



Board of Directors Meeting
Thursday, April 4, 2024 – 8:30 AM
Capital Region PA CareerLink® - 100 N. Cameron Street, Harrisburg, PA 17101
& Zoom Videoconference:
<https://us02web.zoom.us/j/86233812225?pwd=S0hxc3pYZFBEWUhpRFZGakZNWGE0dz09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Matthew Campbell, Clifton Van Scyoc, Thomas Henchey, Sully Pinos.

Virtual: Andrew Williford (Secretary/Treasurer); Amy Moore, Carl Phinney, Keith Baker, Sharon Hagenberger, Ashley Zinn, Jon O'Brien, 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; Courtney Day, Sean Stanbro, Emily York, Michelle O'Bradovic, Holly Simmons.

Virtual: Samuel Ortiz, Anita Zook, David Koman, Lakiesha Stewart, Christine Bonneau, Shauna Ventress, Whitney Matthews, Saranne Miller, Jerrick Ventress, Aubriana Haldeman, Bridget Wolf, Nathan Trindel, Delcie Coleman, Gregory McFalls, Loretta Lininger, Shawn Strauss

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:38 a.m.

II. CALL FOR PUBLIC COMMENT

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

III. CONSENT AGENDA

A. Approval of February 8, 2024, Meeting Minutes

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

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVAL OF AUDIT *(From Executive Committee)*

- A. Presentation from Shawn Strauss, Maher Duessel**
- B. Corrective Action Plan**

CEO McCree introduced Shawn M. Strauss, CPA, Senior Manager, with Maher Duessel, financial auditor of SCPa Works'. Mr. Strauss provided a detailed overview of the audit report previously provided to the Board of Directors. Mr. Strauss noted that auditor Maher Duessel has provided a clean opinion with no material issues found in the audit.

Mr. Strauss provided an overview of the finalized audit, which involved a comprehensive review of journal entries and a financial statement review. A review of the independent auditor report and its opinions were discussed, indicating that the financial position for the year ending June 30, 2023, 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 noted a minor single audit finding for not meeting the earmark requirements for the Workforce Innovation and Opportunity Act (WIOA) youth program funding. SCPa Works provided a corrective action plan highlighting the steps to address this deficiency and eliminate its reoccurrence. There were no issues with compliance.

Director of Finance Ralph Wolf provided an overview of the corrective action plan. . To rectify deficiencies, SCPa Works staff shall immediately enact the following safeguards to ensure future compliance: monthly spend rate reviews, priority annual budgeting, and monthly contracted vendor forecasting.

Mr. Wolf explained the safeguards in detail. The monthly spend rate reviews will include spend rate reports to be shared with SCPa Works leadership staff by the 20th calendar day of each month. Leadership will devise necessary spending plans with vendors and coordinate needs for compliance with the corrective action plan. Priority annual budgeting will include vendor goals that exceed the required annual earmark percentages. Monthly contracted vendor forecasting will require vendors to submit annual spending forecasts by the 15th day of every month, including budget amounts, actual expenditures, anticipated expenditures, and the balance of any under or over-utilized budgetary funds.

After discussion, on motion duly made by Michael Ross and seconded by Thomas Henchey, it is:

RESOLVED, that the audit draft prepared by and presented to the Board of Directors by auditor Maher Duessel is hereby approved and accepted.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF BUDGET MODIFICATION *(From Executive Committee)*

CEO McCree presented the budget modification that was approved by the Administration and Finance Committee and the Executive Committee. The operational budget analysis reflected a budget variance under the “Dues and Subscriptions” line item. CEO McCree indicated that the overspending is due to underestimating the budget for all necessary dues and subscriptions. The \$3,650 budget was insufficient to include the Pennsylvania Workforce Development Association annual membership fee. The Administration and Finance Committee and the Executive Committee each approved a total budget of \$20,000 for Dues and Subscriptions, indicating that funding is available and will be included in the next budget.

After discussion, on motion duly made by Tom Henchey and seconded by Sully Pinos, it is:

RESOLVED, that a budget modification to increase the Dues and Subscriptions budget line item to the total amount of \$20,000 is hereby approved.

VI. APPROVAL OF TRANSFER OF FUNDS *(From Executive Committee)*

CEO McCree presented a proposed transfer of WIOA Dislocated Worker funds to the WIOA Adult program category, indicating that the Bureau of Workforce Development Administration (BWDA) allows the transfer of funds from the Dislocated Workers category to the Adult category to ensure full expenditure. It was noted that Dislocated Worker funds can be spent on Adult programs, but Adult funds cannot be spent on Dislocated Workers. Staff requested that up to 75% of the remaining Dislocated Worker funds be transferred to the Adult program funding category.

After discussion, on motion duly made by Carl Phinney and seconded by Sharon Hagenberger, it is:

RESOLVED, that a transfer of up to 75% of the remaining WIOA Dislocated Worker program funds to the WIOA Adult program fund category is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. RATIFICATION OF JOBS FOR THE FUTURE \$10,000 SUB-AWARD TO SCPa WORKS *(From Executive Committee)*

CEO McCree presented the Jobs for the Future, Inc. (JFF) award of \$10,000 to SCPa Works. JFF, which receives support from the JPMorgan Chase Foundation. JFF recently selected four state and local workforce development boards from across the country to receive \$10,000 to

invest in activities, capacity building, and research that support their planned approach to addressing regional workforce challenges. SCPa Works will work collaboratively with JFF and a team of subject matter experts to design, plan, and secure additional resources to implement strategies that address workforce challenges.

After discussion, on motion duly made by Matthew Campbell and seconded by Thomas Henchey, it is:

RESOLVED, that a Pass Through Agreement with the Jobs for the Future, Inc. memorializing the terms of a \$10,000 grant to SCPa Works is hereby confirmed and approved.

(Motion carried unanimously; there were no abstentions.)

Prior to addressing the remaining action items, the Solicitor reminded the Board of the importance of abstaining from participating in deliberation and voting on any matters that may present an actual conflict of interest or the appearance of conflicts of interest. The Solicitor directed Board members to voice their abstention in such instances.

VIII. APPROVAL OF REQUEST FOR PROPOSAL (RFP) & REQUEST FOR QUOTE (RFQ) AWARDS *(From Executive Committee)*

A. Request for Proposal (RFP)

i. Information Technology (IT) Service Provider

COO Lentz presented the IT Service Provider RFP. SCPa Works received two proposals in response to the IT Service Provider RFP. A thorough review of the submitted proposals was completed by SCPa Works staff and a review panel comprised of volunteer Board Members. The review panel met with SCPa Works staff to discuss the scoring results. The overall score for each vendor was within three percentage points, and the deciding factors for selection were based on pricing and products offered. Based on this proposal review process, SCPa Works staff recommends that Intrada Technologies, Inc. be awarded a contract to provide IT services. The approval of a contract is expected to be presented to the Executive Committee on May 2, 2024, and the Board of Directors on May 9, 2024.

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

RESOLVED, that a contract award to Intrada Technologies, Inc. to deliver Information Technology services pursuant to final terms to be further negotiated, finalized, and approved, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

B. Request for Quote (RFQ)

i. Employer Learning Series – Creating Recovery Friendly Workplaces in York County, Pennsylvania

The Director of Initiatives, Hillary Lyle, presented the Employer Learning Series—Creating Recovery-Friendly Workplaces in York County, Pennsylvania RFQ. The RFQ was competitively procured and reviewed by SCPa Works staff for specific evaluation criteria. SCPa Works staff recommends that Envoy Advisory, LLC be awarded a contract not to exceed the amount of \$90,000 to provide an employer learning series centered on creating recovery-friendly workplaces in York County, Pennsylvania.

After discussion, on motion duly made by Michael Ross and seconded by Matthew Campbell, it is:

RESOLVED, that a contract not to exceed the amount of \$90,000 with Envoy Advisory, LLC for the provision of an employer learning series “Creating Recovery Friendly Workplaces in York County, Pennsylvania,” is hereby approved.

(Motion carried unanimously with Sully Pinos abstaining.)

IX. UPDATE ON REQUEST FOR PROPOSAL (RFP)

A. Workforce Innovation and Opportunity Act (WIOA) Title I Service Provider

Director of Programs Stephanie Predko updated the Board on the WIOA Title I Service Provider RFP. SCPa Works received one proposal for the WIOA Title I Service Provider contract. A thorough review of the submitted proposal is being completed by SCPa Works staff and a review panel, comprised of volunteer Board Members. The deadline for the review panel to complete its proposal evaluation is April 9, 2024. SCPa Works will provide a recommendation for an award and contract approval during the next meeting cycle: Administration & Finance Committee Meeting on April 25, 2024, Executive Committee Meeting on May 2, 2024, and the Board of Directors Meeting on May 9, 2024.

X. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on March 28, 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.

XI. ADMINISTRATION AND FINANCE COMMITTEE REPORT

Chairperson to the Administration and Finance Committee Andrew Williford reported on the discussion at the last Committee meeting. Mr. Williford indicated that the approval items on today’s agenda were reviewed and approved by the Committee prior to presentation to the full Board. The Committee also reviewed the audit report with Shawn M. Strauss, CPA of Maher Duessel prior to its presentation to the Executive Committee and to the full Board.

A. Financial Statements through February 29, 2024

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Board of Directors. The grant expenditures report, through February 29, 2024 details each grant and highlights the actual carryforward and allocations, expenditures, and the remaining grant funds. The contract end date for each grant 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 that overall expenditures appear to be on track for the year.

Mr. Wolf presented the statement of revenues and expenditures through February 29, 2024, an 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 Thomas Henchey and seconded by Sharon Hagenberger, it is:

RESOLVED, that the financial reports through February 29, 2024, are hereby approved, subject to any minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

IX. PRESENTATIONS & REPORTS

A. CEO Report

CEO McCree presented a report to the Board of Directors, highlighting SCPa Works' efforts with youth reentry services, the Dauphin County Whole Home Repairs program, the York opioid settlement funding, and the JFF grant award.

Mrs. Lyle presented an update on SCPa Works' efforts to impact the youth reentry population. Through funding provided by the Department of Labor & Industry, ten youth reentry participants ages 18-24 are receiving services through the program. Equus Workforce Solutions filled an additional position for a reentry career advisor, who will work closely with and mentor program participants.

Mrs. Lyle provided an update on the Dauphin County Whole Home Repairs Program funded by the Dauphin County Economic Development Corporation. The program funding supports residential construction training for interested participants. The program recently launched and has received approximately 30 inquiries, resulting in three enrollments.

Mrs. Lyle concluded with a summary of the Employer Learning Series funded by the York County Opioid Settlement program. Focusing on second-chance hiring, Envoy Advisory, LLC will work with community partners in York County, Pennsylvania to conduct a recovery-friendly workplace assessment and training for local employers.

CEO McCree provided additional information on SCPa Works' involvement with JFF Workforce Communities in Action. This initiative champions community-centered, equity-driven solutions to workforce challenges, emphasizing collaboration, strategic problem-solving, and human-centered design principles. Engaging in the Workforce Communities in Action cohort has yielded remarkable success. JFF and JP Morgan Chase awarded SCPa Works \$10,000, recognizing its commitment to inclusive and equitable strategies that enhance economic mobility.

CEO McCree briefly discussed his participation with the Federal Reserve Bank of Philadelphia Economic and Community Advisory Council, which assists with identifying key economic and labor market trends across Pennsylvania.

XIII. ADJOURNMENT

The Chairperson adjourned the meeting at 10:00 a.m. without objection.