DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Thursday, December 3, 2026 @8am
2:00 pm via Teams Join the meeting now

Agenda

Minutes from Thursday, September 2026 Executive Committee Meeting

Director's Update:

- Board Votes Needed:
  - PY26 contracts: TANF YDP 2027: $180,816 to Be Proud, $167,510 to UD Police Department
  - Documents: PY26 Food Policy and PY26 Fiscal Policy Manual

Treasurer's Update:

- PY26 Q1 Budget
  - $127,500 extra WIOA Adult/Dislocated Worker
  - $150,000 Business Education Partnership Grant
- Move $400,000 from WIOA Dislocated to WIOA Adult

Committee Reports:

- Employer Services
- Youth
  - TANF YDP 2027: $180,816 to Be Proud, $167,510 to UD Police Department
- Planning
- Service Delivery

Preview September Board Agenda

DCWDB
Thursday, March 18, 2027 @ 8:30am
Thursday, June 10, 2027 @8:30am
Thursday, September 9, 2027 @ 8:30am (Labor day is 9/6)
Thursday, December 9, 2027 @8:30am

Executive Committee
Thursday, March 11, 2027 @ 8:30am
Thursday, June 3, 2027 @8:30am
Thursday, September 2, 2027 @ 8:30am (Labor day is 9/6)
Thursday, December 2, 2027 @8:30am

Executive Committee Meeting Minutes

September 3, 2026 (via Teams)

Members: Rick Durante, Bill Adams, Cathy J. Cardillo, John Sanchez, Bill Tyson

Staff: Cathy Baselice**,** Dawn Berardinelli, Jenn Kacimi, Kate McGeever

Welcome: The meeting was called to order at 8:02 pm.

Approval of Minutes:

- Rick Durante requested a motion to approve the meeting minutes from June 4, 2026. Bill Adams made a motion, Cathy Cardillo seconded – all in favor.

Director's Update/Kate McGeever:

- With the retirement of Dr. Steven Butz, Dr. Yamil Sanchez from DCIU is a prospect for his replacement. Dr. Sanchez has been asked to submit an application to Delaware County Council for consideration.
- PY25 WIOA performance for credential attainment for dislocated workers was not achieved. Staff are working with PA Labor & Industry and DCCC, the contractor responsible for credential attainment, to identify the causes of the failure and to improve.
- During the full board meeting, votes will be needed on PY26 contracts, PY26 policy manual, and the PY26 Limited English Proficiency Plan.

Treasurer's Update/John Sanchez:

- Reports were reviewed with some revisions made from prior years due to carryover adjustments.
- John is unable to attend the September 10 board meeting. Kate and Rick will fill in on his behalf.

Committee Reports:

- **Employer Services/Kate McGeever as sub:**
  - Meeting was productive. The committee requested additional data about new businesses. Discussions revolved around ways to foster retention.
- **Youth/Cathy Cardillo:**
  - Youth programs are performing as expected. Success stories add good context for the performance
- **Planning/Bill Tyson:**
  - The committee reviewed progress toward existing goals and is preparing for the mandatory modification process in early 2027.
- **Service Delivery/Bill Adams:**

- The committee had a thorough discussion of the WIOA credential attainment performance and identified the Project Management course as the leading cause of failure. A vote will be necessary on performance negotiations.

Closing Comments:

- The general meeting agenda was reviewed and discussed.
- Makeda Hudson will provide an update on TANF trends at the September 10 meeting.
- Abstentions from a few board members will be required for the Chamber of Commerce vote.

Meeting Adjourned: Cathy Cardillo motioned to adjourn at 8:36 am; John Sanchez seconded – all in favor.

Minutes submitted by: *Cathy Baselice*

PY 2026 Budget Vs. Actual

Delaware County Statement of Activities	PY 26 Budget Approved June 11,2026	PY 26 Budget With New/Adjusted Funding	PY 2026 Actual as of 9/30/2026	Remaining Balance	% of Budget Remaining
PY 22 Carry-over	$ 111,166	$ 127,898	$ 36,723	$ 91,175	71.29%
PY 23 Carry-over	$ 115,454	$ 115,454	$ 13,300	$ 102,154	88.48%
PY 24 Carry-over	$ 268,945	$ 219,612	$ 47,888	$ 171,725	78.19%
PY 25 Carry-over	$ 1,319,636	$ 1,346,498	$ 912,898	$ 433,599	32.20%
WIOA Formula Funds (Title I)	$ 3,392,464	$ 3,392,464	$ 315,954	$ 3,076,510	90.69%
TANF Youth	$ 845,958	$ 845,958	$ 1,144	$ 844,814	99.86%
EARN	$ 3,264,796	$ 3,264,796	$ 732,061	$ 2,532,735	77.58%
New Training Funds		$ 127,500		$ 127,500	100.00%
New Biz Ed Part		$ 150,000		$ 150,000	100.00%
TOTAL REVENUE	$ 9,318,419	$ 9,590,180	$ 2,059,968	$ 7,252,712	75.63%
INTERNAL					
Board Operations	$ 855,803	$ 855,803	$ 252,531	$ 603,272	70.49%
DCWDB Portion of PA CareerLInk Operating Budget	$ 410,305	$ 410,305	$ 88,979	$ 321,326	78.31%
SUBCONTRACTED					
WIOA Adult/DW Services	$ 952,640	$ 952,640	$ 194,231	$ 758,409	79.61%
WIOA Out-of-School Youth Services	$ 1,233,846	$ 1,233,846	$ 219,759	$ 1,014,087	82.19%
TANF Youth Services	$ 1,418,694	$ 1,321,959	$ 441,241	$ 880,718	66.62%
EARN	$ 2,919,554	$ 2,919,554	$ 667,905	$ 2,251,649	77.12%
Shared outreach	$ 78,594	$ 78,594	$ 23,103	$ 55,491	70.60%
Shared business service	$ 301,971	$ 301,971	$ 74,316	$ 227,655	75.39%
Cost of ITA/OJTs	$ 300,000	$ 300,000		$ 300,000	100.00%
Grants	$ 495,566	$ 597,964	$ 97,911	$ 500,053	83.63%
Projected Carry Over	$ 351,446	$ 617,544			
TOTAL EXPENSES	$ 9,318,419	$ 9,590,180	$ 2,059,968	$ 6,912,659	72.08%

* (21,380) Biz Ed Partnership funds was returned to state unable to allocate funds for summer camp

	Adult	Dislocated Worker
PY26 Allocation	$1,103,941	$1,041,972
Balance 10/31/26 (including carryover)	$695,055	$1,149,442
Recommended Reallocation	+$400,000	-$400,000