**DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD**
**EXECUTIVE COMMITTEE MEETING**
Thursday, December 3, 2026 @8am
**2:00 pm via Teams Join the meeting now**

# Agenda

Minutes from Thursday, September 2026 Executive Committee Meeting

Director's Update:

- Board Votes Needed:
  - PY26 contracts: TANF YDP 2027: $180,816 to Be Proud, $167,510 to UD Police Department
  - Documents: PY26 Food Policy and PY26 Fiscal Policy Manual

Treasurer's Update:

- PY26 Q1 Budget
  - $127,500 extra WIOA Adult/Dislocated Worker
  - $150,000 Business Education Partnership Grant
- Move $400,000 from WIOA Dislocated to WIOA Adult

Committee Reports:

- Employer Services
- Youth
  - TANF YDP 2027: $180,816 to Be Proud, $167,510 to UD Police Department
- Planning
- Service Delivery

Preview September Board Agenda

**DCWDB**
Thursday, March 18, 2027 @ 8:30am
Thursday, June 10, 2027 @8:30am
Thursday, September 9, 2027 @ 8:30am (Labor day is 9/6)
Thursday, December 9, 2027 @8:30am

**Executive Committee**
Thursday, March 11, 2027 @ 8:30am
Thursday, June 3, 2027 @8:30am
Thursday, September 2, 2027 @ 8:30am (Labor day is 9/6)
Thursday, December 2, 2027 @8:30am

# Executive Committee Meeting Minutes

# September 3, 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 June 4, 2026. Bill Adams made a motion, Cathy Cardillo seconded – all in favor.

**Director's Update/Kate McGeever:**

- With the retirement of Dr. Steven Butz, Dr. Yamil Sanchez from DCIU is a prospect for his replacement. Dr. Sanchez has been asked to submit an application to Delaware County Council for consideration.
- PY25 WIOA performance for credential attainment for dislocated workers was not achieved. Staff are working with PA Labor & Industry and DCCC, the contractor responsible for credential attainment, to identify the causes of the failure and to improve.
- During the full board meeting, votes will be needed on PY26 contracts, PY26 policy manual, and the PY26 Limited English Proficiency Plan.

**Treasurer's Update/John Sanchez:**

- Reports were reviewed with some revisions made from prior years due to carryover adjustments.
- John is unable to attend the September 10 board meeting. Kate and Rick will fill in on his behalf.

**Committee Reports:**

- **Employer Services/Kate McGeever as sub:**
  - Meeting was productive. The committee requested additional data about new businesses. Discussions revolved around ways to foster retention.
- **Youth/Cathy Cardillo:**
  - Youth programs are performing as expected. Success stories add good context for the performance
- **Planning/Bill Tyson:**
  - The committee reviewed progress toward existing goals and is preparing for the mandatory modification process in early 2027.
- **Service Delivery/Bill Adams:**

- The committee had a thorough discussion of the WIOA credential attainment performance and identified the Project Management course as the leading cause of failure. A vote will be necessary on performance negotiations.

**Closing Comments:**

- The general meeting agenda was reviewed and discussed.
- Makeda Hudson will provide an update on TANF trends at the September 10 meeting.
- Abstentions from a few board members will be required for the Chamber of Commerce vote.

**Meeting Adjourned:** Cathy Cardillo motioned to adjourn at 8:36 am; John Sanchez seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

# PY 2026 Budget Vs. Actual

| Delaware County Statement of Activities | PY 26 Budget Approved June 11,2026 | PY 26 Budget With New/Adjusted Funding | PY 2026 Actual as of 9/30/2026 | Remaining Balance | % of Budget Remaining |
|---|---|---|---|---|---|
| PY 22 Carry-over | $ 111,166 | $ 127,898 | $ 36,723 | $ 91,175 | 71.29% |
| PY 23 Carry-over | $ 115,454 | $ 115,454 | $ 13,300 | $ 102,154 | 88.48% |
| PY 24 Carry-over | $ 268,945 | $ 219,612 | $ 47,888 | $ 171,725 | 78.19% |
| PY 25 Carry-over | $ 1,319,636 | $ 1,346,498 | $ 912,898 | $ 433,599 | 32.20% |
| WIOA Formula Funds (Title I) | $ 3,392,464 | $ 3,392,464 | $ 315,954 | $ 3,076,510 | 90.69% |
| TANF Youth | $ 845,958 | $ 845,958 | $ 1,144 | $ 844,814 | 99.86% |
| EARN | $ 3,264,796 | $ 3,264,796 | $ 732,061 | $ 2,532,735 | 77.58% |
| New Training Funds | | $ 127,500 | | $ 127,500 | 100.00% |
| New Biz Ed Part | | $ 150,000 | | $ 150,000 | 100.00% |
| **TOTAL REVENUE** | $ 9,318,419 | $ 9,590,180 | $ 2,059,968 | $ 7,252,712 | 75.63% |
| **INTERNAL** | | | | | |
| Board Operations | $ 855,803 | $ 855,803 | $ 252,531 | $ 603,272 | 70.49% |
| DCWDB Portion of PA CareerLInk Operating Budget | $ 410,305 | $ 410,305 | $ 88,979 | $ 321,326 | 78.31% |
| **SUBCONTRACTED** | | | | | |
| WIOA Adult/DW Services | $ 952,640 | $ 952,640 | $ 194,231 | $ 758,409 | 79.61% |
| WIOA Out-of-School Youth Services | $ 1,233,846 | $ 1,233,846 | $ 219,759 | $ 1,014,087 | 82.19% |
| TANF Youth Services | $ 1,418,694 | $ 1,321,959 | $ 441,241 | $ 880,718 | 66.62% |
| EARN | $ 2,919,554 | $ 2,919,554 | $ 667,905 | $ 2,251,649 | 77.12% |
| Shared outreach | $ 78,594 | $ 78,594 | $ 23,103 | $ 55,491 | 70.60% |
| Shared business service | $ 301,971 | $ 301,971 | $ 74,316 | $ 227,655 | 75.39% |
| Cost of ITA/OJTs | $ 300,000 | $ 300,000 | | $ 300,000 | 100.00% |
| Grants | $ 495,566 | $ 597,964 | $ 97,911 | $ 500,053 | 83.63% |
| **Projected Carry Over** | $ 351,446 | $ 617,544 | | | |
| **TOTAL EXPENSES** | $ 9,318,419 | $ 9,590,180 | $ 2,059,968 | $ 6,912,659 | 72.08% |

* (21,380) Biz Ed Partnership funds was returned to state unable to allocate funds for summer camp

| | Adult | Dislocated Worker |
|---|---|---|
| PY26 Allocation | $1,103,941 | $1,041,972 |
| Balance 10/31/26 (including carryover) | $695,055 | $1,149,442 |
| Recommended Reallocation | +$400,000 | -$400,000 |
| | | |

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
GENERAL MEMBERSHIP MEETING
December 10, 2026
8:30 am at Delaware County Emergency Services

AGENDA

| | |
|---|---|
| Call to Order/Pledge of Allegiance | Mr. Rick Durante |
| Roll Call | Ms. Cathy Baselice |
| Approval of June and September 2026 Minutes | Mr. Rick Durante |
| Remarks from County Council | Dr. Monica Taylor, Chair, Delaware County Council |
| Director's Report | Ms. Kate McGeever |

- Delco Workforce Development Convening
- Board Votes Needed: Food Policy and Fiscal Policy Manual

DCWDB Officer Elections — Mr. Bill Tyson

- Chair- Rick Durante
- Vice Chair- Cathy Cardillo
- Secretary/Treasurer- John Sanchez

Chair's Report — Mr. Rick Durante

- Appreciation of service by Ed Coleman and Asma Murin

Treasurer's Report — Mr. John Sanchez

- PY26 Q1 Highlights:
  - $127,000 for WIOA Adult/Dislocated Worker- Approved
  - $150,000 Business Education Partnership- Approved
  - $350,000 Veterans Employment Project- Pending
- Vote to move $400,000 in WIOA Dislocated Worker to WIOA Adult

Board Committee Reports

- Business Services Committee Update — Mr. Eric Bennug
- Youth Committee Update — Ms. Cathy Cardillo
  - TANF YDP 2027: $180,816 to Be Proud, $167,510 to UD Police Department
- 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