



Executive Committee Meeting
Thursday, February 1, 2024 | 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; Katie Conaway, Office Manager

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 to the Committee.

III. CONSENT AGENDA

A. Approval of November 2, 2023, Meeting Minutes

Chairperson Boswell presented the November 2, 2023 meeting minutes for approval.

After discussion, on motion duly made by Andy Williford 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. Approval of New and Updated Policies

Jesse McCree presented the new and updated policies to the Committee. A summary of changes was previously provided to the committee 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.

i. **Case Notes Policy #P-34-11.23 (new)**

COO Lentz provided an overview of the new Case Notes Policy. The policy provides direction to sub-recipients on proper case noting practices, indicating the importance of case notes telling a story. SCPa Works is required to maintain a case note policy that will serve as guidance for Workforce Innovation and Opportunity (WIOA) Title I service providers.

ii. **Eligibility & Enrollment Policy #P-35.12.22 (new)**

COO Lentz provided an overview of the new Eligibility and Enrollment Policy. The policy provides direction to sub-recipients on the eligibility requirements for participants. SCPa Works is required to maintain a WIOA eligibility policy that will serve as guidance for WIOA Title I service providers.

iii. **File Management Policy #P-36-1.24 (new)**

COO Lentz provided an overview of the new File Management Policy. The policy provides direction to sub-recipients on proper file management. SCPa Works is required to maintain a file management policy that will serve as guidance for WIOA Title I service providers.

The Executive Committee approved the new policies separate from the updated policies.

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

RESOLVED, that the following new SCPa Works policies are hereby approved and recommended to the full Board for final approval:

- i. Case Notes Policy #P-34-11.23
- ii. Eligibility and Enrollment Policy #P-35-12.22
- iii. File Management Policy #P-36-1.24

(Motion carried unanimously; there were no abstentions.)

iv. On The Job Training (OJT) Policy #P-15-2.22 (updated)

COO Lentz provided an overview of the changes to the On the Job (OJT) Training Policy. The policy changes include necessary updates from large-scale content removal to minimal editorial changes. The policy was reduced from 13 to 6 pages, removing full sections of content that needed to be updated, was redundant, or unnecessary to include in a WIOA Title I OJT policy. The updates resulted from the Pennsylvania Department of Labor and Industry's recommendation to update the policy.

v. Paid Work Experience Policy #P-16-5.22 (updated)

COO Lentz provided an overview of the Paid Work Experience policy. The policy includes updates to the specific dollar amounts and replacing them with a vendor autonomy statement. The change to this policy was a recommendation from the SCPa Works Program Department.

vi. Registered Apprenticeship Policy #P-18-6.22 (updated)

COO Lentz provided an overview of the Registered Apprenticeship Policy changes. The policy updates clarify the participant allotment and lifetime maximum, combine funding, and ensure adherence to the participant lifetime maximum. SCPa Works is required to maintain a registered apprenticeship policy that will serve as guidance for WIOA Title I service providers. COO Lentz noted that as the Department of Labor and Industry Apprenticeship and Training Office continues to update its policies, recommended changes will result in further updates to the Registered Apprenticeship Policy.

vii. Financial Management Policy #P-30-11.22 (updated)

Lastly, COO Lentz provided an overview of the Financial Management Policy, which includes the addition of compliance procedures, corrective action references, standards, and processes surrounding debt collection practices, the cost allocation plan, references to the procurement policy, and a Diversity, Equity, and Inclusion (DEI) section. SCPa Works is required to maintain a financial management policy that will serve as guidance and best practices for SCPa Works. The policy updates were largely due to the recommendations of the Department of Labor and Industry and the recommendations of the Board Solicitor.

COO Lentz advised that all SCPa Works policies will be reviewed quarterly and will include a different group of policies to review. Any necessary updates or additions will be presented to the pertinent committees and to the full Board. The Executive Committee will be presented with a summary of the updates and shared folder access to review the full policies.

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

RESOLVED, that the following SCPa Works policies, as updated, are hereby approved and recommended to the full Board for final approval:

- i. Paid Work Experience Policy #P-16-5.22
- ii. Registered Apprenticeship Policy #P-18-6.22
- iii. Financial Management Policy #P-30-11.22
- iv. On The Job Training (OJT) Policy #P-15-2.22

(Motion carried unanimously; there were no abstentions.)

B. Approval of PA CareerLink® Recertification

COO Lentz provided an overview of the PA CareerLink® recertification for Lebanon and Perry Counties. COO Lentz explained that the recertifications are completed every three years. All recertifications for the PA CareerLink® locations in South Central Pennsylvania were previously completed and submitted to the Department of Labor and Industry. Lebanon and Perry Counties each required updates relating to Americans with Disabilities Act (ADA) compliance.

i. Lebanon County

The Lebanon County PA CareerLink® relocated to Poplar Street in the City of Lebanon. The new location was evaluated for ADA compliance with no issues. The Lebanon County PA CareerLink® recertification is being recommended for approval to submit to the Department of Labor and Industry for recertification purposes.

ii. Perry County

The Perry County PA CareerLink®, located at the Perry County Literacy Counsel in Newport, Pennsylvania, needed updates relating to ADA compliance. The landlord has since made the necessary updates to the building, and there are currently no ADA compliance issues. The Perry County PA CareerLink® recertification is being recommended for approval to submit to the Department of Labor and Industry for recertification purposes.

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

RESOLVED, that the Lebanon County and Perry County PA CareerLink® Recertification applications to the Department of Labor and Industry are hereby approved and recommended to the full Board for final approval for submission to the Department of Labor and Industry.

(Motion carried unanimously; there were no abstentions.)

C. Approval of South Central Workforce Development Board as Fictitious Name

CEO McCree introduced the approval of “South Central Workforce Development Board” as a fictitious name. 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, to use “South Central Workforce Development Board,” a fictitious name needs to be registered with the Pennsylvania Department of State.

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

RESOLVED, that the use of “South Central Workforce Development Board” as a fictitious name is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

D. Request for Proposals

CEO Jesse McCree introduced the proposed Request for Proposals (RFPs) to the Committee. COO Lentz provided an overview of the following two RFPs and the process of utilizing a review panel to provide feedback on all RFPs before final selection.

- i. Workforce Innovation and Opportunity Act (WIOA) Title I Service Provided
- ii. Information Technology (IT)

COO Lentz updated the Committee on the WIOA Title I service provider RFP and the IT service provider RFP. The WIOA Title I RFP was recently issued, and proposals are due by March 5. The IT service provider RFP is being finalized and will be issued very soon.

COO Lentz advised the Committee of the RFP review process that will include a review 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 contracts will be recommended.

E. Financial Update

- i. Financial reports through December 31, 2023

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Committee. The grant expenditures report, through December 31, 2023, details each grant, 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 that there is 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.

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

RESOLVED, that the financial reports through December 31, 2023, are hereby approved and recommended to the full Board for final approval, subject to any revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

ii. Audit Update

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

F. CEO Report and Updates

i. Board Meeting Agenda

CEO McCree briefly reviewed his CEO report with the Committee. Highlighting SCPa Works' efforts to impact the re-entry/ justice-involved population. CEO McCree advised the Committee of his involvement with the Federal Reserve Bank of Philadelphia Economic and Community Advisory Counsel, assisting 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 concluded the meeting with an overview of the February 8, 2024 Board meeting agenda. After discussion, it was decided that the Board meeting will only be held virtually via videoconference.

V. ADJOURNMENT

The Chairperson adjourned the meeting at 9:59 a.m. without objection.