage basis of each Local Area's civilian labor force. For example, the number of Dislocated Workers for the Local Area is divided by the civilian labor force for that Local Area to determine the percentage of Dislocated Workers in proportion to that area's civilian labor force.

Using the Local Area data, the computerized formula calculates the Local Area's relative or proportional percentage share for each factor. For the relative factors, the percentage share for each Local Area is first multiplied by the percentage weight assigned to each factor and then by the local area portion of the state's Dislocated Worker allocation figure to determine the dollar amount for each relative factor. For the proportional factors, the percentage share for each Local Area is totaled. The resulting percentage is then divided into each Local Area's proportional percentage share and then multiplied by the percentage weight assigned to each factor and then the statewide allocation to determine the Local Area dollar amount for each factor. The Local Area's allocation amount for each factor is then added together to determine the Local Area's total Dislocated Worker allocation.

Note that prior to the minimum allocation percentage, commonly known as "hold-harmless" provision, being applied, the total amount determined in the prior steps would be each Local Area's allocation.

The hold-harmless provision ensures that a Local Area will not be allocated funds that are less than 90 percent of their average allocation percentage for the prior two years. Utilization of this authority, combined with WIOA's requirement that a hold-harmless percentage be applied, means that Local Area's allocations will continue to include the critical hold-harmless provision. The utilization of the hold-harmless provision will stabilize Local Area funding and minimize service disruptions.

The next step is then to apply the hold-harmless provision to the allocations. This is done by first combining each Local Area's allocation, excluding transfers, restorations, or unexpended funds, for the previous two years. The Local Area's two-year combined allocation is then divided by the statewide two-year combined allocation to determine the relative share percentage of funds that each Local Area received for the two reference years.

Ninety percent of the relative share percentage is then calculated to establish the minimum percentage share that each Local Area must receive in the formula allocation process.

Using the base allocations, each Local Area's percentage share of funds is calculated by dividing each Local Area's allocation amount by the statewide total. This step calculates the minimum dollar amount of funds each Local Area is to receive based on the hold-harmless provision. This is determined by multiplying the 90 percent relative share percentage by the State's local area portion of the allocation. The resulting figure establishes the minimum amount of funds that each Local Area will receive under the formula allocation process. Local Areas with a relative share percentage that is less than the 90 percent minimum hold-harmless percentage are identified by comparing the percentage share to the 90 percent minimum hold-harmless percentage previously determined. The funds needed to bring the Local Areas with percentages below the mandated minimum into compliance comes from the Local Areas who have a percentage share of funds which is above the mandated minimum percentage. Funds are subtracted, on a prorated basis, from the Local Areas that exceed the minimum percentage to bring the other Local Areas that are below the minimum percentage into compliance with the hold-harmless provision. The Local Area allocations and relative share percentages are then recalculated to determine whether each Local Area received the 90 percent minimum allocation percentage. This process is

repeated as many times as is necessary to comply with the minimum allocation percentage provision within 2 decimal points. Compliance with this provision completes the formula allocation process.

Application to Delaware County Workforce Development Area for PY26

Delaware's Workforce Development Board experienced a larger allocation reduction than the statewide average due to several labor-market factors within the WIOA formula.

Adult and Youth

First, Delaware's unemployment rate for July 1, 2024 through June 30, 2025 was 3.7%, which is below the statewide unemployment rate of 3.9% and also below both the mean and median of the peer distribution. This places Delaware on the lower (stronger) end of unemployment across the state. Because the WIOA formula directs additional resources toward areas with higher unemployment, Delaware's relatively strong labor market reduced its share of the overall fund.

Second, Delaware did not directly qualify for the excess unemployment (EU) factor since its unemployment rate did not exceed the 4.5% EU threshold. While Delaware's did have qualifying Areas of Substantial Unemployment (ASUs), its ASU population—approximately 1,700 unemployed individuals—accounted for only about 4.5% of the statewide excess unemployment factor. As a result, the ASU component offered only limited upward pressure on the allocation.

Third, Delaware's economically disadvantaged (ED) population accounts for about 4% and 3.5% of the youth and adult statewide totals, respectively. Although the ED factor provides some balance within the formula, Delaware's relatively small proportion of the statewide ED population was not large enough to offset the downward effect of the unemployment-related components.

Dislocated Worker

On the Dislocated Worker side, the excess unemployment (EU) factor, which does not include ASUs in the dislocated worker formula, makes up 20% of the overall formula. Because Delaware's unemployment rate was below the EU threshold, Delaware did not receive any funding from this factor.

Delaware did, however, account for 14% of the state's WARN notices, which contributes to the 15% WARN component of the Dislocated Worker formula. This provided Delaware with some positive impact. However, the declining industries and farmer/rancher components—together representing 15% of the overall DW formula—were relatively strong for Delaware, meaning Delaware had lower counts compared to many other areas. Because these two factors reward higher levels of dislocation, Delaware's strong performance in these categories resulted in lower funding, offsetting the gains from the WARN notices.

Finally, the state overall experienced a 9.7% reduction in federal formula funding. This statewide decrease set the general context for reductions across all WDBs, making it even more difficult for positive local factors to counteract declines.

Taken together—lower unemployment, no excess unemployment credit, modest ASU counts, and a relatively small share of the economically disadvantaged population— Delaware’s combined labor-market indicators positioned it for a larger-than-average reduction under the WIOA allocation formula.

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
GENERAL MEMBERSHIP MEETING
8:30 am, June 11, 2026
Penn State Brandywine

AGENDA

Call to Order/Pledge of Allegiance	Mr. Rick Durante
Welcome to Penn State Brandywine	
Roll Call	Ms. Cathy Baselice
Approval of March 2026 Minutes	Mr. Rick Durante
Remarks from County Council	Dr. Monica Taylor, Delaware County Council
Director's Report	
• Trends in funding	Ms. Kate McGeever
• Policy updates (Vote Needed)	
• Greater Philadelphia Growth Partnership	Ms. Laura Goodrich Cairns
Chair's Report	Mr. Rick Durante
• Video of PWDA Governor's Award Winners	
Treasurer's Report	Mr. John Sanchez
• PY26 Budget (Vote Needed)	
• PY26 Contracts (Vote Needed)	
• Procurement of WIOA ADW Career Services	
○ Award contract to EDSI for \$400,000	
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	