



**Local Management Committee (LMC) Meeting  
Wednesday, January 8, 2025 – 9:30 AM  
Zoom Videoconference:**

<https://us02web.zoom.us/j/82105671453?pwd=rbH7w3AzrRY6MRkdd17ZBrv9pfey0R.1>

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**MEMBERS PRESENT:** Julie Tkachenko, Michelle Myers, Marlai Paxton, Lance Musser, Jeff Blume, Jodi Dellmuth, Todd Updegraff, Aidel Calaman, Michelle Swenley, Courtney Noss, Amber Schaeffer, Jenay Smith, Mark Dolheimer, Carrie Steber, Karen Bell, Jerrick Ventres, Joe Beeler, Janay White, Tonya Seibert, Aubriana Haldeman, Bridget Guyer, Courtney Day, Whitney Matthews, Judy Santiago, Stephanie Predko, Matt Ross, Saranne Miller, Shauna Ventress, Jerrick Ventress, Nicola Overton

**WELCOME & INTRODUCTION**

Chairperson: Joe Beeler  
Vice Chairperson: Vacant  
Facilitator: Judy Santiago

**BUREAU OF WORKFORCE PARTNERSHIPS AND OPERATIONS (BWPO) UPDATES  
ON LABOR MARKET INFORMATION**

The unemployment information provided below is shared via email before the meeting, allowing for discussion if needed during the meeting. Each community partner has one supervisor present to represent the region at the meeting. Along with Unemployment Compensation (UC) numbers, members are asked to share at least two employers hiring in their county, which pay a self-sustaining wage, for each community partner to take back and share with the team.

**PENNSYLVANIA UNEMPLOYMENT:** 3.4% down from 4.2%

**SOUTH CENTRAL UNEMPLOYMENT:** 3.5% down from 3.8%

**ADAMS COUNTY UNEMPLOYMENT:** 3.5% down from 3.8%

**Employer:** Borough of Gettysburg  
**Job Title:** Laborer-Grounds & Maintenance  
**Wage:** \$19.27/hr.

**Employer:** County of Adams in Gettysburg  
**Job Title:** County Caseworker  
**Wage:** \$21.39/hr.



**Employer:** Packaging Corporation of America Gettysburg  
**Job Title:** Auto Folder Gluer Assistant  
**Wage:** \$23.91/hr.

**Employer:** Sonepar Management (Capital Electric) in Gettysburg  
**Job Title:** \*Counter Sales Rep (*\*Sales experience and/or Electrical Knowledge preferred, but will train the right candidate*)  
**Wage:** Unknown

**Employer:** Performance Food Group in Gettysburg  
**Job Title:** Warehouse Order Selector  
**Wage:** \$23.10/hr.

**CUMBERLAND COUNTY UNEMPLOYMENT: 3.0% down from 3.6%**

**Employer:** American Water Enterprises in Mechanicsburg  
**Job Title:** Maintenance and Relief Operator  
**Wage:** \$42,570/yr.

**Employer:** Central Susquehanna Intermediate Unit in Camp Hill  
**Job Title:** Adoption Network Specialist  
**Wage:** \$20.54/hr.

**Employer:** Cleveland Brothers in Camp Hill  
**Job Title:** Machine Apprentice  
**Wage:** \$18.50/hr.

**Employer:** Farmers & Merchant Trust Co. in Boiling Springs or Carlisle  
**Job Title:** Bank Teller  
**Wage:** \$16.00/hr.

**Employer:** Shaner in Mechanicsburg  
**Job Title:** Front Desk Supervisor  
**Wage:** \$21.00/hr.

**DAUPHIN COUNTY UNEMPLOYMENT: 3.5% down from 4.10%**

**Employer:** Commonwealth of Pennsylvania (134 openings)  
**Job Title:** Positions ranging from entry-level clerk to nursing to engineering  
**Wage:** \$35,000-\$80,000/yr.

**Employer:** Merakey  
**Job Title:** Positions available include CNA, Direct Support staff, and RNs

**Wage:** \$18.00/hr.-\$23.00/hr.

**FRANKLIN COUNTY UNEMPLOYMENT: 2.4%**

**Employer:** Ollie's Bargain Outlet  
**Job Title:** Retail Department Manager  
**Wage:** \$15.50/hr.

**Employer:** Staffmark  
**Job Title:** Warehouse Associate  
**Wage:** \$19.50/hr. - \$20.50/hr.

**JUNIATA COUNTY UNEMPLOYMENT: 4.0% down 4.3%**

**Employer:** Standing Stone Consulting in Mifflintown  
**Job Title:** Armed Security Officer  
**Wage:** \$28.00/hr.

**Employer:** Darling Ingredients in Mifflintown  
**Job Title:** Quality Control or Operator  
**Wage:** \$18.00/hr.

**Employer:** Brookline Healthcare & Rehabilitation Center in Mifflintown  
**Job Title:** Housekeeper/Laundry  
**Wage:** \$14.50/hr.

**Employer:** Vision Government Solutions in Mifflintown  
**Job Title:** Data Collector  
**Wage:** \$17.00/hr. (Full and PT available)

**LEBANON COUNTY UNEMPLOYMENT: No information was provided**

**PERRY COUNTY UNEMPLOYMENT: 3.2% down from 3.7%**

**Employer:** AccentCare in Marysville  
**Job Title:** PRN - Home Health Aide HHA  
**Wage:** \$15.00/hr.

**Employer:** Perry Pallet, Inc. in Millerstown  
**Job Title:** Secretary  
**Wage:** 14.00/hr.

**Employer:** JusticeWorks in New Bloomfield



**Job Title:** Youth Employment Specialist  
**Wage:** \$40,000 to 45,000/yr.

**Employer:** Premier at Perry Village in New Bloomfield  
**Job Title:** Certified Nursing Assistant  
**Wage:** \$20.00/hr. to \$25.00/hr.

**Employer:** Crickside Barns in Loysville  
**Job Title:** Construction Worker and Transporter  
**Wage:** \$18.00/hr. to \$25.00/hr.

**YORK COUNTY UNEMPLOYMENT:** 3.3 % vs. the State at 3.5%

**Employer:** York Hospital (WellSpan Health)  
**Job Title:** Administrative Assistant - Operations  
**Wage:** \$20.00/hr. to \$27.00/hr.

**Employer:** UTZ Quality Foods Inc.  
**Job Title:** Packaging Machine Operator – Weekend Nights  
**Wage:** \$20,000 to \$50,000/yr.

#### **SOUTH CENTRAL REGION - COUNTY ASSISTANCE OFFICE (CAO)**

Each County Assistance Office (CAO) provides Employment & Training (E & T) numbers and additional information about participation numbers, included below:

#### **ADAMS COUNTY ASSISTANCE OFFICE**

**CAO Representative:** Mark Dolheimer

**Cash Applications:** decreased to 93 apps in December, averaging 104/month in 4 of the quarter, which is a 4% decrease.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** These numbers improved each of the three months through November, ranging from 27.3% to 32% full participation with 6 to 8 fully participating TANF adults.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** October started with 560 applications, then decreased in November/December, averaging 492 per month. This is an overall 4% decrease from the prior quarter.

**Income Home Energy Assistance Program (LIHEAP) Numbers:** 1482 apps have been processed and 114 apps are pending as of 1/3/25. This represents 61% of last season's applications. Crisis requests have been steady.

**Staffing Updates:** Adams County hired a new LIHEAP clerk on 11/18/24. Recently, two caseworkers left in September, and one position was replaced in December, and the second replacement caseworker starts 1/13/25.

**More information to share:** The increased TANF participation rate in Adams and Cumberland County Assistance Officer (CAOs) is a big credit to the work done by the TANF staff and RESET contractors; thank you! The recent change to a 20-hour participation requirement for all TANF adults, excluding ETANF with Ops-24-09-02 memo in September, no longer considers household composition or childcare receipt. This appears to impact the Denominator reports, as a state waiver now having adults with children over age 6 who are participating 20, 23, 26, 27 hours, etc., and meeting the PA state requirement but are counted as “not full” on the federal denominator report. In-person Adams CAO client walk-in traffic increased 1% in the 4th quarter, averaging 44 per day and 916 per month.

### CUMBERLAND COUNTY ASSISTANCE OFFICE

**CAO Representative:** Mark Dolheimer

**Cash Applications:** Increased to 354 apps in December, averaging 343 per month in 4th Quarter, with a 6% decrease.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** This number improved each of the three months through November ranging from 21.2% to 23.8% full participation, with 14 to 15 fully participating TANF adults.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** There was an increase in October, with 1672 applications, then this number decreased in November/December, averaging 1521 per month. Which is an overall 3% decrease from the prior quarter.

**Low Income Home Energy Assistance Program (LIHEAP) Numbers:** 3562 applications have been processed, and 321 applications are pending, as of 1/3/25. This represents about 56% of last season’s applications. Crisis requests have been steady.

**Staffing Updates:** Significant Cumberland staffing transition continues. The 9<sup>th</sup> Income Maintenance Caseworker (IMCW) at Cumberland West in Fayette County Assistance Office in Uniontown, PA started on 11/5/24. There will be 3 caseworkers starting locally in Carlisle on 1/27/25, and the office is looking to hire three more caseworkers locally to replace the recent Income Maintenance Caseworkers (IMCW) who left. The Administrative Officer resigned in December and the job posting to refill this position ended on 1/6/24. Cumberland County is hiring a new manager, and the interviews were completed on 1/6/24. This manager is in addition to current manager Ryan Minnich who is based in Adams County, and provides dual coverage. The office is still looking to hire a second LIHEAP clerk, and those interviews were completed on 1/3/25.

**More information to share:** In-person client walk-in traffic decreased by 10% in the 4th quarter, averaging 69 per day and 1431 per month.

### DAUPHIN COUNTY ASSISTANCE OFFICE

**CAO Representative:** Liz Pliszka

**Cash Applications:** Staff currently have 397 applications pending on dashboards, which is about 100 applications higher than normal.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:**

The office continues to see a steady flow of applications for TANF. There has been a struggle to move beyond 10% for full participation rates on the Work Participation Rate (WPR) report. Staff are now using the new report/database the Department has provided for monitoring. That report provides more useful data.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** Staff currently have 1597 applications pending on the dashboard, a slight reduction from the last LMC report. Staff continue to prioritize SNAP and LIHEAP processing.

**Low Income Home Energy Assistance Program (LIHEAP) Numbers:** LIHEAP pre-season is going well so far. As of 1/3/25, 6106 applications have been received this season. That's approximately 58% of the applications that the office normally receives in a season. Staff are receiving assistance in processing from the York LIHEAP processing center and other processing centers as normally done each year. Dauphin CAO staff currently have 420 applications pending on their dashboards. Overtime is being offered again to work on LIHEAP and other related work.

**Staffing Updates:** Interviews for Income Maintenance Caseworker (IMCW) and Clerical in the Harrisburg office. The hope is to fill up to 5 additional positions. The office recently posted for a Clerical Supervisor 2 position after the long-time Supervisor left to work in a different state department. Thus far there has only been 1 applicant, so most likely will be posting broader. There are 17 Caseworker trainees in 3 stages of training, and 5 Clerical Assistants 2's under 6 months of employment. The Johnstown office is at full complement, while the Harrisburg office is experiencing vacancies

**Other information to share:** Walk-in traffic continues to be heavy. There is a continued push to educate the public on the use of MyCOMPASS for reporting changes. It is important that when speaking to participants, to give out reminders of Customer Service Center availability and suggest times to call (avoiding Monday mornings and the day after a holiday if possible). EBT Skimming – as of 12/21/24 the CAO office can no longer replace SNAP benefits lost as a result of Skimming, as the federal spending bill for the budget passed at the end of December did not include a reauthorization of funding for that purpose. The office can only take the participant's report/information and then replace the EBT card. The CAO office will continue to educate the public on card safety and online/APP safety, and customers changing their PIN# when they get a new EBT card. There is continued emphasis to encourage the public to use the state sanctioned APP (ConnectEBT) over other APPs offered in the APP Store. Almost crippling System issues for several weeks has put the office behind with the processing of applications, renewals and other casework. Staff worked overtime one Saturday in December and will work two more Saturdays in January. Overtime is voluntary but it is the hope that quite a few staff will come in to work to get processing caught up now that the system is functioning better.

## FRANKLIN COUNTY ASSISTANCE OFFICE

**CAO Representative:** Joe Beeler

**Cash Applications:** Cash application numbers remain consistent, as does the walk-in traffic.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** These numbers remain consistent as in past months.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** The office is averaging 920 applications a month that have been processed.

**Low Income Home Energy Assistance Program (LIHEAP) Numbers:** 2,971 applications have been processed to date.

**Staffing Updates:** The office is in the process of training a new TANF worker. There has been some turnover within this unit, due to staff being promoted to the Harrisburg office. There are 3 caseworkers in Income Maintenance Standard Training Program (IMSTP), and 3 more will be hired. The start date for these positions will be January 27<sup>th</sup>. The plan is to also hire one more staff member after this date.

## JUNIATA COUNTY ASSISTANCE OFFICE

**CAO Representative:** Lance Musser

**Cash Applications:** Cash application numbers remain consistent with an average of 15 applications per month.

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

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** SNAP applications have decreased over the past month or two. Most recent 30-day period resulted in 73 applications.

**LIHEAP** – Application receipt volume has been consistent with past program years. Juniata County has received 768 applications through 12/27/24 with 2.66% remaining pending.

**Staffing Updates:** Juniata is now fully staffed, with one Income Maintenance Caseworker (IMCW) currently in training.

## LEBANON COUNTY ASSISTANCE OFFICE

**CAO Representative:** Wayne Bonkowski

**Cash Applications:** No change to the volume of TANF applications.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** The work Participation rate has improved from 6.1% in August to 22% in November.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** SNAP applications have declined over the past month.

**Low Income Home Energy Assistance Program (LIHEAP) Numbers:** Received 2,660 applications so far this season. That is slightly lower than this time last season.



**Staffing Updates:** In the final process of hiring a caseworker. Currently interviewing for two clerical positions.

### **PERRY COUNTY ASSISTANCE OFFICE**

**CAO Representative:** Lance Musser

**Cash Applications:** Cash application numbers have increased slightly with past 30 days resulting in 47 applications.

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** Perry's participating clients numbers remains consistent but at a low volume. There has been 4 EARN participants and 1 Work Ready participant. (From November denominator report).

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** SNAP applications have increased over the past month or two. The most recent 30-day period resulted in 170 applications.

**LIHEAP:** Application receipt volume has been consistent with past program years. Perry has received 1054 applications with 6.45% remaining pending.

**Staffing Updates:** A Case Worker Supervisor position is still vacant and will be posted in the upcoming months.

### **YORK COUNTY ASSISTANCE OFFICE**

**CAO Representative:** Jodi Dellmuth

**Cash Applications:** Cash applications are consistent in regards to where they have been in the past several months

**Temporary Assistance for Needy Families (TANF) Participating in E&T Numbers:** The office is currently at 19/8% participation rate for mandatory TANF members, which is a little lower than it has been.

**Supplemental Nutrition Assistance Program (SNAP) Numbers:** applications are consistent in regards to where they have been in the past several months.

**Staffing Updates:** York is finally at full complement, with actually 5 positions over the actual complement. 32 of the caseworkers are in some sort of a training capacity, either in their training program, or just recently graduated from it. These staff members are not yet at their full capacity, but it is the hope that in 2-3 months everybody will be.

**Additional Information:** The office is currently working on getting some of the refugee recipients that were at Catholic Charities of Harrisburg referred to other refugee providers as that provider has closed the end of December.

### **ADDITIONAL PARTNER DISCUSSIONS**

#### **PENNSYLVANIA WORK WEAR (PAWW)**

**Representative:** Marlai Paxton



**Update:** No updates to report.

### **EDUCATION YIELDS SUCCESS (KEYS)**

**Representative:** Nakia Perry

**Updates:** No information provided.

### **EDUCATION LEADING TO EMPLOYMENT AND CAREER TRAINING (ELECT)**

**Representative:** Courtney Noss

**Updates:** The program had a successful holiday event in December for program students and their children. Unfortunately, the team is currently seeing issues with homelessness and students falling behind in their grades, wanting to give up and drop out.

### **COMMUNITY CONNECTIONS FOR CHILDREN (CCC) / EARLY LEARNING RESOURCE CENTER (ELRC)**

**Representative:** Karen Bell

**Waitlists:** As of 12/27/2024 there are no waitlists in the ELRC regions we serve. This may change at any time.

**Any County Issues with Child Care:** Clients and providers are still struggling with space and staffing.

**Additional Updates:** Effective 01/01/2025, there is an increase in the MCCA rates (Maximum Child Care Allowance Daily Rates) for providers.

### **MONITORING FOR EARN/WORK READY SOUTH-CENTRAL REGION – DEPARTMENT OF HUMAN SERVICES (DHS), OFFICE OF INCOME MAINTENANCE BUREAU OF EMPLOYMENT PROGRAMS, DIVISIONS OF CONTRACTED PROGRAMS**

**Representative:** Julie Tkachenko

**Updates:** Pathstone/Work Ready monitoring visit with Lizette is scheduled for January 24<sup>th</sup>. Currently unsure of exactly when the monitoring reports will be ready for distribution to providers.

### **EMPLOYMENT, ADVANCEMENT & RETENTION NETWORK (EARN)**

### **EQUUS WORKFORCE SOLUTIONS**

**Representative:** Tonya Seibert

**Updates:** Program has had a total of 216 enrollments and 50 placements. 32 participants have met the 6-month benchmark. 24 participants have met the 12-month benchmark. 26 participants have received a credential. Of those 26 participants, 18 of them were TANF participants, and 8

were SNAP participants. 2 ITAs are currently in progress. 1 of the 2 participants is a refugee. Currently building a partnership with HACC to provide onsite ESL classes in person at the York Careerlink. Classes are tentatively scheduled to begin on 2/4/25. Vacancies include the need for a Career Advisor in Dauphin County, as well as a Retention Specialist, Development Specialist, Specialist Projects Manager, and a newly vacant facilitator role.

## WORK READY (PATH STONE)

**Representative:** Lizzette Reyes

**Updates:** The total enrollment for the program year thus far has been 36. The current enrollment is 18, with 7 new enrollments. Carry-overs from the previous year is 28, and 19 cases have closed this program year. The participant breakdown is as follows: 9 in employment, 6 in retention, 0 GEDs attained, 4 credentials attained, 2 in case management, and 13 in dual activities (these include life skills and job search/barrier remediation).

The local County Assistance office continues to refer participants to the Work Ready program. From that referral, staff members will contact participants to schedule and conduct the orientation session. After completing the orientation session and assessment requirements, the participant is enrolled in the Work Ready program. There are various services available to the participants of this program: PathStone LCSWs (Licensed Counselor Social Workers) offer all participants free one-on-one counseling services. The Social Worker will also make referrals to other community services that the participant may need. In addition, effective January 6th, the Work Ready Program now offers in-person resume help sessions throughout the week. The schedule is as follows: Monday, Tuesday, Thursday, and Friday, 9:00 a.m. to 2:00 p.m. Wednesdays, 9:00 a.m. to 12:00 p.m. Participants can also attend these sessions virtually if need be.

In-house and Zoom workshops that cover topics such as job readiness, life, and soft skills continue to be provided to participants. Life skills and parenting skills are being presented, and there is a survey that gets presented at the end of each session, however, there is a lack in responses. Staff are brainstorming ways to encourage participation, such as providing some form of incentive for their participation. In addition, workshops have had guest speakers, Coach D and Mike Fazio, in attendance, as an attempt to engage and motivate participants. The Work Ready program continues to provide online training programs such as GED Works, Financial Literacy, Metrix Learning, Customer Service credentialing, Direct Care, and Virtual Reality.

Participants still experience multiple barriers hampering their employability opportunities. These include Child care, with the example that the Harrisburg School District closes every Wednesday at noon, making childcare options challenging to find. "Special Needs" daycare is also hard to find, and weekend childcare options are extremely limited. There are long wait lists for SECTION 8 vouchers and affordable housing. In regards to transportation, the current SPAL Vehicle Purchase amount



of \$1500 is not sufficient for today's economy, in order for participants to have a safe and dependable vehicle to obtain and maintain their employment.

## SCPa WORKS

### PROGRAM

**Representative:** Judy Santiago, Stephanie Predko

**Technical Assistance Sessions:** Continue to be implemented.

**Monthly in-person file reviews:** Continue to take place. Following the reviews, a meeting is scheduled to discuss issues/concerns found in the file review. Discussions are had on how to improve the issues/concerns that were found. The next in-person review will take place on January 16<sup>th</sup>.

**SkyHive:** Rollout 2 for EARN staff in February, 3 sessions (2 virtual and 1 in person).

**VR headsets:** In the next month or two, they will be available to EARN participants for usage.

**Staff Development:** Meeting with Mr. Darrell "Coach D" Andrews to discuss further training focuses for the EARN staff.

Work is being done to provide support to the refugee population by purchasing Translate Live. This is an amazing system that can be used to communicate with individuals who cannot read or write in their home language. This system can be used with various populations to assist with effectively communicating. In addition, training is going to be created for the Equus program about information and progress that the CAO would like to see. These examples include: how to obtain certain documents, childcare and housing, to name a few. It is focused on assisting the participant with becoming a citizen. These updates will be provided during DST meetings.

### BUSINESS SERVICES

**Representative:** Matthew Ross

**Updates:** Summer Earn and Learn Paid Work Technical Assistance was held on December 18<sup>th</sup>. Recording of Technical Assistance was emailed on 1/2/25. Please contact Mathew Ross ([mross@scpaworks.org](mailto:mross@scpaworks.org)) or Nicola Overton ([noverton@scpaworks.org](mailto:noverton@scpaworks.org)) if you would like the recording or have any questions. Paid Work Table of Contents and Work Site eligibility requirements are consistent among programs that leverage paid work. 2 members of the PA Careerlink® Business Services Program have been assigned to the EARN Program – Folsade (Sade) Anderson and Tabitha Petrecz.

### COMPLIANCE MONITORING

**Representative:** Courtney Day and Whitney Matthews

**File Audit:** Monitoring completed in November 2024



**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**

**What counties were monitored:** Adams - 1, Cumberland - 3, Dauphin - 13, Franklin - 2, Juniata - 0, Lebanon - 4, Perry - 1, and York - 8. Total of 32 files.

**Findings:** 1 out of 32 files is missing the customer's signature on the Agreement of Mutual Responsibility (AMR). 20 out of the 32 files have IEP's that need signatures from the participant and/or the staff. All 32 files had section 1 of the family assessment in file. 19 out of the 32 files are/were open in code 33/93. 10 out of the 19 files opened in employment did not have a 01 opened as of the file review. 0 out of the 19 files had an error or issue with the Employment Verification Form (EVF). 4 out of 19 files had data entry errors with their employment hours. Case note frequency and the ability to tell the participant's story are still inconsistent. There are infrequencies with outreach and providing details of what is going on with the case. We are seeing more interaction regarding resumes and workshops. Of the 32 files, there are 14 that are missing the participants' resume. In addition, there is little to no BSR interaction case noted.

**Additional information:** Next monitoring is scheduled to take place in March 2025. If there are any questions for Courtney and Whitney, they can be reached via email at the following email addresses, [cday@scpaworks.org](mailto:cday@scpaworks.org), [wmatthews@scpaworks.org](mailto:wmatthews@scpaworks.org).

**NEXT MEETING:**

**April 9<sup>th</sup>, 2025, at 9:30 – 11 AM**

**Capital Region PA CareerLink®**

**100 N. Cameron Street, Harrisburg, PA 17101**