



BOARD MEETING BRIEFING BOOK

Thursday, December 19, 2024

3:00 – 5:00 PM

**Hybrid Meeting
via Teams and In-Person**

One Penn Center at Suburban Station
1617 JFK Boulevard
Suite 1100
Philadelphia, PA 19103

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

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

Michelle Armstrong
Executive Director, Office of
Career & Technical Education,
School District of Philadelphia

William Bowie
President & CEO, Empower
Construction

Shari Brightful
District Administrator,
Philadelphia County, PA Office
of Vocational Rehabilitation

Haniyyah Sharpe-Brown
Senior Manager, Strategic
Programs, Accenture

David Crossed
Independent Business
Consultant

Brigitte F. Daniel, Esq.
Executive Vice President, Wilco

Donald Generals
President, Community College
of Philadelphia

Ed Grose
Executive Director, Greater
Philadelphia Hotel

Anuj Gupta
President & CEO,
The Welcoming Center

Stephanie L. Kosta
Vice President,
Freedom Region Comcast

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

Richard Lazer
Executive Director,
Philadelphia Parking
Authority**

Tonya Ladipo
CEO, The Ladipo Group

Douglas Oliver
Senior Vice President of
Governmental, Regulatory, &
External Affairs, PECO – An
Exelon Company

Kimmell Proctor
CEO, Beyond Literacy

Marybeth Ferguson Williams
Regional Director of Field
Operations, Bureau of
Workforce Partnership and
Operations (BWPO) PA Dept. of
Labor and Industry

Christina Wong
Director/Producer, Comcast
Campus Content, Comcast
Technology Center

** Indicates additional Executive Committee Members. All Board Officers are Executive Committee Members.

BOARD MEETING BRIEFING BOOK

Thursday, December 19, 2024 | 3:00-5:00 PM

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BOARD MEETING AGENDA

December 19, 2024 | 3:00 PM to 5:00 PM
[Hybrid Board Meeting via Teams](#)

Presiding: Daniel K. Fitzpatrick, Chair

Welcome, Reports, & Presentations

- | | |
|---|----------------------------------|
| I. Welcome | Daniel K. Fitzpatrick |
| II. Opening Remarks | |
| • ACTION: Approval of the Consent Agenda | |
| • September 2024 Board and Executive Committee Meeting Summaries | |
| • Committee Meeting Summaries and Reports for this Quarter | |
| III. New Employees | H. Patrick Clancy |
| IV. SEPA Regional Market Assessment and Strategy: Introduction | Pew/Brookings Metro |
| V. City College for Municipal Employment Overview | Carol De Fries, Dr. David Thomas |
| VI. CEO Report | H. Patrick Clancy |
| • ACTION: Approval of the revised Philadelphia Works Bylaws | |
| VII. Finance Report | Zachariah Hughes |
| • ACTION: Approval of the Financial Statements ending October 31, 2024 | |
| • ACTION: Approval of the Philadelphia Works audit firm | |

Committee Updates and Actions

- | | |
|---|---------------------------------|
| i. Employer Engagement & Workforce Strategies Committee | Brigitte Daniel, Nikki Pumphrey |
| • Committee Update | |
| ii. Youth Standing Committee | Marcus Hall |
| • Committee Update | |
| iii. One-Stop Operator | Shari Brightful |
| • ACTION: Approval of the revised Code of Conduct Policy | |

Public Comment

Daniel K. Fitzpatrick

Closing Remarks and Adjournment

Next Meeting: Thursday, March 20, 2025

CONSENT AGENDA ITEMS

Overview

The following items are on the Philadelphia Works Consent Agenda for December 19, 2024.

- September 2024 Board and Executive Committee Meeting Summaries (pgs. 6-10)
- Committee Meeting Summaries and Reports for this Quarter (pgs. 11-17)

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

Meeting Summary: September 2024 Board Meeting

The Board is being asked to approve the draft meeting summary from the September 19, 2024, Board Meeting.

Committee Meeting Summaries

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



**BOARD + COMMITTEE
MEETING SUMMARIES**

BOARD MEETING SUMMARY DRAFT

Thursday, September 19, 2024, | 10:00 AM-12:00 PM

Chair: Mr. Daniel K. Fitzpatrick

Virtual Meeting

Welcome

Chairman of the Board Dan Fitzpatrick convened the meeting at 10:05 AM. As part of his welcoming address, Mr. Fitzpatrick thanked everyone for joining the meeting.

MOTION: Mr. Fitzpatrick asked for a motion to approve the Consent Agenda as outlined on page 1 of the Philadelphia Works Board Briefing Book. The Consent agenda consisted of the following: Philadelphia Works Update, March 21, 2024 Board Meeting Summary and Committee Meeting Summaries and Reports for the quarter.

Motion: Mr. Bradley

Second: Ms. Wong

Abstentions: None

ACTION: Motion was approved unanimously.

Welcome to New Employees

Mr. H. Patrick Clancy, President & CEO introduced and welcomed new employees.

Economic Update

- Gloria Oh discussed how unemployment rates have increased and stated that it is a seasonal pattern with an upward trend from July 20, 2024 up to 5.1%.
- The labor force in Philadelphia has continued its steady growth reaching 760,256 in July 2024. Employment increased slightly remaining at 721,134 in July as well. The number of unemployed individuals has surged to 39,122 which is a significant increase from June 2024 which was 35,657 unemployed. In July, Education and Health Services had the largest job loss at 1,100 while Transportation & Utilities and Mining, Logging and Construction gained about 200 jobs each while Retail gained about 100 jobs.
- Dr. Generals stated that clarity needs to be made regarding Health and Education especially Public Education K12 and Higher Education. Gloria Oh stated she would look into it and Patricia Blumenauer stated that since this issue has come up in the past there will be discussion to make this topic clearer for the next board meeting.

Attendance

Members

William Bowie
 Dr. Donald Generals
 Kimmel Proctor
 Ed Grose
 Christina Wong
 Stephanie Kosta
 Patrick Eiding
 Marybeth Ferguson Williams
 Dan Fitzpatrick
 Tonya Ladipo
 Steven Scott-Bradley
 Ed Krawczyk
 Michelle Armstrong
 David Crossed
 Haniyyah Sharpe-Brown

Staff:

H. Patrick Clancy
 John Daly
 Patricia Blumenauer
 Dawn Addeo
 Dawn Thomas
 Chloe Tippins
 Gizela Lopez-Burnside
 John Dobbs
 Jessica Pierre-Louis
 Zachariah Hughes
 Jesse James
 Gloria Oh
 Alonzo Jones
 Kaila Shannon
 Eric Bateman
 Maria Morton
 Joseph Kozlowski
 Linda Li
 Rebecca Ambrose
 Marcus Hall

- Dan Fitzpatrick stated that the Philadelphia Business Journal and Citizens Bank will be sponsoring a workforce seminar on healthcare that will take place on October 2, 2024 at the Winery at Reading Terminal.
- Gloria Oh advised that Education and Health Services posted a solid 4.53% increase while Leisure and Hospitality surged with a 10.9% year-over-year growth. Retail Trade showed a -4.42% decline. Registered Nurses dominated job postings in July 2024, with 2,464 openings while Postsecondary Teachers and Software Developers followed with 877 and 845 postings.

CEO Report

President and CEO H. Patrick Clancy updated the Board:

- Mr. Clancy stated it has been a busy couple of weeks starting with hosting Senator Casey at the Good Jobs Challenge (GJC) press conference.
- Mr. Clancy advised that we were recently awarded an Opioid Recovery Grant in partnership with the state of Pennsylvania's Labor and Industry. It is at 782,284 and can go up \$1.5 million to assist our residents in opioid recovery to find employment. The grant will end 4/26. We also received a \$150,000 grant for Business Education Partnership to provide professional development for teachers in partnership with Innovageous. We currently have grants that we are proposing for Advanced Manufacturing, IT in partnership with the City and Greater Philadelphia Chamber of Commerce and Education in partnership with Elevate 215.
- Mr. Clancy stated that thanks to Dan Fitzpatrick who met with the governor to increase the Youth Funding Advocacy that Mr. Clancy was able to meet with Secretary of Policy Akbar Houssain and Tom Foley to discuss getting into a Policy Project Proposal for next summer. Patricia Blumenauer will be leading the charge for us in partnership with JEVS. The goal is to get a statewide initiative
- Mr. Fitzpatrick, Mr. Grose, Mr. Bowie, and Mr. Clancy are part of the Mayor's Business Roundtable. Mr. Clancy is the chair of Workforce Development. Mr. Clancy stated that momentum in the beginning was strong and that we must make two policy recommendations before November. Our biggest policy concern is Adult Literacy and mapping out where everything is in the City. R. Fitzpatrick stated that his policy recommendations will serve around Equity.

Adrian Jezierski
Ashlee Phillips
Shaquanda Clemons
Kay Wetmore
Leah Schare
Sheila Cordova
Debra Williams
Karen McDaniels-Jolly
Matthew McGill

Guests:

Nicki Woods
Tanya T. Morris
Meredith McCarthy
Gianna Grossman
B. Daniel
Paula Romanowski
Jahara Russell

- Mr. Clancy acknowledged all of the Philadelphia Works, Inc. Speaking Engagements that our Team is currently doing and thanked them for a job well done.

Employer of Choice Campaign

- Ms. Gianna Grossman, Deputy Commerce Director of Workforce Development discussed The Employer of Choice Initiative which is the Workforce Professional Alliance (WPA's) effort to recognize, support and celebrate Philadelphia's champion employers. Philadelphia Works is a key member.
- Ms. Grossman stated that this initiative strives to recognize the investment and commitment our business community already makes and will continue to make in Philadelphia. Ms. Grossman discussed the application process and the timeline.

Operations Report

Patricia Blumenauer, Chief Operating Officer provided the following updates:

- Good Job Challenge:
 - As of June 30, 2024, there are 193 customers employed. As of September, that number will increase to over 200 people as well as more enrollments and completed training will occur. A total of 48 proposals were submitted for the Regional Training Partners (RFP). Two of the major requirements for the RFP were that programs had to be ready to provide services and begin training immediately.
- Keystone Life Science Collaborative (KLSC):
 - This collaborative was launched in March 2024. Maurie Smith was hired as the Managing Director. There is strong engagement by several employers on this collaborative. Some of the employers include BioLabs, The Wistar Institute, Pfizer, VintaBio and Spark Therapeutics.

C2L-PHL Summer Overview

Marcus Hall, Director, Workforce Operations provided the following updates:

- This was the first summer with New Intermediary, JEVS and New Capacity Building Provider, Foundations. It was a successful summer with lessons learned for year-round and next summer.

PA CareerLink® Awareness Day Events Recap

Ms. Gizela Lopez, Sr. Manager of Adult Workforce Systems provided the following updates:

- Four events were hosted by Philadelphia Works in Philadelphia. Each center provided additional resources in different populations. The Northwest Center provided resources for Youth and Apprenticeship, the North Center provided resources for Immigrant and Refugee Populations, the West provided resources for Returning Citizens and Suburban Station provided resources for People with Disabilities.

PA WIOA Negotiated Performance Measures

Ms. Blumenauer provided an overview of the WIOA Performance Measure Negotiations. Ms. Blumenauer recommended that the board approve the new WIOA performance measures.

- **ACTION:** Mr. Fitzpatrick requested a motion to approve the new WIOA Performance Measures
- Motion: Mr. Bradley
- Second: Ms. Marybeth Ferguson Williams
- Abstentions: None
- Motion was passed unanimously

Financial Reports

Zachariah Hughes, Vice President of Finance/Controller presented the 12-month ending June 30, 2024 unaudited financial and statements of financial position and statement of activities for the ten months ending June 30th, 2024. Mr. Hughes stated that our assets are greater than our liabilities.

- **ACTION:** Mr. Fitzpatrick requested a motion to approve the financial statements for 12 months ending 6.30.24.
Motion: Ms. Stephanie Kosta
Second: Mr. Bradley
Abstentions: None
Motion was approved unanimously.
- **ACTION** Mr. Fitzpatrick requested a motion to approve financial statements for 1 month ending 7.31.24.
Motion: Ms. Stephanie Kosta
Second: Mr. Bradley
Abstentions: None.
Motion was approved unanimously.
- **ACTION:** Mr. Fitzpatrick requested a motion to approve Line of Credit of \$4M.
Motion: Ms. Stephanie Kosta
Second: Mr. Bradley
Abstentions: None
Motion was approved unanimously.

Employer Engagement & Workforce Services Committee Updates

Marcus Hall, Director, Workforce Operations provided the following updates:

- The committee met on August 29, 2024. The committee has a new co-chair, Nikki Pumphreys and a new member, Karen Douglas. Updates were received from the City Commerce Dept. regarding the Employer of Choice Campaign that Gianna Grossman discussed earlier. Mathematica conducted a focus group on how to best engage employers.

One-Stop Operator Committee Updates

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

- The committee met on August 2, 2024 and discussed updates on Title II Adult Literacy programs, potential new MOU partners which included CVS and VYK Synergy on Schools. There was also an update regarding PA CareerLink® staff receiving EO training and the committee reviewed a draft of PA Career Link centers Code of Conduct policy which will be presented to the Board for approval at the next board meeting.

Youth Standing Committee Updates

Marcus Hall, Director, Workforce Operations provided the following updates:

- The committee met on August 29, 2024. Mr. Hall stated that the current WIOA and TANF Youth provider contracts were extended through December 31, 2024. Foundations, Inc. gave a demonstration on their C2L-PHL Resource Library and the committee shared Mathematica's recommendations for a data system buildout for C2I-PHL.

Public Comment/Closing Remarks

No public comment.

Adjournment

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

- Motion: Ms. Marybeth Ferguson Williams
- Second: Mr. Bradley
- Abstentions: None

ACTION: Motion was approved unanimously, and the meeting ended at 11:34 AM.

EXECUTIVE COMMITTEE MEETING SUMMARY

Wednesday, September 11, 2024 | 3:00-4:00 PM

Chair: Mr. Daniel Fitzpatrick

Hybrid meeting via Microsoft Teams

Welcome

The meeting was called to order at 3:08 PM. Mr. Patrick Clancy, President and CEO, welcomed committee members. The Executive Committee minutes from the June meeting were not approved due to a lack of quorum.

CEO Report

Mr. H. Patrick Clancy provided an update on the following:

- WIOA Funding – The federal formula funds have been reduced \$1.8 million effective July 1, 2024. Mr. Clancy stated this would present a challenge in funding services.
- Opioid Recovery – Philadelphia Works was awarded a Opioid Recovery grant from the Commonwealth of Pennsylvania for \$782,284. There is potential of additional funds up to \$1.5 million.
- Diminimis Rate – Effective October 1, 2024, several revisions occurred in the federal CFR, one of which will impact Philadelphia Works administrative rate for certain vendors. PW has requested guidance from PA L&I staff to ensure compliance with the revisions.
- Grants Proposed Updates – PW is continuing to foster Advanced Manufacturing, which we have been doing 20 years and fairly certain will be renewed. The second grant is for Information Technology, in partnership with the City and Greater Philadelphia Chamber, we are seeking funds to serve IT employers. The funds will be used for incumbent training. The third grant we are trying to attain is an education grant in partnership with a group known as Elevate 215. This grant is to assist with teacher education and the industry as a whole. We should know the status of these grants by November or December, and we will keep the Board informed. Typically, the grants are approximately \$250,000 each.

ATTENDANCE:

MEMBERS:

Steven Scott Bradley
Richard Lazer

STAFF:

H. Patrick Clancy
Patricia Blumenauer
John Daly
Zach Hughes
Megan Marshall
Sheila Cordova
Dawn Addeo

[Continued]

- Youth Services – Summer program has ended. Up to 8,000 young people were engaged in summer activities. We were in partnership with a new vendor, JEVS, who managed the entire process. Mr. Clancy also met with Pennsylvania Secretary of Policy Housain regarding state funding in the attempt to provide dedicated funding from the Commonwealth for the Youth Program for next year.
- Good Jobs Challenge Activity – PW submitted an RFP for \$10 million to train more customers for building and construction, energy, healthcare and life science industries. A total of 24 responses were submitted.
- Mayor’s Business Roundtable – Mr. Clancy stated that he continues to participate in the meetings.
- Board Member Approvals – Mr. Clancy stated that he is working diligently with the mayor’s staff on additional members to the board.

COO Report

Ms. Patricia Blumenauer provided the following update:

- WIOA Performance Measure Negotiations – these measures will be presented to the board next week. This is an annual process that all workforce boards undergo with the PA L&I. It is recommended that the Board approve the new proposed performance measures.

Finance Report

Mr. Clancy, President and CEO, provided the committee with an update on the following:

- Philadelphia Works Statements of Financial Position as of June 30, 2024.
- Philadelphia Works Projected Costs vs Actual Expenses as of June 30, 2024.
- Philadelphia Works Unaudited Financial Statements for the Twelve Month Ended July 31, 2024.
- Philadelphia Works Statements of Financial Position as of July 31, 2024.
- Philadelphia Works Projected Costs vs Actual Expenses as of July 31, 2024.
- The board will be asked to approve an increase in line of credit from \$2M to \$4M at the upcoming board meeting.

Public Comment

No public comment provided

Adjournment

The meeting adjourned without a motion due to a lack of a quorum at 3:21 PM.

YOUTH STANDING COMMITTEE MEETING SUMMARY

Thursday, November 21, 2024 | 2–3 PM

Virtual Meeting via Microsoft Teams

Welcome

The meeting was called to order at 2:03 p.m. Mr. Marcus Hall welcomed the committee members. Motion to approve: Stephanie Kosta. Sarah Hollister seconded the motion.

C2L-PHL Update

Mr. Marcus Hall discussed that the Wallace Foundation awarded a grant to Philadelphia Works to support in the planning and coordination across the three C2L-PHL backbone organizations. The three backbone organizations started in August 2023 and just ended in October 2024. JEVS launched a 2024 Summer Provider Convening with a total of 13,685 youth that were interested with 299 placement site organizations and 490 placement site locations. There were high interest and enrollment rates. We had 92% of youth complete 72 hours of placement experience. Youth across all programs reported increased social capital, highlighting program quality and the importance of creating supportive relationships. Over 85% of participants completed the required 30 hours of professional development in skill building, career exploration and financial management. Nearly all programs achieved high satisfaction scores among the youth served, some with 100% youth satisfaction with 92% of youth completed 72 hours of placement experience surpassing the goal of 75%.

Philadelphia’s C2L-PHL Fall programming started on October 14, 2024 with 820 youth enrollments. Philadelphia Works, the City and School District started contract and scope negotiations for the Fiscal and Contracting Intermediary and Capacity Building provider for year 2 of C2L-PHL Year-Round programming.

We recently released the C2L-PHL Youth and Young Adult RFP. These will be 17-month contracts that start in February with an annual review for renewal. An aggregate amount of up to \$6 million will be awarded.

LaunchPad Introduction and Demonstration

Mr. Marcus Hall introduced Mr. Doug Porter, co-founder of radianHub who introduced the LaunchPad platform which is dedicated to providing comprehensive solutions for workforce development through its Workforce Development Cloud. Mr. Porter discussed how customers can enhance their case management efficiency by integrating automated tools for intake, matching, and follow-up, improving client outcomes. He stated that business service management can leverage CRM tools to improve employer engagement, streamline recruitment processes and facilitate job fairs and workshops. He advised that enhancing labor exchange services can foster better connections between job seekers and employers improving hiring rates and job satisfaction.

ATTENDANCE

MEMBERS:

Patrick Eiding
Sarah Hollister
Stephanie Kosta
David Thomas
Michelle Armstrong

REGRETS:

Deborah Buhles
Lisa Coriano
Heloise Jettison
Christine Piven
Ali Robinson-Rogers
April Voltz

STAFF:

H. Patrick Clancy
Patricia Blumenauer
Marcus Hall
Dawn Addeo

He stated that efficient grant management can enhance funding utilization and compliance with federal, state and local requirements. He advised that the most important aspect of LaunchPad is reporting and analytics. Advanced reporting capabilities allow organizations to make data-driven decisions, demonstrating program impact and improving service delivery. It allows for access to real-time data and analytics across all workforce programs.

Adjournment

With no other business to discuss, the meeting adjourned at 2:36 PM.

ONE-STOP OPERATOR MEETING SUMMARY

Wednesday, November 20, 2024 | 9:00 - 10:00 AM

Co-Chairs: Kimmell Proctor, Shari Brightful

Virtual meeting via Microsoft Teams

Welcome

The meeting was called to order at 9:02 AM Ms. Kimmell Proctor welcomed committee members and guests. MOTION was made to approve the meeting minutes. ACTION: motion was approved unanimously.

PA CareerLink® Philadelphia Update

Ms. Gizela Lopez-Burnside provided updates regarding PA CareerLink® awareness days, the disaster recovery grant to address the opioid crisis, the PA CareerLink® system reimaged focus groups and the PA CareerLink® PA center trends. She outlined the various PA CareerLink® locations and their respective awareness day events. She also advised that we were allocated a disaster recovery grant to address the opioid crisis, this is a federally funded grant. There are three components to the grant; residential in-location, employer training and dedicated staff. The focus of this project is to de-stigmatize recovery from substance use disorder by improving employee well-being, decreased employee turnover, increased workplace productivity and reduced healthcare costs. She also outlined Project ECHO whose goal is to support the reduction of stigma and terminations related to treatable episodes. She discussed the objective of the reimaged focus groups which is to discuss a proposed plan for collecting stakeholder feedback along five key areas of interest. The goals and strategy of focus groups are customer success, training incubators, community presence, virtual services and PA CareerLink® persona.

One-Stop Partner Overview and Manager Report

Mr. Jamaine Jackson of TPMA shared the One-Stop Operator activities that have taken place since the previous quarter's meeting. He discussed the collaborative effort between his organization and Philadelphia Works, Inc. especially in regard to the opioid crisis. Mr. Jackson also discussed the importance of re-engaging partners with low or no engagement levels by scheduling individual meetings to identify barriers. He said promoting PA CL partner engagement within the Workforce eco-system was imperative. Mr. Jackson briefly discussed the accomplishments and contributions of John Carlson, Executive Director of Transformation to Recovery (TTR) and stated that he was looking forward to his MOU partnership with him.

ATTENDANCE

MEMBERS

Kimmell Proctor

GUESTS

Jamaine Jackson

Valerie Grant

Jesse James

Marybeth Williams

STAFF

Marcus Hall

Dawn Addeo

Patricia Blumenauer

Tracy Crawford-Carter

Delores Gay

Gizela Lopez-Burnside

Adriana Padilla Colon

MOU Updates

Mr. Jackson informed the committee that some new organizations may be approved as additional MOU partners. Among those organizations are CVS, Center for Employment Opportunities, Jefferson Health, Transformation to Recovery, Department of Behavioral Health and Intellectual Disability Services, Project Transition, Valley Youth House, OIC Philadelphia, Community Council Health Systems, TransWorks, Maternity Works, Urban League of Philadelphia and Lincoln University.

Adjournment

With no other business to discuss, the meeting adjourned at 9:47 AM.

EMPLOYER ENGAGEMENT & WORKFORCE STRATEGIES MEETING SUMMARY

Monday, November 25, 2024 | 10:00-11:00 AM

Chairs: **Brigitte Daniel-Corbin, Nikki Pumphrey**

Virtual Meeting via Microsoft Teams

Welcome

The meeting was called to order at 10:01 AM. Ms. Nikki Pumphrey welcomed committee members and guests. Ms. Brigitte Daniel made a motion to approve the meeting minutes of 8/29/24. The MOTION was approved unanimously. Ms. Nikki Pumphrey introduced new member Samara Fritzsche from AmeriHealth Caritas.

Labor Market Update

Ms. Gloria Oh presented an update on the Philadelphia unemployment rate which is a bit higher than the national average at the moment. The labor force held at 747,458 in September 2024 while employment reached 716,166. Healthcare dominated job demands in September 2024 with registered nurses leading with 10,000 postings while post-secondary teachers and software developers followed. Average hourly earnings have shown signs of recovery from January 2024 as well.

Supporting Recovery in the Workplace ECHO

Mr. Marcus Hall discussed a new initiative that supported by the National Dislocated Worker Grant program. The focus is to assist those affected by the opioid crisis. The grant in place will run from April 2024 to April 2026. There are three aspects to the grant, namely, the residential in-location and post-exit employment services, employer training and dedicated staff at Title I centers. Project ECHO's primary mission is to shatter the stigma of addiction and to support recovery in the workplace. One of the ways to ensure this initiative is through virtual sessions occurring bimonthly to provide employers guidance on reducing workplace stigma in support of substance use recovery and strategies for preventing terminations due to manageable relapses.

On-the-Job Training Business Solution

Ms. Marlene Pringle discussed the benefits of (OJT) by helping job seekers build skills to fill employer's open positions while OJT contracts support employer costs for job seeker wages while they learn on the job. Earning a sustainable wage and achieving career goals is a major plus for job seekers as well.

Adjournment

With no other business to discuss, the meeting adjourned at 10:34 AM.

ATTENDANCE

MEMBERS:

Brigitte Daniel
Nikki Pumphrey
Jeffrey Missan
John Sanchez
Marybeth Williams
Samuel Starks
Ed Grose

STAFF:

H. Patrick Clancy
Marcus Hall
Timothy Smith
Dawn Addeo
Jessica Pierre-Louis
Gloria Oh
Marlene Pringle



ACTION ITEMS

ACTION ITEMS

Thursday, December 19, 2024 | 3:00 – 5:00 PM

ACTION ITEMS (1-4)

Board Action Items:

1. Approve revised Bylaws
2. Approve Financials
3. Approve Philadelphia Works' audit firm
4. Approve Code of Conduct

Action Item:
Approval of the Revised Philadelphia Works, Inc. Bylaws

Action

The Philadelphia Works, Inc. Bylaws have been revised to ensure consistency with the recently updated Local Governance Policy from the PA Department of Labor & Industry.

Background

As per the requirement from the PA Department of Labor & Industry, local workforce development boards are required to revise their bylaws to ensure consistency with the recently updated Local Governance Policy. The effective date of this policy is January 1, 2025.

Recommendation

Approve the revisions of the Philadelphia Works, Inc. Bylaws.



Amended and Restated Bylaws of Philadelphia Works, Inc.

Adopted July 1, 2012

Revised December 19, 2024



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Appendices

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Philadelphia Works Local Plan Appendix III: Composition of

Requirements of Board

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Conflict of Interest Statement

Appendix VI: Statement of Financial Interest Appendix VII: Code of Conduct Statement

Appendix VIII: Committees of the Board

ARTICLE 1
NAME, OFFICES AND FISCAL YEAR

Section 1.1- NAME

The name of this entity shall be *Philadelphia Works, Inc.* (the "Corporation").

Section 1.2- REGISTERED OFFICE

The registered office of the Corporation in the Commonwealth of Pennsylvania shall be at 1617 John F. Kennedy Boulevard, Suite 1300, Philadelphia, Pennsylvania 19103 until otherwise established by a vote of a majority of the members of the Board of Directors of the Corporation (hereinafter referred to from time to time as the "Board") in office, and a statement of such change is filed in the Department of State; or until changed by an appropriate amendment to the Articles of Incorporation.

Section 1.3 - OTHER OFFICES

The Corporation may also have offices at such other places within or without the United States of America as the members (hereinafter referred to from time to time as "Directors" or a "Director," as applicable) of the Board of Directors may from time to time appoint or the business of the Corporation requires.

Section 1.4 - FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of July in each year.

Section 1.5 - CORPORATE SEAL

The Corporation shall have a seal in the form of a circle, inscribed thereon the name of the Corporation, the year of its organization, the words "Corporate Seal, Pennsylvania," and such other details as may be required by the members (hereinafter referred to from time to time as "Directors" or a "Director," as applicable) of the Board.

ARTICLE 2
MISSION AND GOVERNING PRINCIPLES

Section 2.1- ESTABLISHMENT

The Corporation is established, and certified by the Governor of the Commonwealth, as a Local Workforce Development Board (LWDB) in accordance with The Workforce and Innovation and

Opportunity Act (WIOA) Section 107, the Pennsylvania Department of Labor & Industry Local Governance Policy and 20 CFR 679.320. The Corporation is the successor to The Philadelphia Workforce Investment Board (WIB), which was established by the Mayor of Philadelphia (hereinafter referred to as "the Mayor") in 1999 and authorized and required under then existing state and federal law.

The Corporation is charged, in partnership with and on behalf of the Mayor, to oversee Philadelphia's workforce development system, comprising funds administered by a broad range of organizations for services delivered by a vast network of education, training, and other entities. These bylaws of the Corporation establish an environment that promotes consistent decision making and provides immediate support to the members of the Board and the Board's committees in determining appropriate actions for resolving process-related issues. The bylaws of the Corporation are to be utilized and adhered to by all respective representatives operating under the auspices of the Corporation. These bylaws, once approved, become the rules of governance for the Corporation.

Section 2.2 - PURPOSE

The purpose for the establishment of the Corporation, consistent with WIOA, is to strengthen the City of Philadelphia's (hereinafter referred to from time to time as "the City" or "Philadelphia") workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the City and to promote individual and local economic growth. Its further purpose is to craft policies to develop and sustain a unified, customer-friendly, and market-driven workforce development system for Philadelphia. To this end, the Corporation leverages public and private resources for workforce development to support and promote the economic development agenda of the City. The Corporation also coordinates and oversees local workforce development initiatives to support the growth of business and the self-sufficiency of residents in the local economy.

The Corporation envisions a thriving employer community supported by a dynamic, highly skilled and easily accessible workforce. The success of this vision will be defined by the effective integration between the needs of employers and the skills of the workforce.

Section 2.3 - RESPONSIBILITIES OF THE CORPORATION

The Corporation is charged by the Mayor as the City's arm for workforce development policy, and for translating the Mayor's priorities into workforce development policy in accordance with the Corporation's mission and vision.

Further, the Corporation is accountable to carry out the responsibilities of local workforce development boards as defined in WIOA and set forth in the *Chief Elected Official and Local Workforce Development Board Partnership Agreement*, found in **Appendix I** of these bylaws.

The Mayor, the Chairperson and/or the Board may assign additional responsibilities to the Corporation consistent with its mission, these bylaws, and governing federal legislation. In addition, the Corporation may pass resolutions requiring additional responsibilities for the Corporation, also consistent with its mission, these bylaws, governing federal legislation and the *Local Plan* of the Corporation, found in **Appendix II** of these bylaws.

Section 2.4- NON-PROFIT STATUS OF THE CORPORATION

The Corporation is a non-profit corporation organized for charitable purposes under the Pennsylvania Nonprofit Corporation Law of 1988. The affairs of the Corporation shall be conducted at all times in such a manner as to maintain charitable character and status, and to qualify for tax exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.

ARTICLE 3 **BOARD MEMBERSHIP**

Section 3.1- BOARD COMPOSITION AND APPOINTMENTS

The composition of the Board shall be consistent with the requirements of local workforce development boards as defined in WIOA, and any subsequent amendments thereto. *Composition requirements* of the Corporation can be found in **Appendix III** of these bylaws.

The Mayor has the sole authority to appoint members of the Board. The appointment is based, in part, upon the individual's optimum policy-making authority in a specified entity that is eligible to represent a particular membership category. If the member subsequently no longer holds such authority or if the member's employment or association with that entity is severed, then the member's appointment is no longer valid, and she or she may no longer continue to serve in that role.

Section 3.2 -TERMS AND COMPENSATION OF DIRECTORS

Terms

Directors shall be appointed by the mayor for not less than two- or more than four-year terms. Re-appointments shall be made for not less than two or more than four-year term. Compensation Subject to Section 7.4 of these bylaws, no compensation shall be paid to any Director. By resolution of the Board, reasonable expenses may be allowed for attendance at regular and special meetings of the Board.

Section 3.3 - ROLES AND RESPONSIBILITIES OF DIRECTORS

General roles and responsibilities of Directors, but are not limited to:

- (a) attendance, either by telephone, web-based technology or in person, at quarterly meetings of the Corporation.
- (b) compliance with governance principles as defined in Article 2;

- (c) compliance with the Code of Conduct and Conflict of Interest Policy;
- (d) compliance with these bylaws; and
- (e) adherence to the *Corporation Member Job Description (Appendix IV)*.

The Directors, in acting in their appointed capacity on the Board, are accountable to the Mayor.

Section 3.4- DELEGATION OF BOARD DUTIES

A Director may request a delegate to observe meetings on their behalf and/or to accompany the Director, however the Director is prohibited from delegating any local board duty to proxies or alternates.

Section 3.5- RESIGNATION POLICY

Any Director may resign at any time, such resignation to be made in writing to the Mayor and copied to the Chairperson, and to take effect at the time specified therein, or, if the time is not specified, at the time of its receipt by the Chairperson. The acceptance of a resignation shall not be necessary to make it effective.

Section 3.6-VACANCIES

(a) A vacancy on the Board occurs when:

- (1) the Director's term expires;
- (2) the Director no longer meets the requirements for membership as set forth in Section 3.1;
- (3) the Director resigns; or
- (4) the Director is removed from the Board for cause.

(b) The Mayor may appoint new Directors to the Board consistent with Section 3.1 of these bylaws, WIOA and any subsequent amendments thereto.

(c) A vacancy in any officer position may be filled by a majority vote of the Directors for the unexpired portion of the term.

Section 3.7- REMOVAL OF OFFICERS

- (a) At any time, the Mayor shall remove a Director if there is evidence or documentation of the following:
 - (1) violation of conflict-of-interest policy;
 - (2) failure to meet Local Workforce Development Board member representation requirements defined in the applicable laws, regulations and guidance; or
 - (3) proof of fraud or abuse by the Director.
- (b) Upon the Chairperson's recommendation to the Mayor, a Director may be removed from service by the Mayor for any of the following:
 - (1) the Director no longer meets the requirements for membership as set forth in Section 3.1;
 - (2) the Director is absent from:
 - a. Director is absent from two consecutive regularly scheduled meetings of the Board, unless such absences are excused by the Chairperson;
 - b. the Director is absent from a total of five or more regularly scheduled meetings of the Board during a single term of appointment, unless such absences are excused by the Chairperson;
 - (3) professional dishonesty;
 - (4) failure to meet Local Workforce Development Board member representation requirements defined in the applicable laws, regulations and guidance; or
 - (5) the Director engages in unacceptable conduct during meetings of the Board or while representing the Corporation, or violates the Code of Conduct;
 - (6) working against principles and purposes of the organization;
 - (7) injuring the professional standing of a Director;
 - (8) the Director does not comply with assigned responsibilities;
 - (9) the Director is declared of unsound mind by order of the court; or
 - (10) the Director is convicted of a felony.

ARTICLE 4
ETHICAL OBLIGATIONS OF BOARD MEMBERS

Section 4.1- CODE OF CONDUCT

All Directors must sign a *Code of Conduct Statement*, found in **Appendix VII** of these bylaws, to be kept on file with the Corporation. By signing this statement, each Director agrees to abide by specific guiding principles established by the Corporation in connection with his or her membership on the Board.

Section 4.2 - CONFLICT OF INTEREST FORM

Prior to taking office, each Director agrees to adhere to the Commonwealth's conflict of interest policy, which sets forth, in part, the avoidance of even the appearance of a conflict of interest and disclosure of any potential or perceived conflicts. Each Director must sign a *Conflict-of-Interest Code Form* found in **Appendix VI** of these bylaws, to be kept on file with the Corporation.

Section 4.3-STATEMENT OF FINANCIAL INTEREST

Members of the Board are considered public officials as outlined in Commonwealth's guidance and are therefore required to complete and file a *Statement of Financial Interest Form*, found in **Appendix V** of these bylaws. This form must be filed each year by the Director during each year the position is held and the year following end of service.

Section 4.4- INTERESTED DIRECTORS OR OFFICERS

Notwithstanding the foregoing Section 4.2, no contract or transaction between the Corporation and one or more Directors or officers, or between the Corporation and any other Corporation, partnership, association, or other organization in which one or more of the Directors or officers are directors or officers, or have a financial interest, shall be void or voidable solely for such reason, or solely because the Director or officer is present at or anticipates in the meeting of the Board which authorized the contract or transaction, or solely because his, her or their votes are counted for such purpose, if:

- (a) the material facts as to such relationship or interest and as to the contract or transaction are disclosed or are known to the Board and the Board in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested directors, even though the disinterested directors constitute less than a quorum; or
- (b) the contract or transaction is fair as to the Corporation as of the time it is authorized, approved or ratified by the Board.

Section 4.5- INTERESTED BOARD OF DIRECTORS

A Director shall not be personally liable as such for monetary damages for any action taken, or any failure to take action, unless (i) the Director has breached or failed to perform the duties of his/her office under Section 5712 of the Nonprofit Corporation law of 1988 (relating to standard of care and justifiable reliance), and (ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this Section 3.11 shall not apply to (i) the responsibility or liability of a Director pursuant to any criminal statute or (ii) the liability of a Director for the payment of taxes pursuant to local, state or federal law. No amendment or repeal of this Section 3.11 shall apply to or have any effect on the liability or alleged liability of, any director for or with respect to any acts or failures to act of such Director occurring prior to such amendment or repeal.

ARTICLE 5 MEETINGS OF THE BOARD Section

5.1- MEETINGS OF THE BOARD

(a) Regular Meetings

- (1) The Board will meet a minimum of 4 times a year. Attendance by phone and/or web-based technology is permitted.
- (2) Notice of meetings must be sent to each Director and must be delivered at least seven days prior to the meeting. The notices shall specify location, day, and time of the meeting and any other information required by the law or these bylaws.

(b) Executive Committee Meetings

(1) The Executive Committee Meeting shall meet whenever necessary during those months when there is not a full meeting of the Board, but generally on a quarterly basis.

(c) Special Meetings

(1) Special meetings of the Board may be called by the Chairperson or by three or more Directors.

(2) Directors will be given a minimum of five days written notice and a minimum of two days telephone notice. The Board may waive the five days written notice and two days telephone notice requirement pending a two-thirds approval from the Board.

(d) Waiver of Notice

Whenever any written notice is required to be given under the provisions of these bylaws, a waiver in writing signed by the person(s) entitled to said notice whether before or after the time stated shall be deemed equivalent to the giving of such notice except as otherwise required by these bylaws. Neither the business to be transacted nor the purpose of a meeting need be specified in the waiver of such notice. Attendance by a Director at any meeting shall constitute a waiver of notice at such a meeting except where a Director attends a meeting for the express purpose of objecting at the beginning of a meeting to the transaction of any business because the meeting was not lawfully called or convened.

(e) Public Notification

Public notification of meetings shall be guided by the Pennsylvania Sunshine Act, 65 Pa. C.S.A. §701, et seq. and WIOA Section 107(e), or their subsequent amendments thereto.

Section 5.2 - QUORUM

(a) A simple majority of the Directors shall be present at each meeting in order to constitute a quorum for the transaction of business.

- (b) Every Director shall be entitled to vote except as specified in these bylaws or provided by statute. The acts of a majority of the Directors present and voting at a meeting at which a quorum is present shall be the acts of the Board.
- (c) Interested Directors shall be counted in determining the presence or a quorum at a meeting of the Board which authorizes a contract or transaction specified in these sections. However, interested Directors shall not participate in any vote.
- (d) Except for amendments to these bylaws pursuant to Section 9.01, all actions of the Board may be passed by simple majority.

Section 5.3 - VOTING

- (a) Each Director shall be entitled to vote in the following manner at each meeting: voice vote, show of hands or by ballot as determined by the Directors present; or by mail, email, facsimile, or otherwise delivered; as determined by the Board and if a ballot is sent with notice of the issue to be voted upon.
- (b) Records of all votes must be maintained and available for review by the public.
- (c) Directors may not vote by proxy at any board meeting.

Section 5.4 - PARLIAMENTARY PROCEDURE

- (a) In general business, Board will work to achieve consensus in decisions after adequate discussion.
- (b) Modified Robert's Rules of Order shall govern the proceedings of the Board when consensus cannot be achieved and Directors have called for a vote.

ARTICLE 6 **BOARD OFFICERS**

Section 6.1- OFFICERS

The elected officers of the Corporation shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 6.2 - QUALIFICATIONS AND SELECTION

- (a) The officers of the Corporation shall be members of the Board.
- (b) The Chairperson of the Board shall be elected by a majority of the Board membership from among those Directors appointed to represent business.
- (c) The Vice Chairperson, Secretary and Treasurer shall be elected by a majority of the Directors.
- (c) Elections for officers shall be held once every three years in the fourth quarter or as needed depending on vacancies. Terms of office shall begin at the next quarterly meeting after the election.

Section 6.3 - DUTIES OF OFFICERS

The officers of the Corporation shall have the following duties.

- a) The Chairperson shall:
 - (1) preside at all regular meetings of the Board and other meetings as appropriate;
 - (2) supervise the conduct of Board business;
 - (3) have general supervision of the affairs of the Corporation and report such affairs to the Director;
 - (4) serve as mediator for opposing views among Directors that threaten to hinder the momentum as positive development of Board policies and initiatives;
 - (5) provide leadership to ensure open and rationale discussions for policies and procedures;
 - (6) appoint, in collaboration with the Executive Committee, the Committee Chairpersons;
 - (7) collaborate with Committee Chairpersons on the appointment of committee members;
 - (8) monitor the progress of committees toward stated goals and objectives;
 - (9) help establish partnerships that may bring additional financing and/or technical resources to further the Board's mission and/or objectives; and

(10) promote the Corporation and advocate for its policies as necessary/appropriate, including attending select public relations events

(b) The Vice Chairperson shall:

(1) act in the absence or disability of the Chairperson to fulfill the duties ascribed to the Chairperson;

(2) promote the Board and advocate for its policies as necessary/appropriate, including attending public relations events; and

(3) perform such duties as may be assigned to him or her by the Chairperson.

(a) In the absence of the Chairperson, the execution by the Vice Chairperson on behalf of the Corporation of any instrument will have the same force and effect as if it were executed by the Chairperson on behalf of the Corporation.

(c) The Secretary shall:

(1) oversee all meeting records, such as agendas, minutes, and notices;

(2) record all votes at meetings;

(3) be knowledgeable of all approved governing rules and regulations of the Board, including Robert's Rule of Order;

(4) promote the Corporation and advocate for its policies as necessary/appropriate, including attending select public relations events; and

(5) perform such duties as may be assigned to him or her by the Chairperson.

(d) The Treasurer shall:

(1) provide for the custody of the funds or other property of the Corporation;

(2) collect and receive or provide for the collection and receipt of monies earned by or in any manner due to or received by the Corporation;

(3) deposit all funds in his or her custody as treasurer in such banks or other places of deposit as the Board may from time to time designate;

(4) whenever so required by the Board, render an account showing all transactions as Treasurer, and the financial condition of the Corporation; and

(5) perform such duties as assigned to him or her by the Chairperson.

(e) The Past Chairperson shall:

(1) serve in an advisory capacity to the Chairperson;

(2) promote the Corporation and advocate for its policies as necessary/appropriate, including attending public relations events; and

(3) perform such duties as may be assigned to him or her by the Chairperson.

Section 6.4- TERMS OF OFFICERS

Section 6.5- REPLACEMENT OF DIRECTORS PRIOR TO TERM EXPIRATION

If a Director resigns or is removed and, as a result, the composition of the Board is no longer consistent with the law, the Mayor will appoint a new Director in the affected category. If the position is one for which a nomination process is required, the Mayor may select from among those individuals nominated, but not appointed, within the two years prior the vacancy.

ARTICLE 7 COMMITTEES

Section 7.1- COMMITTEES

(a) The Board shall establish standing, ad hoc committees, subcommittees, and task forces as necessary to fulfill the goals and objectives of the Corporation.

(b) Committee Chairpersons shall be appointed by the Board Chairperson in collaboration in collaboration with the Executive Committee.

(c) Committee Chairpersons serve at the discretion of the Chairperson.

Section 7.2-COMMITTEE MEMBERSHIP

(a) Committee Members shall be selected from among members of the Board and the general public by the Committee Chairperson in collaboration with the Chairperson. Committee members serve at the discretion of the Committee.

Section 7.3 -STANDING COMMITTEES

(a) The Corporation will maintain an Executive Committee, a Youth Standing Committee and an Employer Engagement and Workforce Strategies Committee.

(b) Executive Committee

(1) Membership

(A) The Executive Committee shall consist of elected and appointed officers of the Corporation and of the Chairperson of each Standing Committee.

(B) Committee chairs who are members of the Board shall serve on the Executive Committee at the discretion of the Chairperson.

(2) The purpose of the Executive Committee is to position and promote the Corporation so it can effectively carry out its work to design and implement a high-quality local workforce development system.

(3) The Executive Committee is charged to provide leadership for the Board, oversee the Corporations' organizational structure and make recommendations to the board.

(c) Youth Committee

(1) Membership

(A) The Youth Committee shall consist of members of the board; employers; educators; representatives of human service agencies, who have special interest or expertise in youth policy and shall include non-members of the board who have appropriate experience and expertise.

(B) The Committee Chair shall be a member of the board.

(C) The Youth Committee is charged providing youth and young adult related guidance and recommendations to the board.

(d) Employer Engagement & Workforce Strategies Committee

(1) Membership

(A) The Employer Engagement & Workforce Strategies Committee shall consist of local and regional employers; representatives of human service agencies; local training providers; educators and non-members of the board who have appropriate experience and expertise.

(B) The Committee Chair shall be a member of the board.

- (C) The Employer Engagement and Workforce Strategies Committee is charged with providing employer and workforce related guidance and recommendations to the board.

ARTICLE 8

STAFFING AND ORGANIZATIONAL STRUCTURE

Section 8.1-STAFF OF THE CORPORATION

(a) Regular full-time staff shall be employed by the Corporation to carry out the Corporation's work. It shall be structured to carry out directives, initiatives and legal responsibilities of the Corporation.

(b) The staff of the Corporation shall be authorized to carry out, under the direction of the Board, all staff duties of the Corporation.

Section 8.2-CHIEF EXECUTIVE OFFICER OF THE CORPORATION

The Chief Executive Officer of the Corporation shall:

(a) be appointed by the Mayor;

(b) perform the duties assigned by the Executive Committee, including, but not limited to, oversight of the staff, business and day-to-day operations of the Corporation; and

(c) sign, execute, and acknowledge, in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments authorized by the Board, except in cases where signing and execution thereof shall be expressly delegated by the Board of Directors, or by these bylaws, to some other officer or agent of the Corporation.

Section 8.3 - SALARIES

The salaries of the Chief Executive Officer and the other staff of the Corporation shall be fixed from time to time by the Board or by such officer as may be designated by resolution of the Board.

ARTICLE 9
BOOKS AND RECORDS

Section 9.1- BOOKS AND RECORDS

The Corporation shall keep:

- (a) minutes of regular Board meetings and Executive Committee meetings, which minutes will be made available to the public upon request;
- (b) records of the names and addresses of all Directors; and
- (c) correct and complete books and records of accounts. Copies of the Corporation's audited financial statement will be made available to members of the Board upon request.

ARTICLE 10
AMENDMENTS

Section 10.1-AMENDMENTS

- (a) These bylaws may be altered, amended, repealed, or revised by an affirmative vote of two-thirds of the members of the Board taken in accordance with the provisions of these bylaws.
- (b) Copies of proposed amendments shall be given to members in writing at least one week prior to the request of an amendment vote.

The appendices may be updated as necessary without formal action of the Corporation. However, the Directors must be notified of any such update.

Action Item:
Approval of Philadelphia Works, Inc. Financial Statements

Action

Approval of Philadelphia Works financial statements for 4 months ending October 31, 2024.

Recommendation

Approval of the Philadelphia Works Financial Statements.

Action Item:
Approval of Philadelphia Works, Inc.
Selection of the Independent Auditor

Action

The Philadelphia Works Board of Directors is asked to approve Mitchell Titus, LLP as the Independent Auditor for Philadelphia Works Inc. for the fiscal year's ending June 30, 2024, 2025, and 2026 with a possible 2-year extension at the discretion of the Executive Committee of the Philadelphia Works' Board of Directors.

Background

Philadelphia Works Inc. conducted a Request for Proposal (RFP for required independent auditing services in August 2024 resulting in a successful bid from Mitchell Titus, LLP.

Recommendation

Approval of the selection of Mitchell Titus, LLP as the independent auditing firm for Philadelphia Works, Inc.

Action Item:
**Approval of Updated PA CareerLink® Philadelphia
Code of Conduct Policy**

Action

The One-Stop Operator Committee has reviewed and discussed the Updated PA CareerLink® Code of Conduct Policy for the PA CareerLink® Philadelphia centers, updated by Philadelphia Works, Inc. Workforce Opportunities Leadership Team, and recommend its approval by the Board.

Recommendation

Approve the updated Code of Conduct Policy as presented.

Philadelphia PA CareerLink® Centers Code of Conduct

Purpose:

Philadelphia Works has established this PA CareerLink® Code of Conduct Policy and Procedure to ensure that our PA CareerLink® facilities are safe, welcoming and provide equitable access to services for all customers. Furthermore, it is our intention to foster an environment that is positive and supportive of staff and customers' rights and needs during their time in our employment and training programs.

Overview and Definitions:

It is the mission of the PA CareerLink® centers to help citizens of Philadelphia find meaningful employment/training opportunities and to help local businesses find qualified employees. PA CareerLink® customers, staff and visitors are expected to conduct themselves in a manner that is always professional and appropriate when on the premises of a local PA CareerLink® center or when participating in any PA CareerLink® affiliated programs. The safety and well-being of all customers and program staff are of utmost importance. Any behavior that jeopardizes this safety will be subject to immediate action.

Inappropriate Behavior:

Individuals engaging in serious offenses, such as physical violence or possession of weapons, will be immediately banned from the employment program without warning.

For less serious offenses, such as repeated instances of verbal abuse, harassment, or minor theft, a progressive disciplinary action approach will be followed:

- **First Offense:** Verbal and written warning and counseling session outlining the consequences of continued behavior.
- **Second Offense:** Temporary suspension from the in-person services program.
- **Third Offense:** Permanent ban from the program.

Remote participation should be given as an alternative option to promote the safety and well-being of program staff and customers while also allowing the customer to benefit from employment and training services.

Customers should be made aware of any site rules regarding acceptable behavioral standards upon enrollment. The Customer should be included in all levels of any progressive discipline and be given due process prior to taking any action to record offense, restrict or ban.

Violation of PA CareerLink® behavioral standard policy can result in virtual services being implemented. Minor violations of these rules will first result in PA CareerLink® staff attempting to

educate or warn individuals about the policies before enforcing this policy. If an individual continues to violate these policies, authorized PA CareerLink® staff may order them to leave. Any conduct that threatens the life or safety of any person or that is damaging to PA CareerLink® property, equipment or facilities may result in immediate expulsion from the premises. PA CareerLink® is authorized to contact the Philadelphia Police Department to respond to such situations.

Repeat misconduct or severe offenses (even if a single isolated event) may result in individual(s) being referred to virtual services and under extreme circumstances, banned from the PA CareerLink® Philadelphia center.

Staff Response/Incident Procedure:

Regular training sessions and workshops will be conducted to educate staff on acceptable behavior standards, conflict resolution techniques, and the importance of maintaining a safe and respectful environment.

PA CareerLink® center staff are required to report any incidents of disruptive or criminal behavior promptly to Site Administrators. Reports will be handled with confidentiality and investigated thoroughly.

Site Administrators must elevate any instance of offense to Philadelphia Works, Inc. prior to making decisions regarding suggested remediation for the customer. PA CareerLink® provider will submit any incident reports, case notes or documentation to Philadelphia Works, Inc. for review.

Philadelphia Works, Inc. will review and provide a decision within 7 business days. Philadelphia Works, Inc. will review and evaluate the request always with the primary concern of ensuring the safety and well-being of all involved parties.

Contact:

Inquiries regarding this policy should be directed to the Philadelphia Works Director of Workforce Operations, Marcus Hall MHall@Philaworks.org and Senior Manager of Adult Workforce Systems, Gizela Burnside gburnside@philaworks.org.



FINANCIAL REPORTS

PHILADELPHIA WORKS, INC.
Statements of Financial Position
As of October 31, 2024

	10/31/2024	10/31/2023
	Unaudited	Unaudited
ASSETS		
<i>Current Assets:</i>		
Cash	3,971,198	9,880,013
Accounts receivable - grants and contracts	18,945,917	9,089,273
Other current assets	1,142,118	1,475,368
Total current assets	24,059,233	20,444,655
<i>Property and Equipment:</i>		
Furniture and equipment	358,486	358,486
Computer equipment	425,807	425,807
Leasehold improvements	2,773,935	2,773,935
Lease Assets	19,765,864	19,765,864
	23,324,092	23,324,092
Less: accumulated depreciation	(9,285,991)	(5,905,122)
Net property and equipment	14,038,101	17,418,970
Other Assets- Security & Other deposits	456,931	464,433
Total assets	38,554,266	38,328,058
LIABILITIES AND NET ASSETS		
<i>Current Liabilities:</i>		
Due to subrecipients	16,809,466	14,331,842
Accounts payable and accrued expenses	142,839	234,776
Advances	-	-
Due to Commonwealth of Pennsylvania	2,169,066	2,169,066
Other current liabilities	4,586,845	3,346,174
Total current liabilities	23,708,216	20,081,858
Due to State- Deposits	456,931	464,433
Lease Allowance	237,085	414,821
Lease Assets	13,735,235	16,816,778
Total liabilities	38,137,467	37,777,890
<i>Net Assets:</i>		
Unrestricted Net Assets	183,667	193,126
Equity value of government funds	233,132	357,042
Total net assets	416,799	550,168
Total liabilities and net assets	38,554,266	38,328,058

PHILADELPHIA WORKS, INC.
Unaudited Statements of Activities
As of October 31, 2024

	October 31, 2024			October 31, 2023
	Training Program Services	Management and General	Total	Total
Support and Revenue				
TANF (Cost Reim/Youth)	14,729,262	1,622,310	16,351,572	14,469,894
TANF Performance				
WIOA (Adult / DLW /RR / Youth)	6,100,845	757,804	6,858,649	6,593,588
Other	3,266,427	44,389	3,310,816	1,577,970
Total support and revenue	24,096,535	2,424,503	26,521,038	22,641,452
Expenses				
Salaries	918,015	1,381,523	2,299,538	2,253,883
Fringe benefits	273,931	382,115	656,046	539,605
Total salaries and fringe benefits	1,191,946	1,763,638	2,955,584	2,793,488
Subrecipient services	22,184,663	-	22,184,663	18,798,769
Professional and consulting services	208,697	241,834	450,531	153,195
Facilities costs	223,559	137,101	360,660	357,589
Depreciation	113,382	-	113,382	55,783
Maintenance and System Support	87,188	53,175	140,363	71,302
Cloud Services	19	12	30	3,319
Special Projects	-	-	-	0
Disaster Recovery	11,128	6,820	17,948	17,000
Equipment and Software Purchases	13,636	8,361	21,997	75,097
Outreach/Marketing	5,948	2,038	7,986	83,854
Meetings, Conferences & Travel	30,172	40,080	70,251	50,401
Office supplies and printing	1,915	1,674	3,589	3,215
Telephone	5,987	3,669	9,656	12,152
Temporary Help	16,164	89,911	106,075	44,590
Employee Development	3,665	5,498	9,163	37,410
Office Expense	111,848	73,543	185,392	132,858
Miscellaneous	-	-	-	-
Total expenses	24,209,916	2,427,354	26,637,270	22,690,023
Changes in net assets	(113,382)	(2,850)	(116,232)	(48,571)
**Net assets, beginning of period	346,514	186,517	533,031	598,738
Net assets, end of period	233,132	183,667	416,799	550,168

**Net assets were updated to agree to PWI's unaudited financial statements for the period that ended June 30, 2024

PHILADELPHIA WORKS, INC.
 Projected Costs vs. Actual Expenses - Admin & Program Combined
 As of October 31, 2024

	FY24 Approved Budget Combined	YTD Actual Expenses 10/31/2024	Remaining Budget Available 10/31/2024	% of Remaining
Expenses				
Salaries	7,932,924	2,299,538	5,633,386	71%
Fringe benefits	2,358,137	656,046	1,702,091	72%
Total Salaries and Fringe Benefits	10,291,061	2,955,584	7,335,477	71%
Subrecipient services	73,000,000	22,184,663	50,815,337	70%
Professional and consulting services	1,072,000	450,531	621,469	58%
Facility costs	1,065,736	360,660	705,076	66%
Depreciation	-	113,382	(113,382)	0%
Maintenance and System Support	264,000	140,363	123,637	47%
Cloud Services	278,433	30	278,403	100%
Special Projects	150,000	0	150,000	100%
Disaster Recovery	70,000	17,948	52,052	74%
Equipment and Software Purchases	327,920	21,997	305,923	93%
Outreach	168,000	7,986	160,014	95%
Meetings, conferences, and travel	287,500	70,251	217,249	76%
Office supplies and printing	21,200	3,589	17,611	83%
Telephone	50,000	9,656	40,344	81%
Temporary help	125,000	106,075	18,925	15%
Employee development	62,750	9,163	53,587	85%
Office expense	340,900	185,392	155,508	46%
Total Operating Costs	77,283,439	23,681,686	53,601,753	69%
Total Personnel and Operating Costs	87,574,500	26,637,270	60,937,230	70%

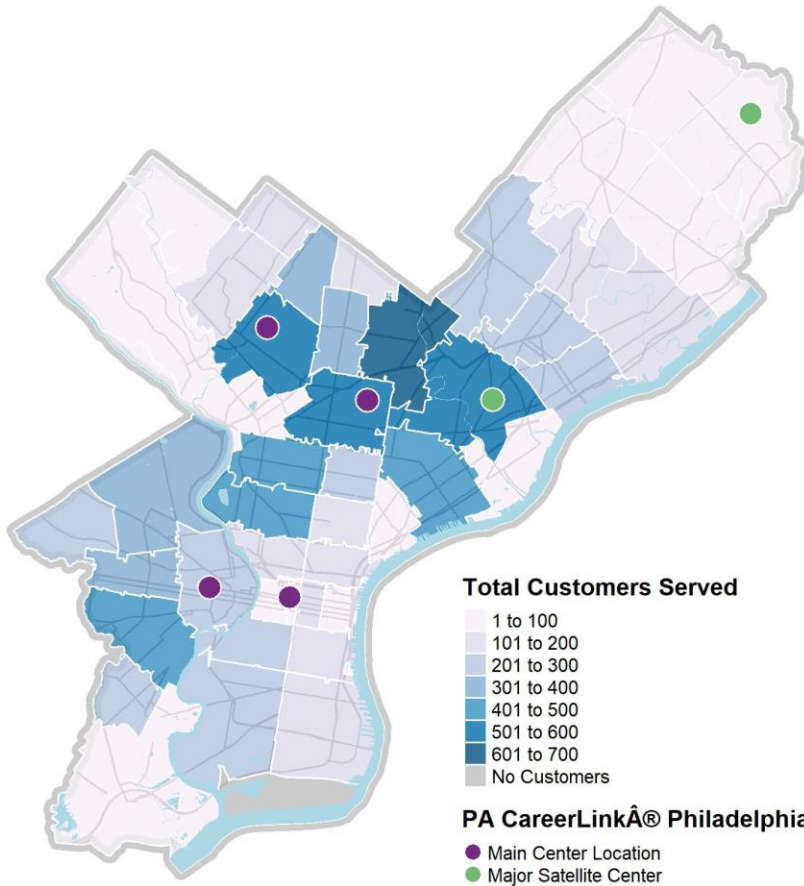


SERVICE +
PERFORMANCE METRICS

Service and Performance Snapshot

Q1 Program Year 2024

Customers Served by Zip Code of Residence July 2024 through September 2024



8,901

Unique Customers Served July 2024 through September 2024

In the most recent quarter, the PA CareerLink® Philadelphia system supported services for **8,901** individuals across programs.

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

45,078

New Career-Seeker Services Delivered July 2024 through September 2024

In the most recent quarter, **45,078** individual services were started. Most common services included job-search assistance and career counseling.

Service Summary by Program

Customers Served by Program, July 2024 through September 2024

Program Title	Most Recent Quarter		Program Year-to-Date	
	Total Customers	Total Services	Total Customers	Total Services
WIOA Labor Exchange	6,360	31,296	6,360	31,296
EARN TANF	989	2,811	989	2,811
WIOA Adult and Dislocated Worker	1,809	6,954	1,809	6,954
WIOA Youth	434	3,147	434	3,147
TANF Youth*	54	156	54	156
EARN SNAP	90	290	90	290
Other Programs	398	469	398	469

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

WIOA Title I – Adult and Dislocated Worker Services

Q1 Program Year 2024

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: July through September 2024

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	1,464	1,464	-3.9%	++%
Job Search / Prep Training	983	983	-4.4%	++%
Essential Case Management	667	667	-2.6%	++%
Supportive Services	407	407	+17.0%	++%
Training and Education	201	201	-2%	++%
Work Experience	80	80	+33.3%	++%
Other Services	20	20	+33.3%	++%

Customer Outcomes: July through September 2024

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	393	393	-38.5%	-1.3%
Exits to Military or Employment	127	127	-21.1%	+19.8%
Exits with No Outcomes	263	263	-44.7%	-9.0%
Education or Training Completed	3	3	+200.0%	0.0%
Placements	155	155	-22.1%	+25.0%

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: July through September 2024

Program	Measure	Negotiated Level	Actual Performance	% of Goal Achieved
	Average Program Score: 94.9%			
Adult	Employment 2 nd Quarter After Exit	67.0%	72.9%	108.8%
	Employment 4 th Quarter After Exit	64.0%	65.0%	101.6%
	Median Earnings 2 nd Quarter After Exit	\$7,500	\$8,014	106.9%
	Credential Attainment Rate	50.0%	43.3%	86.6%
	Measurable Skill Gain	47.5%	33.5%	70.5%
	Average Program Score: 89.6%			
Dislocated Worker	Employment 2 nd Quarter After Exit	73.0%	70.6%	96.7%
	Employment 4 th Quarter After Exit	69.0%	71.4%	103.5%
	Median Earnings 2 nd Quarter After Exit	\$8,750	\$10,482	119.8%
	Credential Attainment Rate	52.0%	33.3%	64.0%
	Measurable Skill Gain	50.0%	32.0%	64.0%

WIOA Title I – Youth Services

Q1 Program Year 2024

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: July through September 2024

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	290	290	+6.6%	++%
Training and Education	245	245	+40.8%	++%
Supportive Services	220	220	-0.9%	++%
Essential Case Management	282	282	+281.1%	++%
Work Experience	114	114	+153.3%	++%
Other Services	16	16	+14.3%	++%
Job Search / Prep Training	7	7	-22.2%	++%

Customer Outcomes: July through September 2024

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	53	53	-75.3%	+10.4%
Education or Training Completed	35	35	-67.3%	+45.8%
Exits to Military or Employment	4	4	-84.0%	0.0%
Exits to Education	1	1	-83.3%	++%
Exits with No Outcomes	13	13	-83.1%	-35.0%
Placements	76	76	+18.8%	+38.2%

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: July through September 2024

Measure	Negotiated Level	Actual Performance	% of Goal Achieved
Average Program Score: 105.9%			
Employment/Education 2 nd Quarter After Exit	70.0%	76.6%	109.4%
Employment/Education 4 th Quarter After Exit	69.0%	71.3%	103.3%
Median Earnings 2 nd Quarter After Exit	\$4,000	\$7,071	176.8%
Credential Attainment Rate	64.0%	63.5%	99.2%
Measurable Skill Gain	51.0%	20.7%	40.6%

WIOA Title III – Labor Exchange

Q1 Program Year 2024

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

Customers Receiving Services: July through September 2024

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Job Search / Prep Training	4,786	4,786	-2.9%	++%
Essential Case Management	4,269	4,269	+2.9%	++%
Career Development and Counseling	1,912	1,912	-19.3%	++%
Training and Education	6	6	0.0%	++%
Work Experience or Employment	3	3	+50.0%	++%
Other Services	835	835	-12.1%	++%

WIOA State Performance Measures: Average Indicator Scores

Q1 Program Year 2024

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: July through September 2024

Measure	Average Indicator Score
Employment/Education 2 nd Quarter After Exit	105.0%
Employment/Education 4 th Quarter After Exit	102.8%
Median Earnings 2 nd Quarter After Exit	134.5%
Credential Attainment Rate	83.3%
Measurable Skill Gain	58.4%

EARN TANF and SNAP Services

Q1 Program Year 2024

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: July through September 2024

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Referrals				
TANF	1,357	1,357	-11.8%	-19.5%
SNAP	140	140	+12.9%	+89.2%
Enrollments				
TANF	631	631	-5.3%	-11.3%
SNAP	68	68	+21.4%	+88.9%

Customers Receiving Services: July through September 2024

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Essential Case Management	805	805	-8.4%	-7.2%
Job Search / Prep Training	444	444	+11.0%	+140.0%
Work Experience or Employment	197	197	0.0%	+2.1%
Education or Job Training	102	102	-19.0%	+18.6%
Community Service	1	1	-66.7%	-75.0%
Other Services	738	738	+18.1%	-7.9%

Customer Outcomes: July through September 2024

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Case Closures	631	631	-9.1%	-8.9%
Placements into Employment	212	212	-3.6%	-6.6%

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

Q1 Program Year 2024

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: July through September 2024

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Education or Job Training	54	54	+68.8%	-36.5%
Supportive Services	23	23	-28.1%	-41.0%
Work Experience or Employment	23	23	-28.1%	-42.5%

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

Thank you to our administrative and service delivery partners:

JEVS Human Services serves as the fiscal and contracting intermediary for Career Connected Learning Philadelphia (C2L-PHL). C2L-PHL is managed by Philadelphia Works, Inc., the City of Philadelphia, and the School District of Philadelphia. Foundations, Inc. serves as the capacity building provider for C2L-PHL and is managed solely by Philadelphia Works, Inc.

WIOA Youth and TANF Youth Development services are provided by 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, EDSI, Federation of Neighborhood Centers, JEVS Human Services, Liguori Academy, Mural Arts, Nationalities Service Center, NOMO Community Development Co., PowerCorpPHL, 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://philaworks.org/youth-and-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. Specialized Employment and Training Service Providers funded via WIOA Title I Adult and Dislocated Worker funds are provided by EDSI, Congreso, HIAS PA, The Welcoming Center for New Pennsylvanians, and Propel America.

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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