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## **One Stop Committee Meeting**

### **PA CareerLink® Bucks County Operating Meeting**

**Thursday June 15, 2023**

### **INFORMATION BOOKLET**

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Pages 3-9.....March 16, 2023 Draft Minutes

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**One Stop Committee Meeting  
PA CareerLink<sup>®</sup> Bucks County Operating Meeting  
Thursday June 15, 2023**

<b>I.</b>	<b>Welcome &amp; Roll Call</b> , Marybeth Ferguson/Larry Melf		9:00-9:05
<b>II.</b>	<b>Meeting Minutes Approval</b> , Marybeth Ferguson/Larry Melf	<b>&lt;R&gt;</b>	9:05-9:10
<b>III.</b>	<b>One Stop Operator Updates</b> , Larry Melf		9:10-9:15
<b>IV.</b>	<b>Operating Budget Review</b> , Michael Gilmore	<b>&lt;R&gt;</b>	9:15-9:25
<b>V.</b>	<b>Performance Reporting</b>		9:25-9:40
	<ul style="list-style-type: none"> <li>• Customer Engagement, Dianna Kralle</li> <li>• State Performance Reporting, Dianna Kralle</li> </ul>		
<b>VI.</b>	<b>Operating Partner Reports</b> , Respective Partner		9:40-10:05
	<ul style="list-style-type: none"> <li>• Bucks County Area Agency on Aging</li> <li>• Bucks County Assistance Office</li> <li>• Bucks County Community College</li> <li>• Bucks County Opportunity Council</li> <li>• Bureau of Workforce Partnerships and Operations</li> <li>• Educational Data Systems Inc.</li> <li>• PA Office of Vocational Rehabilitation</li> <li>• The Wardrobe</li> <li>• Unemployment Compensation</li> <li>• Vita Education Services</li> </ul>		
<b>VII.</b>	<b>WED Updates</b> , Dianna Kralle		10:05-10:10
<b>VIII.</b>	<b>Open Discussion</b>		10:10-10:20
<b>IX.</b>	<b>Public Comment</b>		10:20-10:25
<b>X.</b>	<b>Adjournment</b> , Marybeth Ferguson/Larry Melf	<b>&lt;R&gt;</b>	10:25

**<R>** = Resolution/Action Item.

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## One Stop Committee Meeting

**PA CareerLink<sup>®</sup> Bucks County Operating Meeting  
Thursday March 16, 2023**

### DRAFT MINUTES

**Meeting Attendees:** Larry Melf, Co-chair, Mercedes Anderson, Billie Barnes, Paul Bencivengo, Cameron Burrell, Liz Chodelka, Anita Diggs, Leslie Doll, Heather Foor, Michael Gilmore, Maureen Hahn, Andre Hardy, Susan Herring, Brittney Jones, Liz Keppley, Dianna Kralle, Greg Krug, Alisha Mahoney, Amanda Masullo-Baker, Jessica Peterson, Dom Roberto, Al Sharrock, Brian Shields, Kris Shovlin, Kelley Thompson, Vince Sangmeister

- I. **Welcome & Roll Call:** Larry Melf called meeting to order at 9:05, and the Committee members introduced themselves.
- II. **Meeting Minutes Approval:** Mercedes Anderson made a motion to approve the minutes of December 15, 2023, and Greg Krug seconded the motion. The minutes were unanimously approved.
- III. **One Stop Operator Updates:** Cameron Burrell, PA CareerLink<sup>®</sup> Bucks County Director reported. New privacy cubicles were installed in the Career Resource Center, and Raspberry Pi was installed in the reception area to display marketing videos, e-flyers, and other information. Early Learning Resource Center (ELRC) is a new partner and provides childcare for clients once a week at the Trevoise location. The County of Bucks Hub social services and Adult Probation & Parole representatives are now present to service clients once a week in Trevoise. Mercedes Anderson commented on the importance of providing childcare for clients as it is a barrier. Mr. Burrell will provide information on how to coordinate childcare services.
- IV. **Operating Budget Review:** Michael Gilmore, Finance Manager, reported on second Quarter finances and shared a report. The budget is expected to meet or be under expenditure goals for this program year. Planning for next program year's budget will begin and the budget impact of security for the PA CareerLink<sup>®</sup> Bucks County will be discussed. A grant was submitted to fund security, but if it is not awarded, a shared-cost plan will be reviewed.
- V. **Performance Reporting:** Jessica Peterson updated the Committee on local management and WIOA. The PA in-person participation for general orientation is increasing at the CareerLink<sup>®</sup> Bucks County likely due to the new streamlined process for both orientation

and assessment in the same day. Orientation is held once a week virtually and twice a week in-person. Workshops are scheduled three days a week. On April 25, Bucks County Probation and Parole and a coalition of agencies will collaborate on Soft Skills Workshops for approximately 60 individuals recently reentering the workforce from Bucks County and State correctional facilities. Bucks County Opportunity Council (BCOC), Vita, Bucks County Community College (BCCC), are included in the participating agencies. The event will be in Trevese. Ms. Peterson invited meeting participants.

To this point in Program Year 2022, PA CareerLink® Bucks County provided 58 participants Individual Training Account experiences. Eleven of the those currently have jobs paying an average of \$20.74 per hour. Among training providers are BCCC, MedCerts, Delaware Valley University, Smith and Solomon. One Stop service providers this program year have supported 64 Dislocated Workers, administered 500 assessments, and 104 clients are in follow-up.

A Business Services (BST) report was provided by Elizabeth Keppley. By the end of this quarter, the BST coordinated 68 recruitment events with employers present including Amazon, ESS, UPS, and Potential, Inc. Each employer had recruitment success with candidates advancing in the interview processes. Community partnerships continue with three spring job fairs at BCCC campuses and one at the Bucks County Intermediate Unit. Additional BST statistics were provided as follow:

- 125 new employers were serviced.
- 6,361 jobs were posted.
- 22 on the job trainees (OJT) were employed.
- \$19.48 was the average hourly wage for OJTs.
- 185 Incumbent Workers are in training.

EARN Program Manager, Kelley Thompson, provided an update. The EARN program is currently working with SNAP, TANF, and Refugee clients and collaborating with BCOC, United Way, Vita Education Services, and The Wardrobe to service clients with housing, training, interviewing, and in obtaining workwear. The ELRC is providing childcare for clients attending support meetings and participating in programs. Two KEYS clients are currently advancing in the program and will participate in advanced training or higher education programs. One of the KEYS clients successfully completed a WIOA program and is currently working as a Medical Assistant. Bucks County Transportation is being utilized to support clients to program and work-related activities for those in need. Ms. Thompson provided the following EARN statistics:

- Enrollments: 29 EARN, 22 SNAP, 28 Refugee/Ukraine
- Working Clients: 23 EARN, 5 SNAP

- Trainings: 3 EARN, 7 SNAP, 9 Refugee/Ukraine in ESL
- Dual enrollments: 1 Refugee/Ukraine seeking IT training; 2 CDL trainings.

A significant housing barrier currently exists. Clients using Section 8 funds are having difficulty obtaining housing that accepts the funding, in part due to monthly rental increases within Bucks County. Clients are referred to BCOC, Housinglink, homeless advocacy agencies, and some qualify for Bera assistance. Larry Melf thanked Kelley for the EARN successes and continued outreach.

Cameron Burrell updated the Committee on customer engagement. Initiatives include reengagement with some partners and Board members. Mr. Burrell thanked Jessica Peterson, Liz Keppley and staff for supporting initiatives. The general orientation redesign as well as the referrals have been successful. The PA CareerLink<sup>®</sup> Bucks County Trevoise location had 675 visitors in February and Perkasio had 120 visitors. There has been an increase in visitors from outside Bucks County with 67 from Philadelphia, 25 from Montgomery County, and 25 from the state of New Jersey.

Dianna Krall provided updates on State performance reporting. She shared the 2021 Program Year adjusted achievement percentages of goals for July 1, 2021 through June 30, 2022. Bucks County Workforce Development Board met goals, overall, with an employment rate of 98.6 percent, earnings at 98.5 percent, and credential attainment at more than 100 percent of the goal. Dislocated Worker employment statistics, for those collecting unemployment or those who exhausted unemployment benefits, was 93 percent, 96 percent for earnings, and skills gains were very high. WIOA Youth, for ages 16-24 years, showed similar trends as did goals in the additional areas. For Committee review, the report will be shared with minutes.

## **VI. Operating Partner Reports:**

**Bucks County Area Agency on Aging:** No report was provided.

**Bucks County Assistance Office:** Maureen Hahn reported that LIHEAP, a heating bills program to support low-income individuals, will run through April 28, 2023. An additional \$1,000 will be extended to qualifying families and individuals for emergencies. Ms. Hahn thanked Vita Education Services and PA CareerLink<sup>®</sup> Bucks County for outreach to clients and refugees. Thanks to support from agencies, many clients including recent refugees are moving from TANF to medical benefits, through employment. Many refugees are requesting training, job search, and credentialing assistance.

**Bucks County Community College (BCCC):** Sue Herring invited the Committee to the Bucks County Community College Center for Advanced Technologies Grand Opening and Ribbon

Cutting on April 13 at 12:15. An invitation with an RSVP link will be forwarded. In additional news, Ms. Herring reported BCCC is piloting a healthcare industry-focused ESL platform for students interested in advancing healthcare-specific language skills.

Leslie Doll, Career Coach/Job Developer at BCCC, discussed the new workforce, eleven-week Entrepreneurship program. The free program is for Bucks residents interested in starting a new business. The program is funded by ARPA and includes live ZOOM sessions with an instructor. The first cohort begins on May 16 and runs through July. The program will introduce participants to marketing, finance, website design, with mentoring and networking integral to the program. Information sessions are scheduled for April 4 and April 14; however, Bucks can schedule independent sessions. Each participant must be starting-up a business and a resident of Bucks County.

Amanda Masullo-Baker reported on Out of School Youth (OSY). Enrollment has exceeded the goal of 78 including 21 GED students. The Out of School Youth team lost two staff recently and interviews will soon be held for a Youth Career Specialist and an Instructor. Community partnerships continue and include Bucks County Technical High School, Ridge Clinic, and non-credit constituents at BCCC. The Youth are being surveyed for desired content in the monthly newsletters that include information about job opportunities, resources, The Wardrobe, driving, soft skills, workshops and more. Dianna Krall congratulated the OSY team on exceeding dislocated youth goals, which is typically not accomplished in most PA counties.

**Bucks County Opportunity Council:** Heather Foor provided news that SNAP funding decreased last month, but there is a pantry network with at least one pantry open each day. Additionally, the Fresh Connect free mobile service is available with four locations. It will deliver on an emergency basis to those who cannot leave homes. A Housing Locator is on staff and there are landlord engagement programs that have been effective in placing families. Please refer landlords who can accept incentives and have open units. BCOC currently has an opening for a Housing Locator position. Please refer viable candidates.

A Self Sufficiency Graduation is upcoming to celebrate the successes of 11 graduates. An invitation will be sent for the April 12 program.

**Educational Data Systems Inc.:** Andre Hardy said a Diversity and Inclusion symposium was recently held to review hiring differently abled individuals. Three hundred fifty employers attended along with 215 representatives. A survey was sent to participants and results will be used to support the needs of Bucks County. A recorded version will be soon released and shared.

**PA Office of Vocational Rehabilitation:** Anita Diggs provided a summary of the agency goal. The agency is State and Federally funded to work with students and individuals with disabilities. Various services and outreach help those individuals obtain and maintain employment.

**The Wardrobe:** Due to technical issues, Al Sharrock reported through Teams Chat. The Wardrobe is holding events in several locations March 28-30 in honor of Women's History Month. A flyer will be forwarded. The Wardrobe is successfully serving Ukraine refugee clients both in-house and through mail for those with transportation barriers.

**Unemployment Compensation:** Alisha Mahoney reported. An equity grant funded the UC Connect website for claimants and employers including live chats. A press release will be released on March 16. Unemployment compensation meetings are currently by appointment only.

**Vita Education Services:** An update was provided by Mercedes Anderson. Community classes GED, ESL, and Family Literacy are full for the semester and will finish in May or June. Vita placed many refugees in classes and is working with three trained teaching volunteers to run an alternative class, specifically for refugees. Providing for students the education platform USA Learns has been a helpful tool for ESL learners. Vita is applying for grants to fund additional refugee classes and is working with the PA CareerLink<sup>®</sup> Bucks County to reserve instructional space if the grant is awarded. A summer refugee program is being considered.

- VII. WED Updates,** Dianna Krall indicated WED is procuring contractors for the 2023 Program Year. Out of School Youth, In School Youth, and Title I requests for proposals were or are currently posted on PennBid and the COB website. WED was recently awarded the Apprenticeships Building America Grant for \$366,000. It is shared with Montgomery County and will fund four pre-apprenticeships and three apprenticeships through 2026.

The Near Completers grant was submitted and WED will partner with BCCC and DelVal to fund degree or training completion for students who exited school within one year of program completion. The funds can also help with outstanding tuition payment and assist PA students who are not WIOA eligible.

Ms. Krall shared additional news: The Business Education Partnership grant was submitted, and if awarded will help fund the mobile FAB lab scholarships, staffing for the IU's career pathways website, STEM camp at Upper Bucks Technical High School, and internships for students at the Bucks County Intermediate Unit. Workforce on Wheels (WOW) should be running at the end of August. A ribbon cutting and grand opening will be planned.

Employees who serve clients of the PA CareerLink<sup>®</sup> Bucks County will receive customer service and staff development training in upcoming months. The marketing company the Board contracted is updating the PA CareerLink<sup>®</sup> Bucks County orientation video, and a UTube link will be sent.

- VIII. Open Discussion:** Congratulations from Greg Krug were shared with the Committee and PA CareerLink<sup>®</sup> Bucks County partners for collaboration and successful work for the residents of Bucks County.
- IX. Public Comment:** No public comment was made.
- X. Adjournment:** Mercedes Anderson motioned to adjourn the meeting and Yolanda Udvardy seconded the motion. The Committee unanimously voted to adjourn the meeting at 10:19 a.m.

Respectfully submitted,



Kris Shovlin  
March 16, 2023



Program Year: 2022 - 2023  
 Quarter: 3  
 Report Date: 5/1/2023  
 Contact Name: Michael Gilmore  
 Contact Phone: 215-345-3488

[Part 1] BUDGET & ACTUAL EXPENDITURES

Cost Categories	Budget Allocation (Modification 1 - Eff 11/1/2022)	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Year-to-Date Expenditures	% Expended	Attributable Program Income	Available Balance	% Un-expended
<b>Infrastructure Costs</b>	\$412,735.20	\$103,003.57	\$118,073.35	\$120,739.20	\$0.00	\$341,816.12	82.82%	\$0.00	\$70,919.08	17.18%
<b>Facilities</b>	\$333,654.20	\$80,909.64	\$79,791.60	\$87,011.99		\$247,713.23	74.24%	\$0.00	\$85,940.97	
<b>Operations</b>	\$79,081.00	\$22,093.93	\$38,281.75	\$33,727.21		\$94,102.89	119.00%	\$0.00	<b>-\$15,021.89</b>	
<b>Additional (Personnel/Services) (CareerLink Relocation Costs)</b>	\$199,500.50	\$35,013.48	\$25,735.14	\$31,790.80		\$92,539.42	46.39%	\$0.00	\$106,961.08	53.61%
<b>Totals</b>	<b>\$612,235.70</b>	<b>\$138,017.05</b>	<b>\$143,808.49</b>	<b>\$152,530.00</b>	<b>\$0.00</b>	<b>\$434,355.54</b>	<b>70.95%</b>	<b>\$0.00</b>	<b>\$177,880.16</b>	<b>29.05%</b>

[Part 2 - A] PROGRAM INCOME

Program Income	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year-to-Date
Program Income Earned	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Income Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Income Unexpended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Part 2 - B] PROGRAM INCOME SOURCE

1st Qtr:	3rd Qtr:
2nd Qtr:	4th Qtr:

[Part 3] PARTNER EXPENSES

PARTNERS	Budget Allocation (Modification 1 - Eff 11/1/2022)	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Year-to-Date Expenditures	% Expended	Attributable Program Income	Available Balance	% Un-expended
BCCC	\$67,715.54	\$15,437.22	\$15,937.61	\$16,901.58		\$48,276.41	71.29%	\$0	\$19,439.13	28.71%
EDSI - WIOA / One-Stop	\$252,131.15	\$57,501.72	\$59,348.47	\$62,931.10		\$179,781.29	71.30%	\$0	\$72,349.86	28.70%
Vita	\$3,000.00	\$750.00	\$750.00	\$750.00		\$2,250.00	75.00%	\$0	\$750.00	25.00%
Bucks WED	\$9,989.89	\$2,327.03	\$2,365.45	\$2,493.44		\$7,185.92	71.93%	\$0	\$2,803.97	28.07%
EDSI - EARN	\$69,361.60	\$15,818.70	\$16,326.81	\$17,312.43		\$49,457.94	71.30%	\$0	\$19,903.66	28.70%
DCED	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$6,000.00	75.00%	\$0	\$2,000.00	25.00%
JVSG (DVOP)	\$16,914.70	\$3,852.95	\$3,980.17	\$4,221.85		\$12,054.97	71.27%	\$0	\$4,859.73	28.73%
JVSG (LVER)	\$16,914.70	\$3,852.95	\$3,980.17	\$4,221.85		\$12,054.97	71.27%	\$0	\$4,859.73	28.73%
Wagner Peyser / BWPO	\$67,715.54	\$15,437.22	\$15,937.61	\$16,901.58		\$48,276.41	71.29%	\$0	\$19,439.13	28.71%
AAA	\$8,457.34	\$1,932.83	\$1,991.91	\$2,110.93		\$6,035.67	71.37%	\$0	\$2,421.67	28.63%
DHS - TANF	\$8,658.96	\$2,164.74	\$2,164.74	\$2,164.74		\$6,494.22	75.00%	\$0	\$2,164.74	25.00%
Trade	\$16,902.41	\$4,225.60	\$4,225.60	\$4,225.60		\$12,676.80	75.00%	\$0	\$4,225.61	25.00%
UC - Direct / Personnel	\$24,981.78	\$5,569.72	\$5,696.94	\$5,938.62		\$17,205.28	68.87%	\$0	\$7,776.50	31.13%
Rapid Response	\$4,257.06	\$966.42	\$1,000.78	\$1,062.55		\$3,029.75	71.17%	\$0	\$1,227.31	28.83%
OVR	\$33,829.39	\$5,404.30	\$7,300.89	\$8,443.70		\$21,148.89	62.52%	\$0	\$12,680.50	37.48%
The Wardrobe	\$3,405.64	\$775.68	\$801.35	\$850.04		\$2,427.07	71.27%	\$0	\$978.57	28.73%
<b>Totals</b>	<b>\$612,235.70</b>	<b>\$138,017.08</b>	<b>\$143,808.50</b>	<b>\$152,530.01</b>	<b>\$0.00</b>	<b>\$434,355.59</b>	<b>70.95%</b>	<b>\$0</b>	<b>\$177,880.11</b>	<b>29.05%</b>