



**Board of Directors Meeting
Thursday, May 9, 2024 – 8:30 AM**

Zoom Videoconference:

<https://us02web.zoom.us/j/83041682634?pwd=dTVRUDNrL3FGNEEx3Z2Y3M0FOQmNCdz09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Andrew Williford (Secretary/Treasurer); Keith Baker, Matthew Campbell, Brian Dailey, Sharon Hagenberger, Lorelee Isbell, Amy Moore, Sully Pinos, Tara Toms, Clifton Van Scyoc

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; Chris Bonneau, Courtney Day, David Koman, Whitney Matthews, Saranne Miller, Samuel Ortiz, Nicola Overton, Cynthia Picht, Matthew Ross, Judy Santiago, Lakiesha Stewart, Shauna Ventress, Sean Stanbro, Emily York, Michelle O’Bradovic, Holly Simmons, Bridget Wolf, Crystal Houser, Greg Smith, Alex Gibson, Gregory McFalls, 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 April 4, 2024, Meeting Minutes

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

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 PROPOSED PROGRAM YEAR 2024-2025 BUDGET *(From Executive Committee)*

CEO McCree presented the 2024 to 2025 proposed administrative budget, which was previously provided to the Board following review by the Administration and Finance Committee and by the Executive Committee. Director of Finance Ralph Wolf presented the projections for the current year and the proposed budget, outlining the variances. Mr. Wolf advised that the proposed budget reflects spending cuts due to receiving approximately \$400,000 less in federal funding than the year prior. The funding cuts will reduce the budget by 6 percent, require the elimination of two full-time employees, reduce the Virtual Chief Information Officer (VCIO) contract, and eliminate other administrative contracts. The 2024 to 2025 proposed operational budget is set forth below:

Personnel Expenses	
Salaries	\$1,473,551
Employer Paid Benefits	<u>\$501,007</u>
	\$1,974,558
Operational Costs	
Audit & Legal Fees	\$72,000
Dues & Subscriptions	\$20,000
Insurance & Bonding	\$35,000
Occupancy	\$56,730
Office Equipment Lease, Purchase, Repair	\$43,000
Office Supplies	\$4,200
Professional Services	\$130,000
IT Professional Services	\$163,000
Telephone & Utilities	\$23,000
Travel	\$41,000
Training (Classroom/Conferences)	<u>\$21,000</u>
	\$608,930
 Total Budget:	 \$2,583,488

After discussion, on motion duly made by Andrew Williford and seconded by Sharon Hagenberger, it is:

RESOLVED, that the proposed 2024–2025 administrative operating budget is hereby approved, subject to minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF AWARDS *(From Executive Committee)*

CEO McCree presented the approval of awards to the Board. COO Lentz provided an overview of each award. Todd Truntz, Solicitor, reminded the Board of the importance of abstaining from voting on any matter if any of the items presented today present an actual or appearance of a conflict of interest for any Board member. The Solicitor directed Board members to voice their abstention and to refrain from deliberation and voting on any matter that could create a conflict of interest or the appearance of a conflict of interest.

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

COO Lentz updated the Board on the Workforce Innovation and Opportunity Act (WIOA) Title I Adult program service provider request for proposal (RFP). SCPa Works received one proposal in response to the WIOA Title I service provider RFP. A thorough review of the proposal 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 and provide a recommendation. SCPa Works staff recommends that Equus Workforce Solutions be awarded a contract not to exceed \$1,400,000 to provide WIOA Title I Adult services. The staff recommendation was reviewed by the Executive Committee, which extends this recommendation for Board approval

After discussion, on motion duly made by Michael Ross and seconded by Sully Pinos, it is:

RESOLVED that an RFP award not to exceed \$1,400,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Adult program services for a term beginning July 1, 2024 through June 30, 2025, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. Qualitative Research Services for Out-of-School- Workforce Innovation and Opportunity Act (WIOA) Title I Out of School Youth

COO Lentz advised the Board that Requests for Quotes (“RFQ”) were completed for two initiatives for the performance of qualitative research services focusing on WIOA Title I Out-of-School Youth. The proposed qualitative research project aims to gather insights into the needs, challenges, and preferences of the out-of-school youth demographic regarding workforce-related service. The findings will help develop strategies to better connect with this population, identify effective outreach methods, and enhance engagement with workforce services, particularly through entities such as the PA CareerLink®.

SCPa Works received three responses to its youth qualitative research services RFQ, and staff is requesting approval to fund the following: Allegro Learning Solutions, LLC in an amount not to exceed \$115,000; Envoy Advisory in an amount not to exceed \$115,000; and Knovva Academy in an amount not to exceed \$115,000.

After discussion, on motion duly made by Andrew Williford and seconded by Brian Dailey, it is:

RESOLVED that a contract in the amount of \$115,000.00 with Allegro Learning Solutions, LLC for the provision of qualitative research services for WIOA Title I Out-of-School Youth under final terms to be negotiated and finalized by SCPa Works staff is hereby approved.

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED that a contract in the amount of \$115,000.00 with Envoy Advisory, LLC for the provision of qualitative research services for WIOA Title I Out-of-School Youth under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

After discussion, on motion duly made by Brian Dailey and seconded by Keith Baker, it is:

RESOLVED that a contract in the amount of \$115,000.00 with Knovva Academy for the provision of qualitative research services for WIOA Title I Out-of-School Youth under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

C. Entrepreneurship Intensive for Out-of-School Youth- Workforce Innovation and Opportunity Act (WIOA) Title I Out of School Youth

COO Lentz advised the Board about an “Entrepreneurship Intensive” program for WIOA Title I Out-of-School Youth RFQ. The purpose of this program is to foster innovation, creativity, and entrepreneurial spirit among individuals and provide them with the opportunity to develop and present their business ideas as if seeking investment, similar to the format of the Shark Tank[®] television program. The program aims to inspire and empower participants to conceptualize viable business models and bring their ideas to fruition. SCPa Works received one response to the RFQ and is requesting approval for a contract with the Harrisburg University Center for Innovation & Entrepreneurship (CIE), in an amount not to exceed \$115,000.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED that a contract in the amount of \$115,000 with The Harrisburg University of Science and Technology for the provision of a WIOA Title I Out of School Youth

“Entrepreneurship Intensive” program under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF CONTRACTS *(From Executive Committee)*

CEO McCree presented the approval of contracts to the Board. COO Lentz provided an overview of each contract in the 2024-2025 program year.

A. Information Technology (IT) Service Provider

COO Lentz provided an overview of the new Information Technology (IT) service provider contract. The IT service provider Request for Proposal (RFP) was issued in February 2024. Following proper procurement and panel review, Intrada Technologies, Inc. is recommended to provide IT services. SCPa Works is seeking approval for a three-year award not to exceed \$163,000 starting July 1, 2024, through June 30, 2025, with two (2) one-year renewal options based on funding allocations and performance.

After discussion, on motion duly made by Sharon Hagenberger and seconded by Lorelee Isbell, it is:

RESOLVED, that a contract in the amount of \$163,000.00 with Intrada Technologies, Inc. for the provision of information technology services for a term beginning July 1, 2024 through June 30, 2025, which may be renewed annually for two (2) additional one-year terms, under final terms to be negotiated and finalized with SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

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

COO Lentz provided an overview of the new WIOA Title I Adult service provider contract. The RFP was issued in February 2024. Following proper procurement and panel review, Equus Workforce Solutions is the recommended vendor to provide WIOA Title I Adult and Dislocated Worker program services. SCPa Works is seeking approval of a contract not to exceed \$1,400,000 for WIOA Adult program services starting July 1, 2024, through June 30, 2025, with two (2) one-year renewal options based on funding allocations and performance.

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

RESOLVED, that a contract in an amount of \$1,400,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Adult services for a term beginning July 1, 2024 and ending June 30, 2025 with two (2) one-year renewal options, under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

C. Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker Service Provider

COO Lentz provided an overview of the new WIOA Title I Dislocated Worker program service provider contract. A WIOA Title I Adult program service provider RFP was issued in February 2024. Following proper procurement and panel review, Equus Workforce Solutions is the recommended vendor to provide WIOA Title I Dislocated Worker program services. SCPa Works is seeking approval for a three-year award not to exceed \$890,000 for Dislocated Worker services starting July 1, 2024, to June 30, 2025, with two (2) one-year renewal options to be renewed annually based on funding allocations and performance.

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

RESOLVED, that a contract in an amount not to exceed \$890,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Dislocated Worker program services for a term beginning July 1, 2024 and ending June 30, 2025 with two (2) one-year renewal options, under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

D. Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth Service Provider

COO Lentz provided an overview of the WIOA Title I Out-of-School Youth (OSY) program service provider contract renewal with Equus Workforce Solutions. SCPa Works is seeking approval of the third of three contract renewal options in an amount not to exceed \$1,275,000 for OSY program services starting July 1, 2024 through June 30, 2025.

After discussion, on motion duly made by Brian Dailey and seconded by Amy Moore, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Out-of-School Youth program services, in an amount not to exceed \$1,275,000.00 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

A. Business Service Consultant Service Provider

COO Lentz provided an overview of the Business Service Consultant (BSC) service provider contract renewal with Equus Workforce Solutions. SCPa Works is seeking approval for

the third of three contract renewals in an amount not to exceed \$1,000,000 for BSC services starting July 1, 2024 through June 30, 2025.

After discussion, on motion duly made by Lorelee Isbell and seconded by Michael Ross, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of Business Services Consultant services in an amount not to exceed 1,000,000.00, for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works Staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. One-Stop Operator Service Provider

COO Lentz provided an overview of the One-Stop Operator (OSO) service provider contract renewal with Equus Workforce Solutions. SCPa Works is seeking approval of the second of three one-year renewal options of the contract not to exceed \$675,000 for OSO services starting July 1, 2024, to June 30, 2025, to be renewed annually until June 30, 2026, based on funding allocations and performance.

After discussion, on motion duly made by Andrew Williford and seconded by Matthew Campbell, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of One-Stop Operator services in an amount not to exceed \$675,000 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

C. Employment Advancement and Retention Network (EARN) Service Provider

COO Lentz provided an overview of the Employment Advancement and Retention Network (EARN) service provider contract renewal with Equus Workforce Solutions. SCPa Works is seeking approval for the third of three contract renewals in an amount not to exceed \$3,450,000 for EARN services starting July 1, 2024 through June 30, 2025.

After discussion, on motion duly made by Andrew Williford and seconded by Clifton Van Sycoc, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of EARN program services in an amount not to exceed \$3,450,000.00 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

D. Temporary Assistance For Needy Families (TANF) Youth Service Provider

COO Lentz provided an overview of the TANF Youth program service provider contract renewals. SCPa Works is seeking approval of the third of three contract renewal options for the following contracts: Equus Workforce Solutions not to exceed \$750,000.00, Crispus Attucks not to exceed \$200,000, and Harrisburg University not to exceed \$200,000 for TANF Youth program services starting July 1, 2024 through June 30, 2025.

After discussion, on motion duly made by Andrew Williford and seconded by Sharon Hagenberger, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of TANF Youth services in an amount not to exceed \$750,000.00 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED, that a one-year renewal of the existing contract with Crispus Attucks Association of York, Pennsylvania for the provision TANF Youth services in an amount not to exceed \$200,000.00 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

After discussion, on motion duly made by Clifton Van Sycoc and seconded by Sharon Hagenberger, it is:

RESOLVED, that a one-year renewal of the existing contract with Harrisburg University of Science and Technology for the provision TANF Youth services in an amount not to exceed \$200,000.00 for the period beginning July 1, 2024 through June 30, 2025 under final terms to be negotiated and finalized by SCPa Works staff, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF POLICIES *(From Executive Committee)*

CEO McCree presented the approval of policies to the Board. COO Lentz provided an overview of each policy.

A. Information Security Policy and Procedures (updated)

i. Section 15 - Mobile Device Management (MDM) Policy for Employees (new)

COO Lentz advised the Board that policies are reviewed regularly, and necessary updates are made. The Information Security Policy and Procedures and the Continuity of Operation – Disaster Recovery Plan were reviewed in March 2024 by SCPa Works and Intrada staff. The recommended changes to the Information Security Policy and Procedures include staffing updates, removing sections covered under other policies, and a new section on Mobile Device Management (MDM) for employees. The MDM policy facilitates the secure and effective integration of employee personal devices with the IT infrastructure. The policy outlines the objective, policy details, company application installation, personal data storage, and procedure for departing employees. Each of these policies were reviewed by the Executive Committee and recommended for approval by the Board.

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

RESOLVED, that the Information Security Policy and Procedures, and the Mobile Device Management (MDM) policy, are hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. Continuity of Operation – Disaster Recovery Plan (updated)

COO Lentz advised the Board of changes to the Continuity of Operation – Disaster Recovery Plan, included staffing updates.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED, that the Continuity of Operation – Disaster Recovery Plan is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. PROGRAM YEAR 2023 – 2024 Q4 POLICY REPORT

COO Lentz reviewed the program year 2023-2024 fourth quarter policy review. Seventeen policies were reviewed, and no recommended changes were made. A new One-Stop Operator Firewall Policy is being finalized and will be presented to the Board at the next meeting in June.

IX. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on May 2, 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.

X. ADMINISTRATION AND FINANCE COMMITTEE REPORT

Andrew Williford, chairperson of the Administration and Finance Committee, reported that the last meeting was canceled due to scheduling conflicts.

A. Financial Statements through March 30, 2024

Mr. Wolf presented the financial statements that were previously provided to the Board members. The grant expenditures report through March 31, 2024 details each grant and highlights the actual carryforward and allocations, expenditures, and 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 March 31, 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.

XI. ADJOURNMENT

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