



BOARD MEETING BRIEFING BOOK

Thursday, June 26, 2025

10:00 AM – 12:00 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

Market Development Lead,
Philadelphia & Pittsburgh,
Accenture

Antonio J. Burrell

General Counsel, Snipes USA

Hassan Charles

Director of Community
Relations for Global Corporate
Giving, Chubb

David Crossed

Independent Business
Consultant

Brigitte F. Daniel, Esq.

CEO, Wilco Electronic
Systems, Inc.

Stephanie Gambone

President & CEO, Junior
Achievement of
Southeastern PA

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

Tonya Ladipo

CEO, The Ladipo Group

Richard Lazer

Executive Director,
Philadelphia Parking
Authority**

Douglas Oliver

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

Kimmell Proctor

CEO, Beyond Literacy

Louis Rodriguez

President and CEO,
Rodriguez Consulting

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, June 26, 2025 | 10:00 AM - 12:00 PM

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BOARD MEETING AGENDA

June 26, 2025 | 10:00 AM to 12:00 PM
[Hybrid Board Meeting via Teams](#)

Presiding: Daniel K. Fitzpatrick, Chair

Welcome, Reports, & Presentations

I. Welcome

Daniel K. Fitzpatrick

II. Opening Remarks

- **New Board Members**
 - Hassan Charles
 - Lou Rodriguez
 - Antonio Burrell
 - Stephanie Gambone
- **ACTION:** Approval of the Consent Agenda
 - March 2025 Board and Executive Committee Meeting Summaries
 - Committee Meeting Summaries and Reports for this Quarter

III. New Employees

H. Patrick Clancy

IV. Economic Overview

Gloria Oh & Hebe Liu

V. CEO Report

- **ACTION:** Approval of Local and Regional Plans

H. Patrick Clancy

VI. Finance Report

- **ACTION:** Approval of the Fiscal Year 2026 Budget
- **ACTION:** Approval of PhilaWorks Unaudited Financial Statements for the Nine Months Ended March 31, 2025
- **ACTION:** Approval of the Indirect Cost Rate Policy

Zachariah Hughes

VII. Operations Report

Patricia Blumenauer

VIII. Election of Board Officers

- **ACTION:** Approval of Board Chair
- **ACTION:** Approval of Vice Chair, Board Secretary, and Treasurer

H. Patrick Clancy

Committee Updates and Actions

i. Employer Engagement & Workforce Strategies Committee

- Committee Update

Committee Co-chairs

ii. Youth Standing Committee

- Committee Update

Committee Co-chairs

Public Comment

Daniel K. Fitzpatrick

Closing Remarks and Adjournment

Next Meeting: Thursday, September 18, 2025

CONSENT AGENDA ITEMS

[Overview](#)

The following items are on the Philadelphia Works Consent Agenda for June 26, 2025

- March 2025 Board and Executive Committee Meeting Summaries (pgs. 6-11)
- Committee Meeting Summaries and Reports for this Quarter (pgs. 12-15)

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: March 2025 Board Meeting](#)

The Board is being asked to approve the draft meeting summary from the March 20, 2025, 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, March 20, 2025, | 10:00 AM-12:00 PM

Chair: Mr. Daniel K. Fitzpatrick

Virtual Meeting via Teams

Welcome and Opening Remarks

The meeting was called to order at 10:02 AM by Mr. Daniel Fitzpatrick, Chair, who welcomed board members to the newly renovated boardroom. Special thanks were extended to Patricia Blumenauer, Sheila Cordova, and the facilities team for leading the renovation effort.

Approval of the Consent Agenda

MOTION: Mr. Fitzpatrick requested a motion to approve the Consent Agenda which includes the following:

- Minutes from the December 19, 2024, Board Meeting
- December's Executive Committee Meeting Report
- Committee Meeting Summaries for the Current Quarter
- Motion: Mr. Eiding
- Second: Ms. Brightful
- Abstentions: None

ACTION: Motion approved unanimously

Welcome to New Employees

Mr. H. Patrick Clancy, President & CEO announced the hiring of six new staff members.

SEPA Regional Economic Development Strategy

Mr. Chris Arlene of the Pew Charitable Trusts presented to the board a regional economic development strategy for Southeast Pennsylvania. The strategy was a collaborative effort including the City Commerce Department, PIDC, Visit Philly, Philadelphia Chamber of Commerce and Philadelphia Works.

Marek Gootman (Brookings Institution) reviewed Regional Industry Sector Prioritization recommendations. He discussed strategy development process, sector selection methodology, and implications for workforce development.

He also emphasized aligning economic and workforce strategies around high-opportunity sectors:

- Materials Machining & Fabrication / Electronic Components
- Biomedical
- Business Process/Enterprise Tech
- Professional & Business Services
- Transportation, Distribution, and Wholesale

ATTENDANCE:

MEMBERS:

William Bowie
Kimmell Proctor
Stephanie Kosta
Patrick Eiding
Marybeth Ferguson
Williams
Daniel Fitzpatrick
Ed Krawczyk
Michelle Armstrong
David Crossed
Shari Brightful,
Brigitte Daniel
Anuj Gupta
Edward Grose
Tonya Ladipo
Christina Wong
Haniyyah Sharpe-Brown

STAFF:

H. Patrick Clancy
John Daly
Patricia Blumenauer
Dawn Thomas
John Dobbs
Jessica Pierre-Louis
Zachariah Hughes
Gloria Oh
Kaila Shannon
Maria Morton
Joseph Kozlowski
Marcus Hall
Adrian Jezierski
Shaquanda Clemons

CEO Report

Mr. Clancy shared organizational and funding updates which included the following:

- A \$100,000 grant was secured from the Chapel-Culpeper Family Foundation for youth initiatives.

Mr. Clancy discussed the anticipated flat or reduced federal funding for FY2025. WIOA reauthorization may require 50% of funds to be used for training. The Good Jobs Challenge grant was extended for an additional year. And Local and regional workforce plans have been submitted and are undergoing revision based on Commonwealth feedback.

He further discussed Rapid Response Planning regarding the IRS office in Philadelphia announcement of 400 layoffs impacting several of many probationary employees. Philadelphia Works staff are monitoring the potential closure of Crozer-Chester Medical Center, potentially impacting over 300 Philadelphia residents. Philadelphia Works is partnering with local Workforce Development Boards on job fairs and placement services for the federal employees who may be displaced.

Staff Recognitions

- Tyrone Hamilton Jr. received the Black Trailblazers Award
- Gizela Lopez Burnside's participation in the Emerging Leaders Program
- Patricia Blumenauer was appointed to DVRPC Movement Task Force
- Patrick Clancy appointed First Vice President, US Conference of Mayors Workforce Development Committee

Operations Report

Ms. Patricia Blumenauer, Chief Operating Officer reported the following:

- The WIOA Youth RFP. was released with the goal of contracting with providers who will provide eligible youth or young adults ages 12 – 24 with Career Connected Work-Based Learning that operates under the C2L-PHL Career Launch framework.
- She also discussed the Career Launch focuses on helping youth know how to identify and utilize their strengths and passions to inform career decisions.

She further explained the Working Group Partners: School District of Philadelphia, Chamber of Commerce for Greater Philadelphia, Commerce Department, Philadelphia Works, and ended the discussion with providers awarded will have staggered start dates to accommodate funding and the below:

Approach:

- Data-Driven Alignment: Analyzing High-Priority Occupations (HPOs) and CTE Program Match.
- Targeted Focus: School District selects top 2 key occupations.
- Strategic Engagement: Piloting employer roundtables and partnership models.
- Approximately \$6 million available for contracting (dependent upon WIOA allocation).

STAFF (Cont.):

Michela Rivera
Robert Gannone
Sheila Cordova
Karen McDaniels-Jolly
Matthew McGill
Rebecca Ambrose
Jemiron Hardy
Dana Verde
Leah Schare

Finance Report

Mr. Zachariah Hughes, Vice President Finance/Controller, gave a presentation on balance sheet analysis stating the total assets reflect strong growth and stable cash reserves; current liabilities remain well managed, and assets exceed liabilities substantially.

MOTION: Approval of the Philadelphia Works Financial Statements ending December 31, 2024.

- Motion: Mr. Eiding
- Second: Ms. Proctor
- Abstentions: None

ACTION: Motion passed unanimously

Committee Updates

Presented by Brigitte Daniel-Corbin and Stephanie Kosta

Employer Engagement & Workforce Strategies Committee

Ms. Brigitte Daniel-Corbin, Co-Chair, gave an update regarding the last committee meeting. She stated that they met on February 25, 2025. Received update on Philadelphia-area labor and market trends.

She received updates on WIOA Service Delivery Modernization Project in partnership with Deloitte Consulting LLP. Received updates from Foundations, our C2L-PHL capacity-building provider.

She also discussed that Foundations is supporting our April 15th Roads to Career Summit event in collaboration with RoadTrip Nation. Announced recruitment for the C2L-PHL Employer Recruitment Initiative.

Youth Standing Committee

Ms. Stephanie Kosta, Co-Chair, stated that they met on February 20, 2025, and announced new co-chairs, Stephanie Kosta, Comcast, and Haniyyah Sharpe-Brown, Accenture.

She received staffing update regarding PhilaWorks Youth Systems team, welcomed new Youth Systems staff members.

She received an update from Foundations, our C2L-PHL capacity-building provider. Foundations are supporting our April 15th Roads to Career Summit event in collaboration with RoadTrip Nation.

And she discussed Radian Hub demonstrated current progress of our upcoming C2L-PHL Youth Application portal.

Public Comment/Adjournment

No public comment.

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

- Motion: Mr. Eiding
- Second: Mr. Grose
- Abstentions: None

ACTION: Adjournment of meeting:

Meeting adjourned at 12:10 PM

Next Meeting: Thursday, June 26, 2025

EXECUTIVE COMMITTEE MEETING SUMMARY

Wednesday, March 12, 2025 | 3:00-4:00 PM

Chair: Mr. Daniel Fitzpatrick

Hybrid meeting via Microsoft Teams

Welcome

The meeting was called to order at 3 PM. Mr. Daniel Fitzpatrick, Chair, welcomed committee members. The meeting commenced with a quorum.

MOTION: Mr. Fitzpatrick called for a motion to approve the Meeting Summary for the December 11, 2024, Executive Committee Meetings:

- Motion: Mr. Eiding
- Second: Mr. Bradley
- Abstentions: None

ACTION: Motion approved unanimously

CEO Report

Mr. Clancy updated the committee on:

Workforce Development and Funding Updates

- Clancy and Blumenauer provided updates on workforce development initiatives and funding challenges.
- The impact of federal budget cuts, particularly affecting labor and Medicaid funding was discussed.
- A joint effort is underway with Delaware County to support displaced workers from the Crozer Chester situation, affecting 3,200 employees.
- Concerns about federal dislocation funding reductions and Medicaid budget cuts were highlighted.

Economic and Employment Initiatives

- Discussion on engaging young people in high-demand career paths, particularly in collaboration with the school district.
- Focus on affordable housing as a potential workforce development opportunity.
- Clancy and Fitzpatrick emphasized the importance of ensuring workforce funding remains a bipartisan priority.
- A workforce readiness initiative is in place to prepare for employment opportunities related to upcoming city events in 2026.

ATTENDANCE:

MEMBERS:

Daniel K. Fitzpatrick
Patrick J. Eiding
Steven Bradley
Richard Lazer

STAFF:

H. Patrick Clancy
Patricia Blumenauer
John Daly
Zach Hughes
Maria Morton
Karen McDaniels-Jolly
Dana Verde

Community Initiatives and Partnerships

- Collaboration with the Chamber of Commerce and the school district to align career pathways with employer needs.
- Ongoing discussions regarding Philadelphia's affordable housing strategy and its workforce implications.
- Updates on the City College initiative for municipal employment and the Riverview Wellness Center for individuals in recovery.

New Business

- Planning for the full board meeting scheduled for March 20, 2025.
- New board members will officially join in June.
- Clancy will attend the mayor's budget address on March 13.

COO Report

Ms. Blumenauer provided the following update:

WIOA and TANF Funding Updates

- The board is awaiting final workforce funding allocations.
- WIOA funding updates expected by the end of March.
- DHS funding for workforce programs is uncertain due to possible Medicaid cuts.
- Proactive planning is underway to adjust for potential budget reductions.

Finance Report

Mr. Hughes, PhilaWorks' Vice President Finance/Controller, provided an update:

- Mitchell and Titus will continue to provide independent auditing services for Philadelphia Works over the next three fiscal years. The audit is currently in process.
- The Unaudited Statements of Activities sheet and the Projected Costs vs. Actual Expenses sheet were presented. The total budget for personnel and operating costs is \$ 87.5 million, and the current year-to-date expenses are \$26.6 million.

Adjournment

MOTION: Mr. Fitzpatrick asked if there was any public comment. With no public comment, he asked for a motion to adjourn:

- Motion: Mr. Eiding
- Second: Mr. Bradely
- Abstentions: None

ACTION: Motion approved unanimously

With no further business to discuss, the meeting adjourned at 3:45 PM.

EMPLOYER ENGAGEMENT & WORKFORCE STRATEGIES MEETING SUMMARY

Friday, May 16, 2025 | 2:00-3:00 PM

Chairs: Brigitte Daniel-Corbin, Nikki Pumphrey
Virtual Meeting via Microsoft Teams

Welcome

The meeting was called to order at 2:02 P.M. by Ms. Nikki Pumphrey, who reviewed the agenda for the session. **MOTION** was made by Marybeth Williams to approve the meeting minutes. **ACTION:** motion was seconded by Karen Douglas and approved.

Labor Market Update

Ms. Hebe Liu presented an analysis of Philadelphia's March 2025 labor market, highlighting:

- Unemployment rate: 4.7% (down from 5.0% in February)
- Labor force peak: 709,000; employment peak: 700,000
- Job growth driven by Education & Health Services
- Top employers: University of Pennsylvania, Penn Medicine, Temple Health
- General increase in wages across sectors, especially in professional services

Noted concern: potential hiring freezes at major employer

Service Delivery Modernization Project

Ms. Stephanie Lutz of Deloitte provided an update on PhilaWorks' modernization project:

- Engagement included stakeholder interviews, focus groups, and surveys
- Focus areas: streamlined intake, jobseeker engagement, AI tool integration
- Six central themes from April ideation session: service clarity, aligned training, communication
- Highlighted AI "Policy Engine" demo for advisor support
- Goal: efficient enrollment, training, and job placement

Employer Front Door Initiative

Ms. Patricia Blumenauer shared updates on the Employer Single Front Door strategy developed with Mathematica:

- Goals: Simplify employer access, create cross-partner intake and decision tools
- Priorities: Clear branding, standardized assessments, and navigation tools
- Pilot programs are planned; resource gaps and funding being reviewed
- National Urban Fellows to support rollout beginning Fall 2025

ATTENDANCE:

MEMBERS:

Shari Brightful
Brigitte Daniel-Corbin
Karen Douglas
Nikki Pumphrey
John Sanchez
Samuel Starks
Marybeth Williams

REGRETS:

Rochelle Cooks
Donald Generals
Valerie Grant
Ed Grose
Gianna Grossmann
Megan Heileman
Gregory Mason
Erin Phovilaychit

GUESTS:

Stephanie Lutz

STAFF:

Genesis Gonzalez
Marcus Hall
Hebe Liu
Gloria Oh
Jessica Pierre-Louis
Marlene Pringle
Dana Verde
Nichol Wilkins

C2L-PHL Recruitment Update

Marcus Hall shared updates on the C2L-PHL summer work-based learning initiative:

- Nearly 15,000 applications submitted as of mid-May
- Over 12,000 completed applications; deadline: May 18
- Goal: Expand to 15,000 slots by FY28
- ZIP code data reveals placement disparities
- Call to action: more employer recruitment and engagement needed

Department of Commerce Update

Marcus Hall provided an update on the Philadelphia Immigrant Employment Collaborative event:

- Event Date: June 3, 2025
- Focus: Hiring best practices for immigrant communities
- Registration link was shared during the meeting

Adjournment

With no further business to discuss, the meeting adjourned at 2:47 p.m.

YOUTH STANDING COMMITTEE MEETING SUMMARY

Thursday, May 15, 2025 | 1:00 – 2:00 PM

Virtual Meeting via Microsoft Teams

Welcome

The meeting was called to order at 1:00 P.M. Ms. Haniyyah Sharpe-Brown and Ms. Stephanie Kosta welcomed the committee members and shared their excitement about leading the group for the first time. Ms. Patricia Blumenauer noted a technical issue with the Microsoft Teams link that directed some participants to the wrong room. The issue was quickly resolved, and the meeting proceeded as planned.

Approval of Previous Meeting Minutes

A motion was made to approve the meeting minutes from February 20, 2025. The motion was seconded and unanimously approved by committee members.

Youth Workforce Data Snapshot

Hebe Liu presented a detailed overview of Philadelphia's youth workforce demographics. She reported that there are approximately 190,000 youth in the city, making up 15% of the total population. Labor force participation is 35% for individuals aged 16–19 and 75% for those aged 20–24.

Unemployment stands at 16% and 12% for those respective age groups, compared to the city average of 4.7%. Contributing factors to this disparity include limited work experience, lower skill levels, and a lack of opportunities.

Jermiron Hardy shared client services data, reporting that over 1,300 TANF youth, more than 500 WIOA youth, and 62 foster care youth have been served. The top ZIP codes represented include 19131, 19143, 19121, 19104, and 19139. He highlighted recurring barriers such as poverty, low educational attainment, and long-term unemployment, which currently averages 475 days among clients.

Youth Systems Update

Jacquelyne Spencer shared updates regarding staffing changes within the Philadelphia Works Youth Systems team. She also provided enrollment updates for the C2L PHL Spring 2025 and Fall 2024 programs, discussed the WIOA service delivery modernization project, and highlighted ongoing development progress with the Youth Application Portal.

Ms. Spencer provided a recap of the Road to Career Summit held on April 15th, which hosted 92 participants including providers, employers, workforce board members, and government officials.

ATTENDANCE:

MEMBERS:

Haniyyah Sharpe-Brown
Michelle Armstrong
Sarah Hollister
Stephanie Kosta
Nicole Fuller
Heloise Jettison

REGRETS:

Deborah Buhles
Lisa Coriano
Daniel Fitzpatrick
Ali Robinson-Rogers
April Voltz

GUESTS:

Chloe Echikson
Genesis Castro
Rachel Plowman

STAFF:

H. Patrick Clancy
Patricia Blumenauer
Jacquelyne Spencer
Marcus Hall
Marlene Pringle
Jermiron Hardy
Micaela Rivera
Gloria Oh
Ciaran Porter
Jessica Pierre-Louis
Shaquanda Clemons

Radian Hub Youth Application Portal

Ms. Chloe Echikson and Ms. Rachel Plowman from Radian Hub provided a live demonstration of the Youth Application Portal, highlighting its user-friendly design and functionality. The portal is expected to streamline the application process and enhance the user experience for youth applicants.

Business Recruitment and Worksites

Mr. Marcus and Ms. Marlene shared updates on business recruitment efforts, including the distribution of interest forms to local employers and the current spread of youth worksites across key ZIP codes.

Call for Youth Standing Committee Participation

Ms. Marlene encouraged nominations for a new working group in collaboration with the Chamber of Commerce and the Department of Commerce. The goal of the group is to develop a comprehensive strategy for increasing youth awareness and engagement in available workforce opportunities.

Follow-Up Tasks

- Research and Data to clarify the definition and scope of Career and Technical Education (CTE) data.
- Youth Systems will explore whether youth prioritize proximity or interest when selecting worksites.
- The Business Engagement team will cross-reference ZIP code data with school locations to identify underrepresented schools.
- Mayor's Office of Education will connect with the Youth Engagement Office for expanded outreach support.

Adjournment

With no further business to discuss, the meeting adjourned at 2:04 PM.



ACTION ITEMS

ACTION ITEMS

Thursday, June 26, 2025 | 10:00 AM – 12:00 PM

ACTION ITEMS (1-5)

Board Action Items:

1. Approval of the Local and Regional Plans
2. Approval of the FY 2026 Budget
3. Approval of the Unaudited Financial Statements for Nine Months Ended March 31, 2025
4. Approval of the Indirect Cost Rate Policy
5. Approval of the Board Officers

Action Item:
Approval of the Philadelphia Works, Inc.
Workforce Innovation and Opportunity Act (WIOA)
Local and Regional Plans

Action

The Board of Directors is requested to approve the Local and Regional Plan for 2025-2028, as required by the Workforce Innovation and Opportunity Act (WIOA).

Background

Under WIOA, local workforce development boards are required to develop and submit a comprehensive 4-year plan that outlines the strategies and initiatives to support the local workforce system. The plan must be aligned with the state's workforce development plan and be developed in collaboration with key stakeholders, including businesses, education providers, and community organizations.

The Local and Regional Plan for 2025-2028 has been developed by Philadelphia Works staff in consultation with partners and stakeholders. The plan includes:

- An analysis of the regional labor market and economic conditions
- Strategies to support career pathways and industry partnerships
- Plans for engaging with and meeting the needs of employers
- Initiatives to serve priority populations, including individuals with barriers to employment
- Alignment with the state's workforce development plan and other regional plans

Recommendation

Approve the Philadelphia Works Inc. draft WIOA Local and Regional plans effective date July 1, 2025, to June 30, 2028.

Action Item:
Approval of Philadelphia Works, Inc.
FY26 Operating Budget

Action

The Board of Directors is requested to approve Philadelphia Works, Inc.'s Fiscal Year 2026 Budget.

Background

Philadelphia Works, Inc., is required to prepare an operating budget for the upcoming fiscal year, which commences on July 1, 2025. The budget outlines the organization's projected revenue and expenses for the upcoming fiscal year.

Recommendation

Approve the Philadelphia Works, Inc. Fiscal Year 2026 Operating Budget

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

Action

The Board of Directors is requested to approve the Unaudited Financial Statements for Philadelphia Works, Inc. for the month ended March 31, 2025.

Background

Philadelphia Works, Inc., is required to prepare a financial statement, which is to be approved by the Philadelphia Works Board of Directors. Financial statements include statements of Financial Position and Statement of Activities.

Recommendation

Approve the Philadelphia Works, Inc. Financial Statements for the month ended March 31, 2025

Action Item:
Approval of the Philadelphia Works, Inc.
Indirect Cost Rate Policy

Action

Philadelphia Works, Inc. has developed an Indirect Cost Rate Policy to adhere to the updated Code of Federal Regulations, Section 200.414.

Background

The Code of Federal Regulations, Section 200.414 updated the Indirect Cost Rates for nonprofits raising the de minimis rate from 10% to 15% of modified total direct costs. Philadelphia Works, Inc. Indirect Cost Rate Policy is consistent with the updates detailed in the Code of Federal Regulations, Section 200.414.

Recommendation

Approve the Philadelphia Works, Inc. Indirect Cost Rate Policy

Philadelphia Works, Inc. Indirect Cost Rate Policy

Background and Purpose:

Philadelphia Works, Inc. is a 501c3 non-profit organization that invests in solutions and services to grow Philadelphia's economy by connecting employers to workforce talent and career seekers to employment. We encourage public policies that support economic growth and optimize resources to invest in local and regional solutions to build a skilled and thriving workforce.

Philadelphia Works Inc. primarily funds programs or projects with specific employment related outcomes. All subcontractors are required to submit a detailed budget that identifies potential costs. All costs are determined to be direct or indirect. These costs are allocated to various funds which are utilized to support the program or project.

Direct and Indirect Costs:

Direct costs are attributed to the program or project which would often not be incurred without the project itself.

Indirect costs are attributed to activities or services that support the organization rather than any program or project and are subject to 2CFR200 Subpart E, for its treatment and allowability. Philadelphia Works Inc. as defined in section 2CFR200.414 in the Code of Federal Regulations.

Indirect Cost Rates:

As a passthrough entity, Philadelphia Works Inc. will consider all Negotiated Indirect Cost Rates (NICRA) but may be limited to the discretion of the awarding federal agency.

Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC), which is defined in 2CFR200.1. in the Code of Federal Regulations.

The recipient or subrecipient is authorized to determine the appropriate rate up to this limit. Federal agencies and pass-through entities may not require recipients and subrecipients to use a de-minimis rate lower than the negotiated indirect cost rate or the rate elected pursuant to this subsection unless required by Federal statute or regulation.

When applying the de-minimis rate, costs must be consistently charged either direct or indirect and may not be double charged or inconsistently charged as both. The de-minimis rate does not require documentation to justify its use and may be used indefinitely.

Once elected, the recipient or subrecipient must use the de-minimis rate for all Federal awards until the recipient or subrecipient chooses to receive a negotiated rate.

Philadelphia Works Inc. reserves the right to review all indirect expenses whether the treatment is via NICRA or de minimis to ensure compliance with 2CFR 200 Subpart E.

DRAFT

Action Item:
Approval of the Philadelphia Works, Inc.
Board Officers

Action

The Board of Directors is requested to approve the nominated slate of Board Officers for Philadelphia Works. The Board Officer positions to be approved are:

- **Chair**
- **Vice Chair**
- **Treasurer**
- **Secretary**

Background

Philadelphia Works, Inc., board is required to elect Board Officers for a three-year term as per the Philadelphia Works, Inc. by-laws. The Board Officers consist of the Chair, Vice-Chair, Treasurer, and Secretary. As per the Workforce Innovation and Opportunity Act (WIOA), the chair of the local workforce development board must represent business and only board members who represent business can vote for the chair of the local board.

The remaining three Board Officers are elected by all members of the board.

Recommendation

Approve the Philadelphia Works Inc. Board Officers for a three-year term:

- **Vote 1: Approve Philadelphia Works' Board Chair**
- **Vote 2: Approve Philadelphia Works' Board Vice Chair, Secretary, and Treasurer**



FINANCIAL REPORTS

*PHILADELPHIA WORKS INC.
FOR THE NINE MONTHS ENDED
March 31, 2025*

UNAUDITED FINANCIAL STATEMENTS

PHILADELPHIA WORKS, INC.
Statements of Financial Position
As of March 31, 2025

	3/31/2025	3/31/2024
	Unaudited	Unaudited
ASSETS		
<i>Current Assets:</i>		
Cash	15,273,075	2,140,645
Accounts receivable - grants and contracts	9,046,502	12,910,706
Other current assets	2,130,938	744,186
Total current assets	26,450,516	15,795,538
<i>Property and Equipment:</i>		
Furniture and equipment	782,957	358,486
Computer equipment	425,807	425,807
Leasehold improvements	2,773,935	2,773,935
Lease Assets	19,765,864	19,765,864
	23,748,562	23,324,092
Less: accumulated depreciation	(12,313,523)	(9,027,092)
Net property and equipment	11,435,039	14,297,000
Other Assets- Security & Other deposits	462,545	454,303
Total assets	38,348,100	30,546,841
LIABILITIES AND NET ASSETS		
<i>Current Liabilities:</i>		
Due to subrecipients	13,563,933	8,691,696
Accounts payable and accrued expenses	140,213	106,527
Advances	-	-
Due to Commonwealth of Pennsylvania	2,169,066	2,169,066
Other current liabilities	10,249,320	4,537,176
Total current liabilities	26,122,531	15,504,464
Due to State- Deposits	462,545	454,303
Lease Allowance	163,028	340,764
Lease Assets	10,510,451	13,735,235
Total liabilities	37,258,555	30,034,765
<i>Net Assets:</i>		
Unrestricted Net Assets	327,982	291,073
Equity value of government funds	761,563	221,002
Total net assets	1,089,545	512,075
Total liabilities and net assets	38,348,100	30,546,841

PHILADELPHIA WORKS, INC.
Unaudited Statements of Activities
As of March 31, 2025

	March 31, 2025			March 31, 2024
	Training	Management		
	Program Services	and General	Total	Total
Support and Revenue				
TANF (Cost Reim/Youth)	30,999,675	3,455,483	34,455,159	30,395,503
TANF Performance				
WIOA (Adult / DLW /RR / Youth)	14,038,828	1,819,794	15,858,622	15,233,106
Other	6,400,966	113,693	6,514,659	4,716,266
Total support and revenue	51,439,469	5,388,970	56,828,439	50,344,875
Expenses				
Salaries	2,108,112	3,091,912	5,200,024	5,121,877
Fringe benefits	598,796	816,033	1,414,829	1,256,745
Total salaries and fringe benefits	2,706,908	3,907,945	6,614,853	6,378,622
Subrecipient services	46,794,274	-	46,794,274	41,485,444
Professional and consulting services	622,046	500,871	1,122,917	586,861
Facilities costs	562,650	344,961	907,612	810,806
Depreciation	130,071	-	130,071	125,512
Maintenance and System Support	148,998	90,977	239,975	159,413
Cloud Services	19	12	30	16,916
Special Projects			-	0
Disaster Recovery	22,256	13,640	35,896	38,811
Equipment and Software Purchases	93,919	74,174	168,093	107,258
Outreach/Marketing	20,251	3,764	24,015	130,604
Meetings, Conferences & Travel	71,025	79,650	150,675	212,106
Office supplies and printing	3,135	2,950	6,085	7,196
Telephone	12,352	7,571	19,922	27,230
Temporary Help	73,585	223,573	297,158	65,272
Employee Development	3,665	9,653	13,318	43,949
Office Expense	304,387	126,516	430,902	338,893
Miscellaneous			-	-
Bank Fees	-	-	-	-
Total expenses	51,569,540	5,386,257	56,955,797	50,534,894
Changes in net assets	(130,071)	2,714	(127,357)	(190,019)
**Net assets, beginning of period	891,634	325,268	1,216,902	702,095
Net assets, end of period	<u>761,563</u>	<u>327,982</u>	<u>1,089,545</u>	<u>512,075</u>

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

PHILADELPHIA WORKS, INC.
Projected Costs vs. Actual Expenses - Admin & Program Combined
As of March 31, 2025

	FY25 Approved	YTD Actual Expenses	Remaining Budget	% of
	Budget Combined	3/31/2025	Available	Remaining
			3/31/2025	
Expenses				
Salaries	7,932,924	5,200,024	2,732,900	34%
Fringe benefits	2,358,137	1,414,829	943,308	40%
Total Salaries and Fringe Benefits	10,291,061	6,614,853	3,676,208	36%
Subrecipient services	73,000,000	46,794,274	26,205,727	36%
Professional and consulting services	1,072,000	1,122,917	(50,917)	-5%
Facility costs	1,065,736	907,612	158,124	15%
Depreciation	-	130,071	(130,071)	0%
Maintenance and System Support	264,000	239,975	24,025	9%
Cloud Services	278,433	30	278,403	100%
Special Projects	150,000	0	150,000	100%
Disaster Recovery	70,000	35,896	34,104	49%
Equipment and Software Purchases	327,920	168,093	159,827	49%
Outreach	168,000	24,015	143,985	86%
Meetings, conferences, and travel	287,500	150,675	136,825	48%
Office supplies and printing	21,200	6,085	15,115	71%
Telephone	50,000	19,922	30,078	60%
Temporary help	125,000	297,158	(172,158)	-138%
Employee development	62,750	13,318	49,432	79%
Office expense	340,900	430,902	(90,002)	-26%
Bank Fees	-	0	-	0%
Total Operating Costs	77,283,439	50,340,944	26,942,495	35%
Total Personnel and Operating Costs	87,574,500	56,955,797	30,618,703	35%

PHILADELPHIA WORKS, INC.

Projected Costs vs. Actual Expenses - Admin & Program Combined
As of March 31, 2025

	FY25 Approved Budget Combined	YTD Actual Expenses 3/31/2025	Remaining Budget Available 3/31/2025	% of Remaining
Expenses				
Salaries	7,932,924	5,200,024	2,732,900	34%
Fringe benefits	2,358,137	1,414,829	943,308	40%
Total Salaries and Fringe Benefits	10,291,061	6,614,853	3,676,208	36%
Subrecipient services	73,000,000	46,794,274	26,205,727	36%
Professional and consulting services	1,072,000	1,122,917	(50,917)	-5%
Facility costs	1,065,736	907,612	158,124	15%
Depreciation	-	130,071	(130,071)	0%
Maintenance and System Support	264,000	239,975	24,025	9%
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Bank Fees	-	0	-	0%
Total Operating Costs	77,283,439	50,340,944	26,942,495	35%
Total Personnel and Operating Costs	87,574,500	56,955,797	30,618,703	35%



SERVICE + PERFORMANCE METRICS

Service and Performance Snapshot

Q3 Program Year 2024

Customers Served by Zip Code of Residence
January 2025 through March 2025

8,450

Unique Customers Served
January 2025 through March 2025

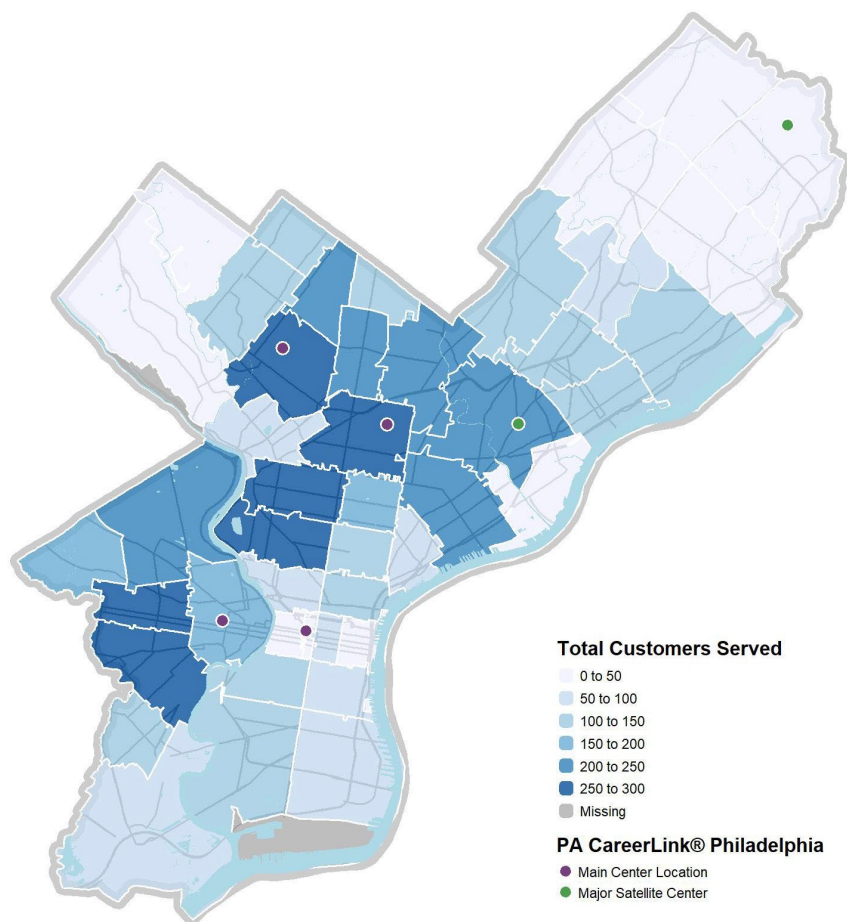
In the most recent quarter, the PA CareerLink® Philadelphia system supported services for **8,450** individuals across programs.

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

38,427

New Career-Seeker Services Delivered
January 2025 through March 2025

In the most recent quarter, **38,427** individual services were started. Most common services included job-search assistance and career counseling.



Service Summary by Program

Customers Served by Program, January 2025 through March 2025

Program Title	Most Recent Quarter		Program Year-to-Date	
	Total Customers	Total Services	Total Customers	Total Services
WIOA Labor Exchange	6,304	28,121	15,866	86,911
EARN TANF	941	2,365	1,942	7,864
WIOA Adult and Dislocated Worker	1,664	5,955	2,972	18,731
WIOA Youth	194	1,114	554	7,158
TANF Youth*	48	211	66	695
EARN SNAP	93	270	212	814
Other Programs	359	418	2,359	2,985

*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 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: January through March 2025

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	1,386	2,687	+1.8%	+5%
Job Search / Prep Training	980	2,337	+4.6%	+8.2%
Essential Case Management	565	1,794	-2.4%	+0.2%
Supportive Services	163	605	-29.4%	+14.2%
Training and Education	123	522	-12.8%	+17%
Work Experience	19	143	-57.8%	+0.7%
Other Services	6	35	-50%	+94.4%

Customer Outcomes: January through March 2025

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	565	1,824	-3.6%	+18%
Exits to Military or Employment	159	467	+3.2%	+7.6%
Exits with No Outcomes	380	1,316	-8.9%	+19.4%
Education or Training Completed	26	45	+73.3%	+350%
Placements	157	535	-15.1%	+11.9%

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 2025

Program	Measure	Negotiated Level	Actual Performance	% of Goal Achieved
Adult	Average Program Score: 107.7%			
	Employment 2 nd Quarter After Exit	67.0%	72.8%	108.7%
	Employment 4 th Quarter After Exit	64.0%	69.3%	108.3%
	Median Earnings 2 nd Quarter After Exit	\$7,500	\$7,703	102.7%
	Credential Attainment Rate	50.0%	45.0%	90.0%
	Measurable Skill Gain	47.5%	61.1%	128.6%
Dislocated Worker	Average Program Score: 101.5%			
	Employment 2 nd Quarter After Exit	73.0%	76.6%	104.9%
	Employment 4 th Quarter After Exit	69.0%	67.0%	97.1%
	Median Earnings 2 nd Quarter After Exit	\$8,750	\$9,842	112.5%
	Credential Attainment Rate	52.0%	38.5%	74.0%
	Measurable Skill Gain	50.0%	59.4%	118.8%

WIOA Title I – Youth Services

Q3 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: January through March 2025

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Career Development and Counseling	150	399	-33%	-15.1%
Training and Education	89	350	-55.7%	+4.8%
Supportive Services	60	303	-66.5%	-4.7%
Essential Case Management	34	371	-52.8%	-30.4%
Work Experience	89	202	-34.6%	+85.3%
Other Services	15	32	+275%	+52.4%
Job Search / Prep Training	4	14	-33.3%	-48.1%

Customer Outcomes: January through March 2025

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Total Exits	55	281	-59.9%	+58.8%
Education or Training Completed	17	70	-15%	+12.9%
Exits to Military or Employment	2	16	-77.8%	+14.3%
Exits to Education	3	8	-25%	N/A*
Exits with No Outcomes	33	187	-68.3%	+85.1%
Placements	17	151	-76.7%	+7.1%

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.

*N/A = PY23 Q3 had 0 participants for this metric

State and Federal Performance Measures: January through March 2025

Measure	Negotiated Level	Actual Performance	% of Goal Achieved
Average Program Score: 104.4%			
Employment/Education 2 nd Quarter After Exit	70.0%	71.9%	102.7%
Employment/Education 4 th Quarter After Exit	69.0%	67.9%	98.4%
Median Earnings 2 nd Quarter After Exit	\$4,000	\$5,468	136.7%
Credential Attainment Rate	64.0%	72.5%	113.1%
Measurable Skill Gain	51.0%	36.2%	71.0%

WIOA Title III – Labor Exchange

Q3 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: January through March 2025

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Job Search / Prep Training	4,807	12,298	+9.3%	-11.7%
Essential Case Management	4,281	11,142	+0.8%	+4%
Career Development and Counseling	1,516	4,871	-5.5%	-40.4%
Training and Education	0	9	-100%	-60.9%
Work Experience or Employment	5	16	-37.5%	+700%
Other Services	604	2,130	-13.5%	-21.6%

WIOA State Performance Measures: Average Indicator Scores

Q3 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: January through March 2025

Measure	Average Indicator Score
Employment/Education 2 nd Quarter After Exit	105.4%
Employment/Education 4 th Quarter After Exit	101.3%
Median Earnings 2 nd Quarter After Exit	117.3%
Credential Attainment Rate	92.4%
Measurable Skill Gain	106.1%

EARN TANF and SNAP Services

Q3 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: January through March 2025

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Referrals				
TANF	1,037	2,725	+4.9%	-26%
SNAP	145	362	+45%	+53.4%
Enrollments				
TANF	489	1,472	-4.5%	-16.6%
SNAP	66	182	-22.2%	+67%

Customers Receiving Services: January through March 2025

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Essential Case Management	685	1,864	-7.7%	-9.6%
Job Search / Prep Training	470	1,119	+43.7%	+61.2%
Work Experience or Employment	189	578	-8.7%	-1.2%
Education or Job Training	97	309	-23.6%	+13.2%
Community Service	1	2	0%*	-88.2%
Other Services	667	1,704	-7.2%	-9.5%

0%* = PY24 Q2 had 0 participants for this metric

Customer Outcomes: January through March 2025

Measure	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Case Closures	666	1,726	-20.2%	-5.2%
Placements into Employment	208	624	-10%	-0.8%

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 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: January through March 2025

Service Category	Most Recent Quarter	Program Year-to-Date	Percent Change Over Last Quarter	Percent Change Over Last PYD
Education or Job Training	48	66	-5.9%	-29.8%
Supportive Services	15	31	-21.1%	-34%
Work Experience or Employment	18	47	-45.5%	-23%



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