

**BERKS COUNTY WORKFORCE DEVELOPMENT BOARD  
(WDB)**

**7:30 a.m.**

**September 18, 2015**

**PA CareerLink® Berks County  
1920 Kutztown Road, Suite F, Room 100  
Reading, PA 19604**

**Meeting Summary**

**Members Present**

Ms. Patricia Adamczyk  
Ms. Debra Antol  
Mr. Stephen Borza  
Mr. John DeVere  
Mr. Modesto Fiume  
Ms. Kristi Gage-Linderman  
Mr. Robert Harrop  
Ms. Joanne Judge  
Ms. Peggy Kershner  
Ms. Ruth Mathews  
Mr. Brian McMahan  
Mr. Peter Pellicano  
Mr. Mark Pinkasavage  
Mr. Russell Showers  
Ms. Connie Skipper  
Mr. Edward Swoyer  
Mr. Pablo Tejada  
Mr. Chester Winters

**Members Absent**

Mr. Thomas Brizek  
Mr. Tom Herman  
Mr. William Hornberger  
Mr. Lewis McCoy, Jr.  
Mr. Thomas McKeon  
Mr. John Morahan  
Ms. Laura Rader  
Mr. Gregg Riefenstahl  
Ms. Jennie Rodriguez-Priest  
Mr. Michael Rowley  
Mr. Mark Schlott  
Mr. Richard Walters  
Dr. Anna Weitz  
Ms. Tammy White

**Staff and Guests Present**

Mr. Daniel Fogarty	Berks County Workforce Development Board Staff
Mr. Alan Fineman	Berks County Workforce Development Board Staff
Mr. John Moser	Berks County Workforce Development Board Staff
Ms. Patricia Spencer	Berks County Workforce Development Board Staff
Mr. Ryan Breisch	Literacy Council of Reading-Berks
Mr. Nancy Jackson	Family Literacy Council
Ms. Carole Homolash	Office of Vocational Rehabilitation
Ms. Auria Bradley	Director of Literacy Programs, RACC
Mr. Chet McCullough	PA Department of Labor & Industry

The meeting was called to order by Ms. Judge at 7:30 a.m. and a quorum was present.

Newly appointed Members—Ms. Debra Antol, Ms. Jennie Rodriguez-Priest, Ms. Peggy Kershner, Mr. Brian McMahan, Mr. Mark Pinkasavage and Mr. Pablo Tejada—were welcomed

by Ms. Judge. She also acknowledged that Mr. Steve Letcavage had resigned from his position at Cambridge Lee and therefore had also resigned from the Board.

The minutes of the previous meeting were adopted unanimously upon motion by Mr. Winters and seconded by Ms. Adamczyk.

The Executive Committee's report was presented by Ms. Judge with a budget update noting that the required 80% of the obligation targets for all Title I programs in PY14 were successfully achieved. Performance for PY14, as outlined in the report, was met against all nine measures and targets in six of the nine measures were exceeded. Performance targets for PY15 will remain the same as PY14 for all Workforce Development Boards. Referring to the report, Mr. Fogarty commented that designation of workforce development areas will be under consideration by PA Labor & Industry. He said all local areas are to undertake a comprehensive evaluation and assessment during the first part of the current program year to ascertain whether the local area supports the continuation of the current local area or the formation of a new combined area.

Members of the Board commented on the potential impact of the State's budget impasse. Mr. Fogarty replied that County employees are being paid from reserves, but that contractors were notified to submit their bills even though they weren't going to be paid at this time. Mr. Swoyer added that non-profits should consider applying to the Berks County Community Foundation for low-interest loans.

It was noted that each Committee had worked on revising the descriptions of the functions of their committees to capture more current charges. Updated committee descriptions were included in the Board meeting packets.

Mr. Moser presented the Youth Committee Report. One of the major changes will be a new name—Youth Adult Program. Workforce Innovation and Opportunity Act (WIOA) funding will be used to provide programs designed to support out-of-school youth who are either high school drop-outs or are high school graduates who find themselves underemployed/unemployed due to barriers they find in their life. TANF Youth funding will continue to support programs to in-school youth designed to provide work experience and exposure to careers through the summer programs operated by ResCare and Goodwill. Requests for Proposals (RFPs) will be issued by early 2016.

Mr. Borza presented the CareerLink Oversight Committee Report. He noted that the Committee meets by conference call three times a year and in person once a year thereby enabling committee members to participate more conveniently. He added that a Mini Job Fair was held on June 24 at CareerLink because 13 employers had to be turned away from the June 3 event due to capacity issues. Fourteen employers and approximately 159 job seekers participated. The Fall Job Fair 2015 will be held on October 28 from 1:00 to 6:00 p.m. at the VF Outlet Complex Designers Place.

PA CareerLink® Berks County Statistics and Performance were shown by Ms. Adamczyk in a PowerPoint slide presentation.

Statistics on the slides included the number of new JobGateway<sup>SM</sup> postings with Berks County locations, the number of different employers with a new JobGateway<sup>SM</sup> posting, active Berks County job seekers on JobGateway<sup>SM</sup>, weekly Resource room traffic, WorkKeys<sup>®</sup> Career Readiness Certificates, PY15 customer satisfaction through July 2015, and final Program Year 2014 performance numbers.

Ms. Judge asked Ms. Adamczyk to explain WorkKeys<sup>®</sup> for the benefit of the new members. Ms. Adamczyk said the testing measures the skill level of job applicants in multiple competencies including Applied Mathematics, Locating Information and Reading for Information using a scoring of Gold for 5s and above, Silver for 4s and above, and Bronze for 3s and above. She added that job seekers can schedule a pre-test to determine probable WorkKeys<sup>®</sup> scores and if the pre-test scores are below 4 in any one of the three areas, they may choose to enroll in WIN Training Classes, with courses that focus on increasing skill levels.

Ms. Adamczyk added that CareerLink has a certified WorkKeys<sup>®</sup> Profiler on staff. Mr. Winters commented that RACC does a lot of remediation testing. Ms. Judge said that the Board can be pleased with CareerLink's consistent success of the program.

The Policy, Planning and Priorities Committee Report was presented by Mr. Winters. Referring to the report, he said that the newly-designated Workforce Development Board was identified, nominated and appointed by the Berks County Board of Commissioners in compliance with WIOA and state policy guidelines ahead of the state's deadline. He said this committee will be very busy over the next two years. By March 1, 2016 a request must be submitted to the Governor to remain a local area for Berks County only or submit a request to become part of a new local area with one or more surrounding Counties. The decision will be based on what is best for Berks County's customers.

Mr. Fogarty added that the State Plan is due to the Federal USDOL in March 2016. The Committee will start local planning and priority review this fall. Mr. Winters said that the State recognized Mr. Fogarty, Ms. Adamczyk, Mr. Moser and Mr. Fineman for their input and participation in the planning to date.

Ms. Judge referred to the Berks Common Measures Performance chart which was previously commented on during the Executive Committee report and commended the staff for meeting targeted goals. Mr. Moser added that measures are negotiated every year but for 2015 we'll have the same measures as WIA. He said 2016 will bring new WIOA measures.

The Staff and COO Update for September 2015 was reported by Mr. Fogarty. Key points were Berks County's local labor market setting records and retaining positive momentum for the past year; Berks County ranked first in the Philadelphia Federal Reserve Job Quality Report; the staff continues to work closely with the Policy, Planning and Priorities and Executive Committees to meet WIOA implementation plan deadlines; and the staff is working with both the Lancaster and Lehigh Valley Workforce Development Boards to explore ways to share costs and maintain/enhance services to customers.

Mr. Fogarty referred to the flyer included in the Staff Update advertising the 1<sup>st</sup> Annual Berks Manufacturing Day to be held on October 3, 2015 at RACC and a short promotional video for the event was shown. Mr. Winters said that there are 500 manufacturers with a lot of variety

in our area. Several members commented on ways to get the message out to the schools. It was noted that people must register to go on the plant tours and anyone age 17 or younger must be accompanied by an adult.

Mr. Breisch, Executive Director of the Literacy Council of Reading-Berks, thanked the Board for the opportunity to share the plans and purpose of the Council. He introduced Ms. Nancy Jackson, Reading School District's ROCC office, and Ms. Auria Bradley, Director of Literacy Programs at RACC. The handout included in the Board's packages described the programs of the Literacy Council of Reading-Berks, as well as the Literacy Programs at the Reading Area Community College and the Reading School District's Family Literacy Program. Mr. Breisch also serves as President-Elect of the PA Association for Adult Continuing Education (PAACE). As a parting note, Mr. Breisch stated that their motto is that their programs are "just a test; what's next?" Ms. Bradley added that she would like to join one of the Board's committees.

Ms. Adamczyk added that Dollar General supports the Literacy Council's program with change donated by its customers.

Mr. Fogarty introduced Ms. Homolash, newly appointed Director of the Reading Office of Vocational Rehabilitation. Effective October 1, 2015, Ms. Homolash will replace Mr. Walters on the Workforce Development Board. Mr. Fogarty said that Ms. Homolash will likely be part of a new committee of the Board focused on job seekers with disabilities and other barriers to employment.

Ms. Mathews stated that United Community Services is linking with health care agencies for their new healthcare program and she is very pleased with the results.

Mr. Winters asked the Board to consider holding a Board meeting at the Schmidt Training and Technology Center at RACC. The consensus of the Board members was agreeable to further discuss plans. Mr. DeVere added that the Science Lab will be renovated.

Ms. Kershner commented that the Berks Connections/Pretrial Services (BCPS) employer outlook breakfast will be held at 7:30 a.m. on September 29 at the Wyomissing Family Restaurant.

There being no public comment and no further business to come before the Board, the meeting adjourned at 9:00 a.m.

**The next meeting of the Workforce Development Board is scheduled for 7:30 a.m. on Friday, December 11, 2015 at RACC's Schmidt Training and Technology Center, Rooms 118 and 120. Further details about the address and parking will be forthcoming closer to the time of the meeting.**