



BOARD MEETING BRIEFING BOOK

Thursday, June 15, 2023
9:30 – 11:30 AM

Hybrid Meeting
via Zoom and In-person

One Penn Center at Suburban Station
1617 JFK Boulevard
Suite 1300
Philadelphia, PA 19103

PHILADELPHIA WORKS BOARD OF DIRECTORS



Daniel K. Fitzpatrick
Chairman of the Board
President
Citizens Bank of PA/NJ/DE

Steven Scott Bradley
Vice-Chairman of the Board
Principal, OneDigital - Senior Client Executive
One Digital

Patrick J. Eiding
Secretary of the Board
Secretary - Treasurer
Philadelphia Building Trades

April Walker
Treasurer of the Board
Senior Vice President, Customer Success
Salesforce

Michelle Armstrong
School District of Philadelphia

Stephanie L. Kosta
Freedom Region Comcast

Sarah Steltz
The Chamber of Commerce
of Greater Philadelphia

Emily Bittenbender
Bittenbender Construction LP

Edward Krawczyk
International Association of Heat
and Frost Insulators and Allied
Workers JAC

Christina Wong
Comcast Center Campus

Shari Brightful
PA Office of Vocational
Rehabilitation

John W. Lasky
Temple University Health System

Manny Citron
Deputy Chief of Staff
Mayor's Office of Labor

Richard Lazer
Executive Director
Philadelphia Parking Authority

David Crossed
Independent
Business Consultant

Marybeth Ferguson Williams
Assistant Regional Director
Southeast-Poconos
Bureau of Workforce
Partnership and Operations
PA DOL & Industry

Brigitte F. Daniel Esq.
Wilco Electronic Systems Inc.

Donald Generals
Community College of
Philadelphia

Douglas I. Oliver
PECO – An Exelon Company

Peter Gonzales
Welcoming Center for New
Pennsylvanians

Kimmel Proctor
Beyond Literacy

Ed Grose
Greater Philadelphia Hotel
Association

Susan Schonfeld
Community Integrated Services

Jasmine Sessoms
Hilco Redevelopment Partners

PHILADELPHIA WORKS BOARD MEETING AGENDA

June 15, 2023 | 9:30 to 11:30 AM
[Hybrid Meeting via Zoom](#)
Presiding: Daniel K. Fitzpatrick, Chair

Welcome, Reports & Presentations

- | | |
|--|------------------------------|
| I. Welcome | Daniel K. Fitzpatrick |
| II. Opening Remarks | Daniel K. Fitzpatrick |
| <ul style="list-style-type: none">• ACTION: Approval of the Consent Agenda<ul style="list-style-type: none">• Philadelphia Works Update• March 16, 2023, Board Meeting Summary• Committee Meeting Summaries and Reports for this Quarter | |
| III. New Employees | H. Patrick Clancy |
| <ul style="list-style-type: none">• Zoe Cousins• April Alexander• Alyssa Majette• Tiara Strambler• Fred Randall | |
| IV. Economic Overview/Update | Sam Fraley/H. Patrick Clancy |
| V. CEO Report | H. Patrick Clancy |
| ACTION: Approval of the modified WIOA Local and Regional Plans | |
| VI. Operations Report | Patricia Blumenauer |
| <ul style="list-style-type: none">• Investment Strategy Presentation | |

Committee Actions

- | | |
|---|--------------------------------|
| I. Finance Committee Update | April Walker/H. Patrick Clancy |
| <ul style="list-style-type: none">• ACTION: Approval of the Financial Statements for nine months ended March 31, 2023• ACTION: Approval of the Fiscal Year 2024 Budget• ACTION: Approval to negotiate contracts of \$3 million or greater | |
| II. Employer Engagement and Workforce Strategies Committee Update | Sarah Steltz |
| III. Youth Standing Committee Update | Jasmine Sessoms |
| IV. One-Stop Operator Standing Committee Update | Shari Brightful |
| <ul style="list-style-type: none">• ACTION: Approval of the One-Stop Operator | |

Communications Update

Dawn Thomas

Public Comments

Daniel K. Fitzpatrick

Closing Remarks and Adjournment

Daniel K. Fitzpatrick

Next Board Meeting: September 14, 2023

BOARD MEETING BRIEFING BOOK

June 15, 2023

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CONSENT AGENDA ITEMS

Overview

The following items are on the Philadelphia Works Consent Agenda for June 15, 2023:

- Philadelphia Works Update (p. 2-14)
- March 16, 2023, Board Meeting Summary (p. 15-19)
- Committee Meeting Summaries and Reports for this Quarter (p. 20-34)

Items on the Consent Agenda will not be discussed unless requested by a Board member. The following is a brief overview of each item.

Philadelphia Works Update

This report highlights efforts and progress during the quarter. More details on the information and initiatives outlined in this report, as well as other efforts in which the Board is engaged, can be found in other sections within the board meeting briefing book, or are available at www.philaworks.org.

Meeting Summary: March Board Meeting

The Board is being asked to approve the draft meeting summary from the March 16, 2023, Board Meeting.

Committee Meeting Summaries

The Board is being asked to approve the committee meeting summaries included in today's board briefing book.

PHILADELPHIA WORKS UPDATE

Updates in this Report

Workforce Development System Highlights (Adult and Youth)

Resource Development Updates

Outreach and Communications

Workforce Development System Highlights

Community Project Grant – Hilco/CEO

The U.S. Department of Labor’s (DOL) Employment and Training Administration (ETA) awarded Philadelphia Works (PhilaWorks) \$1 million for the South Philadelphia Workforce Recruitment, Training, and Placement Project for Reentering Citizens (Community Project Grant – Hilco/CEO). The two-year grant begins April 1, 2023. PhilaWorks is collaborating with the Center for Employment Opportunities (CEO) to train and place formerly incarcerated individuals into transitional work crews, to provide supplemental outdoor maintenance and beautification services at the former Philadelphia Energy Solutions (PES) refinery site, owned by Hilco Redevelopment Partners (Hilco). PhilaWorks will serve as the fiscal agent, reimbursing CEO for training costs, and will further partner with CEO to provide participants with resources to access a greater network of career opportunities, such as advanced training and credentialing within the PA CareerLink® system.

Through the Community Project Grant, PhilaWorks, CEO, and Hilco are partnering to provide 150 formerly incarcerated Philadelphians with immediate employment, working four days and twenty hours per week upon release from incarceration as part of two transitional work crews at the PES refinery site. Work crews will assist with the clearing of the refinery land, beautification, litter abatement, graffiti removal, and landscaping services to produce a fully green, eco-friendly space. Participants will have access to CEO’s employment services, including Job Readiness Training & Orientation, Transitional Employment, Job Coaching & Development, and Retention Services. The grant provides participants the opportunity to obtain the knowledge, experience, and training necessary to build lasting attachments to the workforce and become permanently employed.

Current Status

PhilaWorks held internal and external kick-off meetings for the Community Project Grant – Hilco/CEO in April. Ongoing monthly meetings have been scheduled with CEO and Hilco to define processes, share updates, and track data and performance. PhilaWorks’ Workforce Partnerships team is scheduling time in the coming weeks to visit the work crews at the PES refinery site.

Hospitality & Entertainment (H&EIP)

The Hospitality and Entertainment Industry Partnership hosted its first in person meeting at Rivers Casino on 4/20/2023 since the start of the pandemic. We thank our host facility and staff. We extend gratitude to the IP attendees, presenters; from C-CAP, VisitPhilly, employer spotlights and the many community partners and educational supports that attended to ensure that the meeting was a success. We’re also grateful to our partners at Greater Philadelphia Hotel Association, Pennsylvania Restaurant and Lodging Association, & Visit Philadelphia for their advocacy of the hospitality industry. As we continue to grow the industry partnership and support businesses in the region much emphasis is being placed on marketing over the next several months. We desire to bring more awareness of the H&EIP

and to increase our business engagement efforts we have added the cooperation of a business engagement consultant, added another co-chair and industry champion to the team. We look forward to sponsoring The Drexel Hospitality Workforce Training Program Cohort II in June 2023. This training cohort opportunity will create career readiness leading to sustainable career pathways for greater Philadelphia hospitality professionals and open a direct pipeline to Philadelphia hospitality employers and restaurant groups. We are ever grateful to SEPMA and TDL as forerunners and aspire to be as successful and impactful.

[Youth Intermediary Transition](#)

In September-October 2022, Philadelphia Works utilized J. Jackson Consulting to evaluate the Youth Programs Intermediary role. A combination of interviews, focus groups, town halls, and surveys were completed. The full evaluation report is available [here](#). Based on the evaluation recommendations and additional research, Philadelphia Works has partnered with the City of Philadelphia's Office of Children & Families and the School District of Philadelphia to redesign and procure for a new intermediary role.

The redesigned intermediary role reinvigorates our collaboration to support Career Connected Learning for youth and young adults. The role will serve four major functions:

- 1) Procure, manage, and monitor subcontracts with youth service providers who offer CCL programs.
- 2) Support program operations and implementation in alignment with the CCL program model for at least 8000 work-based learning opportunities.
- 3) Provide orientation, training, and supports for providers to ensure compliance with programmatic and fiscal requirements.
- 4) Collaborate with system stakeholders to engage employers and advance the goals of the overall CCL system.

In June, Philadelphia Works released an RFP for this role. For more detail, please reference the RFP on the Philadelphia Works website: <https://philaworks.org/procurement-opportunities-provider-resources/>.

[WorkReady Summer 2023](#)

Philadelphia's WorkReady Summer 2023 programming is in motion! More than 10,000 young people have already expressed interest in the program. The application for youth is still available online at <https://www.workready.org/summer/>. There are lots of opportunities available across the city for review and share the [Program Locator](#) to help learn about all summer programs and determine the best program fit for young people.



Employers can still partner with WorkReady as investors and/or as worksites who host virtual or in-person internships. Employers also have the option to participate in career exposure activities such as employer panels, employer led workshops, digital career days, etc. To learn more and get connected, please visit:

[https://www.workready.org/employers/.](https://www.workready.org/employers/)

Women in Nontraditional Careers (WINC)

City Council member Katherine Gilmore Richardson and others celebrated WINC’s work to encourage and support Philadelphia-area tradeswomen during Women’s History Month in March 2023. WINC staff and affiliated tradeswomen offered public comment during a Council session on March 9, 2023, to approve a Resolution declaring March 5 -11 “Women in Construction Week” in Philadelphia and honoring WINC. At another event later in the month, three WINC-affiliated tradeswomen were honored: Tureka Dixon, WINC Steering committee member, glazier, and recruitment coordinator for the Finishing Trades Institute; Carmita Camp, apprentice carpenter and graduate of the WINC Tradeswomen Readiness Program and Natasha Scott, sheet metal worker and WINC mentor.



Figure 1: Women's History Month event March 29, 2023, honoring (l-r) Tureka Dixon, Carmita Camp, Natasha Scott, with Councilmember Gilmore Richardson



Figure 2: City Council meeting March 9, 2023; (l-r) electrician Noreen Buckley, SEPTA construction equipment operator Tanja Hebron, Councilmember Katherine Gilmore Richardson WINC project manager Sue Hoffman

Recruitment has begun for the Summer 2023 Tradeswomen Readiness Program (TRP). WINC will train 20 career seekers and match them with 20 tradeswomen mentors as they prepare for a trades career in in

construction, manufacturing, transit, or utilities. The program begins July 11 with a new partner, the Construction Apprentice Preparatory Program (CAPP), to provide program coordination on a pilot basis. CAPP will lead a new recruitment and assessment process, provide case management, supportive services, and career navigation to aspiring tradeswomen. Instruction will again be delivered by the Finishing Trades Institute of the Mid-Atlantic Region. Graduates will receive an Apprenticeship Readiness Certificate from the North American Building Trades Association, OSHA 10, CPR/First Aid along with construction math and site visits to apprenticeship programs, factory floors and SEPTA facilities. Based on this pilot, WINC will offer another program in October 2023 and seek grant funds to sustain the TRP in 2024.

Communications (March 1, 2023 – May 31, 2023)

Philadelphia Works continues its communications commitment to create access and equity through:

- Sharing and supporting the ‘good work’ and valuable resources of our system partners
- Striving to target and match outreach content to its most relevant populations and stakeholders
- Utilizing data to strengthen stakeholder communication across the system

You can find our inventory of outreach materials [here](#). We are rolling out a brand refresh to align with our new website, please look out for new branding and visuals this summer. We welcome you to connect with Philadelphia Works on social media and on the [PhilaWorks Newsroom](#)

STAY CONNECTED

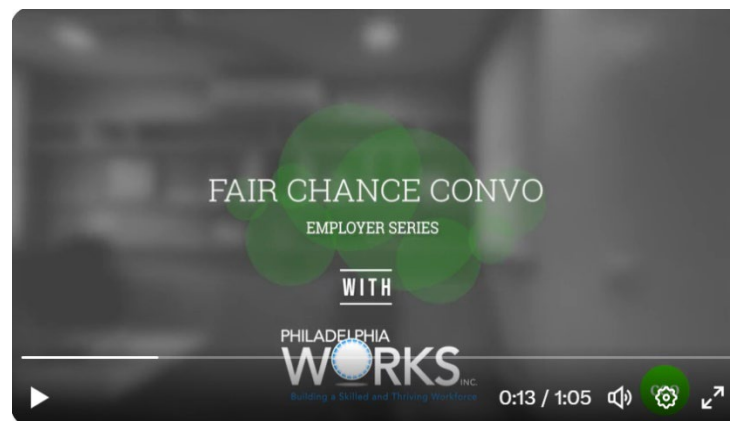


Congratulations



Patricia Blumenauer
Chief Operating Officer

Patricia Blumenauer name Philadelphia Works' Chief Operating Officer – a powerful addition to the organization's executive leadership team. Read the press release here: <https://www.prnewswire.com/news-releases/philadelphia-works-names-first-female-chief-operating-officer-301781449.html>



President of Center for Employment Opportunities, Samra Haider had an insightful conversation on reentry transitions with PhilaWorks' President and CEO, H. Patrick Clancy, President and CEO. Watch the discussion here: <http://ceolink.co/43vdHLo>

Highlights

Metro Philadelphia shines a huge spotlight on CAREER Dislocated Worker Grant, publishing three articles to increase awareness and access to regional job seekers.

- [Local nonprofit aims to aid dislocated workers across Philly region](#)
- [Philadelphia Works can help you get on the right career track](#)

- [Three reasons to enroll in the Career Dislocated Worker Grant Program](#)

Analytics and Press Reports:

[Website Analytics Snapshot \(Philaworks.org\)](#)

From March 1, 2023 – May 31, 2023, there was a total of 14,489, a corrected data adjustment from the reported 6,778 website sessions last quarter due to the GA transition over from Universal to G4 data collection. There was also a data correction for unique users this quarter, which totaled 9,000, a correction from the 4,991 unique users reported from the previous quarter. Now that our web data has officially transferred to G4, future reporting will be accurate. Our [Procurement Opportunities and Provider Resources](#) page received the most traffic during this period and most of our website traffic is from organic search, meaning most people (approx. 55%) found our site through a search engine or some other referral source. 40% of our site traffic was direct, meaning individuals were specifically looking for our organization or knew to come directly to our site.

[WINC](#) was the most visited area of the site (meaning individuals landed on WINC’s page first) this period with a total of 1,652 views. [Careers at PhilaWorks](#) and [About our workforce development system](#) were also visited in high frequency this quarter.



Traffic acquisition: Session default channel group Custom: Mar 1 - May 31, 2023

Session default channel group	Users	Sessions	Engaged sessions	Average engagement time per session
	9,391 100% of total	14,589 100% of total	8,324 100% of total	0m 39s Avg 0%
1 Organic Search	4,752	8,006	4,987	0m 42s
2 Direct	4,281	5,866	2,914	0m 32s
3 Referral	403	704	421	0m 55s
4 Organic Social	106	224	116	0m 38s
5 Unassigned	19	21	3	0m 33s
6 Email	2	2	1	0m 06s

Press Releases

March 25, 2023 - [“Philadelphia Works Names First Female Chief Operating Officer.”](#)

[For other press, media, and references \(priority mentions where Philadelphia Works and/or the Philadelphia Workforce System or staff were highlighted, mentioned, referenced, or quoted through public facing platforms\), visit the \[PhilaWorks Newsroom\]\(#\).](#)

[Macquarie Group Foundation-Social Impact Award](#)

[Awarded: \\$77,000](#)

[Grant Period: 12 Months, June 2023 – May 2024](#)

Macquarie led a consortium including MacCap and Philadelphia Works to build the Pennsylvania Department of Transportation Major Bridge P3 Initiative. The project was awarded the inaugural Macquarie Social Impact Award. Through the grant, PhilaWorks will expand the program’s social impact through providing stipends for training participants.

[Business Education Partnership \(BEP\) Grant](#)

[Awarded: \\$150,000](#)

[Grant Period: 14 Months, June 2023 – August 2024](#)

Philadelphia Works will continue partnership with Innovageous and the School District of Philadelphia to offer BEP programming. The project was awarded by the PA Department of Labor & Industry. Through the grant, a new cohort of teachers will participate in professional development sessions to learn how to integrate career exposure into their classroom and will implement a career connected service-learning project with their high school students to spread awareness among middle school students and their families. High school students will benefit from career exposure and share their knowledge via peer-to-peer activity.

Board and Committee Meeting Summaries

Welcome

Chairman of the Board Dan Fitzpatrick convened the meeting at 9:00AM. As part of his welcoming address, Mr. Fitzpatrick thanked the Philadelphia Works staff for its continued commitment to helping residents find employment.

MOTION: Mr. Fitzpatrick asked for a motion to approve the Consent Agenda as outlined in page 1 the Philadelphia Works Board Briefing Book. The Consent agenda consisted of the following: Philadelphia Works Update, December 15, 2022, Board Meeting Summary and Committee Meeting Summaries and Reports for the quarter.

- Motion: Mr. Lazer
- Second: Mr. Citron
- Abstentions: None

ACTION: Motion was approved unanimously.

New Employees and Farwell to Johnetta Frazier

Mr. Clancy welcomed ten new employees to Philadelphia Works and wished long time Philadelphia Works employee Johnetta Frazier best of luck in her retirement.

Economic Update/Update

Sam Fraley provided the Board with an economic update:

- Half a million jobs were added nationally in January with a 3% growth in retail sales in January.
- GDP revised down from 2.9 to 2.7% growth for Q4 2022. Pennsylvania unemployment rose from 3.8 to 4.5% from December to January whereas it fell from 4.8 to 4.5% from November to December.
- Overall US unemployment rose from 3.3 to 3.6% in February, with the largest losses of employment in professional and business services at about 6,000, month over month.
- Retail and trade were the two industries that added the most jobs month over month. Professional business services, despite losing jobs month over month, is still at 32,000 jobs with those COVID numbers.
- Leisure and hospitality are still lower as compared to pre COVID at about 14,000 jobs lower.
- Q4 2022 showed a decline in job postings.
- The housing market has continued to slow down or decrease since 2021.
- In conclusion, things are not as bad but uncertain. Employment has remained strong across Philadelphia, Pennsylvania, and nationally, with some movement albeit with some increases in unemployment. Wages are growing behind inflation.

ATTENDANCE

MEMBERS

- Michelle Armstrong
- Shari Brightful
- Manny Citron
- Stephanie Costa
- David Crossed
- Brigitte Daniels, Esq.
- Marybeth Ferguson Williams
- Dan Fitzpatrick
- Donald Generals
- Peter Gonzales
- Edward Krawczyk
- Richard Lazer
- Kimmel Proctor
- Jasmine Sessoms
- Sarah Steltz

REGRETS

- Emily Bittenbender
- Patrick Eiding
- Ed Grose
- John Lasky
- Doug Oliver
- Susan Schonfeld
- Steven Scott-Bradley
- April Walker
- Christina Wong

GUESTS

- Eleanor Avery
- John Clayton
- Peggy Dugan
- Rachel Dukeman
- Cynthia Figueroa
- Sabria Fountain
- Johnetta Frazier
- M. Gebre
- Sarah Getz
- Chris Gibbs
- Evelyn Gómez
- Valerie Grant
- M. Harrison
- Sarah Hollister
- Heloise Jettison
- Michael Joynes
- Karin McBride

CEO Report

President and CEO Patrick Clancy updated the Board:

- Philadelphia Works has been busy with trying to sort out the city's infrastructure work. Philadelphia Works has met with an organization called Everybody Builds which is interested in working with universities and hospital projects in the city. Some of Philadelphia Works' board members are participating in Integrated Jobs and Economic Development Road Map, an organization to put together an economic and workforce development plan for the next mayor.
- Mr. Clancy has been participating in a Workforce Institute which endeavors those boards perceived as doing innovative work to partner and share what is happening, what is working and not working. PhilaWorks will be participating in the National Association of Workforce Boards in Washington DC in April. Workforce Board Executive Directors and other staff will meet with the new Acting PA Secretary of Labor and Industry, Nancy Walker. Mr. Clancy is scheduled to participate in the US Conference of Mayors Workforce Development Committee in Florida as a trustee for the region.
- Mr. Clancy also highlighted the Pathway Associate Program at Pennsylvania Hospital where Philadelphia Works supported ten young people to participate in a program. All ten participants were hired by Pennsylvania Hospital. He also highlighted the Women in Nontraditional Careers (WINC) program in which Philadelphia Works was able to expand the grant with its Chicago partners and expand the program.
- Mr. Clancy introduced two guests: John Clayton, interim President and CEO, and Erica Walker, the Director of Business Engagement from the Philadelphia Youth Network (PYN) which presented updates regarding WorkReady, which is the summer program for 2023 that has officially launched. The key findings were that they are currently at 3,120 applications, looking for additional funding as it is nearing its target of 8,000. They also increased the hourly wage by 37% to \$11.00 an hour. They are also interested in partnering with other employers and organizations, sponsorships, and investments.

Operations Report

Philadelphia Works Chief Operating Officer, Patricia Blumenauer, provided the following updates:

- Philadelphia Works is continuing to work on the Youth Intermediary Redesign, currently reviewing investments in the youth intermediary space and made the joint decision with the city and PYN to end funding for the E3 program as current analysis has shown that the current model is not providing the expected results.
- Philadelphia Works was awarded a grant from the Wallace Foundation of \$225,000.00 along with the Office of Children and Families, and the School District of Philadelphia to further PhilaWorks' Career-Connected Learning work with a focus on seamless access for young people to work-based learning activities and improving the quality of programming.
- There has been an increase in traffic at the Pa CareerLink® centers. Over 250 active customers were served in the last month and approximately 100 WIOA adults were enrolled.
- Philadelphia Works has participated in hiring events with Amtrak, Allied Security, Always Best Care. The
- PA CareerLink® staff capacity is at 90%.
- Unemployment compensation representatives will continue to work at PA CareerLink® offices.
- Impact Services was chosen as the recipient of the outreach and engagement RFP and will be working alongside Philadelphia Works in 12 to 15 zip codes in North and West Philadelphia to focus on in-person targeted engagement to inform folks about the PA CareerLink® centers.

Waleska Maldonado
Karin McBride
Meredith McCarthy
Jacqueline Newton
Bob Pisko
Daniel Rivera
T. Smith
Fatima Troutman
Erica Walker
N. Wilkins
Nicki Woods

STAFF

Rebecca Ambrose
Patricia Blumenauer
Damarah Brown
John Daly
Sabria Fountain
Sam Fraley
Johanna Frazier
Patrick H. Clancy
Marcus Hall
Tyrone Hampton
Jamie Jelly- Murtha
Adrian Jezierski
Joseph Kozlowski
Kimberly McCaffrey
Danny Pietrovito
Max Robinson
Dawn Thomas
Ishika Toor
Johanna Zenon

- ApprenticeshipPHL, was able to enroll 25 new members and formed two new committees to focus on specific aspects of apprenticeship, Employer Engagement Committee and Education Committee. With regards to teacher pipeline support, one piece is to focus on paraprofessional to teacher apprenticeship pipeline which is focusing on helping schools and other organizations to support folks with paraprofessional jobs to completion of a degree and certification to become full-time teachers.
- Ms. Blumenauer described the Incumbent Teacher training which is to help retain and certify teachers who are in their residency programs. Philadelphia Works was able to provide just under half a million dollars in funds for this program. Current industry partners include the Office of Children and Families and Elevate215.
- Philadelphia Works was awarded the Laurie Moran Partnership Award by the National Association of Workforce Boards for its partnership with the Chamber of Commerce of Greater Philadelphia.

Financial Reports

Mr. Clancy and Ms. Walker presented the financial reports ending on January 31, 2023, for approval

MOTION: Mr. Fitzpatrick requested a motion to approve the financial statements ending on January 31, 2023.

- Motion: Mr. Lazer
- Second: Mr. Citron
- Abstentions: None

ACTION: Motion was approved unanimously.

Youth Standing and One Stop Committees

Kimberly McCafferty provided updates for the Youth Standing Committee.

- With regards to the youth intermediary strategy and redesign, they conducted surveys and focus groups with 300 young people and the results of which echoed what the board believes. Aligning with Act 158 to help young people meet their high school graduation requirements.

Sarah Steltz and Shari Brightful provided updates for the One Stop Committee.

- Currently they are in the process of renewing the MOUs which include transportation, housing, literacy to complete by the end of May 2023. The next Partner Resource Fair will be held at Northwest in the spring.
- The next Quarterly Partner Meeting will be scheduled in the spring. The One-Stop Operator RFP was released last February 27th, the bidder's conference was held on March 13 and proposals are due on March 27th.

Communications Update

Dawn Thomas, Director of Communications, provided several updates:

- Philadelphia Works in partnership with 617Media has launched refreshed websites for Philadelphia Works and PA CareerLink®.
- Ms. Thomas also shared some system success stories along with some from the City of Philadelphia and their Community Life Improvement Program. Philadelphia Works has had approximately 32 editorial mentions, including a New York Times interview with Patricia Blumenauer and an article regarding Castor Gardens.
- PA CareerLink® has launched its LinkedIn page where it is getting a lot of stakeholder but not a lot of customer engagement.
- PA CareerLink® posts at least six to seven times a day on its social media accounts.
- Currently Philadelphia Works has two newsletters: Thrive, which is monthly geared towards workforce partners and stakeholders, and which goes to about 8,000 customers; and Hired, which is monthly, customer-facing and goes out to CareerLink's customer base and some connectors/bridges that connect individuals to PA CareerLink® services. This goes out to 181,000 people a month and with a subscriber base of 34,000.

Public Comment

There was no public comment although Mr. Clancy informed the board members about an incoming email regarding their Statement of Financial Interests.

Adjournment

MOTION: Mr. Fitzpatrick requested a motion to adjourn the meeting.

- Motion: Mr. Crossed
- Second: Dr. Generals
- Abstentions: None

ACTION: Motion was approved unanimously, and the meeting ended at 10:44 AM.

Welcome

The meeting was called to order at 3:00 p.m. Mr. Daniel Fitzpatrick, Chair, welcomed committee members. The Chair called for a motion to approve the following agenda items: Executive Committee Meeting Summary of December 8, 2022; CEO report; Committee Reports, Action Items to be presented to the full board, and the draft Board Meeting Agenda for March 17, 2023. **MOTION** was made by Manny Citron and seconded by Steven Scott Bradley. **ACTION:** motion was approved unanimously.

CEO Report

Staff Updates

Promotion – Mr. Clancy reported that Patricia Blumenauer has been promoted to Chief Operating Officer. Carrying out the additional responsibilities that Patricia will assume places the organization in a position to keep the momentum going in support of the varied innovative programs planned for the current year and anticipated for the coming year.

Transition – Mr. Clancy noted that Sheila Boornazian is transitioning out of the organization for an opportunity to build the human resources department of a newly formed company. During Sheila's 4 ½ year tenure with Philadelphia Works her forward thinking was the impetus for Diversity, Equity, and Inclusion (DEI) training of staff. Additionally, Sheila was instrumental in the compensation analysis, streamlining recruitment and the overall enhancement of the culture of the organization. Sheila has worked tirelessly during her tenure with Philadelphia Works.

Economic Overview

Unemployment Rate – Mr. Clancy updated that the unemployment rate currently stands at 4.5%. However, vacancies continue in retail, manufacturing, healthcare, education, and within many departments of the City of Philadelphia. Also, we continue to experience a slowdown in new building construction and other construction projects.

Infrastructure

Bipartisan Infrastructure Legislation (BIL) – Mr. Clancy advised that Manny Citron has been instrumental in connecting our organization to the Office of Infrastructure within the City's Office of Transportation, Infrastructure, and Sustainability (OTIS). On a very regular basis, Ms. Blumenauer and Mr. Clancy have been in discussion with City staff on upcoming projects. Whether they be Philadelphia or PennDOT related, all will require additional workers throughout the various phases of progression.

Between the BIL funding and various State infrastructure grant programs, the city is poised to receive almost \$1 billion over the next five years. The influx of funding is expected to create jobs and promote equity in Philadelphia.

ATTENDANCE:

MEMBERS:

Steven Scott Bradley
Patrick J. Eiding
Daniel K. Fitzpatrick
Richard Lazer
Manny Citron

REGRETS:

April Walker

STAFF:

H. Patrick Clancy
Patricia Blumenauer
John Daly
Zach Hughes
Michael Joynes
Marianne Fuccio

GUEST:

Robert J. Pisko

[Everybody Builds](#) – Mr. Clancy noted that he and Ms. Blumenauer had a recent introductory meeting with this new initiative whose mission is to diversify Philadelphia’s construction industry and build sustainable capacity for growth among diverse businesses and workers. Currently, projects are being developed with Philadelphia’s universities and hospitals.

Two of our current board members, Ryan Boyer, and Jasmine Sessoms, are also on the board at Everybody Builds. Their other notable board members are, Ben Connors, President & CEO, General Building Contractors Association, David Gould, Chief Diversity & Impact Officer, HBSE; and, Bill Sproule, Executive Secretary-Treasurer of the Eastern Atlantic States Regional Council of Carpenters (EASRCC).

Summer Youth Cabinet and WorkReady

[\\$8 million request for additional funding](#) – Mr. Clancy noted that, he and Mr. Fitzpatrick, Chair, have joined Sharmain Matlock Turner of UAC, the Greater Philadelphia Chamber of Commerce, and some local elected officials to form the Summer Youth Cabinet. The cabinet collectively crafted and signed a request for funding letter to the Philadelphia delegation for an additional \$8 million for the WorkReady summer employment program, run by the Philadelphia Youth Network (PYN). The cabinet’s request along with the current funding of \$12 million would elevate the total funding level to \$20 million this year. As a note, the current level of \$12 million is a combination of funding from the City’s Office of Children and Families, and the investment of Philadelphia Works. The long-term goal would be to work in conjunction with our colleagues across the Commonwealth to achieve a dedicated funding stream in the governor’s budget. Since the work experience is a component of ACT 158 and a requirement for high school graduates in 2023, the additional funding will provide the opportunity for our youth to learn about traditional careers and alternative pathways.

[PYN Start-Up for Summer 2023 Program](#) – Mr. Clancy announced that WorkReady 2023, the summer employment program run by the Philadelphia Youth Network (PYN) is now accepting applications. Interested youth are encouraged to contact the WorkReady Hotline by emailing workreadyhelp@pyninc.org or calling 267-502-3900.

Pew Charitable Trusts Project

[Integrated Jobs and Economic Development Roadmap](#) – Mr. Clancy updated on the proposed recommendation paper for the next mayor of Philadelphia which is being managed by The Pew Charitable Trusts. Pew will host and facilitate meetings/conversations around the need for an integrated jobs and economic development plan. Pew outreached to several organizations in the city for co-chairs. Philadelphia Works has volunteered along with representatives from the Commerce Department, City of Philadelphia; Greater Philadelphia Chamber of Commerce; PIDC; and Visit Philly. The first task is to establish workgroups to discuss workforce development and economic development. The resulting goal of the meetings would be a clearly defined recommendation paper for the next mayor.

Recognition Award

[Laurie Moran Partnership Award](#) – Ms. Blumenauer noted that the award is given jointly to a workforce development board and local chamber of commerce that have formed a significant partnership to advance the workforce and economic development of their local region. It honors a board and their local chamber that build the bridge that Laurie built in her community and together fostered significant, concrete impacts in the community. The award will be presented to Philadelphia Works, the Workforce Board for Philadelphia, and the Greater Philadelphia Chamber of Commerce at an award ceremony at the NAWB Conference on March 28th.

Philadelphia Works, alongside the Greater Philadelphia Chamber of Commerce, applied for the award. Although, we were able to articulate on a number of projects over the last several years one of the most outstanding collaborations was the partnership in creating a flexible and engaging training program called the Philadelphia Skills Forward Initiative. The Philadelphia Skills Forward Initiative provides the necessary training and support to enable job seekers in Philadelphia to make successful career transitions. Other noteworthy projects include: the cell and gene therapy industry partnership which has led to the website and Wistar training program; and the pipeline of employers from the Chamber.

Operations Department Update

[Increased Customer Traffic at the PA CareerLink® Centers](#) – Mr. Clancy happily reported that customer traffic has been on the increase at the centers in the past couple of months. We had over 100 new registrations in January, which is a very large number for one month. However, thousands of folks came through the center for general inquiries. Customer traffic is measured via the number of services that individuals are receiving throughout the month. In January 2023, 11,000 new services were delivered which was up from 1000 services during the month of December 2022.

[Community Outreach and Engagement RFP](#) – Mr. Clancy announced that an RFP was released a couple of months ago seeking an organization to assist with in-person community outreach and engagement. Based on the scoring of responses, Impact Services will be notified of a contract award. Once they are circulating in communities, they will be able to provide feedback on specific challenges preventing individuals from visiting the centers. This valuable information can inform how services are being provided and ultimately get folks to better engage with the workforce system. Impact Services has provided outreach in other areas and had some great models to put forward.

[Office of Children and Families, formerly Mayors, Office of Education](#) – Mr. Clancy noted that we have been working with the Office of Children and Families to support schools that are experiencing teacher shortage issues due to the requirement that teachers obtain their certification through additional training. The burden of expense falls either on the school or the individual. We are able to provide support through incumbent worker training. Ms. Blumenauer interjected that we are investing just under \$500,000 in this fiscal year to support 144 teachers in over 7 schools or systems. Based on the success of last year's tiny pilot which went well, we are anticipating success this fiscal year.

[Upcoming Vocational Skills Training Programs](#) – Ms. Blumenauer announced that a number of credentialed trainings are coming up in the late spring and summer, including Commercial Driver's License course, Clinical Medical Assistant, HVAC, EMT, IT, and electronic health records.

Mr. Clancy interjected that there have been between 50-60 new hires at SEPTA from bus drivers to maintenance workers. We have some pilot projects with the Hospital of the University of Pennsylvania and Thomas Jefferson University Hospital.

Audits

[Transitional Assistance for Needy Families \(TANF\)](#) – The TANF audit team were in our offices for eight months. Usually, audits do not take that long. To the credit of our finance department, there were no financial findings throughout the \$64 million funding review. This is not really considered a finding, but the auditors requested a minor clarity to a plan that we had written.

[US Department of Labor](#) – The US Department of Labor's audit team visited our offices. There were a couple of minor findings, mainly on timeliness and some reports. However, there were no major findings.

[Mitchell Titus](#) – Mitchell Titus, our independent auditors are in our offices finishing their single audit which has a deadline of March 31st.

Finance Report

Mr. Zachariah Hughes provided highlights of the Financial Statements for seven months ended January 31, 2023.

MOTION was made by Steven Scott Bradley and seconded by Patrick Eiding to present the Financial Statements for seven months ended January 31, 2023, to the Board for approval. **ACTION:** motion was approved unanimously.

Draft Agenda for the Board Meeting

Mr. Clancy presented the draft agenda for the next meeting of the board scheduled for March 17, 2023.

Adjournment

With no further business to discuss, the meeting adjourned at 4:00pm.



FINANCE COMMITTEE MEETING SUMMARY

Monday June 5, 2023 | 9:00-10:00 A.M.

Chair: April Walker

Virtual meeting via Microsoft Teams

Welcome

The meeting was called to order at 9:00 a.m. **MOTION** was made to approve the Finance Committee meeting summary of March 3, 2023. **ACTION:** the motion was approved.

FY 2024 Operating Budget

Mr. Zachariah Hughes presented the FY2024 Budget to the Finance Committee for the proposed operating budget that combines public workforce funding from the Pennsylvania Department of Human Services, Temporary Assistance for Needy Families (TANF), the Pennsylvania Department of Labor and Industry, Workforce Innovation and Opportunity Act (WIOA), the Federal Department of Labor and other funding sources. The proposed budget contains funding for adult and youth services.

The tentative proposed budget represents Philadelphia Works as a whole and incorporates information obtained from the Executive, Finance, Operations, and Human Resource business units.

MOTION was made to approve the Operating Budget for FY 2024. **ACTION:** the motion was approved.

FY 2023 Budget Modification

Mr. Zachariah Hughes presented the FY2023 Budget Modification to the Finance Committee for approval.

MOTION was made to approve the Budget Modification for FY 2023. **ACTION:** the motion was approved.

Operation Narrative and Financial Statements for ten months ended April 30, 2023

Mr. Zachariah Hughes presented the financial statements for ten months ended April 30, 2023.

TANF Adult – FY23 contract is 100 percent cost reimbursement, approximately 69 percent of cost reimbursement funding was spent through April 30, 2023.

WIOA Adult and Dislocated Worker – approximately 81 percent and 52 percent of FY23 funding, respectively, has been spent through April 30, 2023. This is due to carryover funding available and used through the Four months ended October 31, 2022, and the Five months ended November 30, 2022.

TANF and WIOA Youth – approximately 71 percent and 57 percent of FY23 funding respectively, has been spent through April 30, 2023. This is due to carryover funding available and used through the four months ended October 31, 2022.

MOTION was made to approve the Financial Statements for ten months ended April 30, 2023. **ACTION:** the motion was approved.

ATTENDENCE

MEMBERS:

Steven Bradley
Ed Grose
April Walker

REGRETS:

Patrick Eiding

STAFF:

Patricia Blumenauer
Patrick Clancy
Zachariah Hughes
Gail Winkle

FY 2024 Proposed Contracts Excess of \$3MM

Mr. Patrick Clancy presented a list of contracts in excess of \$3MM to the Finance Committee for approval.

MOTION was made to approve the FY 2024 proposed contracts excess of \$3MM **ACTION:** the motion was approved.

FY 23 Executed Contracts

Previously executed contracts were presented to the group for disclosure purposes only and did not require approval.

Adjournment

With no further business, the meeting was adjourned at 10:00 a.m.



ONE-STOP OPERATOR MEETING SUMMARY

Friday, May 26, 2023 | 9:00 A.M.-10:00 A.M.

Co-Chairs: Kimmell Proctor, Shari Brightful

Virtual meeting via Microsoft Teams

Welcome

The meeting was called to order at 9:03 a.m. Ms. Kimmell Proctor and Ms. Shari Brightful welcomed committee members and guests. **MOTION** was made to approve the meeting minutes. **ACTION:** motion was approved unanimously.

PA CareerLink® Philadelphia Updates

Mr. Danny Pietrovito provided an update on activities at PA CareerLink® Philadelphia Centers. Firstly, Philadelphia Works has contracted Magnolia Impact Solutions to conduct a study that will measure the impact of EARN programming on participants’ overall financial health, and which launched in April at PA CareerLink® Northwest. In June, Magnolia will tour the other Philadelphia PA CareerLink® centers in preparation for launching the study across the Philadelphia system later in the summer.

Secondly, Philly WINS, an initiative that aims to provide targeted comprehensive support to those facing barriers to employment (specifically those with disabilities and health challenges), has continued successfully across all four Philadelphia PA CareerLink® centers as of May 37 participants have secured employment while enrolled in the program.

Finally, Mr. Pietrovito shared that the SEPTA CDL Permit Training Program is continuing successfully; to date there have been five completed cohorts and one still in progress, 62 participants have enrolled in CDL Permit Training, 55 customers have completed the training, and 21 customers have been employed.

One-Stop Manager Report

Ms. Stephanie Bradley of Thomas P. Miller & Associates (TPMA), Philadelphia’s One-Stop Operator provider, shared the One-Stop Operator activities that have taken place since the previous quarter’s meeting.

MOU Renewal Process Updates

Ms. Bradley provided updates about the MOU renewal process with Philadelphia Works’ partner organizations. All partner organizations have received their updated MOUs (except Title II partners), and to date, ten partners have returned their signed MOUs to Philadelphia Works and TPMA.

ATTENDANCE

MEMBERS:

- Shari Brightful
- Heloise Jettison
- Kimmell Proctor
- Marybeth Williams

REGRETS:

- Peggy Dugan
- Stephen Gardner
- Valerie Grant

GUESTS:

- Stephanie Bradley

STAFF:

- Patricia Blumenauer
- Tracy Crawford-Carter
- Tyrone Hampton
- Abigail Jones
- Danny Pietrovito

Partner Resource Fair Planning

Ms. Bradley shared that the most recent Partner Resource Fair was held on April 6 at PA CareerLink® Northwest, with fifteen partners and 45 customers in attendance. Plans are underway for another Partner Resource Fair next quarter, at a location to be determined.

PA CareerLink® EO Training

Ms. Bradley informed the committee that an Equal Opportunity (EO) training for PA CareerLink® staff is scheduled for May 30 and 31, and training will continue over the next several months.

Overview of Quarterly Partner Meeting

Finally, Ms. Bradley shared that the most recent Quarterly Partner Meeting hosted by Philadelphia Works and the One-Stop Operator was held on May 11. Presentation topics included an update from PCs for People regarding their computer distribution program and digital literacy classes, an update from the WorkReady Summer program, and the CAREER Dislocated Worker Grant running now through September 2023. These meetings give PA CareerLink® Philadelphia staff, community-based organizations, and MOU partners a chance to connect, collaborate, and share program updates and opportunities.

Closed Session: One-Stop Operator RFP

Mr. Tyrone Hampton led committee members in a review and discussion of Philadelphia Works' One-Stop Operator RFP including process, applicants, and next steps. **MOTION** was made to approve the One-Stop Operator provider. **ACTION:** motion was approved unanimously.

Adjournment

With no other business to discuss, the meeting adjourned at 9:40 a.m.



EMPLOYER ENGAGEMENT & WORKFORCE STRATEGIES COMMITTEE MEETING SUMMARY

Wednesday, May 17, 2023, | 9:00 A.M.-10:30 A.M.

Co-Chairs: **Brigette Daniel-Corbin & Sarah Steltz**

Hybrid meeting via Microsoft Teams

Welcome

The meeting was called to order at 9:15 a.m. Ms. Sarah Steltz welcomed committee members and guests. **MOTION** was made to approve the meeting minutes as written. **ACTION:** the motion was approved unanimously.

Committee Purpose and Goals

Ms. Brigette Daniel-Corbin presented the revised purpose and goals of the Employer Engagement and Workforce Strategies (EEWFS) Committee as determined by the EEWFS Subcommittee during a strategy session.

The committee’s purpose and goals are to:

- Determine how the work of the EEWFS Committee can support and be supported by employer engagement efforts.
- Identify employer partners who may be interested and valuable to this committee.
- Determine the role and capacity of current committee members.

Economic Update

Mr. Sam Fraley provided a labor market update which included an overview of Philadelphia’s unemployment rate, the 235,000 jobs added nationally in April 2023, the national labor force participation for April at 62.6%, and the national CPI index (inflation) for April at 4.9%, which is the smallest annual reading in months.

Nationally, unemployment remains steady at 3.1% for April 2023. Pennsylvania unemployment is at 3.7%, and Philadelphia is currently at 5.2% for March 2023.

According to the inflation index, CPI, the comparison data for Philadelphia shows a higher inflation increase for Philadelphia for food (8.5%), household energy (5.0%), and rent (7.7%) than the nationwide averages of 7.7%, 4.5%, and 8.8% in those same areas. Gas for Philadelphia shows a decrease of -14.1% when compared to -12.2% for the nation.

Job postings show strong demands for seekers in management, healthcare and technology, computers, and mathematical sectors. There is a lower demand for the agriculture, military, construction, legal, and production sectors.

There is a close watch for the national debt ceiling negotiations and resolution.

ATTENDANCE

MEMBERS:

- Brigette Daniel-Corbin
- Donald Generals
- Valerie Grant (via Teams)
- Ed Grose (via Teams)
- Sarah Steltz

REGRETS:

- Patricia Blumenauer
- Shari Brightful
- H. Patrick Clancy
- Peter Gonzales
- Michael Joynes
- Susan Schonfeld

STAFF:

- Sam Fraley (via Teams)
- Marcus Hall
- Marlene Pringle (via Teams)
- Timothy Smith
- Ronald Story (via Teams)
- Chloe Tippins

GUESTS:

- Rochelle Cooks
- Evelyn Gomez
- Vance Gray
- Charles Marcantonio
- Gregory Mason

Overview of Roberts Rules of Order

Ms. Sarah Steltz explained the need for Roberts Rules of Order during the EEWFS meetings. This guidance is not just to ensure compliance with board governance but also to ensure that all members have an equal right to participate in the meetings.

PA CareerLink® Philadelphia Business Engagement Structure Overview

Mr. Tim Smith discussed the role of the Business Engagement Unit at Philadelphia Works and its member focus on specific industries and Industry Partnerships (IP). The Business Engagement team meets with employers to determine their needs and provides training and services to them and assists with hiring through a handoff to the PA CareerLink® Philadelphia.

Employers can qualify and utilize employer cost-reimbursement training solutions that are aligned with industry needs such as on-the-job training (OJT), customized job training (CJT), and incumbent worker training (IWT). There are also training solutions programs like pre-apprenticeships which prepare workers to enter established apprenticeships, and apprenticeships that combine paid OJT training with classroom instruction preparing workers for highly skilled careers.

Industry Partnerships (IP) are where businesses from the same industry work with peers and partners in the region to address the workforce and competitiveness needs of the industry.

Ms. Evelyn Gomez introduced the functions of the PA CareerLink® Philadelphia System-wide Services team, and how it works closely with the PhilaWorks Business Engagement team to connect employers and career-seekers. The system-wide team has three tiers, Business Engagement (orients business on how to work with the PACL), Fulfillment (sources career-seekers for open positions), and Business Administration (collaborates with PhilaWorks to service employers interested in OJTs).

Mr. Marcus Hall explained how PACL Philadelphia provides employers with the best workforce available and the resources to maintain a successful workplace that includes services such as self-service access to the candidate pool, staff assistance through Business Services Representatives, a free listing of job openings and job fairness assistance, as well as source and screen qualified career-seekers.

Expanding Employer Engagement Activities

Using social media platforms, and other means, the PACL Philadelphia team engages with the public, stakeholders, seekers, and businesses to encourage communication, exploration, and learn about new services and opportunities available to employers and seekers.

The PA Dept. of Labor asked PhilaWorks how it uses QR codes. The addition of QR codes to PACL Philadelphia materials allows PhilaWorks to track and analyze data to see activity and engagement with PACL Philadelphia.

Examples were shared on how PhilaWorks, PACL Philadelphia, and training providers teamed up with local employers: SEPTA, Philly Shipyard, and Penn Medicine to show successful endeavors linking employers and seekers through training programs.

The focus areas for the next fiscal year are apprenticeships, infrastructure, and ACT 158. Gov. Josh Shapiro plans to boost PA's economy by investing in workforce training and apprenticeship programs. Infrastructure grants and loans to Philadelphia will pay to replace miles of water mains and hundreds of lead water pipes. Regarding ACT 158, starting with the class of 2023, PA students must graduate through one of five new pathways, two of which include work experience or certifications.

Committee Roles

An open discussion was held with the committee members to see how their organizations can advocate and help support the efforts of Philadelphia Works, the EEWFS committee, and the PACL Philadelphia system. Also, committee members are to think about employer partners that they have relationships with that may be interested in or are valuable to include in the work being done.

Adjournment

With no other business to discuss, the meeting adjourned at 10:33 a.m.



YOUTH STANDING COMMITTEE MEETING SUMMARY

Wednesday, May 31, 2023 | 11:00 A.M. – 12:00 P.M.

Chair: Jasmine Sessoms

Virtual meeting via Microsoft Teams

Welcome

The meeting was called to order at 11:08 a.m. Ms. Jasmine Sessoms welcomed committee members and guests. **MOTION** was made to approve the meeting minutes. **ACTION:** motion was approved unanimously.

WorkReady Summer 2023

Ms. Kimberly McCaffrey updated the committee on progress and updates for WorkReady Summer 2023. Opportunities are available for about 8,000 youth and as of the committee meeting over 7,000 young people have submitted an application. Updates include a new database, providers implementing new 12-month contracts, and direct deposit availability for youth, and worksites continue to be recruited.

Youth Intermediary

Ms. McCaffrey informed the committee that, following an evaluation of the Youth Programs Intermediary role within the Philadelphia workforce system, Philadelphia Works, the City of Philadelphia, and the School District have aligned to release an RFP for the new Intermediary role. Ms. McCaffrey reviewed the new model and its key differences from the previous model and provided a transition timeline.

Adjournment

With no other business to discuss, the meeting adjourned at 11:59 a.m.

ATTENDANCE

MEMBERS:

- Michelle Armstrong
- Lisa Coriano
- Nicole Fuller
- Sarah Hollister
- Heloise Jettison
- Stephanie Kosta
- Christine Piven
- Jasmine Sessoms
- April Voltz

REGRETS:

- Deborah Buhles
- Patrick Eiding
- Daniel Fitzpatrick
- Ali Robinson-Rogers
- David Thomas

STAFF:

- Patrick Clancy
- Abigail Jones
- Kimberly McCaffrey

Action Items

(5)

Action Item:
Approval of Workforce Innovation and Opportunity Act Local Modifications for Philadelphia, Program Years 2021-2024

Action

The Board of Philadelphia Works, Inc. recommends the approval of the modifications to the Local and Southeast Pennsylvania Regional Workforce Development Plans for Program Years 2021-2024 as required by the Workforce Innovation and Opportunity Act (WIOA).

Background

The Philadelphia Works local and the Southeast Pennsylvania Regional Workforce Development Plans are four-year action plans to develop, align and integrate service delivery strategies and resources among the multiple local and regional workforce development areas. The local plan details the board's strategic workforce planning efforts, guided by local workforce and economic analysis, resultant vision and goals, system-wide strategies by which the goals will be achieved, operational plans by which these strategies will be executed and the board's compliance with federal, state and local requirements. The local and regional plans are consistent with the vision and goals for the Pennsylvania State Workforce Development Plan. The modifications to the aforementioned plans have been preliminarily approved by the PA Department of Labor & Industry.

Recommendation

Approve the modifications to the Local and Southeast Pennsylvania Workforce Development Plans for Program Years 2021- 2024 as required by the Workforce Innovation and Opportunity Act (WIOA).

Link: <https://philaworks.org/wioa-local-and-regional-plan-modification/>

Action Item:
**Approval of Thomas P. Miller & Associates as the One-Stop
Operator for the PA CareerLink® Philadelphia System**

Action

The One-Stop Operator and Executive Committees recommend approval of the next One-Stop Operator for the PA CareerLink® Philadelphia System.

Background

Philadelphia Works is required to procure the One-Stop Operator every three years. The current One-Stop Operator contract ends the three-year period on June 30, 2023. The One-Stop Operator RFP was released on February 27, 2023, and proposals were due on March 27, 2023. The new One-Stop Operator contract begins July 1, 2023.

Recommendation

The One-Stop Operator and Executive Committees recommend that the board of directors approve Thomas P. Miller & Associates as the One-Stop Operator for the PA CareerLink® Philadelphia System.

Action Item:

Approval of Financial Statements for ten months which ended April 30, 2023.

Action

Philadelphia Works, Inc. recommends the approval of the Financial Statements for ten months which ended April 30, 2023.

Background

Philadelphia Works is required to prepare financial statements which are to be approved by the Finance Committee, Executive Committee and Board. Financial statements include Statements of Financial Position, Statements of Activities, and administrative, and program expenses.

Recommendation

Philadelphia Works, Inc. recommends that the board of directors approve the Financial Statements for ten months which ended April 30, 2023.

Action Item:
Approval of Fiscal Year 2024 Budget

Action

Philadelphia Works, Inc. recommends the approval of the Fiscal Year 2024 Budget.

Background

The proposed FY 2024 budget represents Philadelphia Works as a whole and incorporates information obtained from the Executive, Operations, Government & Community Relations, Administration, and Finance business units.

Recommendation

Philadelphia Works, Inc. recommends that the board of directors approve the Fiscal Year 2024 Budget.

	FY23 Budget	Actual April 30, 2023 Expense	Projected May 1 through June 30, 2023 Expense	Projected Total June 30, 2023 Expense	Proposed FY24 Budget	Proposed FY24 vs FY23 Budget
Expenses						
Administrative Salaries	3,542,867	2,947,480	589,496	3,536,976	4,201,766	658,899
Program Salaries	2,765,412	2,180,419	436,084	2,616,503	3,747,657	982,245
Fringe Benefits	1,892,483	1,330,129	266,026	1,596,154	2,352,350	459,867
Total Salaries and Fringe Benefits	8,200,762	6,458,028	1,291,606	7,749,633	10,301,773	2,101,011
Operating Expenses						
Subrecipient services	65,901,839	41,959,633	9,595,500	51,555,133	73,000,000	7,098,161
Professional and Consulting Services	660,000	441,756	85,333	527,089	467,950	(192,050)
Facility Costs	1,355,500	847,397	224,103	1,071,500	1,084,164	(271,336)
Maintenance and system support	349,900	221,295	44,259	265,554	283,000	(66,900)
Cloud Services	105,809	7,477	1,495	8,973	118,550	12,741
Special Projects	353,000	-	-	-	378,000	25,000
Disaster Recovery	70,000	42,500	8,500	51,000	70,000	-
Equipment and Software	137,600	166,434	33,287	199,721	111,700	(25,900)
Outreach	337,100	234,517	46,903	281,421	175,500	(161,600)
Meetings, conferences and travel	270,450	167,276	33,455	200,731	213,000	(57,450)
Office supplies and printing	15,170	19,201	3,840	23,041	21,150	5,980
Telephone	55,300	34,653	6,931	41,584	52,300	(3,000)
Temporary help	20,000	172,024	34,405	206,429	100,000	80,000
Employee development	20,000	84,953	16,991	101,944	122,500	102,500
Office expense	375,539	378,228	75,646	453,874	472,800	97,261
Total Operating Costs	70,027,207	44,777,345	10,210,648	54,987,993	76,670,614	6,643,407
Total Personnel and Operating Costs	78,227,969	51,235,373	11,502,253	62,737,627	86,972,387	8,744,418
Less:						
Depreciation	-	141,391	31,420	172,811	-	-
Total Available Revenue	78,227,969	51,376,764	11,533,674	62,910,438	86,972,387	11.18%

Action Item:
Approval to negotiate contracts of \$3 million or greater

Action

Philadelphia Works Inc recommends the approval to negotiate contracts of \$3 million or greater.

Background

Philadelphia Works' policy requires all contracts more than \$3M be approved by not only the Finance Committee but also the Executive Committee of the Board in addition to the full Board of Directors. All contracts will be negotiated.

Recommendation

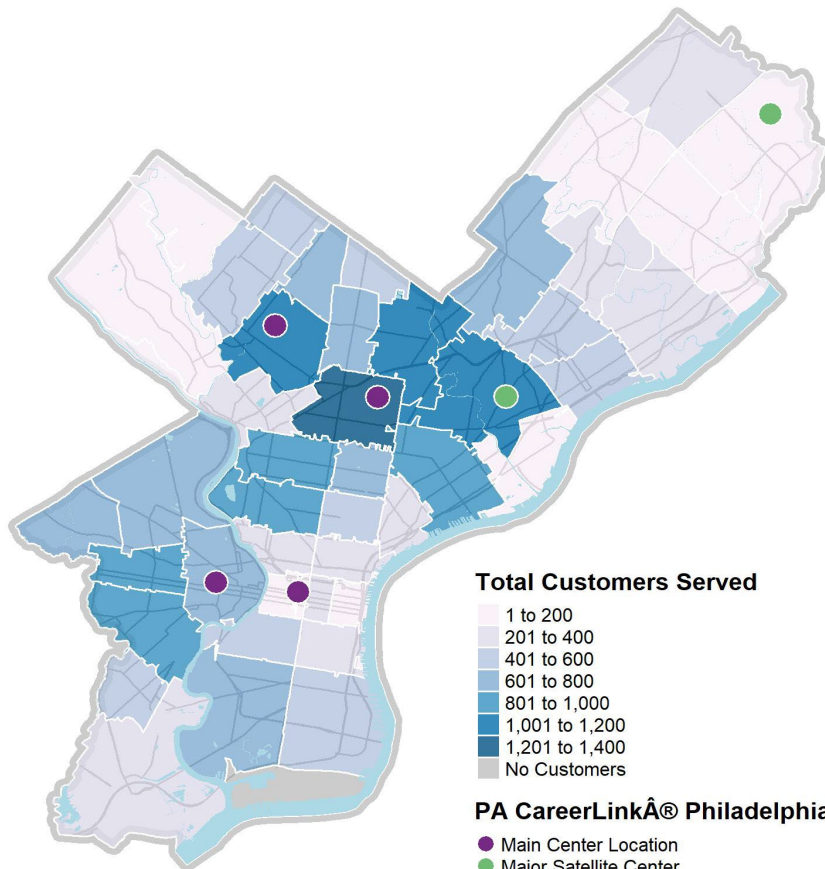
Philadelphia Works, Inc. recommends that the Board of Directors approve the ability to negotiate contracts of \$3 million or greater.

Service and Performance Data Report

Service and Performance Snapshot

Q3 Program Year 2022

Customers Served by Zip Code of Residence
January 2023 through March 2023



7,441

Unique Customers Served
January 2023 through March 2023

In the most recent quarter, the PA CareerLink® Philadelphia system supported services for **7,441** individuals across programs.

Since customers may receive services through multiple programs, totals do not sum.

40,400

New Career-Seeker Services Delivered
January 2023 through March 2023

In the most recent quarter, **40,400** individual services were started. Most common services included job-search assistance and career counseling.

Service Summary by Program

Customers Served by Program, January 2023 through March 2023

Program Title	Most Recent Quarter		Program Year-to-Date	
	Total Customers	Total Services	Total Customers	Total Services
WIOA Labor Exchange	5,660	28,832	12,831	75,422
EARN TANF	968	2,651	2,427	8,256
WIOA Adult and Dislocated Worker	1,377	5,084	2,295	14,272
WIOA Youth	404	2,017	562	5,391
TANF Youth*	232	1,733	545	6,750
EARN SNAP	32	111	94	341
Other Programs	3	3	27	37

*TANF Youth includes multiple programs of which Philadelphia Works is one of multiple funders.

WIOA Title I – Adult and Dislocated Worker Services

Q3 Program Year 2022

The Workforce Innovation and Opportunity Act (WIOA) helps to fund career services and training opportunities for individuals and employers. Title I Adult and Dislocated programs prioritize services for low-income individuals, individuals with existing barriers to employment, and individuals that have lost employment.

Customers Receiving Services: January through March 2023

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	1119	2131	+8.1%	+51.9%
Job Search / Prep Training	827	1950	+14.1%	+58.3%
Essential Case Management	579	1552	+19.4%	+43.0%
Supportive Services	195	360	+15.4%	+73.1%
Training and Education	129	424	-23.7%	+136.9%
Work Experience	45	150	0.0%	+134.4%
Other Services	2	18	0.0%	-75.3%

Customer Outcomes: January through March 2023

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	312	1180	-24.3%	+35.9%
Exits to Military or Employment	114	336	-6.6%	+15.5%
Exits with No Outcomes	196	842	-32.2%	+50.6%
Exits to Education	0	0	0%	-100.0%
Education or Training Completed	27	111	+92.9%	-34.3%
Placements	124	355	-2.4%	+18.7%

Outcome data only include outcomes entered into CWDS, the state data entry system, by service providers. Due to the data reporting process, additional program exits may be added to these totals at a later date.

State and Federal Performance Measures: January through March 2023

Program	Measure	Negotiated Level	Actual Performance	% of Goal Achieved
Adult	Average Program Score: 109.8%			
	Employment 2 nd Quarter After Exit	67.0%	71.8%	107.2%
	Employment 4 th Quarter After Exit	65.0%	65.7%	101.1%
	Median Earnings 2 nd Quarter After Exit	\$5,800	\$7,576	130.6%
	Credential Attainment Rate	50.0%	49.7%	99.4%
	Measurable Skill Gain	40.0%	44.3%	110.8%
Dislocated Worker	Average Program Score: 94.4%			
	Employment 2 nd Quarter After Exit	71.0%	77.0%	108.5%
	Employment 4 th Quarter After Exit	68.0%	74.1%	109.0%
	Median Earnings 2 nd Quarter After Exit	\$8,500	\$9,655	113.6%
	Credential Attainment Rate	44.0%	44.8%	101.8%
	Measurable Skill Gain	46.0%	32.1%	69.8%

WIOA Title I – Youth Services

Q3 Program Year 2022



The Workforce Innovation and Opportunity Act (WIOA) helps to fund career services and training opportunities for individuals and employers. Title I Youth programs prioritize services for young individuals, focusing on job training, education, and career development.

Customers Receiving Services: January through March 2023

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	294	447	+54.7%	-9.3%
Training and Education	170	325	+21.4%	-1.8%
Supportive Services	191	312	+12.4%	+19.1%
Essential Case Management	124	476	-26.6%	+27.6%
Work Experience	39	103	+50.0%	-14.9%
Other Services	11	36	0%	+157.1%
Job Search / Prep Training	4	5	+300.0%	+400.0%

Customer Outcomes: January through March 2023

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	44	188	0%	-37.1%
Education or Training Completed	27	111	+92.9%	-34.3%
Exits to Military or Employment	1	4	0%	-69.2%
Exits to Education	0	3	-100.0%	+50.0%
Exits with No Outcomes	16	70	-42.9%	-39.1%
Placements	18	107	-71.0%	+28.9%

While Adult programs target employment outcomes, Youth programs largely target education and service outcomes.

Outcomes data only include outcomes entered into CWDS, the state data entry system by service providers.

Due to the data reporting process, additional program exits may be added to these totals at a later date.

State and Federal Performance Measures: January through March 2023

Measure	Negotiated Level	Actual Performance	% of Goal Achieved
Average Program Score: 110.2%			
Employment/Education 2 nd Quarter After Exit	62.0%	74.8%	120.6%
Employment/Education 4 th Quarter After Exit	60.0%	73.1%	121.8%
Median Earnings 2 nd Quarter After Exit	\$2,800	\$3,817	136.3%
Credential Attainment Rate	60.0%	63.6%	106.0%
Measurable Skill Gain	52.0%	34.4%	66.2%

WIOA Title III – Labor Exchange

Q3 Program Year 2022



Title III services, also known as Wagner-Peyser, are available to all individuals that need help during their job search or career development. At the moment, outcomes are not assessed for this program.

Customers Receiving Services: January through March 2023

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Job Search / Prep Training	4,417	10,500	+19.4%	+44.2%
Essential Case Management	4,066	9,258	+39.6%	+42.5%
Career Development and Counseling	2,101	5,397	+16.1%	+66.3%
Training and Education	19	20	+1800%	+1900%
Work Experience or Employment	0	0	0.0%	-100.0%
Other Services	694	1,713	+22.8%	+109.4%

WIOA State Performance Measures: Average Indicator Scores

Q3 Program Year 2022

In addition to individual program performance metrics, the Commonwealth of Pennsylvania provides combined indicator scoring. These scores show the combined performance across all WIOA programming.

Combined Indicator Performance Measures: January through March 2023

Measure	Average Indicator Score
Employment/Education 2 nd Quarter After Exit	112.1%
Employment/Education 4 th Quarter After Exit	110.6%
Median Earnings 2 nd Quarter After Exit	126.8%
Credential Attainment Rate	102.4%
Measurable Skill Gain	82.2%

EARN TANF and SNAP Services

Q3 Program Year 2022

Individuals that receive Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistant Program (SNAP) benefits enroll in Employment, Advancement, and Retention Network (EARN) programs. EARN services include case management, education and job training, and supportive services.

Referrals and Enrollments: January through March 2023

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Referrals				
TANF	1,887	4,541	+2.9%	+33.5%
SNAP	66	224	+11.9%	+93.1%
Enrollments				
TANF	718	1,992	+24.2%	+13.2%
SNAP	27	78	+50.0%	+18.2%

Customers Receiving Services: January through March 2023

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Essential Case Management	850	2,254	+14.7%	+19.7%
Job Search / Prep Training	213	916	-7.4%	-41.7%
Work Experience or Employment	192	576	+15.7%	+37.8%
Education or Job Training	69	233	+21.1%	-36.7%
Community Service	1	6	-66.7%	-98.5%
Other Services	818	2,187	+24.3%	+4,026.4%

Customer Outcomes: January through March 2023

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Case Closures	663	2,124	-17.4%	+70.6%
Placements into Employment	5	26	+25.0%	-93.5%

Outcome data only include outcomes entered into CWDS, the state data entry system, by service providers. Due to the data reporting process, additional program exits may be added to these totals at a later date.

TANF Youth Development Services

Q3 Program Year 2022



TANF Youth Development programming is funded by the TANF Block Grant and administered by the Pennsylvania Department of Labor and Industry, local workforce development boards, and local youth councils. Services focus on providing employment opportunities and career development for low-income and at-risk youth.

Customers Receiving Services: January through March 2023

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Education or Job Training	188	469	-29.3%	-22.9%
Supportive Services	59	156	-37.2%	-72.4%
Work Experience or Employment	96	190	-20.7%	-63.6%
Other Services	0	1	0%	-98.4%

Customer Enrollments by Program: July 2022 through June 2023

Program	Total Slots Budgeted	Active (Program-Year-to-Date)	Enrollment Rate
Employment Connections	135	113	83.7%
E3 Services	600	242	40.3%
Career Readiness	601	884	147.1%
Total	1,336	1,239	92.7%

Thank you to all the staff who contributed to the production of this book.



Thank you to our administrative and service delivery partners:

WorkReady and E³ services are administered by the Philadelphia Youth Network.

WIOA Youth and TANF Youth Development services are provided by the Bartram’s Garden, Big Picture Philadelphia, Children’s Hospital of Philadelphia, Community Integrated Services, Communities in Schools of Philadelphia, Congreso de Unidos Latinos, Connection Training Services, Dimplez 4 Dayz Inc., District 1199c Training and Upgrading Fund, Drexel University, Eckerd Connects, EducationWorks, EDSI, Federation of Neighborhood Centers, JEVS Human Services, Liguori Academy, Mural Arts, Nationalities Service Center, NOMO Community Development Co., Temple University, YouthBuild Philadelphia Charter School, Urban Affairs Coalition – YOACAP, Valley Youth House, and YEAH Philly.

For more detail about the youth service providers, please visit
<https://www.philaworks.org/workforce-services/young-adults/>

WIOA Title I Adult and Dislocated Worker Services and EARN program services are provided by EDSI, ENPWDC, Impact Services, JEVS Human Services and Eckerd Connects through four PA CareerLink® Philadelphia centers.

One-Stop Operator services are provided by Thomas P. Miller & Associates.

For a current listing of PA CareerLink® Philadelphia locations, please visit
<http://www.pacareerlinkphl.org/contact/>



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