



**Board of Directors Meeting  
Thursday, June 27, 2024 – 8:30 AM**

**Zoom Videoconference:**

<https://us02web.zoom.us/j/85084054957?pwd=bVoyTIBkRUh5REI3TE5XeHNWd3dhUT09>

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**MEETING MINUTES**

**MEMBERS PRESENT**

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Andrew Williford (Secretary/Treasurer); Keith Baker, Brian Dailey, Sharon Hagenberger, Lorelee Isbell, Amy Moore, Jon O'Brien, Sully Pinos, Robin Russell, 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, Cynthia Picht, Shauna Ventress, Anita Zook, Sean Stanbro, Michelle O'Bradovic, Holly Simmons, Jerrick Ventress, Bridget Wolf, Gregory McFalls, Jeff Blume, Ruby Racine, Daniel Robinson, Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

**I. WELCOME/CALL TO ORDER**

Chairperson Boswell called the meeting to order at 8:35 a.m.

**II. CALL FOR PUBLIC COMMENT**

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

**III. CONSENT AGENDA**

**A. Approval of May 9, 2024, Meeting Minutes**

Chairperson Boswell presented the Consent Agenda to the Board of Directors for approval, which contained the May 9, 2024 Board meeting minutes.

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

**RESOLVED**, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

**IV. APPROVAL OF ONE-STOP OPERATOR (OSO) FIREWALL AGREEMENT AND FIREWALL AND INTERNAL CONTROLS POLICY** *(From Executive Committee)*

CEO McCree presented the One-Stop Operator (OSO) Firewall Agreement for approval. The draft Agreement was previously provided to the Board following review by the Executive Committee. The agreement is between the OSO, SCPa Works, and Southcentral LEO and outlines the responsibilities of the OSO, its limitations, and additional roles when the OSO also provides program services. The Department of Labor and Industry (L&I), as well as the U.S. Department of Labor (USDOL) require that an agreement be adopted by the Board, and that a firewall policy be created to define roles and expectations. Solicitor Truntz provided guidance and reviewed the Firewall Agreement and the Firewall and Internal Controls Policy. COO Lentz explained the relationship between Arbor E&T, LLC d/b/a Equus Workforce Solutions (Equus) simultaneously serving as the Title I Workforce Innovation and Opportunity Act (WIOA) program services provider and as the OSO, which the proposed agreement and policy will provide strict guidelines for performing these dual roles.

After discussion, on motion duly made by Robin Russell and seconded by Michael Ross, it is:

**RESOLVED**, that the One-Stop Operator Firewall Agreement and the Firewall and Internal Controls Policy are hereby approved and adopted.

(Motion carried unanimously; there were no abstentions.)

**V. APPROVAL OF CONTRACT EXTENSIONS** *(From Executive Committee)*

CEO McCree introduced five (5) proposed program contract extensions. The Solicitor reminded the Board of the importance of abstaining from deliberating and voting on any matter that presents 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 such matter. COO Lentz provided an overview of each service contract extension proposed for the 2024-2025 Program Year.

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

COO Lentz provided background for the Qualitative Research Services for WIOA Out-of-School Youth contracts, which were approved by the Board at its May 9, 2024 meeting. The program is to gather data on youth populations to help develop strategies to better connect with this population, with contracts awarded to three vendors: Allegro Learning Solutions, LLC, Knowva Academy, Inc., and Envoy Advisory, LLC. SCPa Works staff is seeking approval to extend the contract terms from June 30, 2024, to October 1, 2024 to give each program vendor sufficient time to utilize program funding.

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

**RESOLVED**, that the extension of the following contracts to October 1, 2024, for the provision of qualitative research services for WIOA Title I Out-of-School Youth are hereby approved:

- i. The existing contract with Allegro Learning Solutions, LLC in an amount not to exceed \$115,000;
- ii. The existing contract with Envoy Advisory, LLC in an amount not to exceed \$115,000; and
- iii. The existing contract with Knovva Academy, Inc. in the amount not to exceed \$115,000.00.

(Motion carried unanimously; there were no abstentions.)

#### **B. Pennsylvania Commission on Crime and Delinquency (PCCD) Re-entry**

COO Lentz provided an update on the Pennsylvania Commission on Crime and Delinquency (PCCD) Women's Re-entry grant. The Board approved a \$90,250 award to Equus in April of 2023 with a contract term ending June 30, 2024. SCPa Works staff is seeking approval to extend the contract term from June 30, 2024, to December 31, 2024, to enable Equus to continue providing women's reentry services utilizing remaining funds.

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

**RESOLVED**, that an extension of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions to December 31, 2024, to utilize remaining funds in the amount of \$90,250 for the provision of women's reentry program services, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

#### **C. Construction Industry Partnership (IP)**

COO Lentz provided an update on the SCPa Works Construction Industry Partnership. SCPa Works received a Construction Industry Partnership grant from L&I in 2022, which will expire on September 1, 2024. SCPa Works is the convener of the Construction IP grant, meeting with L&I bi-monthly to review all IP activities and goals, and to discuss funding allocation. SCPa Works staff is seeking approval to extend the term of its agreement with L&I to June 30, 2025, to extend the provision of program services utilizing remaining funds.

After discussion, on motion duly made by Lorelee Isbell and seconded by Robin Russell, it is:

**RESOLVED**, that an extension of the existing agreement between L&I and SCPa Works to June 30, 2025, to utilize remaining Construction Industry Partnership grant funds in the amount \$204,396.44 for Construction Industry Partnership program services, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

**D. Manufacturing Industry Partnership (IP)**

COO Lentz provided an update on the SCPa Works Manufacturing Industry Partnership. SCPa Works received a Manufacturing Industry Partnership grant in 2021 from L&I in the amount of \$250,000. The Manufacturing Industry Partnership funding is subcontracted to the Manufacturers' Association of South Central Pennsylvania d/b/a The Manufacturers' Association, and has a term set to expire on September 1, 2024. SCPa Works staff is seeking approval to extend the contract term to June 30, 2025 to enable The Manufacturers' Association to utilize \$16,510 in remaining program funds. Additional funding received in 2022 from L&I in the amount of \$250,000 was awarded to The Manufacturers' Association, and has a contract term set to expire on September 1, 2024. SCPa Works is seeking approval to extend the contract term to June 30, 2025, to utilize \$77,982 in remaining funds.

After discussion, on motion duly made by Robin Russell and seconded by Michael Ross, it is:

**RESOLVED**, that the following extensions of existing contracts with Manufacturers' Association of South Central Pennsylvania d/b/a The Manufacturers' Association, to June 30, 2025, to utilize remaining grant funds for the provision of Manufacturing Industry Partnership program services, are approved:

- i. The contract for the program period of January 1, 2021 through September 1, 2024 in the amount of \$250,000, having \$16,510 in remaining funds; and
- ii. The contract for the program period of December 8, 2022 through September 1, 2024 in the amount of \$250,000, having \$77,982 in remaining funds.

(Motion carried unanimously; there were no abstentions.)

**E. Information Technology (IT) Industry Partnership (IP)**

COO Lentz provided an update on the SCPa Works Information Technology (IT) Industry Partnership. SCPa Works received an Information Technology (IT) Industry Partnership grant in 2022 from L&I in the amount of \$250,000. SCPa Works is the convener, collaborating with the employer and business community to grow a diverse and innovative technology workforce and entrepreneurial community in South Central PA. An agreement between L&I and SCPa Works is set to expire on September 1, 2024. SCPa Works staff is seeking approval to extend the agreement term to June 30, 2025, to utilize remaining funds as follows: \$45,000 for an "Innovation Entrepreneur" program involving a committee of professionals committed to building an ecosystem supporting innovators, entrepreneurs, and job creators in South Central Pennsylvania,

\$9,000 for internet job board advertising, \$49,207.62 for a “Group Registered Apprenticeship Program” and Higher-Ed K-12 Programs for connecting in-classroom efforts to entry-level jobs, and \$24,750 for a “Readocracy” program to be subcontracted through Harrisburg University that will provide technology career awareness to high school youth.

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

**RESOLVED**, that an extension to the existing agreement between SCPa Works and L&I to June 30, 2025 to utilize remaining Information Technology Industry Partnership grant funds to provide the following additional program services, are hereby approved

- i. To utilize remaining funds in the amount of \$45,000 to fund an “Innovation Entrepreneur” program;
- ii. To utilize remaining funds in the amount of \$9,000 to fund website job advertising boards; and
- iii. To utilize remaining funds in the amount of \$49,207.62 for a “Group Registered Apprenticeship Program and Higher-Ed K-12” program.

(Motion carried unanimously; there were no abstentions.)

## **VI. APPROVAL OF CONTRACT** *(From Executive Committee)*

### **A. Harrisburg University – Rewordly Contract (IT IP)**

COO Lentz provided an overview of a proposed contract with Harrisburg University to provide information technology program services through an internet-based technology platform known as “Readocracy” provided by Rewordly, Inc. The project is designed to increase awareness of technology careers in high school students, enhance skills and knowledge in technology, and improve employability for underrepresented populations. The goals of the project are to increase awareness and interest in technology careers, equip participants with critical technology skills and knowledge, provide verifiable and industry-recognized credentials to enhance employability and foster diversity, equity, inclusion, and accessibility (DEIA) for technology careers in two underrepresented high schools for students in their junior and senior years. SCPa Works staff is seeking approval of a contract in the amount of \$24,750 with Harrisburg University and Rewordly, Inc. for Information Technology Industry Partnership program services starting July 1, 2024 through June 30, 2025.

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

**RESOLVED**, that a contract in the amount of \$24,750 with Harrisburg University of Science and Technology and Rewordly, Inc., for the provision of Information Technology Industry Partnership services for a term beginning July 1, 2024 through June 30, 2025, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

## **VII. EXECUTIVE COMMITTEE REPORT**

Chairperson Boswell reported that the Executive Committee held its regular meeting on June 20, 2024. The items on the agenda for approval at today's Board Meeting were all reviewed and approved by the Executive Committee prior to presentation to the full Board.

## **VIII. 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 April 30, 2024**

Director of Finance Ralph Wolf presented the financial statements previously provided to the Board members. The Summary of Grant Expenditures report through April 30, 2024 details each grant and highlights actual carryforward and allocations, expenditures, and remaining funds. The report identifies the contract end date for each grant with the percentage of funds expended from each grant. Mr. Wolf reviewed each grant and provided an overview, indicating that he had no immediate concerns regarding expenditures and that overall expenditures appear to be on track for the year.

Mr. Wolf presented the Statement of Revenues and Expenditures through April 30, 2024. Mr. Wolf explained that plans have been established with vendors to ensure funds are spent before the end of the program year. The Employment, Advancement, and Retention Network (EARN) Program funding for the 2024 program year continues to be underspent. Mr. Wolf noted that this underspending will have no significant impact on the operational budget. As the program year closes at the end of June, the reclassification of funds will occur before the final numbers are provided at the next Board meeting.

Mr. Wolf presented a Summary of Spending Projections by Major Vendor, showing that the percentage of the budgets expended are where they should be. He concluded the financial update with a report summarizing spending projections for the 2024 program year.

After discussion, on motion duly made by Brian Dailey and seconded by Robin Russell, it is:

**RESOLVED**, that the financial reports through April 30, 2024, are hereby accepted and 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. ADJOURNMENT**

The Chairperson adjourned the meeting at 9:17 a.m. without objection.