



Executive Committee Meeting
Thursday, November 2, 2023 | 8:30 AM – 10:00 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference

<https://us02web.zoom.us/j/82460245915?pwd=ZTI0UVJsOUVQUUFLUHArUVZIN044UT09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson), Michael Ross, Kenneth Tuckey, Andrew Williford

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operating Officer; Ralph Wolf, Director of Finance; Todd F. Truntz, Solicitor

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:36 a.m.

II. CALL FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented to the Committee.

III. CONSENT AGENDA

A. Approval of September 22, 2023 Meeting Minutes

Chairperson Boswell presented the September 22, 2023 meeting minutes for approval.

After discussion, on motion duly made by Michael Ross and seconded by Kenneth Tuckey, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. BUSINESS

A. Introduction to New Director of Finance, Ralph Wolf

CEO McCree introduced Ralph Wolf, the new Director of Finance, who began his employment with SCPa Works on October 16, 2023. Ralph Wolf introduced himself to the Committee and briefly explained his prior work experience.

B. Approval of Policies

i. Request for Additional Funding Policy #P-33-10.23

CEO McCree provided an overview of the Request for Additional Funding Policy previously provided to the Committee. SCPa Works Policy Manager Saranne Miller created the policy due to current vendors indicating they are on track to expend their contract earlier than anticipated. The policy outlines vendors' contract expectations and agreed-upon goals for vendors to meet to request additional funding. A further discussion on the policy, purpose, and procedure took place, and questions were addressed.

ii. Registered Apprenticeship Program Policy #P-18-6.22

CEO McCree provided an overview of the Registered Apprenticeship Program Policy previously provided to the Committee. COO Lentz discussed the updates to the current policy and outlined the suggested corrections to the policy. The policy updates include guidance on using Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF) grant dollars to fund On-The-Job learning, classroom instruction, and occupation skills training for registered apprentices and pre-apprentices eligible for WIOA and TANF services. The policy updates impact the following SCPa Policies: On-The-Job Training (OJT) #P-15-2.22, Individual Training Account (ITA) #P-17-2.22, Incumbent Worker Training #P-8-5.22, Work Experience #P-16-5.22, and Supportive Services #P-7A-1.22. A further discussion on the policy, purpose, and procedure took place, and questions were addressed. As the Office of Training and Apprenticeship (ATO) updates its policies, SCPa Works will continue to review and adjust the policy.

iii. Procurement Policy #P-32-1.23

CEO McCree provided an overview of the Procurement Policy previously provided to the Committee. COO Lentz discussed the updates to the current policy and outlined the suggested corrections to the policy. The policy was recently updated and approved by the Board in February 2023; since then, necessary adjustments have been made to comply with the Financial Management Guide. COO Lentz provided an overview of the policy, including defining micro-purchases as less than \$3,000 up to competitive proposals as over \$150,000. A further discussion on the policy, purpose, and procedure took place, and questions were addressed.

Solicitor Truntz added comments on the policies compliance of the simplified acquisition level of \$250,000, which applies to all federal agencies, and the Pennsylvania Department of Labor and Industry's (L&I) threshold of \$150,000. Additionally, the policy updates include expanding the request for proposal (RFP) evaluation process, the equipment and supply process, and other definition modifications and stylistic suggestions.

iv. Incumbent Worker Training Policy #P-8-5.22

COO Lentz provided an overview of the Incumbent Worker Training Policy previously provided to the Committee and defined the updates to include changes to the registered apprenticeship program.

After discussion, on motion duly made by Kenneth Tuckey and seconded by Andrew Williford, it is:

RESOLVED, that the new Request for Additional Funding Policy #P-33-10.23, the updates to the Registered Apprenticeship Program Policy #P-18-6.22, the Procurement Policy #P-32-1.23, and the Incumbent Worker Training Policy #P-8-5.22 are each hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

C. Approval of Dauphin County Whole Home Repairs Program

CEO McCree provided an overview of the Dauphin County Whole Home Repairs Program. SCPa Works is administering 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 subcontractor.

After discussion, on motion duly made by Michael Ross and seconded by Kenneth Tuckey, it is:

RESOLVED, that a subrecipient agreement with Equus Workforce Solutions for the Dauphin County Whole Home Repairs Program funds in the amount of \$400,000 is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

D. Approval of Economic Development Systems Connections Request for Quote (RFQ)

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 Andrew Williford and seconded by Michael Ross, it is:

RESOLVED, that a contract with Capital Region Economic Development Corporation (CREDC) for the Economic Development and Workforce Integration Initiative in the amount of \$70,000 is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

E. Approval of Youth Re-Entry Contract

CEO McCree presented the L&I Youth Re-Entry program contract. This L&I grant aims to support youth reentry 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 and approve Equus Workforce Solutions as a subcontractor to receive \$405,000, with ten percent to be utilized for administrative costs.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, it is:

RESOLVED, that a contract with Equus Workforce Solutions to administer the L&I Youth Re-Entry program funds in the amount of \$405,000 is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously; there were no abstentions.)

F. Approval of PA CareerLink® Recertifications

CEO McCree presented SCPa Works' PA CareerLink® Recertifications. Full certifications are completed every three years, with monitoring occurring yearly. COO Lentz provided an overview of the PA CareerLink® Recertification of all the South Central region sites, including Adams County, Cumberland County, Dauphin County, Juniata County, Lebanon County, Perry County, and York County. The Office of Vocation Rehabilitation (OVR) has assisted with reviewing ADA compliance. Ms. Lentz noted that the Dauphin County PA CareerLink® location is experiencing delays from the landlord with the installation of an ADA compliant entry vestibule. A discussion on building security occurred, outlining the new security measures, phone systems, staff trained in de-escalation, and emergency plans in each location as measures taken to ensure a secure environment. SCPa Works is seeking approval of the PA CareerLink® Recertifications previously provided to the Committee.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, it is:

RESOLVED, that the PA CareerLink® Recertifications are hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

G. Financial Update

i. Audit update

Andrew Williford, Chairperson of the Administration and Finance Committee, provided an audit update to the Committee. Maher Duessel provided a draft of the audit previously provided to the Committee, indicating 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 these deficiencies. A monthly review and reconciliation of all balance sheets, deferred revenue,

accrued revenue, and capital assets will be completed by the 15th calendar day of each month for the preceding month. Mr. Strauss, Senior Manager, with Maher Duessel, will provide a detailed overview of the audit at the next Board Meeting.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, it is:

RESOLVED, that the Audit presented in draft by Maher Duessel is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

ii. Financial reports through September 30, 2023

Andrew Williford, Chairperson of the Administration and Finance Committee, presented the financial statements previously provided to the Committee. The grant expenditures report through September 30, 2023 details each grant, highlighting the actual carryforward and allocations, expenditures, and the remaining funds. The contract end date for all grants expiring on June 30, 2024 is identified with a percentage of funds expended from each grant. Mr. Williford indicated there are no immediate concerns with the financials.

Director of Finance Ralph Wolf added that reporting to the Committee will include transparency. Each month, the reporting will be cleaner and refined regularly. The statement of Revenues and Expenditures was reviewed, indicating no concerns with the spending rate for the 2023 – 2024 program year.

H. CEO Report and Updates

i. Board Meeting Agenda

CEO McCree concluded the meeting with an overview of the November 9, 2023, Board meeting agenda.

V. ADJOURNMENT

The meeting was adjourned by the Chairperson at 10:20 a.m. without objection.

VI. EXECUTIVE SESSION

The Chairperson adjourned to executive session at 10:20 a.m. for the discussion of litigation matters. The executive session concluded at 10:05 a.m. No official action was taken by the Committee during the executive session.