



Executive Committee Meeting
Thursday, March 28, 2024 | 8:30 AM – 10:00 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference

<https://us02web.zoom.us/j/81401326810?pwd=OFVsMUhQV3BwN0s0d29kZC9UMjkwZ09>

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 8:40 a.m. and noted that Punxsutawney Phil and Phyllis have given birth to two healthy baby groundhogs!

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 February 1, 2024 Meeting Minutes

Chairperson Boswell presented the February 1, 2024 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. APPROVAL OF AUDIT DRAFT (*From Administration and Finance Committee*)

CEO McCree provided an overview of the 2023 financial audit. Shawn Strauss, Senior Manager with auditor Maher Duessel, presented the draft audit to the Administration and Finance Committee on March 21, 2024. CEO McCree indicated that the audit has been finalized, and the auditor has provided a clean opinion with no material issues. There was one minor finding that SCPa Works has addressed in a corrective action plan.

Director of Finance Ralph Wolf provided an overview of the corrective action plan in response to the minor audit finding. Mr. Wolf indicated that the finding indicates that SCPa Works did not meet its earmarking requirements for Workforce Innovation and Opportunity Act (WIOA) youth program funding. Section 129 of WIOA requires that at least 75 percent of funds allotted for youth activities be earmarked to provide youth workforce investment activities for out-of-school youth, and at least 20 percent of youth program funds must be used to provide paid and unpaid work experience. To address the finding, SCPa Works staff has enacted the following safeguards to ensure future compliance: monthly spend rate reviews, priority annual budgeting, and monthly contracted vendor forecasting.

Mr. Wolf explained the corrective action plan safeguards in detail. Monthly spend rate reviews will include preparing relevant spend rate reports to be shared with SCPa Works leadership staff by the 20th day of each month. SCPa Works leadership will devise necessary spending plans with applicable vendors and coordinate the requirements of the corrective action plan. Priority annual budgeting will involve providing vendors with annual budgets in excess of the required earmark percentages. Monthly vendor forecasting will require program vendors to submit an annual spending forecast by the 15th calendar day of each month, including the budget amount, actual expenditures, anticipated expenditures, and the balance of any under or over-utilized budgetary funds.

Mr. Wolf indicated that the audit will be filed by April 1 to meet state requirements.

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

RESOLVED, that the draft audit report prepared by and presented to the Executive Committee by auditor Maher Duessel is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF BUDGET MODIFICATION (*From Administration and Finance Committee*)

CEO McCree presented a budget modification that was approved by the Administration and Finance 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 not enough to cover SCPa Works’ Pennsylvania Workforce Development Association membership expenditure. The Administration and Finance Committee 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 Michael Ross and seconded by Kenneth Tuckey, 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 and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF TRANSFER OF FUNDS

CEO McCree presented a proposed transfer of WIOA Dislocated Worker funds to the WIOA Adult category. CEO McCree explained that WIOA Dislocated Worker funds are often transferred to the WIOA Adult category toward the end of the program year to ensure that funding is spent. Current enrollments show 30% enrollment in Dislocated Workers programs and 70% in Adult programs. Staff requested that up to 75% of the remaining Dislocated Worker funds be transferred to the Adult category. COO Lentz explained that Dislocated Worker funds can be spent on Adult programs, but Adult funds cannot be spent on Dislocated Workers. It was noted that the Bureau of Workforce Development Administration (BWDA) has reviewed and authorized the proposed transfer.

After discussion, on motion duly made by Michael Ross and seconded by Kenneth Tuckey, 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 and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VII. RATIFICATION OF JOBS FOR THE FUTURE \$10,000 SUBAWARD TO SCPa WORKS

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 a regional workforce challenge. 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 Kenneth Tuckey and seconded by Michael Ross, it is:

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

(Motion carried unanimously; there were no abstentions.)

VIII. APPROVAL OF AWARDS

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 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 Michael Ross and seconded by Kenneth Tuckey, it is:

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

(Motion carried unanimously; there were no abstentions.)

B. Request for Quote (RFQ)
i. Employer Learning Series – Creating Recovery Friendly Workplaces in York County, Pennsylvania

CEO McCree introduced the Employer Learning Series—Creating Recovery-Friendly Workplaces in York County, Pennsylvania RFQ. COO Lentz advised that 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 Kenneth Tuckey, 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 entitled “Creating Recovery Friendly Workplaces in York County, Pennsylvania,” is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

IX. UPDATE ON REQUEST FOR PROPOSAL (RFP)

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

COO Lentz updated the committee on the WIOA Title I Service Provider RFP. SCPa Works received one proposal in response to the WIOA Title I Service Provider RFP. A thorough review of the proposal is being completed by SCPa Works staff and a review panel that is comprised of volunteer Board Members. The deadline for the review panel to complete the proposal evaluation is April 9, 2024. SCPa Works will provide a recommendation for an award and contract approval at the next Board cycle: Administration and Finance Committee meeting on April 25, 2024, the Executive Committee meeting on May 2, 2024, and the Board of Directors meeting on May 9, 2024.

X. BUSINESS

A. Financial Update

i. Financial reports through February 29, 2024

Mr. Wolf presented the financial statements previously provided to the Committee. The grant expenditures report through February 29, 2024 details each grant, highlights the actual carryforward and allocations, expenditures, and the remaining 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, indicating that plans have been established with vendors to ensure funds are spent over the remaining quarter.

Mr. Wolf presented the operational budget analysis, showing that the percentage of the budget expended is where it should be. He concluded the financial update with a report summarizing spending projections for the 2024 program year.

B. CEO Report and Updates

i. Board Meeting Agenda

CEO McCree concluded the meeting with an overview of the April 4, 2024, Board meeting agenda.

XI. ADJOURNMENT

The Chairperson adjourned the meeting at 9:38 a.m. without objection.

The Committee held an executive session beginning at 9:38 a.m. to discuss a litigation matter. The executive session ended at 9:41 a.m.