



**Board of Directors Meeting
Thursday, February 8, 2024 – 8:30 AM**

Zoom Videoconference:

<https://us02web.zoom.us/j/84144295473?pwd=Wk1qWUFvYTd6Sm0rbTBMMDVYK1Y3UT09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Andrew Williford (Secretary/Treasurer); Amy Moore, Matthew Campbell, Jerry Succi, Robin Russell, Jorge Flores De Valgaz, Clifton Van Scyoc, Sully Pinos, Keith Baker, Sharon Hagenberger, Brian Dailey, Lorelee Isbell

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; Ralph Wolf, Director of Finance; Katie Conaway, Office Manager; David Koman, Christine Bonneau, Courtney Day, Judy Santiago, Whitney Matthews, Nicola Overton, Cynthia Picht, Shauna Ventress, Anita Zook, Matthew Ross, Saranne Miller, Lakiesha Stewart, Samuel Ortiz, Holly Simmons, Sean Stanbro, Jerrick Ventress, Emily York, Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

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 December 14, 2023, Meeting Minutes

B. Approval of New and Updated Policies (*From Executive Committee*)

- i. Case Notes Policy #P-34-11.23 (new)**
- ii. Eligibility & Enrollment Policy #P-35.12.22 (new)**
- iii. File Management Policy #P-36-1.24 (new)**
- iv. On The Job Training (OJT) Policy #P-15-2.22 (updated)**

- v. **Paid Work Experience Policy #P-16-5.22 (updated)**
- vi. **Registered Apprenticeship Policy #P-18-6.22 (updated)**

C. Approval of PA CareerLink® Recertification Application – Lebanon and Perry (From Executive Committee)

Chairperson Boswell presented the Consent Agenda to the Board of Directors for approval, and explained that the Executive Committee previously reviewed the items and recommended them for presentation to the full Board for approval.

CEO Jesse McCree presented new and updated SCPa Works internal policies to the Board of Directors. A summary of changes was previously provided to the Board of Directors in addition to a shared Google folder that contains the full policies for review. COO Lentz provided an overview of the three new policies and the four updated policies. COO Lentz then provided an overview of the PA CareerLink® Recertifications for Lebanon and Perry Counties.

After discussion, on motion duly made by Brian Dailey and seconded by Matthew Campbell, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVAL OF SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD AS FICTITIOUS NAME

CEO McCree introduced a request for approval to register “South Central Workforce Development Board” as a fictitious name with the Pennsylvania Department of State, Corporations Bureau. Solicitor Truntz explained that the fictitious name is due to the statewide rebranding of workforce boards. SCPa Works’ registered corporate name is “South Central Workforce Investment Board,” and to legally use “South Central Workforce Development Board,” the fictitious name needs to be registered with the Pennsylvania Department of State.

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

RESOLVED, that the use of “South Central Workforce Development Board” as a fictitious name is hereby approved and shall be registered with the Pennsylvania Department of State, Corporations Bureau.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF REVIEW PANEL FOR RFPs

CEO McCree introduced the proposed Review Panel for the evaluation of Requests for Proposals (RFPs) to the Board of Directors. COO Lentz provided an overview of how a review

panel is utilized to provide feedback and evaluation of all RFPs before final selection. The RFP review process will include a panel of three volunteers who will analyze each RFP and make recommendations to the committees and the full Board. The RFPs will be presented to the committees and full Board during the next meeting cycle, where approval of program and service contracts will be recommended. SCPa Works has issued two RFPs: Information Technology (IT) services and the Workforce Innovation and Opportunity Act (WIOA) Title I program service provider.

COO Lentz advised that the RFP for IT services was issued on February 5, 2024. SCPa Works is seeking three volunteers to serve on the review panel. The following Board members volunteered to serve on the review panel for the IT services RFP: Keith Baker, Clifton Van Scyoc, and Sully Pinos.

COO Lentz advised that SCPa Works will be accepting proposals from potential WIOA Title I program services providers starting on February 9, 2024. SCPa Works is seeking three volunteers to serve on the review panel. The following Board members volunteered to serve on the review panel for the WIOA Title I program services provider RFP: Robin Russell, Brian Dailey, and Lorelee Isbell. Noting the abstentions of Robin Russell, Lorelee Isbell, Brian Dailey, Sully Pinos, Keith Baker, and Clifton Van Scyoc, all were recommended for approval to serve on the RFP review panels.

After discussion, on motion duly made by Andrew Williford and seconded by Amy Moore, it is:

RESOLVED, that the following Board Members are appointed to an RFP review panel to evaluate proposals for the provision of IT services: Keith Baker, Clifton Van Scyoc, and Sully Pinos, and the following Board Members are appointed to an RFP review panel to evaluate proposals for the provision of WIOA Title I program services: Robin Russell, Brian Dailey, and Lorelee Isbell are hereby approved.

(Motion carried unanimously with Robin Russell, Lorelee Isbell, Brian Dailey, Sully Pinos, Keith Baker, and Clifton Van Scyoc abstaining.)

VI. REQUEST FOR PROPOSALS (RFPs)

CEO McCree introduced the proposed RFPs to the Board of Directors. COO Lentz provided an overview of the following two RFPs:

- A. Workforce Innovation and Opportunity Act (WIOA) Title I Program Services**
- B. Information Technology (IT) Services**

COO Lentz provided more details on the WIOA Title I RFP and the IT RFP. The WIOA RFP was recently issued, and proposals are due by March 8. The IT service provider RFP was also issued, and proposals are due by March 5. The review panel will make recommendations

prior to the next Board meeting cycle. The recommendations will be presented to the Board of Directors at the April 4, 2024 meeting. If approved, final contracts will be presented to the Board of Directors for approval at the May 9, 2024 meeting.

VII. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on February 1, 2024. 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.

VIII. ADMINISTRATION AND FINANCE COMMITTEE REPORT

A. Financial Statements

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Board of Directors. The grant expenditures report, through December 31, 2023, details each grant and highlights the actual carryforward and allocations, expenditures, and the remaining grant funds. The contract end date for all grants is identified with the percentage of funds expended from each grant. Mr. Wolf reviewed each grant and provided an overview, indicating no immediate concern and overall expenditures appear to be on track for the year.

Mr. Wolf presented the statement of revenues and expenditures through December 31, 2023, the operational budget analysis, and a new report summarizing spending projections for the 2024 program year. All reports indicate that spending is on track, and plans have been established with vendors to ensure funds are spent over the remaining quarters.

B. Audit Update

Andrew Williford, Chairperson for the Administration and Finance Committee, provided an update on the current audit covering program year 2022. Maher Duessel is completing the audit, which is expected to be completed by mid-March.

IX. PRESENTATIONS & REPORTS

A. CEO Report

CEO McCree presented his report to the Board of Directors. Highlighting SCPa Works' efforts to impact the re-entry/ justice-involved population, CEO McCree reviewed the programmatic strategy, focusing on providing specialized vocational training tailored to the current job market, awareness of, and investment in, programs that support mental health, financial literacy programs, and soft skill development. The Pennsylvania Commission on Crime and Delinquency (PCCD) grant funding, and a strategic investment grant has allowed SCPa Works to partner with Envoy Advisory, LLC, a thought leader in fair chance hiring to educate and engage employers willing to recruit a previously untapped labor pool.

CEO McCree provided details on measuring success, outlining key metrics to analyze key data, including employment outcomes, reduced recidivism rates, and participant qualitative program feedback. The Rebuilding, Empowering, Nurturing, and Excelling Women “RENEW” women’s reentry grant program made possible with PCCD funds, has yielded promising results: 52 enrollments, no participants reoffended, and supportive services were provided to 45 individuals. Investing in holistic programs is essential for successfully integrating individuals who have been involved in the justice system into society. Program impact will continue to be measured to identify improvements and adaptation to the needs of this population.

Hillary Lyle, Director of Strategic Initiatives, provided a detailed overview of expanding the reach of services and providing a holistic approach, assisting with basic needs such as housing, driver licensing, and mental health services. The RENEW Program has been embedded in WIOA Title I Services, which maximizes funding for participants involved in the justice system. The work centered on re-entry has a participant effect, providing life-changing impacts and a huge catalyst for change in our community. Mrs. Lyle explained the partnership with Envoy Advisory, LLC, which provides a fair chance curriculum and a “train-the-trainer” model, to PA CareerLink® staff to train employers on the benefits of fair chance hiring to create a culture where employers can retain and maintain individuals impacted by the justice system.

CEO McCree advised the Board of Directors of his involvement with the Federal Reserve Bank of Philadelphia Economic and Community Advisory Council, which assists with identifying key economic and labor market trends across Pennsylvania, including key trends across labor force participation rates, employment and training programs, and the Asset Limited Income Constrained Employed (ALICE) population.

CEO McCree briefly addressed Governor Shapiro’s recent budget, which provides additional funding for Industry Partnerships (IP), a digital One-Stop, and career pathways.

B. Director of Programs Report (report included)

Stephanie Predko, Director of Programs, presented her report that was previously provided to the Board of Directors. Mrs. Predko provided the timeline for the WIOA Title I RFP. Mrs. Predko concluded with a reminder of the March 1, 2024, quarterly newsletter.

C. Director of Strategic Initiatives Report (report included)

Hillary Lyle, Director of Strategic Initiatives, presented her report that was previously provided to the Board of Directors. Mrs. Lyle briefly reviewed SCPa Works’ involvement with the Harvard Kennedy School of Government “Performance Lab Results – Driven Contracting Spirit” program. The Pennsylvania Department of Labor and Industry provides an opportunity that allows three SCPa Works staff members to collaborate with other workforce development boards across the Commonwealth. The Kennedy School program provides a framework for procurement that focuses on efficient and fair processes, results-driven outcomes, and equitable investments to improve economic mobility and elevate procurement as a strategic function. The applied project for the program will include the future WIOA Out-of-School Youth RFP.

Mrs. Lyle concluded with a report on the RFP currently available for a program entitled “Employer Learning Series, Creating Recovery Friendly Workplaces in York County, Pennsylvania.” Through the York County share of opioid settlement funds, the RFP seeks partnering entities to develop various educational materials and engagement sessions with business partners in York County. The Employer Learning Series will focus on understanding substance abuse, creating a supportive workplace culture, implementing recovery-friendly policies, and providing resources and support.

D. Industry Partnership Report (report included)

A detailed written report was provided to the Board of Directors prior to the meeting.

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

COO Lentz presented the IT report previously provided to the Board of Directors. COO Lentz advised the Board of current IT timelines and the services provided by Intrada Technology.

F. Compliance Report (report included)

COO Lentz concluded with an explanation of the compliance report previously provided to the Board. COO Lentz advised that the SCPa Works compliance department continually monitors our vendors and provides support with compliance-related requests from State and Federal requirements.

X. ADJOURNMENT

The Chairperson adjourned the meeting at 9:55 a.m. without objection.