



Board of Directors Meeting
Thursday, November 9, 2023 – 8:30 AM
Commonwealth Charter Academy – 1 Innovation Drive, Harrisburg, PA 17110
Zoom Videoconference:
<https://us02web.zoom.us/j/83591289702?pwd=V0hmdi9kQWdGMFFSNDhiYnJZV1dNQOT09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Clifton Van Scyoc, Robin Russell, Keith Baker, Sharon Hagenberger, Sully Pinos, Andrew Williford (Secretary/Treasurer); Ashley Zinn, Tom Henchey, Lorelee Isbell, Tara Toms, Amy Moore, Brian Dailey, Jerry Succi

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operations Officer; Todd F. Truntz, Solicitor; Hillary Lyle, Director of Strategic Initiatives; Stephanie Predko, Director of Programs; Katie Conaway, Office Manager; Nicola Overton, Matthew Ross, Courtney Day, Whitney Matthews, Cynthia Picht, Judy Santiago, Christine Bonneau, Saranne Miller, David Koman, LaKeisha Stewart, Shauna Ventress, Anita Zook, Samuel Ortiz, Paul Henderson, Jerrick Ventress, Jason Shultz, Bridget Wolf, Michelle O’Bradovic, Holly Simmons, Sean Stanbro, Bobby Kline, John Friend, Todd Updegraff, Melanie Erb, Ruby Racie, Jeff Blume, Greg Smith, Josh Grove, Alex Gibson, Rachel Sheaffer, Shawn Strauss

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:34 a.m.

II. CALL FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented.

III. CONSENT AGENDA

- A. Approval of August 3, 2023, Meeting Minutes**
- B. Approval of Chief Elected Official and Local Workforce Development Board Partnership Agreement (From Executive Committee)**
- C. Approval of Program Year 2023 – 2024 Policies (From Executive Committee)**

1. **Request for Additional Funding Policy #P-1-11.22 (From Executive Committee)**
 2. **Registered Apprenticeship Program Policy #P-18-6.22 (From Executive Committee)**
 3. **Procurement Policy #P-32-1.23 (From Executive Committee)**
 4. **Incumbent Worker Training Policy #P-8-5.22 (From Executive Committee)**
- D. Approval of PA CareerLink® Recertifications (From Executive Committee)**

Chairperson Boswell presented the Consent Agenda to the Board of Directors for final approval.

After discussion, on motion duly made by Michael Ross and seconded by Robin Russell, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. INTRODUCTION OF NEW STAFF AND BOARD MEMBERS

CEO McCree introduced three new staff members of SCPa Works: Shauna Ventress, Program Officer; Samuel Ortiz, Evaluation and Impact Officer; and Anita Zook, Employer Liaison. Mr. Ventress, Mr. Ortiz, and Mrs. Zook briefly introduced themselves to the Board of Directors.

A. Ralph Wolf, Director of Finance – SCPa Works

CEO McCree introduced Ralph Wolf, the new SCPa Works Director of Finance. Mr. Wolf provided an introduction to the Board of Directors.

B. Brian Dailey, Managing Director, Restaurant Group – Hershey Entertainment and Resorts

CEO McCree introduced new Board Member Brian Dailey, Managing Director for Hershey Entertainment and Resorts. Mr. Dailey provided an introduction to the Board of Directors.

C. Jerry Succi, Director of Human Resources – A.S.K Foods Inc.

CEO McCree introduced new Board Member Jerri Succi, Director of Human Resources, for A.S.K. Foods Inc. Mr. Succi provided an introduction to the Board of Directors.

V. APPROVAL OF DAUPHIN COUNTY WHOLE HOME REPAIRS PROGRAM
(From Executive Committee)

Solicitor Truntz reminded the Board members to abstain from deliberating and voting on any action item if the member has a conflict of interest or a perceived conflict of interest.

CEO McCree provided an overview of the Dauphin County Whole Home Repairs Program. SCPa Works is to administer the \$400,000 workforce development program for the Dauphin County Economic Development Corporation's Whole Home Repair Program, which includes support for trainees and costs related to the design and implementation of pre-apprenticeship, apprenticeships, and publicly funded on-the-job training programs. SCPa Works is seeking approval to execute a contract and approve Equus Workforce Solutions as a subrecipient.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED, that a subrecipient agreement with Equus Workforce Solutions for the provision of program services related to the Dauphin County Whole Home Repairs Program in the amount of \$400,000 is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF ECONOMIC DEVELOPMENT SYSTEMS CONNECTIONS REQUEST FOR QUOTE (RFQ) (From Executive Committee)

CEO McCree presented the Economic Development Systems Connections Request for Quote (RFQ). SCPa Works issued an RFQ for the Economic Development and Workforce Integration Initiative as a collaborative endeavor and received one response from the Capital Region Economic Development Corporation (CREDC). This project aims to strengthen the connection between workforce development and economic development in the South Central Pennsylvania region. The initiative recognizes that robust economic growth is interdependent with a skilled and adaptable workforce. By fostering partnerships, enhancing data-sharing mechanisms, and aligning programs, this project seeks to benefit both workforce development and economic development systems while contributing to the sustainable growth of the regional business community. SCPa Works is seeking approval to execute a contract and approve CREDC as a subcontractor to receive \$70,000.

After discussion, on motion duly made by Robin Russell and seconded by Jerry Succi, it is:

RESOLVED, that a contract with Capital Region Economic Development Corporation (CREDC) for the provision of program services related to the Economic Development and Workforce Integration Initiative in the amount of \$70,000.00 is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF YOUTH RE-ENTRY CONTRACT (From Executive Committee)

CEO McCree presented a proposed contract regarding a youth re-entry program provided by the Commonwealth of Pennsylvania, Department of Labor & Industry (“L&I”). This L&I grant aims to support youth re-entry programs that blend academic and occupation training, provide specific linkages to area employers in high-priority/in-demand occupations, provide needed supportive services and mentorship, and offer clear connections to education and training. Additionally, these programs will feature close working relationships between local workforce development boards (LWDBs), the PA Careerlink® system, county and state justice systems, community or faith-based organizations, the federal bonding program, career and technical education centers, Job Corps, and higher education institutions.

Objectives include providing assistance to 18-24-year-olds who have had interactions with the judicial system to find meaningful employment, reducing recidivism and unemployment, promoting pro-social behaviors through mentorship and job retention, increasing exposure and training in high-priority occupations, enhancing connection between PA CareerLink®, county criminal justice systems, and Pennsylvania Academic, Career and Technical Training (PACTT) affiliates. SCPa Works is seeking approval to execute a contract with Equus Workforce Solutions as a subcontractor to receive \$405,000.00 for the provision of program services, with ten percent to be utilized for administrative costs.

After discussion, on motion duly made by Brian Dailey and seconded by Robin Russell, it is:

RESOLVED, that a contract in the amount of \$450,000.00 with Equus Workforce Solutions to provide program services related to the L&I Youth Re-Entry program is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VIII. APPROVAL OF CONSULTING AGREEMENT

A. Requesting approval to negotiate a contract for transitional One-Stop Operator Services in an amount not to exceed \$5,850.00

CEO McCree provided a background on the need to approve a consulting agreement for One-Stop Operator Services. CEO McCree advised that Paul Henderson, the current One-Stop Operator, has resigned and will leave his position with Equus Workforce Solutions on November 9, 2023. The request to negotiate a contract for transitional services, at a maximum amount of \$5,850.00, will allow Mr. Henderson to assist with the transitional needs for a period of six weeks.

After discussion, on motion duly made by Michael Ross and seconded by Robin Russell, it is:

RESOLVED, that a consulting agreement with Paul Henderson for the provision of transitional One-Stop Operator consulting services for a period of six weeks not to exceed \$5,850.00 is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IX. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on November 2, 2023. The items on the agenda for approval at today's Board Meeting were all reviewed and approved by the Committee prior to presentation to the full Board.

X. ADMIN-FINANCE COMMITTEE REPORT

Chairperson to the Administration and Finance Committee Andrew Williford reported on the discussion at the last Administration and Finance Committee meeting. Mr. Williford indicated that the Committee reviewed the audit update with Shawn M. Strauss, CPA of Maher Duessel, who has made himself available at 9:00 a.m. to provide an update to the Board.

A. Financial Statements

CEO McCree presented the financial statements provided to the Board of Directors in advance of the meeting.

Director of Finance Ralph Wolf reviewed the financial statements in detail. The grant expenditures report through September 30, 2023 details each grant, highlighting the actual carryforward and allocations, the expenditures, and the remaining funds. The contract end date for all grants expiring on June 30, 2024 is identified with the percentage of funds expended from each grant.

Mr. Wolf went through each grant and provided an overview, indicating no immediate concern, and overall expenditures appear to be on track for the year. All invoices for October will bring the spending rate on track. Mr. Wolf indicated that his priorities are to reconcile each grant and complete a comprehensive forensic review within his first several weeks on the job. Mr. Wolf will be ensuring that each grant is tracked, and administrative and program dollars are proportionately expended.

Service Access Management (SAM) Inc. will continue to assist SCPa Works with providing the financial statements as Mr. Wolf familiarizes himself with the process. Updates on the financials will be provided to the Committee at all subsequent meetings.

B. Audit Draft

CEO McCree introduced Shawn M. Strauss, CPA, Senior Manager, with Maher Duessel, who handles SCPa Works' financial audit. Mr. Strauss provided a detailed overview of the audit draft previously provided to the Board of Directors.

Mr. Strauss provided an overview of the timeline of the audit, indicating that the process began in November 2022 and experienced a number of delays. The audit involved a comprehensive review of journal entries and a financial statement review that has been finalized. A review of the independent auditor report and its opinions were discussed, indicating that the financial position for the year ending June 30, 2022 is in accordance with generally accepted accounting principles. The auditor's responsibilities for auditing the financial statements, the required supplementary information, and government auditing standards were reviewed.

Mr. Strauss provided details on the management discussion and analysis report, and net position, assets, and liabilities were reviewed. Mr. Strauss stated that the audit found a material weakness in that SCPa Works did not have sufficient controls in place to ensure that financial statements could be prepared in accordance with Generally Accepted Accounting Principles (GAAP). Adjustments were made by the auditors in order for the financial statements to be prepared in accordance with GAAP. SCPa Works provided a corrective action plan highlighting the action that will be taken to address this deficiency and eliminate reoccurrence. There were no issues with compliance.

Chairperson Boswell added that the Administration and Finance and the Executive Committee reviewed the audit in detail. With the addition of Ralph Wolf as Director of Finance and the collaboration with Service Access Management (SAM) Inc., SCPa Works is well-positioned to review and provide sufficient internal controls moving forward.

After discussion, on motion duly made by Robin Russell and seconded by Clifton Van Scyoc, it is:

RESOLVED, that the audit draft provided to the Board of Directors is hereby approved and accepted.

(Motion carried unanimously; there were no abstentions.)

XI. PRESENTATIONS & REPORTS

A. CEO Report

CEO McCree presented a summary of his written report previously provided to the Board of Directors. CEO McCree presented research on Artificial Intelligence (AI) and its implications for the workforce. The research on the technology disruption indicates that by 2030, activities that account for up to 30 percent of hours currently worked across the US economy could be automated, a trend accelerated by generative AI.

CEO McCree advised the Board of his recent involvement with EdTech Week in New York City, a gathering of education, workforce, and technology leaders. CEO McCree gave a presentation alongside SkyHive and Opportunity at Work of a workshop called “Bet On Bootcamps: Why STARs Are the Future of Workforce Development,” which examined how communities can leverage the power of bootcamps and skills-based hiring and embed that in key workforce training programs such as internships, apprenticeships and on-the-job training.

CEO McCree presented an overview of his participation with Federal Reserve Chairperson Jerome Powell's visit to York County to speak with business and community leaders about the economy. York County Economic Alliance (YCEA), MANTEC, Inc., Harley-Davidson, Youth Women's Christian Association (YWCA), and York College participated in a discussion with Chairperson Powell about workforce trends, inflation, regional strategies for building stronger skilled talent, and the unique history of South Central Pennsylvania. The discussion highlighted efforts stakeholders have partnered on to build inclusive economic growth across the region. Partners shared details on economic development and revitalization initiatives, workforce education and training programs, and support for small business entrepreneurs and community employers.

B. Director of Strategic Initiatives Report (report included)

Hillary Lyle, Director of Strategic Initiatives, discussed SCPa Works' involvement at the National Association of Workforce Development Professionals (NAWDP) 2023 Youth Symposium in Las Vegas, Nevada. SCPa Works, Equus Workforce Solutions, Knovva Academy, and InsideTrack presented and highlighted key innovations and promising practices related to youth programming in South Central Pennsylvania. SCPa Works emphasized two South Central Pennsylvania programs and partnerships with conference attendees: the "Technology+Human Connection=A Recipe for Youth Success" program and "Empowering Youth Adults through an Innovative Mentoring Partnership From Coast to Coast." SCPa Works' involvement in Community Access Points (CAP) with GIS mapping and Virtual Reality was also presented.

C. Industry Partnership Report (report included)

D. Information Technology (IT) Project Schedule (report included)

E. Compliance Report (report included)

F. One-Stop Operator Report (report included)

Paul Henderson, One-Stop Operator for South Central Pennsylvania, presented a detailed overview of the GIS images of CAP locations in Harrisburg and York Counties, highlighting the opportunity youth population. The GIS maps help identify regions where CAP locations would reach opportunity youth and the Asset Limited Income Constrained Employed (ALICE) population.

XI. ADJOURNMENT

The Chairperson adjourned the meeting at 10:06 a.m. without objection.