

## LOCAL MANAGEMENT COMMITTEE MEETING

### WELCOME & INTRODUCTION

Joe Beeler (Chair)  
Vice Chair (Vacant)  
Facilitator: Judy Santiago

### Local Management Committee

- Still in need of nominations for Co-Chair and voting members
  - Nominations received: OSO
- LMC Manual PY 23/24

### BWPO Supervisors updates on Labor Market Information - Information will shared prior to the meeting via email this will allow for discussion if needed during meeting. One supervisor to represent the region to attend the meeting.

Along with UC numbers, will provide two employers (paying a self-sustaining wage) hiring in all counties to share at the meeting for each community partner to take back and share with the team.

**Pennsylvania: Unemployment:** 3.4% down from 3.5%

**South Central Unemployment:** 3.2% no change

**Adams: Unemployment:** 2.7% down from 2.9%

Employer: County of Adams in Gettysburg Job Title: Veteran Service Officer Wage: \$21.32 hour

Employer: Hart Center in New Oxford Job Title: Development Coordinator Wage: \$21.00 hour

Employer: Mega International in New Oxford Job Title: Bilingual Safety/Security Admin Wage: \$18.00 hour

**Cumberland: Unemployment:** 2.8% down from 2.9%

Employer: GXO Warehouse Company in Carlisle PA Job Title: Inventory Specialist- 2<sup>nd</sup> Shift Wage: \$18.00 hour

Employer: High Hotel in Mechanicsburg Job Title: Hotel Room Attendant Wage: \$16.00 hour

**NOTE:** Schenker has operated an AppleCare Processing center in Carlisle since 2013 but recently indicating the contract had not been renewed and the facility will close on 3/10/2024 and all 478 employees will be laid off. There current workforce includes employees from 52 nationalities who speak 32 different languages. The company also prided themselves on their efforts to include an enabled workforce and maintained a high percentage of employees with various disabilities. It is unknown if Apple awarded the contract to another 3<sup>rd</sup> party entity or if they will be relocating or completely shutting down the operation.

**Franklin: Unemployment:** 3.0%

Employer: New Enterprise Stone & Lime Company Job Title: Plant Operator Wage: \$19.00 hour

Employer: Grane Home Hospice Care, Inc. Job Title: Social Worker- Hospice Wage: \$50,000-\$70,000 year

Employer: Martin's Famous Pastry Shoppe, Inc. Job Title: Packaging Laborer- 2<sup>nd</sup> Shift Wage: \$20.22 hour

**Juniata: Unemployment:** 3.5% down from 3.7%

Employer: In Home Services of Central Pa in Mifflintown Job Title: Personal Care Assistant Wage: \$14.00 hour

Employer: Darling Ingredients in Mifflintown Job Title: Administrative Assistant Wage: \$21.00 hour



**Perry: Unemployment:** 3.1% down from 3.2%

Employer: Glenn O Hawbaker, Inc. in Newport Job Title: Trainee Skilled Highway Construction Laborer Wage: \$17.00 hour

Employer: Rite Aid in Newport Job Title: Lead Service Associate Wage: \$21.59 hour

**York: Unemployment:** 3.1% vs the State 3.4%

Employer: Frito-Lay Job Title: Packaging Machine Operator Wage: \$20-\$28 hour

Employer: Commonwealth of PA Job Title: Liquor Store Assistant Manager 1 Wage: \$43,306-\$63,061 year

**Lebanon: Unemployment:** 2.3%

Employer: Dollar General Distribution (Multiple work schedules 3-4 & 5-day schedules) Job Title: Full-Time positions Wage: \$19.44 hour

Employer: PetSmart Distribution (Multiple work schedules 3-4 & 5-day schedules) Job Title: Full-Time positions Wage: \$18.44 hour (positions offering incentive pay and 6 pay increases in the first 24 months of employment.)

**Dauphin: Unemployment:** (nothing reported)

**Employer:**

**Employer:**

**County Assistance Office Updates (One presenter from CAO to report the region's updates) Liz Pliska will send the combined report prior to the meeting to allow for discussion during the meeting:**

**All regions:**

- E & T Numbers and any additional information pertaining to participation numbers

**CAO Name: Dauphin CAO**

**Cash applications:** Dauphin receives approximately 700 Cash application per month.

**TANF Participating in E&T Numbers:** Dauphin County has 435 TANF clients in the denominator with 63 fully engaged/meeting hours. (From November denominator report)

**SNAP Numbers:** Dauphin CAO staff process approximately 4000 SNAP applications per month.

**LIHEAP Numbers:** We have received 7229 LIHEAP applications so far through 01/12/24. Normal yearly volume for Dauphin is around 9500-10,000 applications. Last year was high with just over 11,000 applications received for the season.

**Staffing Updates:** We are in process of interviewing and hiring for additional Caseworkers, Clerical and an IM Supervisor. Attempting to fill 6 vacancies. We currently have 10 IMCW trainees at various stages of training.

We continue to work through the unwinding of Medicaid from the pandemic, processing renewals and taking actions on cases to maintain, reduce or close benefits.

Walk-in traffic continues to be high in office with a steady flow daily.

**CAO Name: York CAO**

**Cash applications:** 404 pending TANF applications.

**TANF Participating in E&T Numbers:** 32 engaged (18.6%).

**SNAP Numbers:** 2300 pending SNAP applications.

**LIHEAP Numbers:** 397 pending LIHEAP applications.

**Staffing Updates:** York is in the process of hiring 15 new caseworkers.

**CAO Name: Adams CAO**

**Cash applications:** decreased 13% in 4<sup>th</sup> quarter 2023, averaging 89/month. SNAP apps increased 9%, averaging 526/month.

**TANF Participating in E&T Numbers:** TANF participation was 23.81% in October with 5 full participants, 20% in November with 4 full participants, and data is pending for December.

**SNAP Numbers:** SNAP apps increased 9%, averaging 526/month.

**LIHEAP Numbers:** LIHEAP apps averaged 404/month.

**MA Applications:** MA increased 22%, averaging 864/month.

**Staffing Updates:** Adams CAO client walk-in traffic increased 19%, averaging 43 client walk-in's daily. Adams CAO seasonal staff hires started a LIHEAP clerk a bit late on 10/10/23 and an Energy Assistance Worker late on 11/20/23. Two caseworkers left in December, one TANF worker to a federal job. Caseworker interviews are being held today 1/25/24 to fill one position. We started 2 new caseworkers in December and 1 in January. Caseworker interviews were held yesterday to fill one position.

**Note:** Adams and Cumberland CAO remain busy with the Medical Assistance Renewal Unwinding, LIHEAP and the Pennie State-Based Exchange Open Enrollment seasons. The CAOs also have increasing challenges from federal changes with MA ex parte review requirements required at the individual recipient level, a new challenge for our casework staff due to our eligibility computer system set up to review benefit eligibility at the household level. We also have manual actions and client inquiries regarding the Carr vs. Becarra federal injunction for Buy-In MA benefits. The increased focus of in-person orientation and services at EARN and our contractors has been positive and our CAO staff are encouraging our participants to be in good contact with the contractors for increased participation.

**CAO Name: Cumberland CAO**

**Cash applications:** Cash apps decreased 3% in 4<sup>th</sup> quarter 2023, averaging 307/month.

**TANF Participating in E&T Numbers:** TANF participation was 18.52% in October with 10 full participants, 16.95% in November with 10 full participants, and data is pending December.

**SNAP Numbers:** SNAP apps decreased 1%, averaging 1573/month.

**LIHEAP Numbers:** LIHEAP apps averaged 1040/month.

**MA Applications:** MA apps increased 14%, averaging 2472/month.

**Staffing Updates:** Cumberland CAO client walk-in traffic increased 7%, averaging 104 client walk-in's daily. Cumberland CAO had one clerk promote to caseworker in October and one LIHEAP clerk advance to permanent clerk, and our second LIHEAP clerk resigned on 1/5/24, now operating without any LIHEAP clerks. Cumberland had 2 caseworkers leave in October, 2 left in December, and 2 left this month. We started one new caseworker this month and are currently interviewing to hire five caseworkers.

**CAO NAME: Juniata CAO**

**Cash applications:** Cash application numbers remain consistent, with an average of 10 monthly applications.

**TANF Participating in E&T Numbers:** 1 mandatory TANF client enrolled in EARN. (From November denominator report)

**SNAP Numbers:** SNAP applications have increased over the past quarter. The most recent 30-day period resulted in 93 applications.

**LIHEAP Number:** LIHEAP application volume is consistent with prior years. Juniata has received 833 applications through 01/12/24. Normal yearly volume for Juniata is around 1100.

**Staffing Updates:** Juniata is once again hiring a caseworker. We are awaiting a second posting for this vacant position.

**CAO NAME: Perry CAO**

**Cash applications:** Cash application numbers remain consistent with an average of 30 applications per month.

**TANF Participating in E&T Numbers:** Perry has a few more participants but remains a low volume. 3 EARN participants, 2 Work Ready participants and 1 KEYS participant. (From November denominator report)

**SNAP Numbers:** SNAP applications have been holding steady over the past quarter. Most recent 30-day period resulted in 166 applications.

**LIHEAP:** LIHEAP application volume is consistent with prior years. Perry has received 1199 applications through 01/12/24. Normal yearly volume for Perry is around 1600.

**Staffing Updates:** Perry is in the process of hiring an additional caseworker, in preparation for an upcoming retirement in the next few months. Perry also is down to 1 casework supervisor and no clerical supervisor, due to no interest in those two vacancies.

**CAO Name: Lebanon CAO**

**Cash applications:** No change to the volume of TANF applications. We are seeing an increase in Refugee Cash Assistance applications.

**TANF Participating in E&T Numbers:** EARN participation remains the same.

**SNAP Numbers:** We have seen an increase in applications since the New Year.

**LIHEAP Numbers:** This time of year we usually see a decrease in the amount of LIHEAP applications but have seen an increase in LIHEAP crisis requests.

**MA Applications:** Have been high due to the unwinding and the closing of MA cases.

**Staffing Updates:** In the process of hiring two Caseworkers and two clerks

**Work Ready (Path Stone) - Evelyn Rodriguez**

- Work Ready covers 3 counties: Cumberland, Perry, and Dauphin
- 19 enrollments
- 2 in work activities
- They offer many services: credentials, GED, remote training, financial literacy, LSW, career exploration, manufacturing, hospitality, culinary, health and science field, CNA, home health aide, and help to get into LPN programs, training, and employment services.
- 50% of participants are coming into the office
- Currently working through participants for nominations for gov achievement awards.

**KEYS - Melissa Arslan**

- 162 students in program
- Willing to share plan to teams for KEYS program
- Looking for more staff training, Equus opened up training for Bridges out of Poverty

**Community Connections for Children/ELRC- Karen Bell**

**Waitlists:** No Waitlist across the State

**Any County Issues with Child Care:** Providers within the counties served continue to struggle with staffing and space for children.

**Additional updates:**

**Monitoring for EARN/Work Ready South-Central Region – DHS – Tim Dugan**

- Any Updates:
- Anything new to share:

### EARN (Equus)

#### **Updates:**

**Enrollments:** EARN enrollments 181- 298 currently enrolled Placements 48

#### **Anything new to share:**

Vacancies- Refugee Caseworker & CA in Franklin County

Program Design- required to come in for 3 scheduled meetings

ITA's- 2 approved ITAs Paralegal and EMT program

Staff Development events - Bridges out of Poverty, Workforce 180 & DISC

### Elect (Melissa Rosado)

#### **Updates:**

- The program services pregnant and or teen moms in the Dauphin, Cumberland, Perry, and Northern York counties.
- Help with working on high school diploma
- Seeing a huge increase in youth homeless families.
- Some barriers are that a lot of participants are going to get jobs first instead of finishing school in order to take care of family.
- Increase in non-English speaking students and looking for best ways to serve them.
- Looking into more training for staff.

### County Assistance Offices

#### Open discussion:

- Looking for suggestions and ideas for EARN dollars for special projects discussion and sending surveys to get feedback.
- Will start with next program year's meeting discussing more of the budgets and special projects.
- A survey will be sent for CAO/OSO relationships, ideas on improvements, or what has been working.
- CAP sites were discussed.

### SCP Works

#### Program

- Progress on Initiatives and Participation
- Next in-person file review is scheduled for April 3rd and April 4th
- CAO Survey
- Discuss LMC meeting times
- Skyhive, which is an application for helping with resumes and skills to match job and career pathways, currently 227 participants have enrolled and using it.
- Reju app is a human-center-designed app for mental health. There has been an increase in enrollments for that. 330 participants sent a link to enroll, 25 opened the email and 27 onboard onto the app.
- Job Scan focuses on resumes and compares them to positions that participants could possibly be matched with; currently, 7 participants are active.

### Compliance Monitoring Courtney Day & Whitney Matthews

**What counties were monitored and when:** All 8 counties

**All 8 counties: How many files were monitored in each location:** All 8 counties were monitored by Compliance for the November 2023 review which consisted of a total of 27 files.

**Findings:** 3 out of 27 files had discrepancies with the AMR's/EDP's. 4 out of the 27 files have IEP's that need to be updated. All 27 files had section 1 of the family assessment in file. 13 out of the 27 files are/were open in code 33. Out of the files that still have a 33 open, 4 do not have a 01 open. We are seeing some progress with case noting frequency. However, they are still not telling the participants' story and are not very detailed or interactive. There are timesheets in files that have not been entered. We are seeing more interaction regarding resumes and workshops. However, we would like to see this happening in all 8 counties. Reviewing files that have not been interacting and/or completing any hours and discussing them with the CAO should be happening monthly at DST meetings.

**Anything else to add:** The next scheduled compliance review is set for March 4th, 2024, March 5th, 2024, and March 6th.

**Next LMC meetings are scheduled for:**

**Location for all meetings: 100 N. Cameron Street, Harrisburg, PA**

Thursday, April 25, 2024

9:00 am to 10:30 am

Thursday, July 25, 2024

9:00 am to 10:30 am