

PARTNER WORK

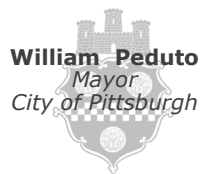
The Workforce Development Board for the Pittsburgh Area



Building a thriving workforce for the Pittsburgh region.

Board of Directors' Briefing Book

S e p t e m b e r 1 7 , 2 0 2 1



David J. Malone
Chair



BOARD OF DIRECTORS

David J. Malone, Chair

Chairman and CEO, Gateway Financial

Acklin, Kevin

Vice President and Chief Counsel Pittsburgh Penguins

Allen, Will

Managing Partner Magrac Ventures

Barcaskey, Richard

Executive Director Constructors Association of Western PA

Bullock, Dr. Quintin

President Community College of Allegheny County

Caplan, Debra

Executive in Residence The Forbes Funds

Casoli, Rich

Chief Operating Officer and Vice President of Business Operations and Development Beemac Trucking

Cooper, Mary Frances

President and Executive Director Carnegie Library of Pittsburgh

Coplan, David A.

Executive Director Human Services Center Corp.

Croft, Tom

Executive Director Steel Valley Authority

Dalton, Erin

Director, Allegheny County DHS

Ellsworth, Laura

Partner4Work Vice Chair Partner in-Charge of Global Community Service Jones Day

Gittlen, Ike

Representative United Steelworkers

Harris, Carey

Chief Executive Officer Literacy Pittsburgh

Holt, Tim

Senior Director Human Resources UPMC Insurance Services Division

Katona, Marci

District Administrator Office of Vocational Rehabilitation

Kelly, Darrin

Partner4Work Secretary President Allegheny/Fayette Central Labor Council, AFL-CIO

Lane, Majestic

Deputy Chief of Staff, Office of Mayor William Peduto City of Pittsburgh

Massaro, Steve

Partner4Work Treasurer President Massaro Construction Group

McLaughlin, Caitlin

Executive Vice President, Director of Talent Lifecycle

Melcher, Tom

Business Manager Pittsburgh Regional Building Trades Council

Mendoza, Brandon

Executive Director NAIOP Pittsburgh

Nobers, Jeff

Executive Director Builders Guild of Western PA

Pipitone, Scott

President and CEO Pipitone Group

Pollard, Joshua

President and CEO Omicelo

Rendulic, Mark

Market President Citizens Bank

Rupert, Duke

Chief Operating Officer Allegheny General Hospital

Staszko, Frank

Assistant Regional Director PA Department of Labor and Industry, Bureau of Workforce Partnerships and Operations

Thomas, John

Chief Financial Officer ECHO Realty

Topoleski, Linda

Vice President, Workforce Operations and Programs Allegheny Conference on Community Development

Washington, Dr. Nancy

Director, Allegheny Housing Rehabilitation Corporation

Williamson, Sam

Chair Urban Redevelopment Authority Western PA Area Leader, 32BJ Service Employees International Union

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work Board of Directors' Meeting 8:30-10 a.m. September 17, 2021

Via Zoom: <https://us02web.zoom.us/j/87209554814?pwd=UU0wa2Y1VkNOWIISWEZITFlit203UT09>

1. Welcome and roll call *David J. Malone, Chair*
2. Introduction of Rob Cherry and acknowledgement of Deb Caplan *David J. Malone*
3. General Business – Consent Agenda
 - **APPROVE** Minutes from June 25, 2021
 - **APPROVE** Near Completers and Supportive Services policies
 - **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
 - **Accept** minutes from March 12 and June 11
 - **Accept** \$50,000 from the Pittsburgh Penguins for the Lower Hill First Source initiative; \$5,000 from Key Bank and \$45,000 from Citizens Bank to support BankWork\$
 - **Add:** Rob Cherry as an authorized signer on contracts and P4W bank accounts
 - **Approve contracts:**

Early Childhood Education

Community College of Allegheny County \$23,325

Pathways Home (Re-entry)

Trade Institute of Pittsburgh \$150,000
Builders Guild of Western PA \$150,000
Work412 Professional LLC \$150,000
Landforce \$150,000

Near Completers

Community College of Allegheny County \$1,493,431

Provider Transition (EARN)

Goodwill of Southwest PA \$75,000
Grant Associates, Inc. \$75,000

Career Services for Dislocated Workers

Jewish Family & Community Services \$120,000

Career Services Expansion (PACL)

Grant Associates, Inc. \$40,000
Dynamic Workforce Solutions \$80,000

UPMC Pathways

Dynamic Workforce Solutions \$40,000

MOUs

Career Services Expansion (PACL)
Goodwill of Southwest PA

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The Workforce Development Board for the Pittsburgh Area

Wilksburg Family Support Center
Focus on Renewal
Auberle
Allegheny Valley Association of Churches
Lower Hill Redevelopment First Source Center
Urban League of Greater Pittsburgh

4. Committee Reports

○ Finance and Personnel

- *Fourth quarter financials*
- *Staff demographics and Org Chart*

*Kristin Kramer, CFO
Jen Pajewski, CoS*

○ Programs

- *WIOA outcomes*
- *Job quality and Good Jobs Challenge*
- *Learn & Earn*

Susie Puskar, CPO

○ Governance

Debra Caplan, Chair

5. CEO's Report

○ Transition

Rob Cherry, CEO

6. Other Business

Title II Report to the Board of Directors

Carey Harris, CEO, Literacy Pittsburgh

7. Open Forum and Public Comment

Speakers are limited to three (3) minutes

8. Adjournment

Minutes of Partner4Work Board of Directors' Meeting

Via ZOOM

8:30 a.m. June 25, 2021

(Full meeting recording is available at

<https://www.youtube.com/playlist?list=PL2d6wkiVHPChuaCNRu0QDxlqqIUNVG5TN>)

Board Members Present

Allen, Will
Barcaskey, Rich
Bullock, Dr. Quinton B.
Casoli, Rich
Cooper, Mary Frances
Coplan, David
Croft, Tom
Dalton, Erin
Ellsworth, Laura
Gittlen, Ike
Harris, Carey
Katona, Marci
Kelly, Darrin
Lane, Majestic
Malone, David
Massaro, Steve
McLaughlin, Caitlin
Nobers, Jeff
Pipitone, Scott
Pollard, Joshua
Rendulic, Mark
Rupert, Duke
Thomas, John
Topoleski, Linda
Washington, Dr. Nancy
Williamson, Sam

Acklin, Kevin
Barcaskey, Rich
Melcher, Tom
Mendoza, Brandon
Pollard, Joshua
Rupert, Duke
Thomas, John

Guests Present

Blystone, Amy (PA CareerLink)
Herrera, Jasmine (Grant Associates)
Higgins, Kiara (Dynamic Workforce Solutions)
Leisten, Terri (Dynamic Workforce Solutions)
Nestor, Jennifer (Labor and Industry, Oversight Services)
Lampman, Chester (Labor and Industry)
Stanbro, Sean (Equus Workforce)
Wolf, Bridget (Equus)
Wool, Liana (Grant Associates)

Staff Present

Caplan, Debra
Kramer, Kristin
Long, Markese
Moore, Dillon
Pajewski, Jennifer
Puskar, Susie

Board Members Absent

Board Meeting Minutes

Chair David Malone opened the meeting at 8:32 a.m. Roll was taken, and a quorum was present. Staff, board members, and guests were asked to acknowledge their participation in the chat feature.

CEO Search

David Malone offered 50 applications were received; a search firm was not hired. The Committee narrowed the pool to 12, interviewing all candidates. Two finalists were identified. Both candidates expressed interest in P4W's business model; both were highly qualified and exceptional candidates. The Search Committee selected and negotiated a contract with the new CEO. The hire will be announced on July 1; and the start date will be July 26.

CONSENT AGENDA

The Consent Agenda included:

- **APPROVE** Minutes from March 19, 2021 (There was a correction to Learn & Earn contract)
- **ACCEPT** \$2,500,000 from the state Department of Labor & Industry for near completers
- **ACCEPT** \$75,000 from Jobs for the Future for best practices in workforce outcomes
- **ACCEPT** \$30,000 from CareerWorks for BankWork\$
- **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
 - **Acknowledge:** Three Executive Sessions of the Executive Committee to discuss personnel matters
(April 30, May 25, and June 7, 2021)
 - **Accept** \$925,000 in funding received from Allegheny County.
 - **Approve contracts:**
 - Year-round youth**
 - Auberle \$101,000
 - Auberle \$105,000
 - Bloomfield-Garfield Corporation \$161,000
 - City Charter High School \$46,821.53
 - Community Empowerment Assoc. \$106,145.00
 - Equus \$314,300.00
 - Equus \$62,660.00
 - Goodwill of Southwest PA \$170,000.00
 - Human Service Center Corp \$498,550.00
 - Jewish Family & Community Services \$84,000.00
 - Neighborhood Learning Alliance \$271,000.00
 - Phase 4 \$1,501,000.00
 - Pittsburgh Public Schools \$181,889.00
 - Point Park University \$169,638.55
 - Youth Enrichment Services \$159,400.00
 - BankWork\$**
 - Energy Innovation Center Institute \$327,660
 - Redesigned Jobs, Resilient Workers**
 - JP Harvey Associates \$20,000.00
(Third-party evaluation services)
 - CareerLink outreach & communication support**

Shift Collaborative LLC \$24,850.00

EARN

DB Grant Associates, Inc. \$1,900,000
Educational Data Systems, Inc. \$1,200,000
Goodwill of Southwestern PA \$650,000
Literacy Pittsburgh \$40,000

WorkReady

DB Grant Associates, Inc. \$500,000
Educational Data Systems, Inc. \$495,000
Goodwill of Southwestern PA \$200,000
Literacy Pittsburgh \$40,000

Dislocated Worker Program Research & Analysis

Stacy Woodruff \$20,000

Pathways Home

Allegheny County (Jail Collaborative) \$450,000

Industry-Recognized Training Program (IRTP)

Swanco, Inc. dba All-State Career School \$150,000
Builders Guild of Western PA \$128,037
Tech Elevators \$100,750
UPMC Center for High Valued Health Care \$235,500

Transportation EARN and Work Ready

Travelers Aid Society of Pittsburgh \$250,000

Title I Adult & Dislocated Worker (CareerLink)

Dynamic Workforce Solutions \$1,762,000
DB Grant Associates, Inc. \$1,700,000

One Stop Operator (CareerLink)

Equus Workforce Solutions \$482,010

Title I Adult (Transitional jobs)

Community Kitchen Pittsburgh \$215,000

Budget Reduction

Pathways Home, APRI (\$150,000)

Budget Increase

Year-Round Youth, Phase 4 \$100,000

- **Approve:** P4W Incentive and Stipend Policy
- **Approve:** Exception to the Partner4Work ITA policy allowing individuals to qualify for an ITA for the Intro to the Trades Program if they do not have a high school diploma and are

enrolled in the TradeUp program. The TradeUp program will concurrently prepare students to earn their GED while they are enrolled in the Intro to the Trades Program.

There were no questions, and no one wished to discuss any item in more detail for separate treatment. The consent agenda passed as presented. Board members Dr. Quintin Bullock, Dave Coplan, Carey Harris, Marci Katona, and Jeff Nobers abstained.

FINANCE COMMITTEE

Treasurer Steve Massaro opened with the 2021-2022 budget and asked CFO Kristin Kramer to provide high-level budget details and third-quarter financials. Budget highlights:

- The 2021-2022 budget is expected to be \$26 million, down \$3 million because of the end of the National Dislocated Worker grant
- WIOA funds will be split youth, adult, and dislocated worker
- WIOA funding increased \$1 million
- TANF reduced \$860,000
- Learn & Earn funding is consistent
- Salary and wages increased \$182,000 to include a 3 percent increase for staff and a high-level position to be filled at the discretion of the new CEO.
- IT services decreased as program management and CRM services will not be purchased.
- Meeting expenses decreased due to the prevalence of virtual meetings
- Travel decreased due to staffing changes.

On a motion by Dr. Bullock, seconded by Dave Coplan, the 2021-2022 budget was approved by unanimous vote.

On a motion by Dave Coplan, seconded by Steve Massaro, the Form 990 submissions for TRWIB, Inc. and RWC, were approved by unanimous vote.

Ms. Kramer reviewed the third-quarter flash report included in the Board Book and displayed on the screen. Highlights:

- Cash is about \$5 million, average for the organization.
- Line of credit is zero.
- Assets include prepaid expenses and leasehold improvements on the 24th floor.
- Liabilities show \$4.7 million, most of which is due to providers.
- Accounts receivable sits at \$4 million, with 8 percent over 90 days including about funds from Buccini Pollin Group and Employ Milwaukee.
- Liabilities are about \$3 million in accounts payable, \$2.9 due to providers.
- Net income showing a loss but should be offset by funding coming in the next quarter.
- New monies have been received from Heinz Endowments, National Fund, Hillman, and Bank of America.

Chief of Staff Jen Pajewski reminded that for the last several months, the organization has been working with Dave Coplan and his students at Pitt to revise and strengthen the P4W Employee Handbook. The Handbook had not been revised since 2014. Many of the policy changes represent P4W's commitment to diversity, equity, and inclusion.

With no comments or questions, and on motion by Steve Massaro, seconded by Dr. Bullock, the handbook was approved by unanimous vote.

PROGRAMS

Susie Puskar, chief program office, discussed some of the program highlights over the last year.

- The unemployment rate between March and April dropped by a full percentage rate. It's a good sign that people are going back to work; however, employers have expressed frustration in the finding employees. The Program and Strategy teams will develop a toolkit to help willing employers improve job quality.
- Title I providers are making more referrals for job seekers; each job seekers is referred to three active and vetted postings. CareerLink also is serving more job seekers; active cases are up 53 percent. Employees are being hired at a higher median wage at \$16.35/hour.
- New programming in place this year includes SkillsBuild; the Hub online system used by CareerLink partners to allow job seekers to access services from home; seven new employer-driven training programs.

Discussion focused on the cause of the labor shortage – childcare, enhanced unemployment, retraining, etc. Contributors include uncertainty about schools and lack of consistency in in-person schools. Also, as people are vaccinated, they are more likely to return to the workforce. Employers will need to be more flexible to retain talent, and community partners will need to find people and help them connect with the workforce.

- The recidivism rate for individuals connected in the STRIVE program is one percent. A push-in program at the Allegheny County Jail will begin July 1. Partner4Work and partners are building a much better system for returning citizens.

Discussion also focused on workers, in particular a study about job satisfaction and why people are leaving workplaces. The P4W data team will pull some quantitative data about how many people are leaving and then investigate the qualitative side of the equation.

Other areas Ms. Puskar covered:

- Freedom House 2.0 graduation
- More corporate contributions were made to Learn & Earn than ever before
- EARN and Work Ready will be better prepared to serve job seekers who are going through these programs
- 2,500 young people were served in all youth programs More than $\frac{3}{4}$ received paid work experience.
- 250 youth who dropped out of high school earned a diploma or GED.
- Building a continuum of services to help individuals advance along systems to careers.
- Local and regional plans were posted for comment. Both plans have been provisionally approved.

On a motion by Steve Massaro, seconded by Dr. Bullock, the final Regional and Local Workforce Plans were approved by unanimous vote.

INTERIM CEO'S REPORT

Ms. Caplan publicly lauded the team, the Board and the leadership. She discussed WIOA Reauthorization. WIOA was signed into law in 2014 and is the basis of the work of P4W. Most appropriations took effective 2015 and was extended through fiscal year 2021 and is expected to be

extended again. WIOA reauthorization conversations have begun. P4W has been coordinating with Midwest Urban Strategies to comment on the reauthorization and recommendations included local flexibility, improved data systems, and updates to the one-stop MOU and the role of the operator. P4W has been at the table and participated in several calls. Conversations are expected through 2022.

In addition to collaboration with MUS, National Fund, the local Ready to Work Collaborative continues to make progress in advancing priorities through the pandemic and beyond.

- Advancement of the small minority accelerator project. Twenty major employers have signed up to participate in the report.
- P4W have been participating in conversations on the ARP funding that state and local governments will receive. Recommendations include youth programming, supportive services, expanding industry-recognized training models, and job retention strategies.
- JP Morgan Chase Advancing Cities funding of up to \$5 million to advance economic progress for Black and Latino women. P4W will play a supporting role.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

The meeting adjourned at 10:26 a.m.



Dislocated Worker Near Completer Demonstration Project Participant Eligibility Policy

Purpose

The purpose of this policy is to articulate the eligibility requirements for participation in the Dislocated Worker Near Completers Demonstration Project (NCDP) in the City of Pittsburgh and Allegheny County.

The NCDP will support job seekers who have been displaced from employment due to the COVID-19 pandemic and who were within one semester (16-weeks) or less of completing training to enroll in educational programs of one semester (16-weeks) or less in duration that are able to rapidly attach the participant to industry recognized credentials, degrees, and employment in a High Priority Occupation (HPO).

Affected Parties

This policy applies to all Allegheny County / City of Pittsburgh NCDP participants and to individuals interested in enrolling in these programs. Allegheny County / City of Pittsburgh NCDP service provider staff and Partner4Work staff are responsible for implementing this policy.

References

- WIOA Section 3(2), (5), (15), (16), (36)
- PA Workforce System Guidance No. 04-2015 (Change 1), September 11, 2017
- Dislocated Worker Near Completer Demonstration Project – Notice of Grant Availability (March 19, 2021)

Eligibility Requirements

NCDP participants must meet the following requirements for program eligibility:

1. Basic Eligibility Requirements:
 - a. Be 18 years of age or older;
 - b. Be a citizen or noncitizen authorized to work in the U.S.; and
 - c. If male, meet selective service registration requirements (see below).
 - d. Registered in the Commonwealth Workforce Development System (CWDS) with a specified Participant Identification Number (PID).
2. Be workers who were displaced by the COVID-19 pandemic. Job loss must have occurred between March 1, 2020 through June 19, 2021 (the date when the governor's pandemic order ended).
3. Be workers who were previously making less than \$15.00 per hour prior to their job loss.
4. Be workers who were displaced from COVID-19 pandemic disrupted industries only:
 - Accommodation and Food Service
 - Health Care and Social Assistance
 - Construction
 - Administrative and Waste Services
 - Manufacturing
 - Retail Trade
 - Transportation and Warehousing
5. Meet the Institute of Higher Education's established program admission requirements.
6. Be able to finish their formal training program to complete a certificate, associates, or bachelor's degree within 1 semester or a 16-week timeframe unless a waiver is approved by the Commonwealth.

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7. Be a former post-secondary student who exited a post-secondary training between (January 1, 2016 – present) without obtaining their certification or degree/credential, had a 2.0 GPA (or higher) upon exit, and are currently interested, available, and capable of returning to finish their degree during the period of performance of the grant.
8. Be interested and able to pursue employment with the intention of becoming employed within 12 months of education program completion.
9. Meet the eligibility requirements for and are co-enrolled in either Workforce Innovation and Opportunity Act (WIOA) Title I Adult or Dislocated Worker programs. The *Partner4Work WIOA Adult/Dislocated Worker Eligibility Policy* outlines the eligibility requirements for these programs.

Primary Eligibility Review

It is the NCDP staff's responsibility to review and sign off on all registration paperwork for completeness and accuracy. Staff must maintain a centrally controlled file for each program applicant and registrant which contains copies of all eligibility documents collected. NCDP staff will provide Federal, State, and Partner4Work monitors with access to such records given reasonable notice.

Participant Self-Reporting

Participant self-reporting is an allowable method for verifying certain eligibility criteria. A *Participant Self Report Form*, signed by the participant, must be obtained to verify the following:

- The participant lost their job due to the pandemic during the eligible timeframe of March 1, 2020 through June 19, 2021.
- The participant was making less than \$15.00 per hour prior to the pandemic with their specific wage indicated.
- The participant was working in a pandemic-impacted industry as specified below with the industry identified.
 - Accommodation and Food Service
 - Health Care and Social Assistance
 - Construction
 - Administrative and Waste Services
 - Manufacturing
 - Retail Trade
 - Transportation and Warehousing
- The participant was previously enrolled in an educational program within the HPO cluster within the past 5 calendar years with the degree and major previously seeking indicated.

Selective Service Requirements

Every male citizen and male permanent resident non-citizen in the United States between the ages of 18 and 26 are required to register with Selective Service. Males who failed to register with Selective Service by their 26th birthday and can provide written explanation and supporting documentation of any of the following may be eligible for WIOA services:

- Over the age of 26 and were willing but unknowing of the requirement to register with Selective Service;
- Incarceration, institutionalization, or hospitalization between the ages of 18-26; OR
- Non-citizen status and non-permanent resident status before age 26.

Partner4Work will monitor Selective Service exceptions to ensure that proper procedures are followed.

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Policy Exceptions:

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to policy@partner4work.org. Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- For WIOA programs, the Participant ID of the participant(s) for which an exception is being requested.
For non-WIOA programs, the full name of the participant(s) for which an exception is being requested;
or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under WIOA and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: September 17, 2021

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SUPPORTIVE SERVICES POLICY

Purpose

Partner4Work, through PA CareerLink® Pittsburgh/Allegheny County and a network of Adult, Dislocated Worker, and Youth providers, ensures appropriate and necessary supportive services to assist program participants are available. This policy is in full compliance with the Workforce Innovation and Opportunity Act (WIOA) and its associated regulations.

Affected Parties

This policy applies to all Pittsburgh/Allegheny County WIOA Adult, Dislocated Worker, and Youth participants.

WIOA Title I Adult, Dislocated Worker, and Youth staff in the City of Pittsburgh and Allegheny County are responsible for implementing this policy.

References

- WIOA Section 3(59)
- 20 CFR §680.900
- Dislocated Worker Near Completer Demonstration Project – Notice of Grant Availability (March 19, 2021)

Definition of Key Terms

“Supportive Services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA.

“Needs related payments” provide financial assistance to enable individuals to participate in training activities. Partner4Work is currently not providing needs related payments or services to WIOA participants.

Eligibility Requirements

The following are supportive service eligibility requirements for adult and dislocated workers:

- Participant must be a WIOA eligible adult or dislocated worker.
- Participant must be participating in WIOA career services or training services.
- Participant must be unable to obtain supportive services through other programs providing such services.

The following are supportive service eligibility requirements for youth participants:

- Participant must be a WIOA eligible youth participant.
- Participant must be unable to obtain supportive services through other programs providing such services.

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Policy

The WIOA Title I Adult, Dislocated Worker, and/or Youth program staff should meet with each participant to assess the need for supportive services. Each participant should be given individualized case management services and plan development in order to eliminate possible dependency on supportive services. Supportive services awards should be based on individual participant needs and plan development. This information should be properly documented in the Individual Employment Plan (IEP) and case notes in the Commonwealth Workforce Development System (CWDS). Supportive services may only be awarded when necessary to enable participation in WIOA career services or training activities. P4W funds must be used in accordance with the requirements of the Federal Uniform Guidance and all other guidance and regulations applicable to the funding source.

Because WIOA funds should only be used to provide supportive services when they are unavailable through other resources and service providers, WIOA Title I Adult, Dislocated Worker, and Youth program staff are responsible for coordinating services and providing referrals to other state and local agencies offering supportive services. WIOA Title I Adult, Dislocated Worker, and Youth program staff must ensure that all other avenues and resources have been exhausted prior to expending WIOA funds for supportive services. Staff must provide documented proof of the service being unavailable in the area through other resources including PA 211 Southwest (<http://pa211sw.org/>).

Partner4Work WIOA Supportive Services Availability:

Partner4Work will only provide funding for the below list of supportive services to WIOA Adult, Dislocated Worker, and Youth customers. WIOA Title I program staff will determine the need for supportive services and monitor the customer's progress and status to assess ongoing need.

1. **Transportation** – Supportive services funds may be used to cover certain transportation costs, including a.) Bus passes, not exceeding Allegheny Port Authority's monthly fare; b.) Gas cards, not exceeding \$25 per week.
2. **Driver's license or state identification card:** A WIOA participant may receive supportive services funds for one (1) instance of the cost of obtaining a state driver's license or identification card. Supportive service funds may not be used to pay for the costs of fines, penalties, or legal fees associated with obtaining or reinstating a driver's license.
3. **Non-employer paid licensing/certification or educational testing fees-** A WIOA participant may receive funding for a maximum of two (2) instances of the same license/certification or test utilizing WIOA supportive services dollars. WIOA Title I program staff will determine the need for licensing or testing through employer demand. The staff will make the necessary arrangements with the vendor for payment. The cost of GED testing and/or obtaining GED transcripts may be covered under this supportive services category.
4. **Drug Testing and/or TB Testing:** A WIOA participant may have one (1) instance of a drug test and/or TB test paid for through WIOA supportive services dollars.
5. **Criminal Background Checks and/or Clearances—** A WIOA participant may have one (1) instance of obtaining a criminal background check and/or clearances necessary to begin employment and/or education paid through WIOA supportive services dollars. This includes one (1) instance of each of the

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following: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Checks, and Federal Bureau of Investigations (FBI) Criminal History Background Check.

6. **Clothing and/or uniform:** A WIOA participant may receive one (1) voucher for up to \$100 to purchase clothing and/or a uniform(s) necessary for participation in training, a job interview, or the first week of employment if these items are not provided by the training provider or employer.
7. **Equipment/tools:** A WIOA participant may receive one (1) voucher for up to \$250 to cover the costs of tools and/or equipment necessary for participation in training or the first week of employment if these items are not provided by the training provider or employer.
8. **Unions and Registered Apprenticeships Fees:** A WIOA participant applying to a union and/or registered apprenticeship may receive assistance for non-employer paid, non-refundable costs required for initial admittance or participation in the program. These costs may include application fees, initial dues (one month only), and/or required clothing/shoes. Supportive services funds may only be used if the expenses are a requirement for participation in training and/or a reasonable condition of employment.
9. **Reasonable accommodations for individuals with disabilities** —WIOA supportive services dollars may only be used as the funding of last resort for these accommodations.

Additional allowances for the Near Completers Demonstration Project (NCDP) are described in Attachment 1 of this policy.

Policy Exceptions:

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to policy@partner4work.org. Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- For WIOA programs, the Participant ID of the participant(s) for which an exception is being requested. For non-WIOA programs, the full name of the participant(s) for which an exception is being requested; or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under WIOA and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: September 17, 2021

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Summary of Policy Changes

Date	Policy Change
9/11/2020	<ul style="list-style-type: none"> ● Set a \$750.00 cap on the total amount of WIOA supportive services funding an individual participant may receive. ● Combined the Adult/Dislocated Worker and Youth supportive services sections into one (1) list of supportive services that may be funded through WIOA funds. ● Added gas cards to the transportation supportive services category. ● Added driver's license and/or state identification card as a supportive service for all WIOA Adult, DW, and Youth participants. This was previously allowed for re-entry programs only. ● Added language to clarify that supportive service funding may be used for the cost of an occupational license or certification. Clarified that GED testing or transcript costs are included in this category. ● Added TB testing to the drug testing supportive services category. ● Added language clarifying the types of criminal backgrounds and clearances that may be funded with WIOA supportive services funds. ● Added Clothing/Uniforms and Equipment/Tools as supportive services categories. ● Updated process for requesting exceptions to policy requirements.
10/08/2020	<ul style="list-style-type: none"> ● Revised to remove \$750 cap.
9/17/2021	<ul style="list-style-type: none"> ● Added attachment describing additional allowances for the Near Completers Demonstration Project.

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Attachment 1: Near Completers Demonstration Project

NCDP participants are limited to **\$1,500** in supportive services over the course of their participation in the program. In addition to the allowable supportive services outlined in the Partner4Work Supportive Services Policy above, participants in the Near Completers Demonstration Project (NCDP) in the City of Pittsburgh and Allegheny County may be eligible to receive additional NCDP-funded supportive services. These include the following:

- Child care reimbursement, when necessary for participation in NCDP-funded education/training activities. To qualify, participants must first apply and be approved for support through Allegheny County subsidized child care programming. NCDP funds may be used to cover the participant's share of the child care cost when participating in the Allegheny County subsidized child care program.
- Purchase of transcripts or other documents to aid in the (re)enrollment process.

Personal Computer Purchase Support

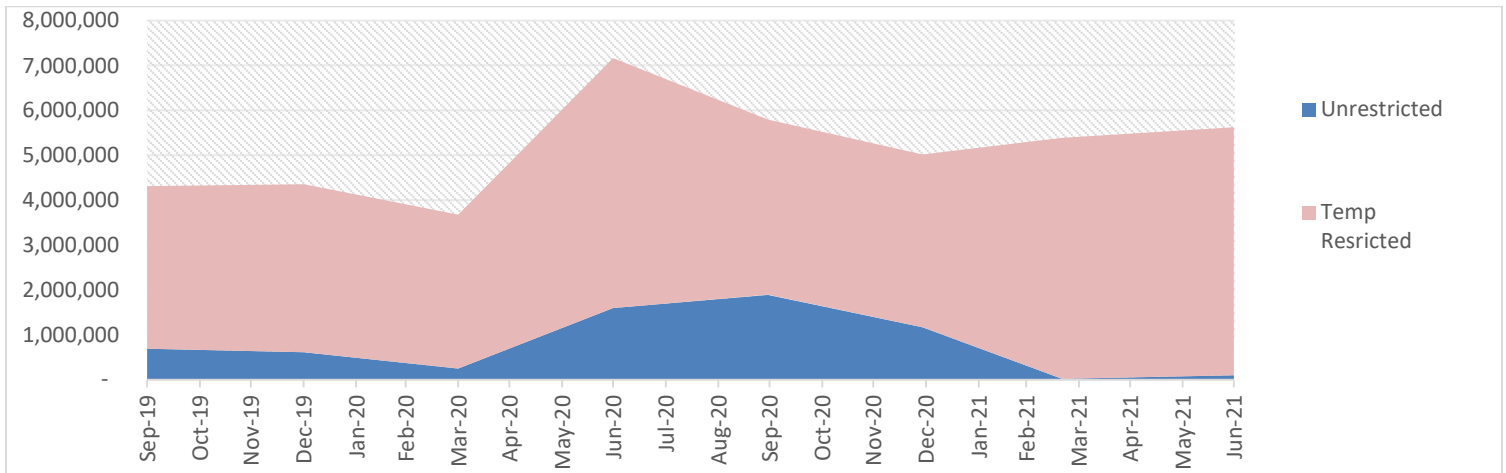
- Personal computer purchase support may not exceed **\$500.00** per participant.
- Once purchased the device belongs to the participant and they are responsible for all costs associated with maintenance.
- Personal computer purchase support is not included in the \$7,500.00 total per person maximum (training and supportive services) allowed under the NCDP grant.
- Personal computer purchase support may only be considered if the participant has no other existing device available. The participant must sign a self-attestation form and the form must be available to Partner4Work upon request.
- PA CareerLink will be responsible for purchasing personal computers for participants and appropriately accounting for these purchases in accordance with the Federal Uniform Guidance and all other requirements applicable to the NCDP.
- Failure to adhere to these internal controls will result in disallowed costs.

Personal Internet Service Support

- Personal internet service support may not exceed **\$30.00** per month.
- Personal internet service support may only be provided during the months the customer is enrolled and actively engaged in the program.
- Personal internet service support reimbursement may not exceed **12 months**.
- Personal internet service support is not included in the \$7,500.00 total per person maximum (training and supportive services) allowed under the NCDP grant.
- Personal internet service support may only be considered if the participant has no other existing internet service available. The participant must sign a self-attestation form and the form must be available to the Partner4Work upon request.
- Failure to adhere to these internal controls will result in disallowed costs.

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted – \$5,523,781

Unrestricted - \$99,649

Total Cash - \$5,623,430

Line of Credit secured by Money Market

\$0 of \$500,000

Other Current Assets

Prepaid Expenses - \$11,323

Prepaid Insurance - \$5,969

Security Deposit - \$6,067

Fixed Assets Net of Depreciation - \$158,954

Liabilities

A/P- \$4,370,587 (\$4,217,913 due to subrecipients)

PA Unclaimed Property - \$1,309

Accrued Vacation - \$75,577

Deferred Rent - \$0

Paycheck Protection Program \$0 *

A/R Clean Up - \$ 128,927

*We have received full forgiveness

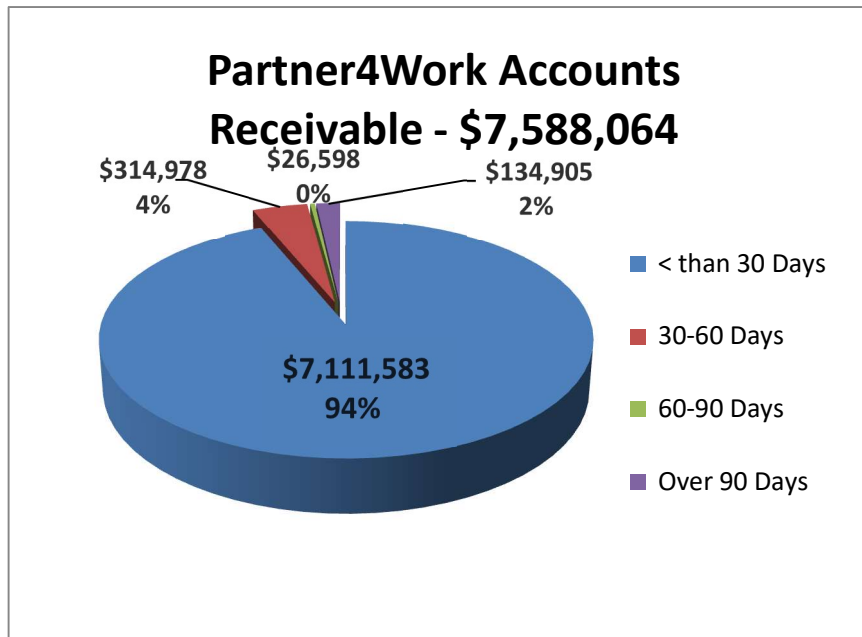
Equity

Unrestricted Net Assets - \$748,292

Temp Restricted Net Assets- \$7,745,658**

Net Income – \$322,585

**Misc - \$207,701; M&G - \$150,000; Sector Strat.- \$809,849; Place Based Strat - \$83,735; Adult TANF - \$3,587,244; L&E - \$2,872,634 & National /fund - \$34,496. This is reflective of activity through 7/1/2020

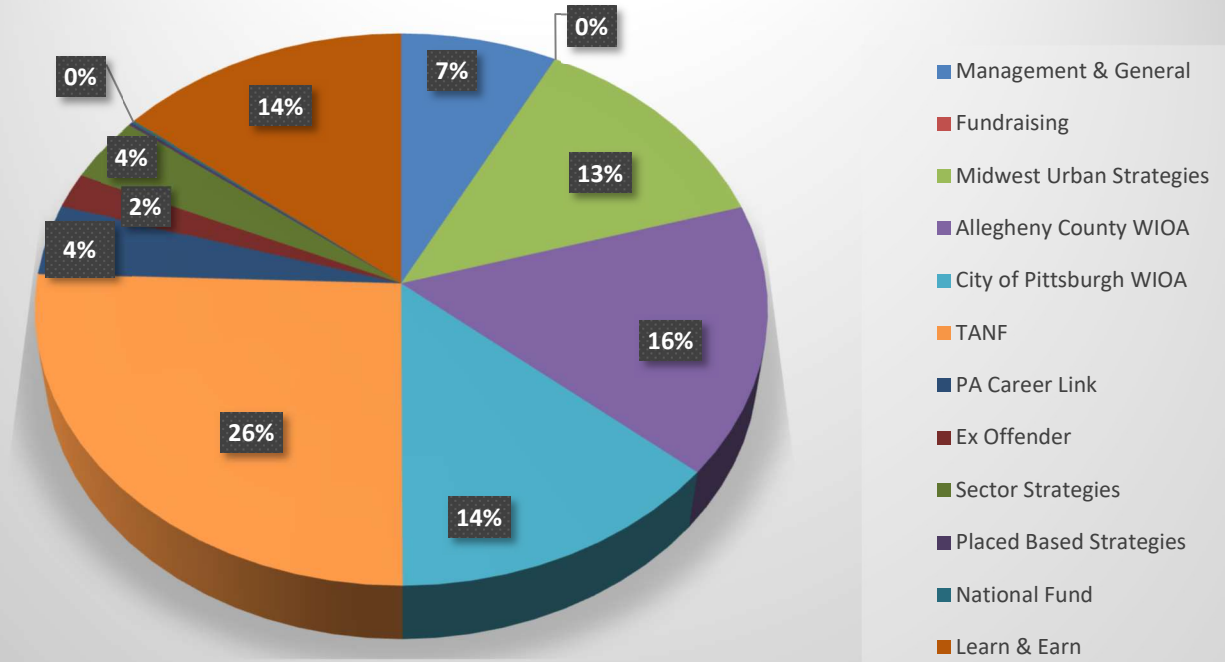


Items over 90+ days: City of Pittsburgh - \$900;

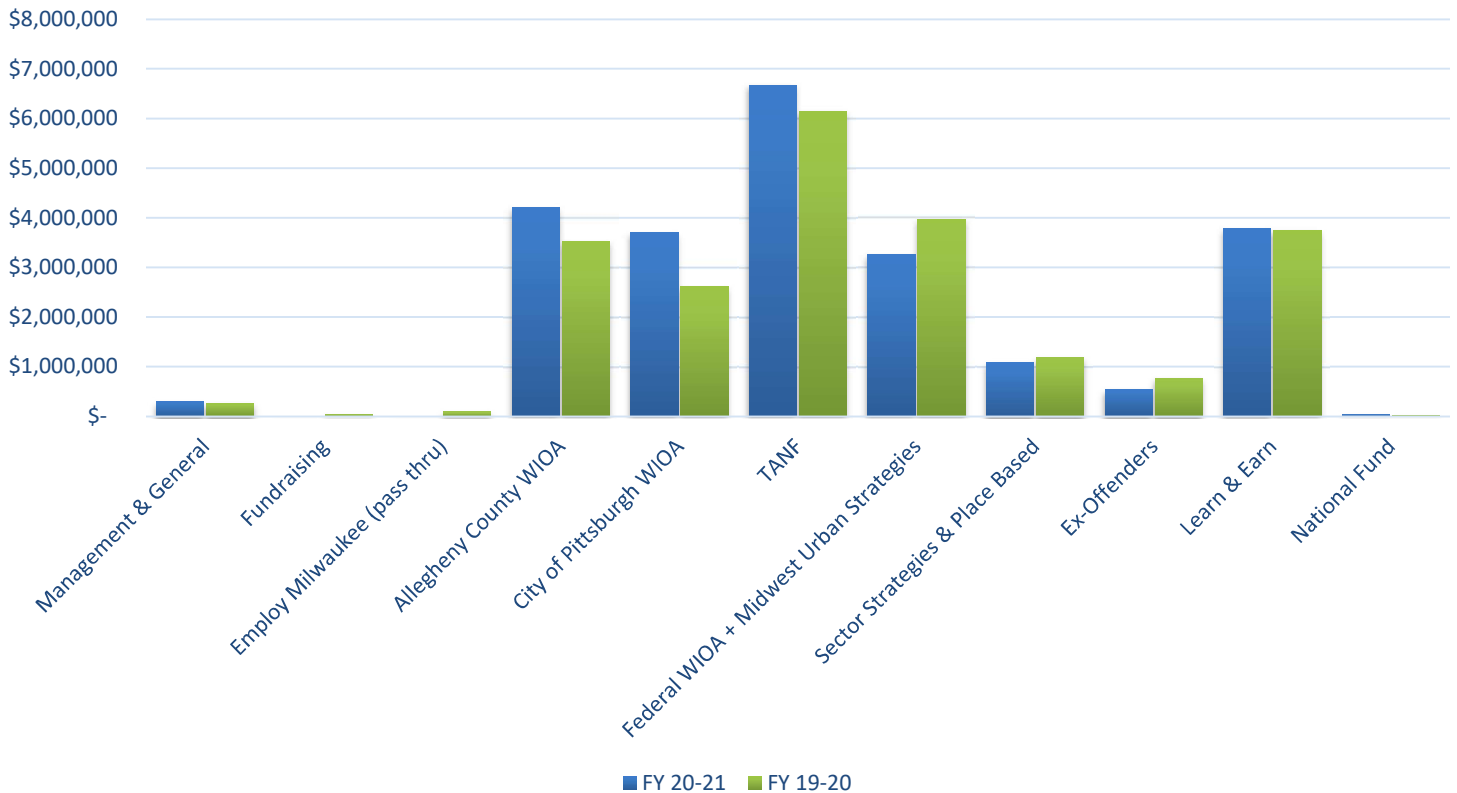
PA CareerLink - \$36,525 ; Employ Milwaukee - \$97,485

Expense section

Total Partner4Work Expenditures - \$24,584,907



Expense Comparison FY 20-21 vs. 19-20



Comments

-WIOA grants are about \$1.7M above prior year. Program reports that both Title I providers are ahead of this time last year. We are investing more heavily in new industry recognized training opportunities to help people prepare for work when they feel ready to. Youth ISY and OSY are fully enrolled and moving to credentialing and placement. The pandemic also slowed expenditures during the last quarter of PY 19-20. We have not seen a similar pattern this year. Also, with the national dislocated worker grant ending 3/31/21, we were able to shift additional expenditures to WIOA dislocated worker.

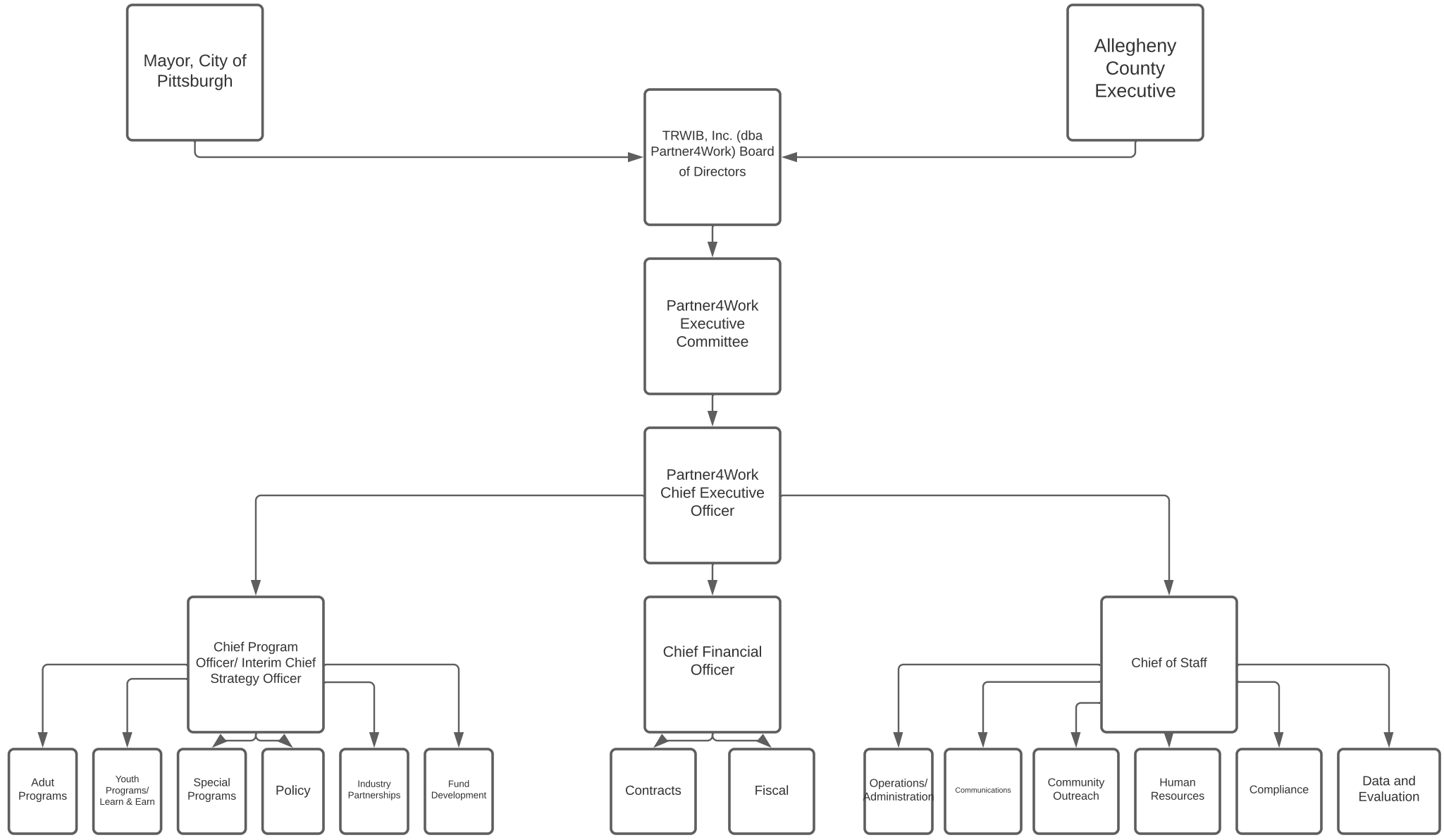
-TANF funding is \$528K higher than prior year. This has picked up from prior year. Referrals come from the County Assistance Office for our Adult TANF and our youth TANF referral levels are the same from last year, providers go out and actively recruit youth. The adult EARN/WorkReady programs are down, but placement outcomes are improved from County performance and beating the State, they still have room for improvement and are the focus of a current procurement. COVID also effected this spending in the last quarter of prior year.

-Federal WIOA & MUS grants have decreased \$700K below prior year. The Federal National Dislocated Worker Program ended 3/31/21. The program had a slower start, however, picked up to a strong finish. We had about \$424K unspent of the \$8M grant, of this \$300K was from providers and \$105K went back towards our indirect.

-Sector Strategies is \$100K less than prior year. There are many different funding streams for sector strategies and they vary year to year. The main factor is we used PPP money to reduce expenditures for Salary/Benefits by \$100K and the second factor is not being awarded the PA smart grants at the beginning of this fiscal year. As of Jan 2021, we have been re-awarded the PA Smart grants, but they will need to be spent by 6/30/21, which is a tight turnaround, but there are talks of a potential extension through 6/30/2022.

-Ex-Offenders is about \$223K less than prior year due to the Federal Re-Entry grant ending 12/31/2019, plus Pathways home projects had implementation delayed to July 1, 2021, as outside parties were not permitted in the jail during the original start time of 1Q2021. With increased vaccinations and falling rates, the jail is reopening to programming, but in general this program is moving slow.

- Learn & Earn program has \$33K additional in expenditures related to additional expenses incurred due to COVID restrictions and remote learning experiences being offered. We received additional funding this past summer from Grable (\$25,000), Hillman (\$100,000) and JP Morgan (\$125,000). For the summer of 2021, we have had more than 1,450 eligible youth applications and 55 Corporate Placements. Our MOU has passed County and City review. We are still waiting to sign the MOU, it is with the City. We were granted from DHS Allegheny County a grant for \$500K to help cover our funding gap for the summer of 2021! We are creating a cohesive plan for business engagement for next summer 2022. Susie and our team have done a tremendous job filling the gap to have a full budget for Summer of 2021!



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Yost, Monique Program Coordinator, Adult Workforce Services	226	412-932-2946	myost@partner4work.org

P4W Staff Demographics (September 2021)

- 43% present as male; 57% present as female
- 74% present as Caucasian; 26% present as non-Caucasian
- 28% ages 20-30
- 40% ages 30-40
- 19% ages 40-50
- 4% ages 50-60
- 9% ages 60+
- 9% foreign born

[Program and Strategy Updates](#)

Programs for Adults

Starting in July, **PA CareerLink** once again began offering in-person workforce development services to job seekers and employers from career centers in Downtown Pittsburgh and Forest Hills, as well as newly developed partnership sites in community locations throughout Allegheny County. In addition to in-person services, PA CareerLink continues to offer a full range of workforce development services to job seekers and employers remotely. The lessons learned from building virtual platforms, increasing access to training programs, and developing new strategic partnerships during the pandemic will continue to drive progress for PA CareerLink and its partner agencies.

The Adult and Dislocated Worker programs operated through **PA CareerLink** registered more than 1,300 new participants and assisted in securing more than 600 job placements out of 780 exits in the year ending June 30, 2021, despite the difficult challenges of the COVID-19 Pandemic. In all, nearly 25,000 people in Allegheny County created new accounts with PA CareerLink in PY20-21.

The **Career Services Expansion Project** expands the reach of PA CareerLink services in targeted neighborhoods across the city and county, utilizing new and existing networks of community-based organizations. Three PA CareerLink Career Navigators are dedicated to receiving referrals from partner organizations to enroll unemployed and underemployed area residents in WIOA services, including career readiness preparation, vocational training, and employment assistance. Begun in November 2020, there has been a steady increase in referrals and enrollments this summer as more residents are preparing to return to work. In July, Career Navigators resumed in-person services four days per week at 8+ select host sites, meeting people in their neighborhoods to engage in recruitment, enrollment, and delivery of career services. These Career Navigators are also participating in community event-based recruitment efforts to get the word out about PA CareerLink services. In September, seven PA CareerLink computer stations will be placed at host sites in target neighborhoods, including at the new [First Source Center in the Hill District](#) to serve people where they are by providing access to technology to complete employment services activities and enable virtual meetings with Career Navigators.

The **Industry Recognized Training Program** (IRTP) is entering its second year of operation, providing access for job seekers to quality vocational training to prepare for good paying jobs in high-demand occupations. Training focus areas include web development, IT security and maintenance, CDL preparation, emergency medicine, advanced manufacturing, construction, and more. Partner4Work began the IRTP in November 2020, in close partnership with PA CareerLink and various training partners, including UPMC, Tech



Elevator, NuPaths, the Builders Guild, All State, Phase 4, CMU, and New Century Careers. Since then, more than 200 job seekers have participated. New cohorts of Intro to the Construction Trades, Freedom House 2.0, and Bankwork\$ will begin in September. More than 80% of Freedom House 2.0 graduates have been employed by UPMC and the last cohorts of Intro to the Construction Trades and Bankwork\$ (pictured above) achieved 100% placement of graduates.

In partnership with the Community College of Allegheny County (CCAC), PA CareerLink, and other partners in higher education, Partner4Work recently secured a two-year grant from the Commonwealth's new **Near Completers Demonstration Project (NCDP)**. The focus of this project is to develop new and innovative approaches to connect job seekers with prior but incomplete learning experiences and skills that lead to credential attainment. By supporting rapid credential attainment that qualifies the job seeker for work in high priority occupations, participants will be immediately able to enter the job market and earn family sustaining wages in their field of study. NCDP will support job seekers who have been displaced from employment due to the COVID-19 pandemic and who were within one semester (16-weeks or less) of completing training.

Partner4Work issued new service delivery contracts for the **EARN and Work Ready programs**, beginning July 1, 2021, resulting from a competitive procurement conducted in the spring. EARN and Work Ready programs provide case management, career services, supportive services, job placement and retention services to clients of Temporary Assistance to Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County. Under the new contract structure, EDSI, Goodwill, and



Grant Associates will continue to serve as the primary EARN and Work Ready service providers in Allegheny County, with some notable changes in location. Grant Associates will now deliver services in Wilkinsburg and Duquesne, Goodwill from their headquarters in Lawrenceville, and EDSI in Downtown Pittsburgh. The Grant Associates team celebrated the opening of their new EARN and Work Ready center in Duquesne on September 3rd, pictured at left.

The **Pathway Home** program will provide career services, vocational training, transitional employment, and comprehensive case management to 100 adults 18 and older exiting the Allegheny County Jail. Participants will begin training programs while incarcerated and transition to additional training and career and supportive services after release. Funded by a DOL Reentry Employment Opportunities grant in partnership with Midwest Urban Strategies, Partner4Work is one of three grantees in the MUS Reentry Network. Due to pandemic safety measures restricting access to and movement within the Jail, program enrollment has been delayed indefinitely. Partner4Work and MUS have petitioned DOL to allow for enrollment of incarcerated

individuals granted work release and living in facilities outside the jail. We expect to receive approval to begin enrolling this population by October.

Programs for Young Adults and Youth

The **Career Pipeline Program for Justice-Involved Young Adults**, operated by the Auberle Employment Institute and funded by a Youth Reentry grant from the PA Department of L&I, is in its second and final year of implementation and will serve participants through June 30, 2022. The target population for this project includes young adults with dual system involvement in the criminal justice and foster care systems. After a delayed start in 2020 to state restrictions to curb the spread of COVID-19, we are on track to meet all performance outcomes, including credential attainment and employment placements. Program participants are engaged in GED preparation, legal services, career readiness activities, and vocational training with providers including the Builder's Guild of Western PA and Professional Training Associates, Inc.

Year Round Youth Programs served 995 young people (526 OSY and 496 ISY) through the work of 18 providers across the county and city in PY20. Enrollment has remained consistent in PY20 and comparable to past years despite the pandemic and providers were able to successfully engage young people virtually or through small groups and provide services for the entire year. Of all youth, 50% gained work experience with the majority being paid experiences. By the close of the program year, 438 young adults earned an industry recognized credential or degree and more than 271 young people participated in training and demonstrated a measurable skill gain. At this time, 38% of OSY have gained employment and we expect that number to climb significantly with goals of employment to be reached by the second quarter after exit. The PY21 program year has begun with the priority of building intentional bridges between youth workforce programs and DHS, adult services and industry partners.

The **Business Education Partnership 3** project is a collaboration between Partner4Work, the City of Pittsburgh, Pittsburgh Public Schools' Career and Technical Education Program and Youth Enrichment Services. The goal of the project is to build stronger connections between youth in public sector CTE programs to employment pathways with local government. Thirteen young people completed the program in PY20. The state has granted all recipients of BEP3 grants an opportunity to extend their programming to June 30, 2022. We plan to maintain our partnerships and engage a second cohort of 6-8 youth to meet our grant goals and provide opportunities for additional youth.

Partner4Work administers the **Learn & Earn** program on behalf of Allegheny County and the City of Pittsburgh. More than 1,800 young people were offered employment through Learn & Earn this summer, 1,453 accepted positions and worked, with 96% completing the program. The number of worksites engaged this year was more comparable to past years with 229 sites hosting young people across the city and county. The majority of worksites (68%) were in person, with 20% being virtual. The remaining 12% offered a combination of in person and virtual work. The **Corporate Learn & Earn Internship** is the capstone experience for young people ages 18-24. Thanks to the advocacy and generosity of the Partner4Work board, we were able to secure more Corporate contributions than ever before. This year,

53 interns completed work experiences with 26 corporate hosts. Nearly half of the hosts (46%) are connected to our Industry Partnership efforts.

Programs to Build Systems

The **Aspen Institute Family Prosperity Project** seeks to expand equitable opportunities for low-income working families by engaging individual employers in adopting family supportive policies and practices and creating career pathways and training pipelines. Over the coming months, Partner4Work staff will give presentations to Industry Partnership Councils, including restaurant and hotel employers, and begin working with individual employers to analyze and improve policies and practices related to job quality.

Work on Partner4Work’s **Industry Partnerships** continues building employer-led initiatives. The **Technology Industry Partnership**, in collaboration with Pittsburgh Technology Council, announced the launch of Apprenti Pittsburgh, a national model of apprenticeships for Tech Jobs. The first four apprentices are scheduled to start on September 20th and will receive in-classroom training for four months and on the job learning and mentorship for a year after. The **Financial Services Industry Partnership** continues to recruit new members and is turning its focus to advancing DEI initiatives and retention strategies in the industry. The **Healthcare Industry Partnership team** is preparing proposals for the state’s PAsmart apprenticeship Notice of Grant Availability to register and launch apprenticeships in several fields.

Summary of Partner4Work Policy Updates:

To ensure alignment with WIOA and additional state and federal requirements, Partner4Work must develop program policies that guide how P4W-funded Adult, Dislocated Worker, and Youth services are delivered in Pittsburgh and Allegheny County. In addition, fiscal and administrative policies, as well as programmatic policies, must be voted on and approved by the Partner4Work Board of Directors prior to local implementation. Partner4Work staff has drafted the following for approval from the Board:

Program	Policy	Summary of Recommendations
Near Completers Demonstration Project (NCDP)	NCDP Participant Eligibility Policy	<p><u>Policy Description:</u> The Near Completers Demonstration Project (NCDP) will support job seekers, who have been displaced from employment due to the COVID-19 pandemic and who were within one semester (16-weeks) or less of completing training, to enroll in educational programs of one semester or less in duration. NCDP is designed to support individuals in quickly obtaining the skills/credentials needed for employment in in-demand occupations. This policy outlines program eligibility and document verification requirements for enrollment in the NCDP.</p> <p>Recommendation: Approve the NCDP Participant Eligibility Policy as a new program policy.</p>

<p>Near Completers Demonstration Project (NCDP)</p>	<p>P4W Supportive Services Policy</p>	<p><u>Policy Description:</u> The P4W Supportive Services Policy describes the requirements for the provision of supportive services to participants to enable participation in P4W-funded career services and training activities.</p> <p>Recommendation: Approve an update to the P4W Supportive Services Policy, which includes an attachment describing additional supportive services allowances and requirements under the Near Completers Demonstration Project. This includes child care reimbursement, personal computer purchases, and internet access support.</p>
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Robert L. Cherry

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Compliance Specialist

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Manager of Special Projects

Franklin Mosley
Receptionist

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TANF Program Manager

Kathleen Powell
Adult Programs Coordinator

Tim Broman
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John Crowe
Program Coordinator, EARN Work Ready

Brian Kreit
Contracts Manager

Aja Smith
Youth Programs Manager

Kayleigh DelCotto
Learn & Earn Manager

Erin Kucic
Program Manager, Adult Workforce Services

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Markese Long
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Sharon Watkins
Community Engagement and Diversity Manager

Bonnie Evans
Coordinator of Strategic Initiatives

Cory Matz
IT Specialist

Spencer Witt
Payroll Specialist

Toni Felice
Director of Data and Evaluation

Dillon Moore
Director of Policy

Bonny Yeager
Manager of Special Projects

Carolyn Ford
Contracts Administrator

Monique Yost
Program Coordinator, Adult Workforce Services

PA CAREERLINK® PITTSBURGH/ALLEGHENY COUNTY SYSTEM

COMPREHENSIVE CENTERS

Allegheny East

2040 Ardmore
Boulevard
Pittsburgh, PA 15221
412-436-2225
TTY 412-271-4217

Downtown Pittsburgh

Wood Street
Commons
301 Wood Street
Pittsburgh, PA 15222
412-552-7100
TTY 412-552-7044

REGIONAL CENTERS

Alle-Kiski

1150 5th Avenue,
Suite 200
New Kensington, PA
15068
724-334-8600
TTY 724-334-8713

Mon Valley Regional

570 Galiffa Drive
Donora, PA 15033
724-379-4750
TTY 724-379-5981

Partner4Work, formerly 3 Rivers Workforce Investment Board, leads the development, integration and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Mission

Lead the development, integration, and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Vision

We will be a community leader, an innovator, a strong partner, inclusive, a bridge builder between human services and workforce development systems, a model workplace.

Values

We will lead with integrity; treat individuals respectfully and support all individuals in their quest for meaningful employment; be inclusive in recognizing diversity; be excellent stewards of public resources; respect employers' diverse talent needs.

Partner4Work

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Equal Opportunity Employer

Auxiliary aids and services are available upon request. Reasonable accommodations can be made when requested in advance. Please call (412) 552-7090 or email info@partner4work.org with your request.

