

# 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 2 9 , 2 0 2 3**



David J. Malone  
*Chair*



**BOARD OF DIRECTORS**

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Chairman and CEO, Gateway Financial

**Acklin, Kevin**  
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Constructors Association of  
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Community College of Allegheny  
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The Forbes Funds

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**Coplan, David A.**  
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Human Services Center Mon Valley

**Dalton, Erin**  
Director  
Allegheny County DHS

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Vice President, Safety,  
Sustainability, and Fleet  
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**Ellsworth, Laura**  
*Partner4Work Vice Chair*  
Partner in-Charge of Global  
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Jones Day

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Representative  
United Steelworkers

**Gonzalez, Gabriella**  
Program Officer  
Richard King Mellon Foundation

**Harris, Carey**  
Chief Executive Officer  
Literacy Pittsburgh

**Holt, Tim**  
Vice President, Human Resources  
UPMC Insurance Services Division

**Houser, Crystal**  
Director, PA Dept. of Labor &  
Industry  
Bureau of Workforce Partnerships  
and Operations

**Huey, Terry**  
Acting Director  
Office of Vocational Rehabilitation

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

**LaVallee, Dan**  
Senior Director, Social Impact  
UPMC Health Plan

**Massaro, Steve**  
*Partner4Work Treasurer*  
President  
Massaro Construction Group

**McEvelly, Katherine**  
US Head of Human Resource, Vice  
President  
Covestro

**McLaughlin, Caitlin**  
Chief People Person  
LaFayette Square

**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

**Rendulic, Mark**  
Market President  
Citizens Bank

**Stewart, Joshua**  
Senior Vice President, Head of  
Talent Acquisition and Outreach  
PNC

**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

**Wheatley, Jake**  
Chief of Staff  
Mayor Ed Gainey

**Partner4Work**  
**Board of Directors' Meeting**  
**8:30-10 a.m. September 29, 2023**

Via Zoom: <https://us02web.zoom.us/j/83490066088?pwd=cnlCNU94Y1g2UEVUV0I5TG5MQ2lmQT09>

1. **Welcome and roll call**

*David Malone, Chair*

2. **General Business – Consent Agenda**

**ACTION:**

- **Accept** Minutes from June 30, 2023, Board meeting
- **Accept** Minutes from the Sept. 15, 2023, Executive Session of the Executive Committee
- **Accept** all funds since the last Board meeting
  - \$3.75 million from the Department of Labor for worker-centered sector-strategy training programs for infrastructure-related jobs
  - \$500,000 from the Appalachian Regional Commission for SWPA efforts to support individuals recovering from substance use disorder
  - \$645,788 from the Allegheny County Department of Human Services for the Choice Neighborhood Initiative
  - As much as \$150,000 from DHS for job placement assistance
  - \$2,500 from Sustainable Pittsburgh

○ **Approve** contracts

**TANF Youth**

Auberle	\$100,000
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**Pittsburgh Re-Entry Career Services**

Dynamic Workforce Solutions	\$299,865
Center for Employment Opportunities	\$200,000
Operation Better Block	\$27,500

**Clean Energy**

Dynamic Workforce Solutions	\$50,000
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**BankWork\$**

Penn State	\$15,000
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**Development of Career Ready Allegheny County**

QNTM Marketing	\$45,900
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**Learn & Earn Addenda**

Equus	\$25,290
Youth Enrichment Services	\$36,530
Homewood Children's Village	\$2,810
Dynamic Workforce Solutions	\$2,810
Phase 4 Learning Center, Inc.	\$47,770
Neighborhood Learning Alliance	\$39,240
Student Conservation Association	\$8,430

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Community Empowerment Association \$14,240

## Title I Addenda

Grant Associates \$37,290

### Approve: New and revised policies

- Program Income
- Build Back Better SWPA Training Policy
- Reentry Rental Assistance Policy
- EARN/ Work Ready Incentive Policy
- EARN/ Work Ready OJT
- WIOA/TANF Youth Eligibility Policy
- Customized Job Training Policy
- Incumbent Worker Training Policy
- TANF YDP Policy Guide
- WIOA Youth Policy Guide
- WIOA Adult/Dislocated Worker Policy Guide

3. **White House Workforce Hub Discussion**

*Nikkilia E. Lu, Chief of Staff  
Women's Bureau, U.S. Department of Labor*

4. **Literacy Pittsburgh presentation to P4W**

*Carey Harris, CEO*

5. **CEO's report and discussion**

*Rob Cherry*

6. **Other Business**

7. **Open Forum and Public Comment**

*Speakers are limited to three (3) minutes*

8. **Adjournment**

**Minutes of Partner4Work Board of Directors' Meeting**

8:30 a.m. June 30, 2023

VIA ZOOM

**Board Members Present**

Allen, Will  
Barcaskey, Rich  
Bullock, Dr. Quintin  
Caplan, Debra  
Coplan, Dave  
Dalton, Erin  
Dozier, Clarence  
Ellsworth, Laura  
Gittlen, Ike  
Harris, Carey  
Holt, Tim  
Malone, David  
Massaro, Steve  
McEvelly, Katherine  
McLaughlin, Cat  
Pipitone, Scott  
Washington, Dr. Nancy  
Williamson, Sam  
Wheatley, Jake

**Board Members Absent**

Acklin, Kevin  
Casoli, Rich  
Gonzalez, Gaby  
Huey, Terry  
Kelly, Darrin  
Malone, David  
Melcher, Tom  
Mendoza, Brandon  
Nobers, Jeff  
Rendulic, Mark  
Stewart, Joshua  
Thomas, John  
Topoleski, Linda

**Guests Present**

Benavides, Lisa Marie (Equus)  
Dick, Jeff (L&I)  
Handlovitch, Melissa (L&I)  
Higgins, Kiara (Dynamic Workforce Solutions)  
Lampman, Chester (Labor & Industry)  
Leisten, Terri (Dynamic Workforce Solutions)  
Morrow, Leo (L&I)  
Nestor, Jennifer (L&I)  
Sostek, Karen (Dynamic)  
Terry, Andrew (Dynamic)

**Staff Present**

Cherry, Rob  
Kramer, Kristin  
Moore, Dillon  
Pajewski, Jennifer  
Puskar, Susie  
Smith, Andy  
Wesley, Dr. Carl

**Board Meeting Minutes (a full recording is available at <https://youtu.be/TF-lor12R44?si=DRf-bug36h32WMBh>)**

Vice Chair Ellsworth called the meeting to order at 8:36 a.m., announced a quorum present.

- Staff, board members, and guests were asked to acknowledge their participation in the chat feature.
- A link to the agenda was posted in the chat.

**CONSENT AGENDA**

**No one wished to discuss any item in more detail for separate treatment.**

- **Accept** Minutes from March 31, 2023, Board meeting
- **Accept** Minutes from March 24, 2023, Executive Committee meeting
- **Accept** Minutes from the May 15, 2023, Executive Session of the Executive Committee
- **Acknowledge** the e-vote on May 16, 2023, to select Maher Duessel for auditing services. The Executive Committee unanimously approved the selection of Maher Duessel for auditing services. There were no objections or abstentions.
- **Accept** all funds since the last Board meeting
  - \$25,000 from the Taco Bell Foundation to support Learn & Earn
  - \$1 million from the Hillman Foundation to support varies P4W programs and initiatives
  - \$125,000 from JP Morgan Chase to support Learn & Earn
  - \$800,000 from Labor & Industry to support Youth Re-Entry efforts

- **Approve** contracts

**Learn & Earn**

Garfield Jubilee Association	\$84,300
Phase 4 Learning Center, Inc - Corp	\$185,386
Auberle	\$252,900
Goodwill of Southwestern PA	\$393,400
Bloomfield-Garfield Corporation	\$252,900
Brookline Teen Outreach	\$56,200
CISPAC	\$112,400
Dynamic Workforce Solutions	\$112,400
Jewish Family & Community Services	\$112,400
Main ST	\$56,200
Latino Community Center	\$56,200
Legacy Arts Project	\$126,450
Equus Workforce Solutions	\$154,550
Boys & Girls Club of Western PA	\$196,700
The Center that CARES	\$98,350
Community Empowerment Association	\$84,300
Homewood Children's Village	\$337,200
Neighborhood Learning Alliance	\$281,000
Pittsburgh Public Schools	\$70,250
Student Conservation Association	\$140,500
Youth Enrichment Services	\$281,000

**Youth Services/ Software Development**

Homewood Childrens Village	\$49,200
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<b>Transportation Industry Partnership</b>	
Rosedale Technical College	\$42,000
<b>Technology Industry Partnership</b>	
Washington Technology Industry Association	\$40,000
<b>Manufacturing Industry Partnership</b>	
Steelworkers Charitable & Educational Organization	\$175,000
Keystone Research Center	\$25,000
<b>Industry Partnerships</b>	
Keep it Simple	\$80,000
Keep the Change Consulting	\$30,000
<b>Clean Energy</b>	
Dynamic Workforce Solutions	\$15,000
<b>Early Childhood Education</b>	
Community College of Allegheny County	\$1,866
<b>CareerLink Simulation</b>	
Reentry Jewel LLC	\$20,000
<b>EARN and WorkReady addenda</b>	
Travelers Aid Society of Pittsburgh	\$80,000
<b>Title I Adult and Dislocated Worker Services</b>	
Dynamic Workforce Solutions	\$2,800,000
<b>One-Stop Operator</b>	
Equus Workforce Solutions	\$599,618
<b>Dislocated Worker</b>	
Jewish Family and Community Services	\$120,000
<b>WIOA Adult</b>	
Goodwill of Southwestern PA	\$350,000
<b>Industry Recognized Training Programs</b>	
Pittsburgh A. Philip Randolph Institute	\$125,350
Swanco, Inc. dba All-State Career School	\$150,000
Builders Guild of Western PA	\$256,080
Community Kitchen Pittsburgh	\$100,000
FortyX80, Inc.	\$150,000
Per Scholas, Inc.	\$100,000
Tech Elevator, Inc.	\$100,750
UPMC Center for High-Value Health Care	\$305,500

**EARN**

DB Grant Associates, Inc.	\$1,700,000
Educational Data Systems, Inc.	\$1,500,000
Goodwill of Southwestern PA	\$550,000
Literacy Pittsburgh	\$40,000
Travelers Aid Society	\$385,000

**WorkReady**

DB Grant Associates, Inc.	\$400,000
Educational Data Systems, Inc.	\$735,582
Goodwill of Southwestern PA	\$150,000
Literacy Pittsburgh	\$40,000
Travelers Aid Society	\$135,000

**WIOA Youth**

Auberle	\$640,000
Goodwill of Southwestern PA	\$276,000
Phase 4 Learning Center, Inc.	\$1,700,000
Pittsburgh Public Schools	\$184,000
Trade Institute of Pittsburgh	\$400,000

**TANF Youth**

Boys & Girls Club of Southwestern PA	\$150,000
Bloomfield-Garfield Corporation	\$169,000
Community Empowerment Association, Inc.	\$80,000
City Charter High School	\$62,000
Crossroads Foundation	\$80,000
Human Services Center Mon Valley	\$544,000
Jewish Family & Community Services	\$80,000
Latino Community Center	\$80,000
Neighborhood Learning Alliance	\$250,000
Assemble, Inc.	\$60,000
Three Rivers Youth	\$75,000
Youth Enrichment Services	\$270,000

**There were no objections. Bullock, Caplan, Coplan, Harris, and Holt abstained from the contract awards. The consent agenda was approved as presented.**

**Audit and Finance**

CFO Kristin Kramer presented the \$30 million 2023-2024 budget, a \$4 million increase from the 2022-2023 budget. She reviewed the WIOA, TANF, priority populations, IP funding, and other funding sources, the dashboard, and other materials presented in the Briefing Book.

**On a motion by Tim Holt, seconded by Erin Dalton, the 2023-2024 budget was approved as presented. There were no objections or abstentions.**

**Learn & Earn and Youth Advisory**

Chair Deb Caplan presented the following:

- A 3-year Learn & Earn MOU has been executed.
- Enrollment goals for the corporate program have been met.
- A total of 3,797 applications were received as of the application close date. Of them, 1,751 are eligible for the general program, which surpasses the eligible total from last year. More than 1,400 young people were placed into jobs, 169 individuals are on the wait list, and another 281 applications are under review.
- Taco Bell Foundation awarded P4W \$25,000 from the Taco Bell Foundation to support Learn & Earn. These funds will be used to support a “supreme dream job” video competition with this year’s interns.

#### **Youth programs**

- The adult and youth program teams executed the first ever Connect4Work summit to highlight the strengths of our youth, adult, and priority population providers and to foster intentional collaboration throughout the network of providers.
- Some of the topics presented included PA CareerLink 101, a labor market presentation, 14 elements of WIOA programs, effective employer engagement, and training and credentialing.
- More than 115 people attended the two-day event at the Energy Innovation Center and all feedback received was very positive.

#### **Labor Market Presentation**

Chief Policy and Research Officer Susie Puskar provided the following presentation:

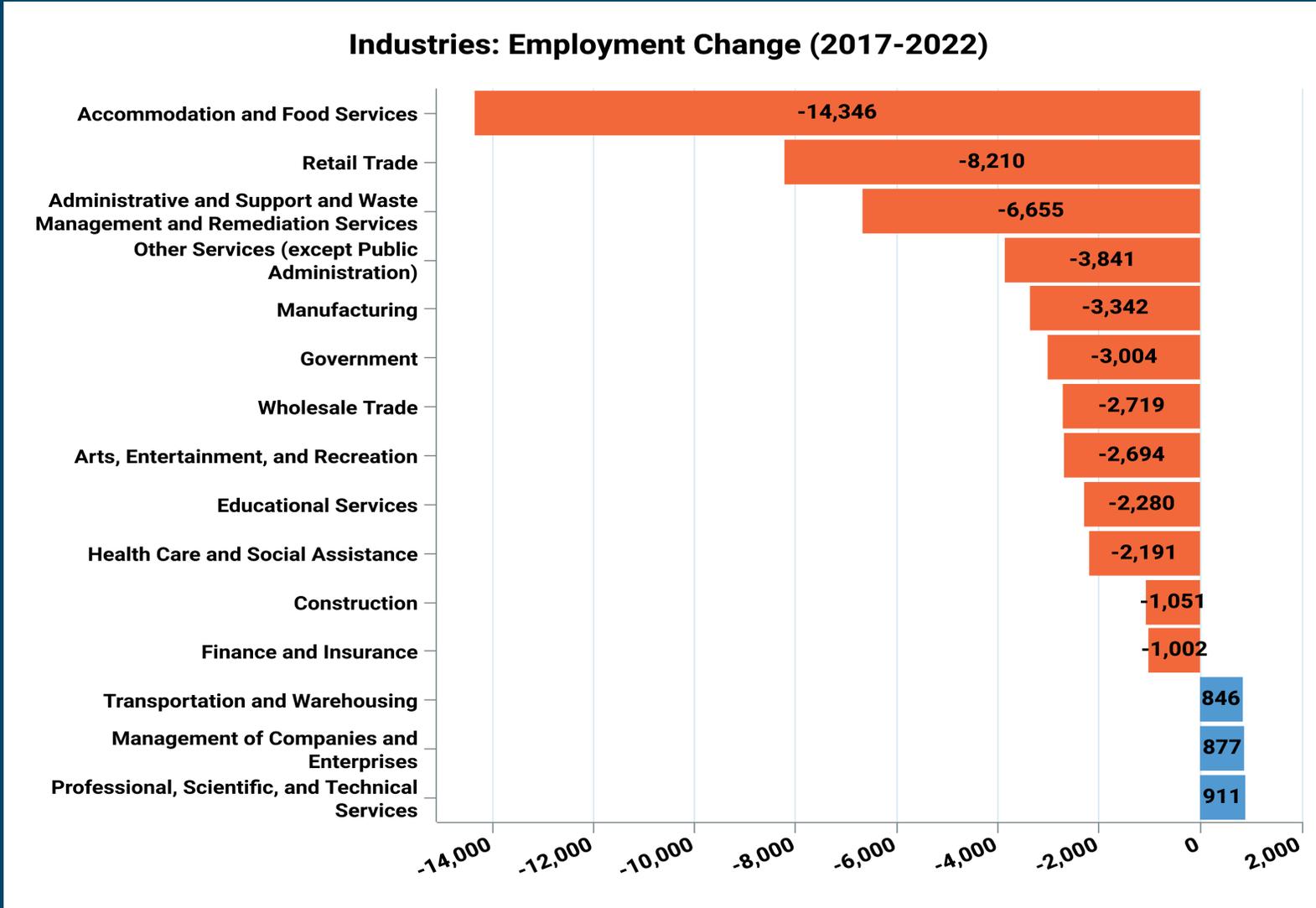
# Policy and Research Team

## June 2023

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Susie Puskar

# 2017-2022 Jobs Lost in Allegheny County - Industries



**-50,463**

Decrease in Allegheny County Employment (2017-2022)

**-7%**

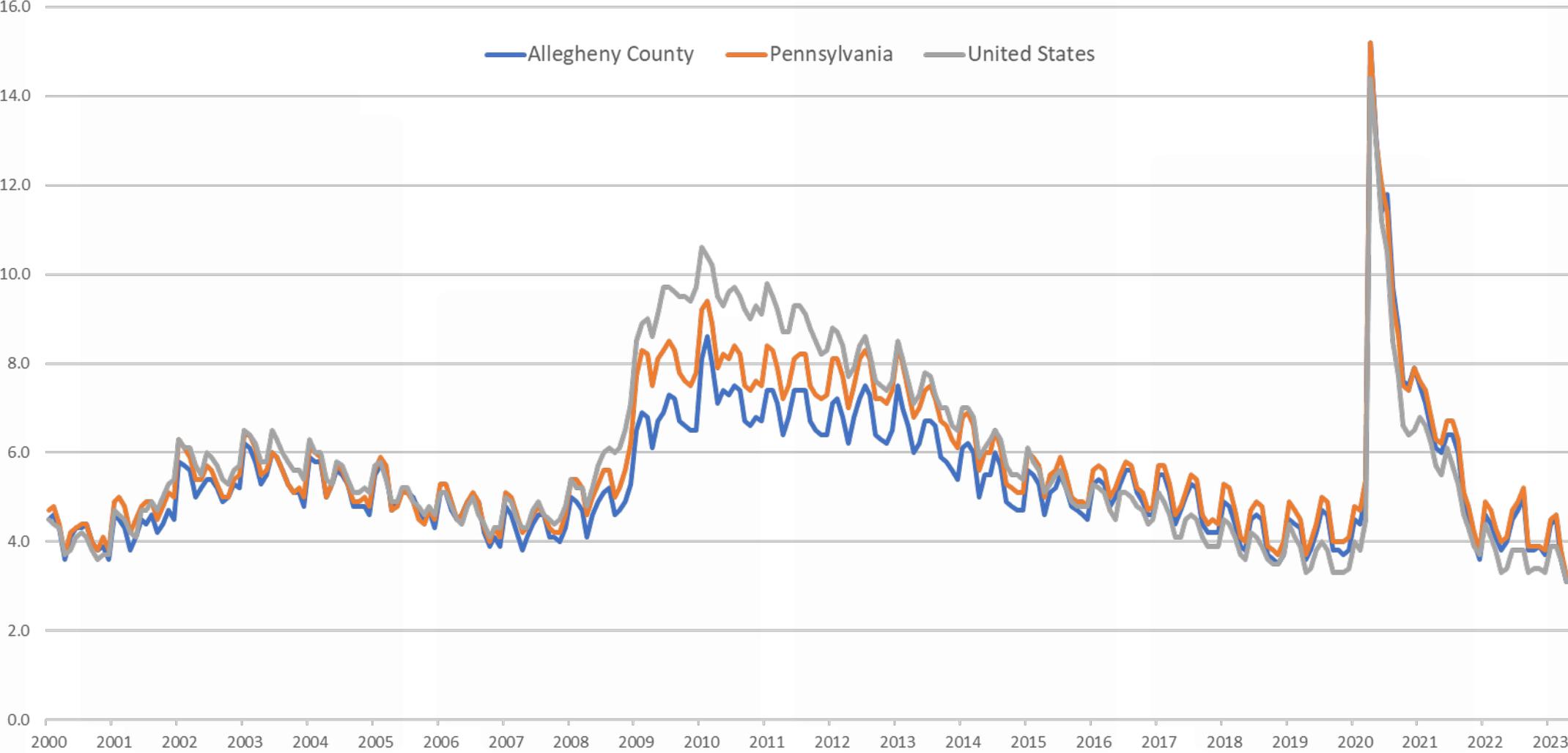
Percentage Decrease in Allegheny County Employment (2017-2022)

# Covid losses exacerbated decline

Description	2017 Jobs	2018 Jobs	2019 Jobs	2020 Jobs	2021 Jobs	2022 Jobs
Agriculture, Forestry, Fishing and Hunting	11.1%	7.3%	-2.1%	1.4%	73.1%	11.3%
Mining, Quarrying, and Oil and Gas Extraction	2.1%	5.3%	-3.7%	-29.4%	-18.6%	-9.2%
Utilities	3.1%	1.5%	-9.0%	2.5%	5.1%	1.4%
Construction	0.8%	1.4%	3.4%	-10.8%	4.5%	-1.2%
Manufacturing	2.0%	2.1%	-1.3%	-8.5%	-0.5%	-1.2%
Wholesale Trade	-2.5%	-2.4%	-2.5%	-7.0%	0.7%	-3.0%
Retail Trade	0.0%	-1.8%	-2.1%	-8.6%	3.2%	-2.3%
Transportation and Warehousing	4.2%	3.6%	0.4%	-6.0%	6.6%	0.1%
Information	1.3%	1.2%	0.2%	-9.3%	-1.9%	-1.8%
Finance and Insurance	3.8%	1.4%	2.0%	-1.2%	-3.9%	-0.3%
Real Estate and Rental and Leasing	-0.3%	2.8%	1.1%	-4.7%	4.4%	0.1%
Professional, Scientific, and Technical Services	-3.3%	-0.8%	1.5%	0.4%	-0.5%	0.8%
Management of Companies and Enterprises	-2.7%	0.3%	-2.2%	-13.9%	20.7%	1.2%
Administrative and Support and Waste Management Services	1.0%	-2.8%	-1.5%	-12.8%	0.4%	-3.0%
Educational Services	-0.1%	-2.9%	4.0%	-4.1%	-1.3%	0.4%
Health Care and Social Assistance	3.2%	4.6%	1.6%	-1.9%	-6.4%	0.7%
Arts, Entertainment, and Recreation	0.8%	0.8%	2.6%	-31.7%	15.7%	-0.6%
Accommodation and Food Services	2.2%	0.6%	0.3%	-30.2%	12.2%	-3.4%
Other Services (except Public Administration)	-2.0%	1.4%	-0.2%	-12.6%	2.1%	-1.5%
Government	-0.1%	-0.4%	0.0%	-2.7%	-0.7%	-0.7%
<b>TOTAL</b>	<b>0.7%</b>	<b>0.7%</b>	<b>0.5%</b>	<b>-8.0%</b>	<b>0.7%</b>	<b>-0.7%</b>

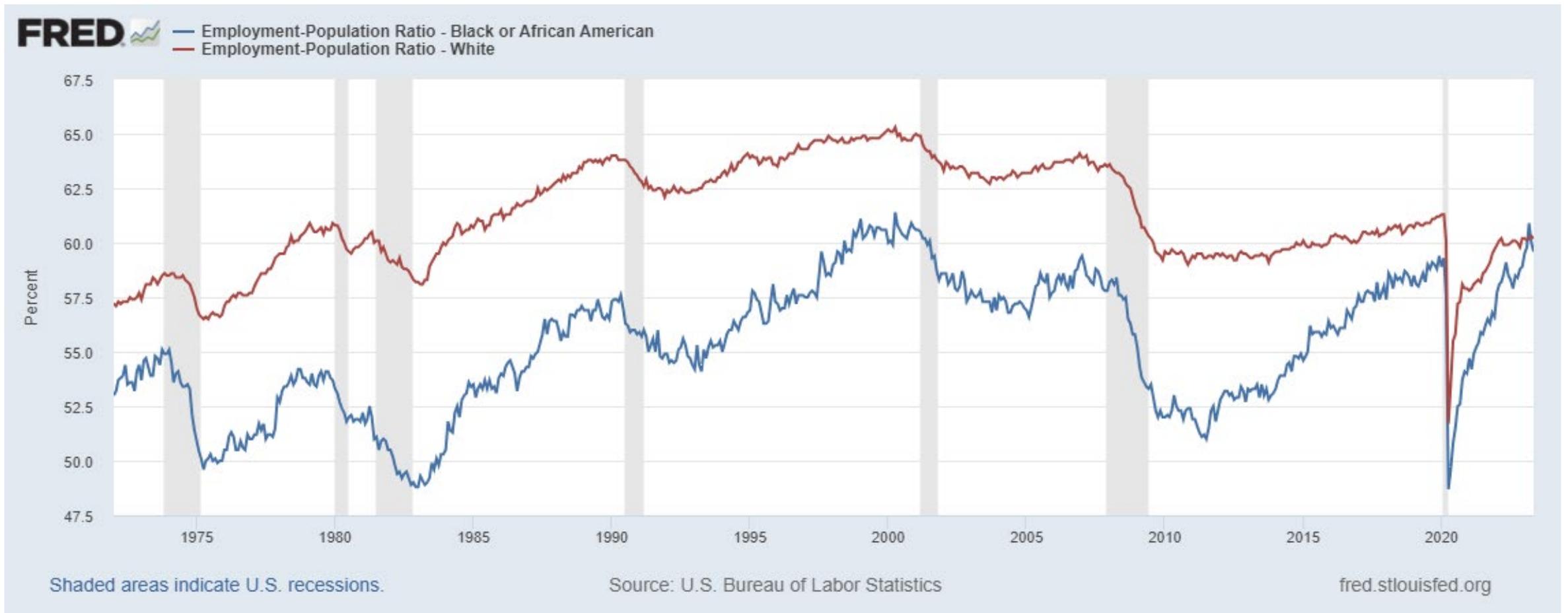
# Unemployment Rate--Allegheny County, Pennsylvania, United States

January 2000-April 2023



Source: Bureau of Labor Statistics,

# Employment to population ratio— United States



# Allegheny County Population by age cluster

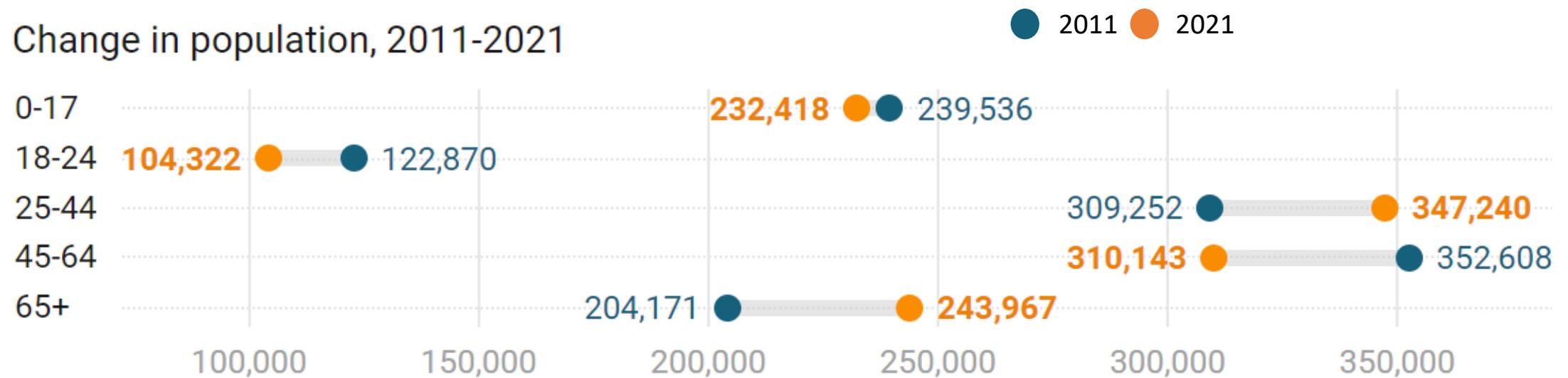
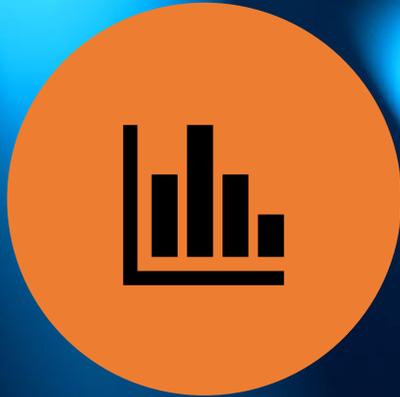


Chart: Partner4Work • Source: [US Census Bureau](#) • [Get the data](#) • Created with [Datawrapper](#)



# Policy and Research Department April 2022-present



POLICY AND DATA

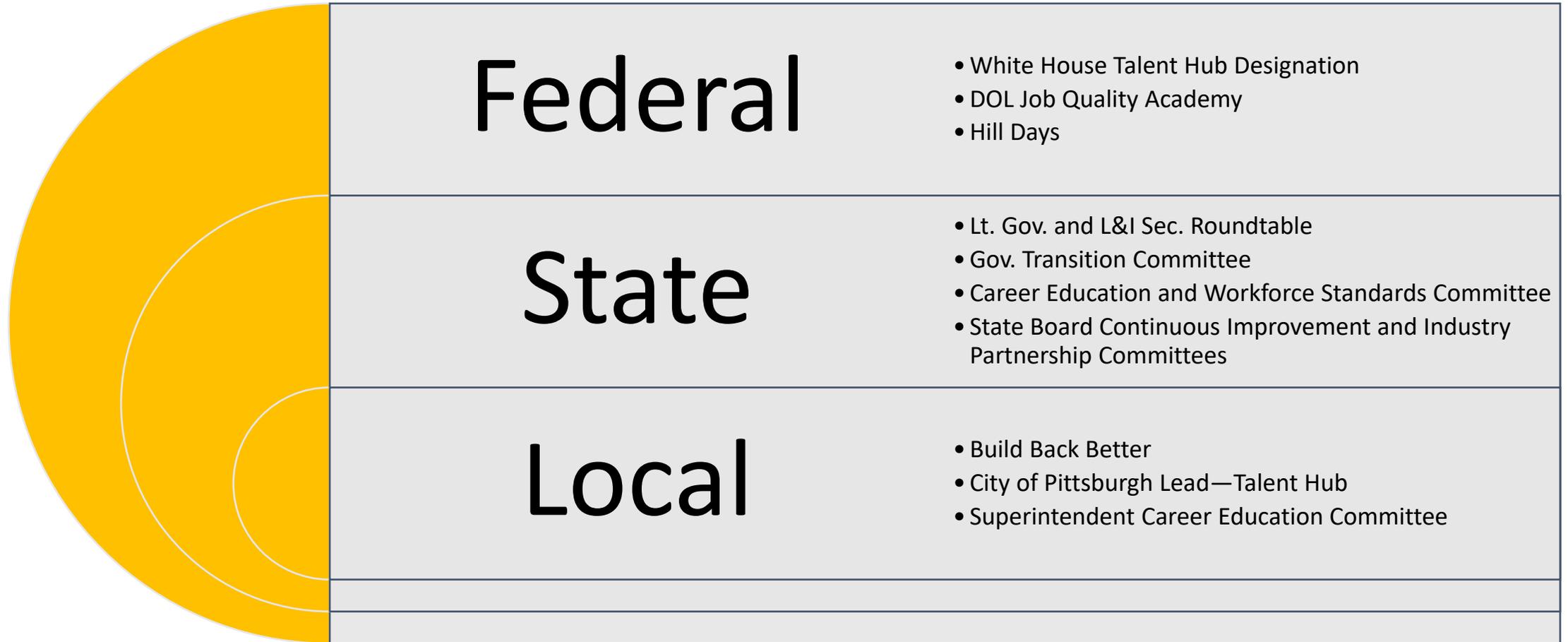


INDUSTRY PARTNERSHIPS



PMO

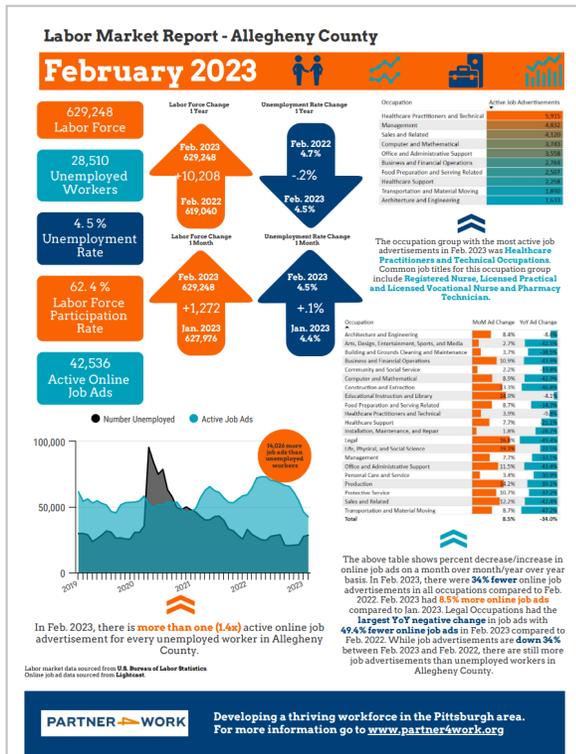
# Increasing spheres of influence:



# Policy work--Vote

Motion to approve the Three Rivers Workforce Development Area local workforce development plan modification for 2023-2025 and the Southwest PA Regional workforce development plan modification for 2023-2025.

# Improved research products



### The Case for Career Plans

7 out of ten Allegheny County high school students need a career plan that doesn't rely on a bachelor's degree.

**91% of Allegheny County students graduate from high school on time.**

**67% of those who graduate on time enroll in a 2- or 4-year post-secondary institution.**

**40% of those who enroll in a 4 year post-secondary institution do not finish their degree.**

PA Department of Education, 2022

In the next 10 years, **60% of the jobs in Allegheny County** will require more than a high school diploma.

Growth occupations needing more than a HS diploma but less than a four year degree include:

- Medical Assistants
- Clean Energy Techs
- Software Developers
- Diesel Engine Specialists
- Skilled Trades
- Physical and Occupational Therapy Assistants

To be equipped with the skills to succeed in college, career, and life, graduates need to learn:

- To be life-long learners
- Digital Fluency
- Career Planning
- Microsoft Suite
- Self Motivation
- Team Work

**PARTNER 4 WORK** Developing a thriving workforce in the Pittsburgh area. For more information go to: [www.partner4work.org](http://www.partner4work.org) September 2022

### Installation, Maintenance, and Repair

Opportunities in Allegheny County - 2023

**20,517**  
People employed in the field

**3.2%**  
Share of total jobs in Allegheny County

**\$50,298**  
Median Annual Wage

**RIASEC**

Role	Number of Jobs	Starting Wage*	Median Annual Wage	Education Required
Industrial Machinery Mechanics	1,308	\$39,340	\$62,020	High School diploma
Aircraft Mechanics and Service Technicians	482	\$37,740	\$61,640	Certification or Associate's degree
Security and Fire Alarms Systems Installers	404	\$36,090	\$47,010	Bachelor's degree
Medical Equipment Repairers	164	\$32,885	\$50,550	High School diploma
Home Appliance Repairers	126	\$30,880	\$39,245	High School diploma
Riggers	64	\$29,905	\$42,635	High School diploma
Locksmiths and Safe Repairers	54	\$30,475	\$47,430	High School diploma
Avionics Technicians	46	\$28,000	\$57,700	High School diploma
Rail Car Repairers	30	\$34,350	\$49,740	High School diploma

Source: Lightcast  
\*Starting wage is the 10th percentile wage for all employed in occupation

### I Key Skills

Installation, Maintenance, and Repair occupations look for key skills such as **appliance repair, machinery, and preventative maintenance**.

It is also important for workers in these careers to be **problem solvers** and have good **customer service skills**. It's also highly desired for workers to be **detailed orientated** and **communicative**.

### Dee's Story

After a three-year absence from the workforce, Dee was looking for a re-entry opportunity. Dee had some physical limitations that needed to be taken into consideration. Dee leveraged his years of experience as a forklift operator and his successful completion of a paid six-week Forklift Operator training to secure a position as a Utility II Forklift Operator with Goodwill.

### How do I start?

Get experience:

- Learn & Earn
- Year-round youth programs

Get Training:

- Rosedale Tech
- Career and Tech

Get a job:

- PA CareerLink® Pittsburgh, proud partner of the AmericanJobCenter network

**PARTNER 4 WORK** Developing a thriving workforce in the Pittsburgh area. For more information go to [www.partner4work.org](http://www.partner4work.org) January 2023

# Building Industry-led Solutions



## Construction

Builder's Guild cohort  
at PIT

Clean Energy



## Financial Services

New Bankwork\$  
location

Employee Resource  
Groups

DEIA strategies



## Healthcare

CNA and FMT  
Apprenticeship

PCT Academy

MA Pipeline

Career and Tech  
Activation



## Information Technology

Apprenti—  
Cybersecurity and  
Software Analyst

Per Scholas

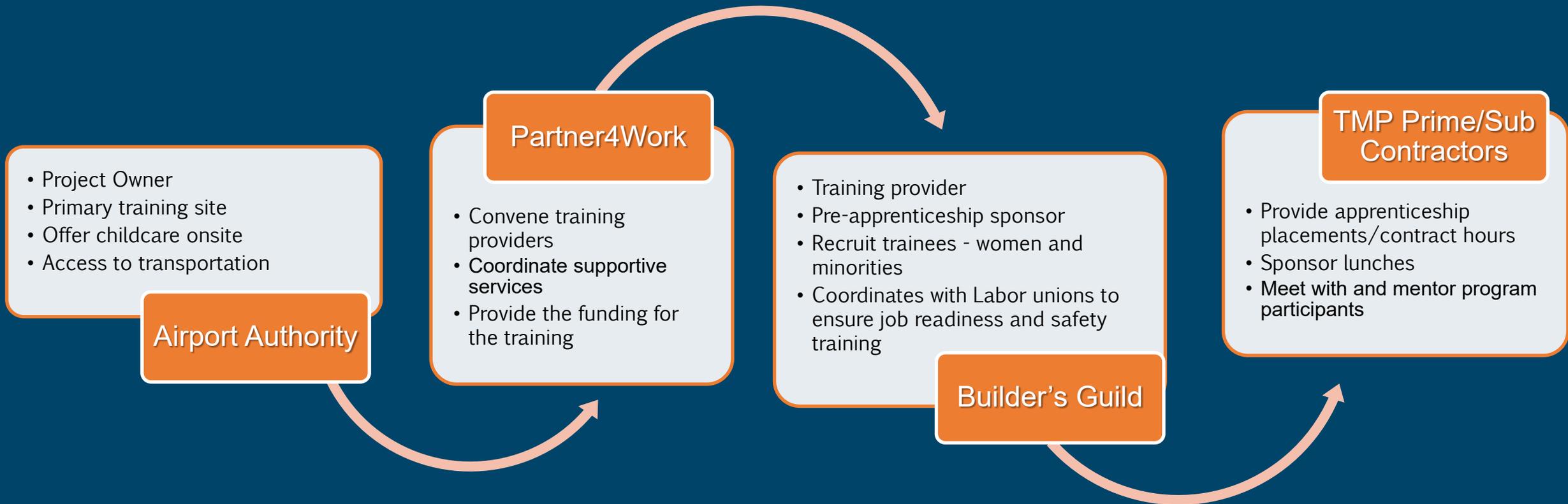
Pre-apprenticeship  
pathways



## Manufacturing

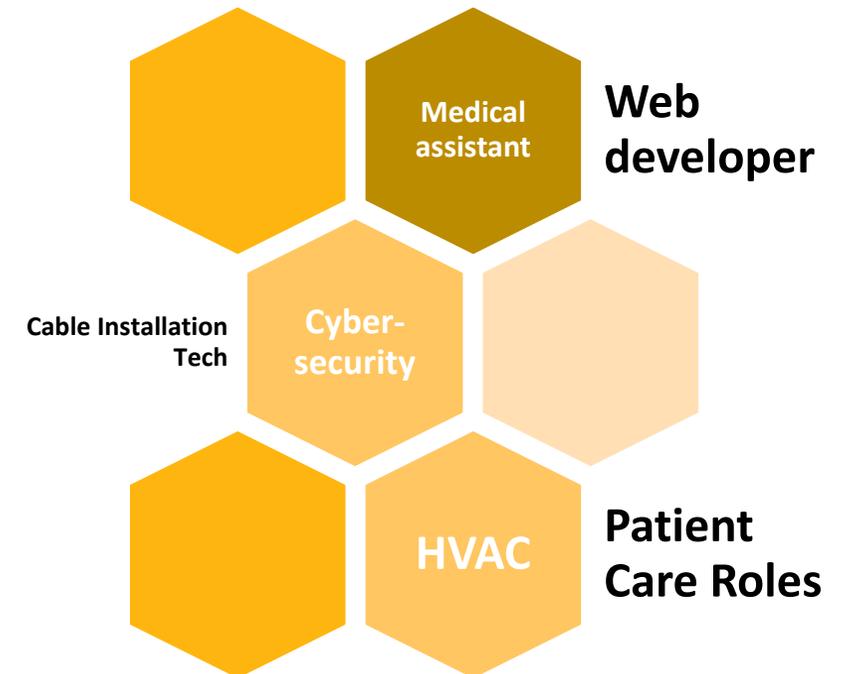
Build Back Better  
USW

# PIT2Work—delivering prepared, diverse candidates for apprenticeship spots at the Pittsburgh Airport



# Industry-led training

- Apprenticeships
  - Two new tech registered apprenticeships
  - Three new healthcare registered apprenticeships
  - Five more healthcare, two more tech, two clean energy registered apprenticeships in development
- Work-based training increases:
  - 587% increase in work-based training participants
  - 302% increase in work-based training funding
  - 137% increase in employers participating in work-based training



# Job Quality Resources

**PARTNER WORK**

## Family Supportive Workplaces

Parents and caregivers are a critical part of the labor force. Employers with family supportive work cultures are not only better able to recruit and retain diverse talent, they stand to gain significant advantages in positive branding and overall workforce retention, productivity, and growth.

**Here are some ways that your organization can create a family supportive work environment.**

**GET STARTED**

### Share family-supportive policies and resources

- Highlight resources and policies when presenting job offers, during the onboarding process, and in all-staff communications like monthly newsletters.
- Create a supplemental section in the Employee Handbook, internal website, and other HR tools where both internal and external family supportive resources are listed together.
- Promote resources early and often to build awareness and connect employees to support as their circumstances change.
- Train managers and mentors to connect employees to support resources at critical times.

### Provide safety and support for employees who are pregnant or nursing

**For employees who are pregnant:**

- Provide space and time for employees to rest from standing.
- Offer lateral position moves that allow for necessary accommodations.
- Expand bereavement leave to include pregnancy loss.

**For employees who are nursing:**

- Designate a quiet, private room that nursing employees can use to express milk. Make the room comfortable and inviting.
- Ensure milk can be safely refrigerated and stored.
- Offer breastmilk shipping, lactation support, and other related benefits through a service provider.

### Update hiring policies and practices

**Make it easier to coordinate child care.**

- Offer virtual interviews, even for in-person positions.
- Ensure that all interviews start and end on-time.
- Schedule interviews a week or more in advance and offer a variety of date and time options.

### Increase equity through best practices.

- Remove explicit and implicit penalties for lapses in work history.
- Remove salary history questions.
- Provide a listed salary range.
- Actively recruit job seekers from public workforce programs.

**PARTNER4WORK.org** info@partner4work.org | 412-552-7090



**The Child Care and Family Resource List, found on the Partner4Work website, provides a short list of local support resources that can be shared with employees.**

**Avoid asking or making assumptions about an employee's parental status. Instead, promote policies, practices, and resources widely to all staff.**

**PARTNER WORK**

## Recovery Friendly Workplaces

Employers who adopt Recovery Friendly Workplace practices can make a difference in the lives of their workers while decreasing costs associated with turnover, absenteeism, loss of productivity, and healthcare expenditures. Substance use disorder is a treatable disease and people in recovery are assets to the workforce.

**Here are some ways that your organization can create a recovery friendly work environment.**

**GET STARTED**

### Connect employees to resources that support recovery

- Identify your organization's existing benefits related to recovery. Pull them all together in one list, along with external resources like the Recovery Resource List.
- Promote resources early and often to build awareness and connect employees to support as their circumstances change.
- Create a recovery-specific section in the Employee Handbook, internal website, and other HR tools.
- Train managers and mentors to connect employees to support resources at critical times.
- Offer and promote an Employee Assistance Program or a healthcare point of contact who can confidentially guide employees to resources and provide referrals.

### Create a recovery friendly workplace culture

- Use person-centered language when discussing SUD. A helpful flyer can be found on Partner4Work's website.
- Celebrate National Recovery Month in September.
- Promote a message of hope in recovery.
- Offer a variety of appealing non-alcoholic options at company-wide events.
- Encourage healthy after-hour activities in addition to or in lieu of happy hour.
- Offer health and wellness programs and actively encourage awareness and use.
- Commit to adopting supportive job practices and identify your organization as a Recovery Friendly Employer both internally and publicly.

**The best approach is to promote resources with all staff and create judgment-free opportunities for employees to discuss their challenges and seek support.**

**The Recovery Resource List, found on the Partner4Work website, provides a short list of local support resources that can be shared with employees.**



**PARTNER WORK**

## Reentry Supportive Workplaces

On average, 1 in 4 Americans possess a criminal record and this untapped talent pool is often overlooked by employers. Individuals with criminal records experience a higher rate of unemployment than the general public and 75% of formerly incarcerated jobseekers are still unemployed a year after being released from prison or jail. Employers that create reentry supportive workplaces see the positive impact that justice-involved employees bring to their businesses. Research shows that reentrants are more productive, loyal to their employers, and bring new talent into the workplace.

**Here are some ways that your organization can support reentry.**

**GET STARTED**

### Adopt Fair Chance Hiring best practices.

- Train HR employees on federal, state, and local hiring legislation, including any regulations specific to the industry your business operates in.
- Discuss qualifications first. Avoid excluding candidates based on stereotypes and assumptions.
- Make sure that HR employees or hiring managers understand how to read a Pennsylvania criminal record. If using a consumer reporting agency, make sure their methods align with fair chance hiring practices and law.
- Only consider charges that are relevant to the job posting and review the time that has passed since the conviction.
- Allow and encourage candidates to discuss the findings of the background check before making final decisions - context is important.
- Review all signs and evidence of rehabilitation - give candidates the opportunity to present evidence and experience.
- Research! Encourage hiring professionals to do their own research on fair chance hiring practices as recommendations evolve and change.

**Employees who were formerly incarcerated were found to be 1 to 1.5% more productive than other workers, according to Evolve.**

**People who have been formerly incarcerated or have a record have their job callback rate reduced by at least 50% when scanning for a criminal history is involved in the initial hiring process. This initial screening is harmful both to the applicant and to the business.**



# Foundation: Project Management Office

- Launch/SOP guides for apprenticeship, work-based learning, internships in development.
- Building org-wide KPIs for strategic plan

Project/PM	Grant Amount	Grant Remaining	Obligated	NOO End	Grant End
<b>Clean Energy</b> Bonny Yeager	<b>\$582,500</b>				6/30/25
L&I Clean Energy 095-21-1035	\$500,000	\$428,782.72	\$130,830.00		
Formula Funding	\$82,500	\$82,500	N/A		
<b>Progress this Month</b>	<ul style="list-style-type: none"> <li>- 6 employers have been enrolled and have completed Needs Assessment, Service Model, and drafted Employer Plan</li> <li>- First Employer Professional Development and Networking Day was hosted at the EIC. All 6 employers attended in-person. Full agenda <a href="#">HERE</a>. Feedback survey was overwhelmingly positive.</li> <li>- Career.Place provided the first DEI Recruitment &amp; Onboarding training during PD day. The employers were very receptive and there was robust discussion.</li> <li>- Groundwork is being laid for a local Solar RA.</li> <li>- Clarity has been secured with all project stakeholders regarding roles and responsibilities.</li> <li>- Determined process for connecting employers, when appropriate, to youth programs.</li> <li>- Edgar/Bonny met with L&amp;I for year 1 review meeting.</li> </ul>				
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Complete social media spotlight for PD Day, using it as a way to recruit additional employers</li> <li>- PghG connects remaining Cohort 1 employers to PACL</li> <li>- PACL/Adult Team works through work based training requests for Cohort 1 employers and supports SkillUp implementation</li> <li>- Bonny moves forward with job quality engagement w/ Cohort 1 employers</li> <li>- PghG begins recruiting for Cohort 2</li> <li>- Complete contract extension for PACL</li> </ul>				
<b>Challenges/ Highlights</b>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>- Most processes are in-place at this point. We will fine-tune as we learn lessons from Cohort 1 engagement.</li> </ul> <p>Challenges:</p> <ul style="list-style-type: none"> <li>- Employers have been very interested in accessing training dollars. There may be challenges managing this so that employers brought on toward the end of the grant have funds available.</li> </ul>				

Next

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Comprehensive Apprenticeship Plan

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State of the Workforce

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Co-development of tools and resources  
with K-12

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Department of Labor Job Quality  
Academy

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White House Talent Hub

At the close of her report, Ms. Puskar called for approval of the WIOA Regional and Local Plan Modifications.

**On a motion by Ike Gittlen, seconded by Dr. Bullock, the regional and local plan modifications were approved by unanimous vote. There were no objections or abstentions.**

### **Talent Hub**

Rob Cherry announced Pittsburgh was selected as one of five talent hubs by the White House in May 2023. The four other cities selected are Phoenix; Columbus, Ohio; Augusta, Georgia; and Baltimore. Pittsburgh was selected for this initiative in part because the Pittsburgh MSA has received the 8th largest investment from the Bipartisan Infrastructure Law in the nation.

The White House chose to ground this work in Mayor's Offices--knowing that Mayor's Offices are the engine for change in cities. Partner4Work is honored that Mayor Gainey has selected Partner4Work as the lead agency in this work and four key industry sectors: infrastructure/water, advanced manufacturing/biomanufacturing, broadband, and clean energy.

Each Talent Hub City is paired with a different federal department for technical assistance. We are fortunate that DOL is the lead federal agency for our region. DOL staff came to Pittsburgh earlier this month and held kick off meetings with Partner4Work, the Mayor's Office, and other partners in the region.

Our shared work will be to identify areas in federal, state, and local investments where employers, project leads, and the public workforce system can come together to build job quality, infuse worker voice, and create equitable career pipelines for job seekers within our region.

DOL will provide technical assistance to help create alignment between labor and management on equity, build off worker voice initiatives in other cities, and enhance the job quality efforts already underway in Pittsburgh.

Key partners in this work include labor, employers, owners of large projects like the City and the Airport Authority, the Pittsburgh Area Workforce Funders Collaborative convened by Partner4Work, and the network of CBOs and educational institutions working to prepare job seekers for success in our region. Together, we are working toward a public event at the end of the summer to announce commitments and identify collective wins for our region. We will continue to keep you all informed of efforts as they develop.

### **CEO's report**

Mr. Cherry provided updates on the following:

- \$800,000 in youth re-entry funding from Labor and Industry.
- These funds will be used to provide 40 young adults with justice system involvement opportunities with targeted workforce training programs that are tied directly to employers in healthcare, construction, financial services, and other high-growth sectors.
- P4W submitted a \$4 million proposal to the Department of Justice through which we proposed to provide coaching and technical assistance to community-based re-entry programs in

Pittsburgh, West Virginia, Baltimore, and Cleveland. If successful, we will award \$2.8 million in grants over five years to build capacity and sustainable fund development, coordination between corrections, probation, and service providers, and improvement of programming.

- A draft Governance Policy was circulated to local workforce areas for public comment. Among other things, changes proposed included restricting the authority of Executive Committees. P4W, the PA Workforce Development Association, and other workforce boards submitted responses urging the state to quash the draft policy. The policy was put on hold and P4W and a few other local areas have been selected to work on a revised policy that mirrors the flexibility of WIOA. That work is set to get underway soon. I will keep you posted on those developments.
- P4W has produced its first annual report, which highlights our distinction as a workforce board, the number of individuals served in the last year, programmatic success, and our successes in providing industry solutions.
- The embargoed report will be shared with all of you following this meeting and I look forward to sharing details of a public release later this summer.

#### **OTHER BOARD BUSINESS**

No other Board business

#### **NEW BOARD BUSINESS**

No new Board business

#### **PUBLIC COMMENT**

**With no additional public comment, the meeting adjourned at 9:55 a.m. There were no objections or abstentions.**

**Partner4Work  
Executive Committee  
8:30-10 a.m.  
Via Zoom  
Attending: Caplan, Cherry, Ellsworth, Malone**

1. Welcome and call to order *David Malone*
2. P4W Accomplishments *Rob Cherry*
3. Meeting closed for an Executive Session to discuss personnel matter  
**No action will be taken by the Executive Committee**
4. Reconvene for public comment.
5. Adjournment *David Malone*

**Partner4Work Program Policy Changes for Board Approval  
September 2023**

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 has drafted the following for approval from the Board:

Policy	Updates
<p><b>Build Back Better SWPA Training Policy</b></p> <p>Link to Policy</p>	<p><b>Policy Purpose:</b> The purpose of this policy is to set the structure for making training opportunities available to participants through the Southwestern Pennsylvania (SWPA) New Economy Collaborative, made possible by funds granted through the U.S. Economic Development Administration (EDA) Build Back Better Regional Challenge.</p> <p><b>Changes (September 2023):</b> <b>New Policy</b></p>
<p><b>Reentry Rental Assistance Policy</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to articulate how rental assistance funds are permitted to be provided to participants in the US Department of Justice (DOJ) Improving Reentry Education and Employment Outcomes Program in Allegheny County.</p> <p><b>Recommended Changes for Board Approval (September 2023):</b> <b>New Policy</b></p>
<p><b>EARN/WR Incentive Policy</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to articulate how incentive payments are permitted to be provided to participants of Temporary Assistance for Needy Families (TANF) Employment and Training programs: Employment Advancement and Retention Network (EARN) and Work Ready.</p> <p><b>Recommended Changes for Board Approval (September 2023):</b> <b>New Policy</b></p>
<p><b>EARN/WR OJT</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to articulate how On-the-Job Training (OJT) funds are to be administered in Allegheny County under Temporary Assistance for Needy Families (TANF) Employment and Training programs: Employment Advancement and Retention Network (EARN) and Work Ready.</p> <p><b>Recommended Changes for Board Approval (September 2023):</b> <b>New Policy</b></p>

<p><b>WIOA/TANF Youth Eligibility Policy</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to outline program eligibility and document verification requirements for enrollment in WIOA Youth and TANF Youth program services.</p> <p><b>Recommended Changes for Board Approval (September 2023):</b></p> <ul style="list-style-type: none"> <li>● Partner4Work recommends updating the definition of a youth who “requires additional assistance to enter or complete an educational program or to secure or hold employment”, an eligibility criterion for WIOA Youth and TANF Youth programming. Per US Department of Labor guidance (TEGL 21-16), “If the state does not establish these definitions and eligibility documentation, the local area must do so if it uses this criterion.” Partner4Work has updated its local definition to be inclusive of several additional potential barriers to education and employment that youth and young adults may experience related to education needs, employment needs, living arrangements, and other categories.</li> <li>● Partner4Work recommends editing language to say, “An individual who resides in a high poverty area, defined as an area that has a poverty rate of at least <b>25%</b>” to with the rate specified in WIOA. This is a change from current PartnerWork policy, which sets the rate at 30%.</li> </ul>
<p><b>Customized Job Training Policy</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to articulate how Customized Job Training (CJT) training funds are to be administered in Pittsburgh and Allegheny County under the Workforce Innovation and Opportunity Act (WIOA).</p> <p><b>Recommended Changes (September 2023) for Board Approval:</b> Revised requirements to align with OJT policy.</p> <ol style="list-style-type: none"> <li>1. Revised requirement that an CJT must be providing training in a High Priority Occupation (HPO). Language now states that CJT funding should be prioritized for training that leads to an HPO or in-demand industry sector.</li> <li>2. Removed requirement that an CJT must provide training within an occupation aligned with Partner4Work’s industry partnership industries.</li> <li>3. Removed requirement that WIOA funds may not be used in conjunction with Pennsylvania Department of Education customized training programs.</li> </ol>
<p><b>Incumbent Worker Policy</b></p>	<p><b>Policy Purpose:</b> The purpose of this policy is to articulate how Incumbent Worker Training (IWT) training funds are to be administered in Pittsburgh and Allegheny County under the Workforce Innovation and Opportunity Act (WIOA).</p> <p><b>Recommended Changes for Board Approval (September 2023):</b> Revised requirements to align with OJT policy.</p> <ol style="list-style-type: none"> <li>1. Removed requirement that an IWT must provide training within an occupation aligned with Partner4Work’s industry partnership industries.</li> <li>2. Removed requirement that WIOA funds may not be used in conjunction with Pennsylvania Department of Education customized training programs.</li> <li>3. Revised the statement under funding levels to clarify that P4W will only consider exceptions to the cap on training funds, not the reimbursement rates that are prescribed in WIOA.</li> </ol>

<b>TANF YDP Policy Guide</b>	<b>Policy Purpose:</b> The purpose of these policy guides is to restructure existing policies into a comprehensive document for ease of navigation by program staff and providers.
<b>WIOA Youth Policy Guide</b>	<b>Recommended Changes for Board Approval (September 2023):</b> P4W has developed comprehensive policy guides for WIOA Adult/Dislocated Worker, WIOA Youth, and TANF Youth programs. These guides incorporate Partner4Work program policies relevant to each program in a more streamlined, accessible format. The intent of the policy guides is to be a go-to resource for information on the local policy requirements for these programs, as an alternative to each Partner4Work program policy existing as their own individual document. The policy guides include changes in language and formatting to improve clarity and readability of the documents. Any changes to specific Partner4Work policy requirements are summarized in the table above.
<b>WIOA Adult/Dislocated Worker Policy Guide</b>	

## **03(b) Program Income**

The purpose of this policy is to outline the required procedures for program income. It will detail how it is generated, accounted for, expended, and reporting on our financial status reports and operating budgets.

Non Federal entities are encouraged to earn income to defray program costs where appropriate. Costs incidental to the generation of the program income may be deducted from the gross income to determine program income, provided these costs have not been charged to the Federal award.

**Program Income** is defined at 2 CFR 200.80 as gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. (See 2 CFR 200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, taxes, special assessments, levies, and fines raised by a grantee and subgrantee, and interest earned on any of them.

### **Interest Income**

Interest Income generated by TRWIB Inc is from our unrestricted funds through our bank accounts. It is recognized as revenue in the period it was received and will be used at the discretion of the CEO and CFO.

### **Program Income Exclusions**

No obligation to Federal Government with respect to program income earned from license fees and royalties for copyrighted material, patents patent applications, trademarks and inventions produced under an award. However, Patent and Trademark Amendments apply to inventions made under an experimental developmental or research award.

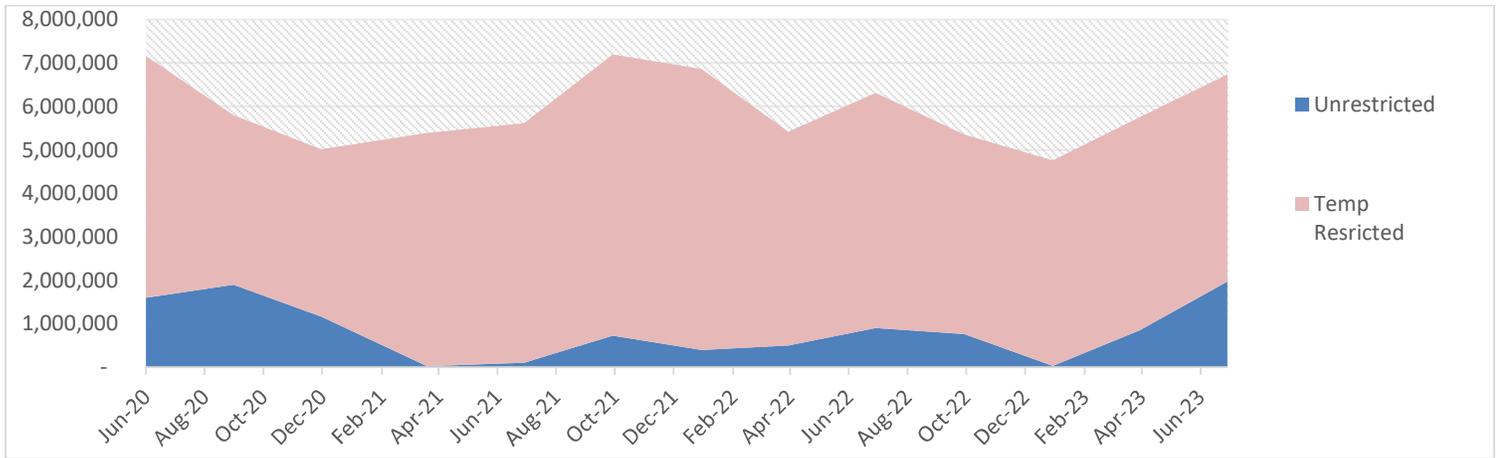
### **Account for Revenue and cost generating program income**

TRWIB Inc uses the net income method to account for program income. With the net income method approach, the costs incidental to the generation of program income are netted against or deducted from gross program income to determine the amount of net program income. The revenues that are generated as program income are tracked separately in the accounting records. Net program income is then recorded in the appropriate program income account and the incidental costs to generate the program income are not charged to the grant.

June 30, 2023

# Dashboard Report

## Cash Flow Unrestricted and Temp Restricted Funds



## Current Assets, Liabilities & Equity

### Cash:

Temp Restricted \$4,964,336  
Unrestricted \$1,776,083

Total Cash \$6,740,419

**Line of Credit** secured by Money Market  
\$0 of \$500,000

### Other Current Assets

Prepaid Expenses \$145,257  
Prepaid Insurance \$8,353  
Security Deposit \$6,067  
Fixed Assets Net of Depreciation \$106,373  
Right of Use Asset – Operating Lease \$1,869,813  
Right of Use Asset – Finance Lease \$37,733

### Liabilities

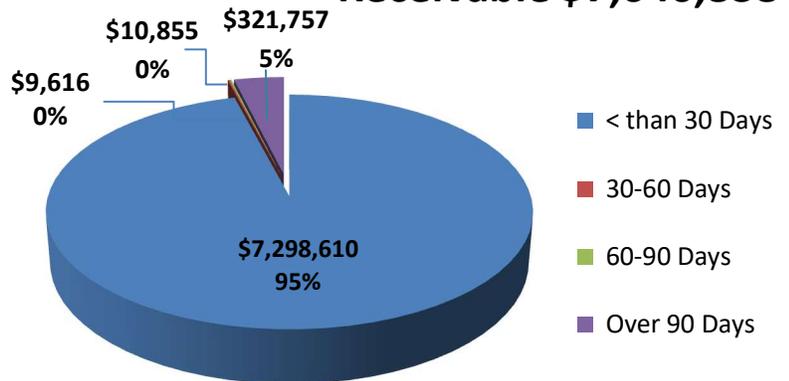
A/P \$5,656,643 (\$4,671,527 due to subrecipients)  
Accrued Vacation/Payroll \$96,738  
A/R Clean Up \$128,927  
Accrued Contract Liability \$703,547  
Right of Use Liability – Operating Lease (current & long term) \$1,908,478  
Right of Use Liability – Finance Lease (current & long term) \$39,305

### Equity

Unrestricted Net Assets \$852,648  
Temp Restricted Net Assets \$7,618,082\*\*  
Net Income (\$449,517)

\*\*Career Link \$57,701; M&G \$2,733; Sector Strat. \$1,021,141; Adult TANF \$3,509,731; L&E \$3,026,776  
This is reflective of activity through 7/1/2022

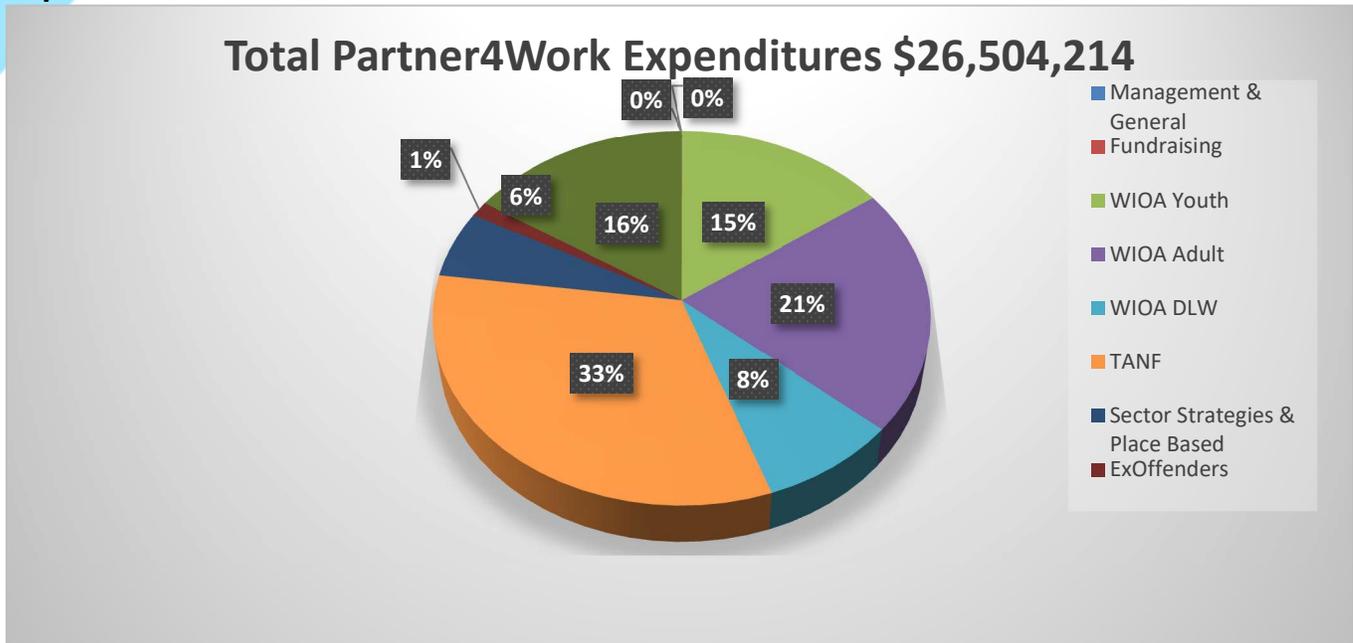
## Partner4Work Accounts Receivable \$7,640,838



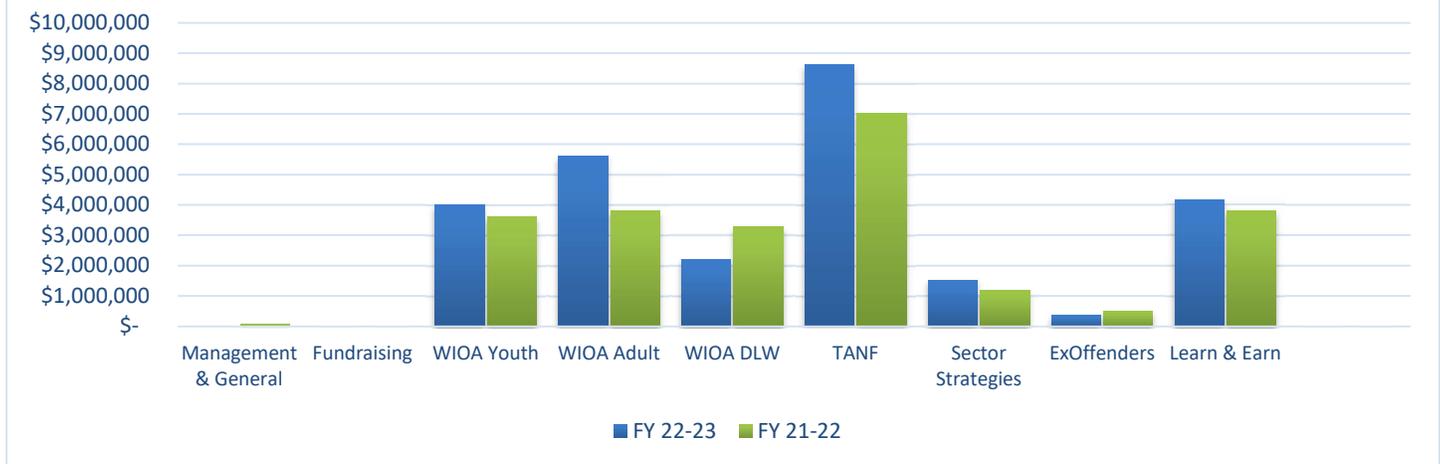
Items over 90+ days: Allegheny County Department of Economic Development \$240,600\*  
MUS \$31,540\*; Washington Green County \$20,932\*; DCED \$28,685 \*marked as paid

# Dashboard Report Continued

## Expense section



## Expense Comparison FY 22-23 vs. 21-22



## Comments

- WIOA Youth is \$393K above the prior year. This year the youth team issued contracts \$600K above the prior year. \$177K is related to direct program expenditures, \$116K related to salaries, wages & benefits, \$65K related to indirect costs and \$22K related to IT technology, materials & supplies purchased specifically for the Youth program.
- Our adult program is \$1.7M above the prior year. \$1.5M is related to direct program expenditures, \$131K is related to salaries, wages & benefits, and \$138K related to indirect Costs. The \$96K for materials & supplies is specifically related to the downtown CareerLink move. Our Title I contracts stayed consistent with funding, however the splits between adult and dislocated worker have changed. We are serving more adults vs dislocated workers this year. Under direct program expenditures, the year ended with \$200K more in ITA expenditure than the prior year.
- Dislocated Worker is \$1M below prior year. As mentioned above, we are serving more adults than dislocated workers this year. Direct program expenditures are the primary reason for the decrease in Dislocated Worker.
- TANF funding is \$1.6M above the prior year. Direct program expenditures increased \$1.3M, Salaries, wages & benefits increased \$39K and indirect expenditures increased \$200K from the prior year. Under TANF youth, we have issued \$500K more in contracts this year vs. the prior year. We carried forward funds under TANF youth that we are spending down this year. Adult TANF is seeing a pickup in transportation usage through Traveler's Aid.

## Partner4Work and program media coverage

[PIT2Work offers construction training for those looking to advance their careers](#) (KDKA-TV, July 5, 2023)

[First Lady Jill Biden stops in Pittsburgh to discuss Bidenomics, infrastructure](#) (WPXI-TV, July 13, 2023)

[Pittsburgh ‘a model for what we believe is possible,’ Biden’s top labor official says](#) (WESA-FM, July 20, 2023)

[Sunday Business Page: Partner4Work helps Pittsburghers get into the workforce](#) (KDKA-TV, July 23, 2023)

[PIT2Work Workforce Development Program holds first graduation](#) (WPXI-TV, July 28, 2023)

[Sustainable Pittsburgh selected for clean energy workforce initiative](#) (Tribune Review, Aug. 9, 2023)

[Nonprofits help solve the puzzle for Southwest PA’s future](#) (Public Source, Aug. 14, 2023)

[City convenes roundtable with White House advisor around Pittsburgh’s Workforce Hub designation](#) (Pittsburgh Business Times, Aug. 14, 2023)

[New Pittsburgh airport program turns terminal construction project into job training opportunity](#) (NEXTPittsburgh, Aug. 16, 2023)

[Intersections](#) (KDKA-TV, Aug. 20, 2023)

[Bridge to Work Job Fair to connect employers with job seekers](#) (Pittsburgh Business Times, Aug. 24, 2023)

[College student builds her future with architecture internship](#) (Pittsburgh Post-Gazette, Aug. 31, 2023)

[Julie Su: Why I’m Spending Labor Day in Pittsburgh](#) (Tribune Review, Sept. 4, 2023)

[Labor & Industry Secretary Visits Pittsburgh PA CareerLink® to Highlight Workforce Training Resources, Address Barriers to Employment](#) (Pennsylvania Press Room, Sept. 5, 2023)

[ARC awards nearly \\$14 million to 43 projects supporting Appalachians recovering from substance use disorder](#) (Appalachian Regional Commission, Sept. 11, 2023)

[Tri-County WIB to share in ARC \\$500,000 grant](#) (Indiana Gazette, Sept. 24, 2023)

[2023 Labor Power 100](#) (City and State, Sept. 25, 2023)

[Biden-Harris Administration awards nearly 94M to train, prepare diverse workforce for good jobs created by “Investing in America” agenda](#) (US Department of Labor, September 26, 2023)

[Partner4Work receiving \\$3.75M in ‘Bidenomics’ funding](#) (Pittsburgh Business Times, Sept. 27, 2023)

[Panel: Creative economy can provide strong careers for the region’s workforce](#) (Pittsburgh Business Times, Sept. 27, 2023)

Upcoming:

- NEXTpittsburgh
- *Intersections*
- Our Region’s Business with Bill Flanagan
- Pittsburgh Magazine (spring edition)

- Western PA Department of Energy Summit
- Career Professionals Collaborative at CMU

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<b>CareerLink</b> (East Office) Ardmore Blvd.	412-436-2225 (Main) 412-436-2133 (Fax)	Greeter desk: call Main # press 201 of zero
<b>Centre City Tower</b> <b>SECURITY</b> (Lobby Guard)	<b>646-340-1700 ext. 806</b>	

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#### **Downtown Pittsburgh**

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### REGIONAL CENTERS

#### **Alle-Kiski**

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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**

To develop a thriving workforce, Partner4Work drives and delivers strategic investments, provides expertise, and creates opportunities for businesses, job seekers, agencies, and policymakers in Allegheny County and the City of Pittsburgh.

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### **Partner4Work**

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