



Executive Committee Meeting
Thursday, May 2, 2024 | 8:30 AM – 10:00 AM
Zoom Videoconference

<https://us02web.zoom.us/j/83353855542?pwd=NTFqWkNSZE9qZEpVZWQ0NHZKTjhIZz09>

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 8:32 a.m.

II. REQUEST FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented to the Committee.

III. CONSENT AGENDA

A. Approval of March 28, 2024 Meeting Minutes

Chairperson Boswell presented the March 28, 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 THE PROPOSED PROGRAM YEAR 24-25 BUDGET

CEO McCree presented the 2024–2024 proposed administrative operating budget, which was previously provided to the Committee. Director of Finance Ralph Wolf presented projections for the current year and the proposed budget, outlining variations. 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 impact the budget by reducing the number of full-time employees by two, the Virtual Chief Information Officer (VCIO) contract, and other administrative contracts. The 2024 to 2025 proposed administrative operating 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 Michael Ross, it is:

RESOLVED, that the proposed 2024–2025 administrative operating is hereby approved and recommended for presentation to the full Board for approval, subject to any revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF AWARDS

- A. **Workforce Innovation and Opportunity Act (WIOA) Title I Adult Service Provider**
- B. **Qualitative Research Services for Out-of-School Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School-Youth**
- C. **Entrepreneurship Intensive for Out-of-School Youth-Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth**

COO Katie Lentz updated the Committee on the WIOA Title I Adult and Dislocated Worker 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 scoring results and provide a recommendation. Based on the recommendation of the Review Panel, SCPa Works staff recommends that Arbor E&T, LLC d/b/a Equus Workforce Solutions (Equus) be awarded a contract not to exceed \$1,400,000 to provide WIOA Title I Adult program services and \$890,000 to provide Dislocated Worker program services. Each contract shall be for the 2024-2025 program year with two (2) one-year renewal options based on funding and performance.

COO Lentz advised the Committee that two Request for Quotes (RFQ) were completed for two initiatives for the performance of qualitative research services focusing on youth. The proposed qualitative research for WIOA Title I Out-of-School Youth 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 SCPa Works staff is requesting approval to fund the following: Allegro Learning Solutions, LLC in an amount not to exceed \$115,000 with a term of May 17, 2024 through June 30, 2024; Envoy Advisory in an amount not to exceed \$115,000 with a term of May 17, 2024 through June 30, 2024; and Knovva Academy in an amount not to exceed \$115,000 with a term of May 17, 2024 through June 30, 2024.

COO Lentz provided details on an “Entrepreneurship Intensive” program for a WIOA Title I Out-of-School Youth RFQ. This program is intended 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) not to exceed \$115,000, with a term of May 17, 2024 through June 30, 2024.

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

RESOLVED that the following are approved and recommended to the full Board for Final Approval:

- A. An RFP award in the amount of \$1,400,000.00 to Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Adult program services and an award in the amount of \$890,000 to 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 through June 30, 2025 with two (2) annual one-year renewal options;
- B. The following contracts for the provision of qualitative research services for WIOA Title I Out-of-School Youth:
 - i. A contract in the amount of \$115,000.00 with Allegro Learning Solutions, LLC;
 - ii. A contract in the amount of \$115,000.00 with Envoy Advisory, LLC; and
 - iii. A contract in the amount of \$115,000.00 with Knovva Academy.
- C. A contract in the amount of \$115,000.00 with The Harrisburg University of Science and Technology for the provision of a WIOA Title I Out-of-School Youth “Entrepreneurship Intensive” program.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF CONTRACTS

- A. Information Technology (IT) Service Provider**
- B. Workforce Innovation and Opportunity Act (WIOA) Title I Adult Service Provider**
- C. Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker Service Provider**

- D. Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth Service Provider**
- E. Business Service Consultant (BSC) Service Provider**
- F. One-Stop Operator (OSO) Service Provider**
- G. Employment Advancement and Retention Network (EARN) Service Provider**
- H. Temporary Assistance For Needy Families (TANF) Youth Service Provider**

COO Lentz provided an overview of each service contract proposed for the 2024-2025 program year. The Information Technology (IT) Service Provider and the WIOA Title I Adult and Dislocated Worker service provider contracts are new. The following contracts are existing agreements having annual options to renewal: WIOA Title I Out-of-School Youth (OSY) service provider, Business Service Consultant (BSC) service provider, One-Stop Operator (OSO) service provider, Employment Advancement and Retention Network (EARN) service provider, and Temporary Assistance for Needy Families (TANF) Youth Service Provider.

The IT service provider procurement was issued as an RFP in February 2024. Following proper procurement and panel review, the recommended vendor for IT services is Intrada Technologies, Inc. SCPa Works staff is seeking approval of a contract in an amount 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.

Based on the RFP process discussed above, SCPa Works staff is seeking approval of contracts with Equus for Adult program services (\$1,400,000) and for Dislocated Worker program services (\$890,000) with each contract starting July 1, 2024 through June 30, 2025, and each contract having two (2) one-year renewal options based on funding allocations and performance.

The current OSO service provider agreement with Equus contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the first one-year renewal option in an amount not to exceed \$675,000 for OSO services starting July 1, 2024 through June 30, 2025.

The current BSC service provider agreement with Equus contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the second renewal option in an amount not to exceed \$1,000,000 for BSC services starting July 1, 2024 through June 30, 2025.

The WIOA OSY service provider agreement with Equus contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the second renewal option in an amount not to exceed \$1,275,000 for OSY services starting July 1, 2024 through June 30, 2025.

The TANF Youth service providers consist of three (3) contracts with the following existing service providers: Equus, Crispus Attucks, and Harrisburg University, each having two (2) renewal options. SCPa Works staff is seeking approval to exercise the second renewal option of each of the following contracts: Equus in an amount not to exceed \$750,000; Crispus Attucks Association of York, Pennsylvania in an amount not to exceed \$200,000; and Harrisburg University in an amount not to exceed \$200,000 for TANF program services for the period starting July 1, 2024 through June 30, 2025.

The existing EARN service provider agreement with Equus contains two (2) one-year renewal options. SCPa Works staff is seeking approval to exercise the second renewal option 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 Kenneth Tuckey and seconded by Michael Ross, it is:

RESOLVED, that the following contracts are hereby approved and recommended to the full Board for final approval:

- A. A contract in an amount not to exceed \$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 based on funding allocations and performance;
- B. A contract in an amount not to exceed \$1,400,000.00 to 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;
- C. A contract in an amount not to exceed \$890,000.00 to 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 through June 30, 2025, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- D. A one-year renewal of the existing contract between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Out-of-School Youth program services in an amount not to exceed \$1,275,000.00 for a renewal term beginning July 1, 2024 through June 30, 2025;

- E. A one-year renewal of the existing contract between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of Business Service Consultant program services in an amount not to exceed \$1,000,000.00 for a renewal term beginning July 1, 2024 through June 30, 2025;
- F. A one-year renewal of the existing contract between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of One-Stop Operator services in an amount not to exceed \$675,000.00 for a renewal term beginning July 1, 2024 through June 30, 2025;
- G. A one-year renewal of the existing contract between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of Employment Advancement and Retention Network (EARN) services in an amount not to exceed \$3,450,000.00 for a renewal term beginning July 1, 2024 through June 30, 2025; and
- H. A one-year renewal of the existing contracts between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions, Crispus Attucks Association of York, Pennsylvania, and The Harrisburg University of Science and Technology for the provision of Temporary Assistance for Needy Families (TANF) program services in the following maximum amounts for renewal terms beginning July 1, 2024 through June 30, 2025:

a.	Equus Workforce Solutions:	\$750,000
b.	Crispus Attucks Association	\$200,000
c.	The Harrisburg University	\$200,000

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF POLICIES

- A. Information Security Policy and Procedures (update)
 - i. Section 15 - Mobile Device Management (MDM) Policy for Employees (new)
- B. Continuity of Operation – Disaster Recovery Plan (updated)

COO Lentz advised the Committee that SCPa Works 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 within the SCPa Works IT infrastructure. The policy outlines the objective, policy details, application installation, personal data storage, and procedure for departing employees. The changes to the Continuity of Operation – Disaster Recovery Plan included staffing updates.

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

RESOLVED, that the Information Security Policy and Procedures, the Mobile Device Management (MDM) policy, and the Continuity of Operation – Disaster Recovery Plan are hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VIII. PROGRAM YEAR 2023-2024 Q4 POLICY REVIEW

COO Lentz reviewed the program year 2023-2024 fourth quarter policy review. Seventeen policies were reviewed, and no changes were recommended.

IX. BUSINESS

A. Financial Update

i. Financial reports through March 31, 2024

Mr. Wolf presented the financial statements previously provided to the Committee. The grant expenditures report through March 31, 2024 details each grant and highlights 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 9:48 a.m. on motion by Kenneth Tuckey and Michael Ross followed by a unanimous vote of approval.