



Executive Committee Meeting
Thursday, June 20, 2024 | 8:30 AM – 10:00 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference

<https://us02web.zoom.us/j/89246866061?pwd=UzdtL0lOcjZGTDVONUg4RE5jSFZ6QT09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson), Michael Ross, Kenneth Tuckey

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 8:36 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 May 2, 2024 Meeting Minutes

Chairperson Boswell presented the May 2, 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 ONE-STOP OPERATOR (OSO) FIREWALL AGREEMENT AND FIREWALL AND INTERNAL CONTROLS POLICY

CEO McCree presented the One-Stop Operator (OSO) Firewall Agreement for approval. 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 for the OSO and to prevent conflicts of interest. 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 a Title 1 Workforce Innovation and Opportunity Act (WIOA) program provider and as One-Stop Operator, which the proposed agreement and policy will provide strict guidelines for performing these dual roles.

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

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF CONTRACT EXTENSIONS

CEO McCree introduced five (5) proposed program contract extensions. COO Lentz provided an overview of each 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**
- B. Pennsylvania Commission on Crime and Delinquency (PCCD) Re-entry**
- C. Construction Industry Partnership (IP)**
- D. Information Technology (IT) Industry Partnership (IP)**
- E. Manufacturing Industry Partnership (IP)**

A. COO Lentz provided background for the Qualitative Research Services for WIOA Title I Out-of-School Youth contracts, which were approved by the Board at its May 9, 2024 meeting. This program is to gather data on youth populations to help develop strategies to better

connect with this population. SCPa Works staff is seeking approval to extend each of the contract terms from June 30, 2024, to October 1, 2024 to give each program vendor sufficient time to utilize funding.

B. COO Lentz updated the Committee 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 using remaining funds.

C. COO Lentz provided an update on all Industry Partnerships (IP). Industry Partnership funding is provided to SCPa Works by the Department of Labor and Industry (L&I). SCPa Works is the convener of the Construction IP grant, meets with L&I bi-monthly to review all IP activities and goals, and to discuss funding allocation. SCPa Works received a Construction Industry Partnership grant from L&I in 2022, which will expire on September 1, 2024. SCPa Works is seeking approval to extend the term of its contract to June 30, 2025, to extend the provision of program services using the remaining funds to be spent in compliance with procurement requirements.

D. COO Lentz provided an update on the SCPa Works Manufacturing Industry Partnership. SCPa Works received a Manufacturing Industry Partnership grant from L&I in 2021 in the amount of \$250,000. The Manufacturing Industry Partnership grant funding is subcontracted to 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 also 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.

E. COO Lentz provided an update on the SCPa Works Information Technology (IT) Industry Partnership. 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. SCPa Works received an Information Technology Partnership grant from L&I in 2022 in the amount of \$250,000, which will expire on September 1, 2024. SCPa Works is seeking approval to extend the term of its contract to June 30, 2025, to extend the provision of program services using the 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 website 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 subcontracted through Harrisburg University that will provide technology career awareness and training opportunities to high school youth.

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

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

- A. Extension of the following contracts to October 1, 2024, for the provision of qualitative research services for WIOA Title I Out-of-School Youth:
 - i. The contract with Allegro Learning Solutions, LLC in an amount not to exceed \$115,000;
 - ii. The contract with Envoy Advisory, LLC in an amount not to exceed \$115,000; and
 - iii. The contract with Knovva Academy, Inc. in the amount not to exceed \$115,000.00.
- B. 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 to for women’s reentry program services.
- C. An extension of the existing grant 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.
- D. An extension to the following 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:

- 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.
 - 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.

- E. An extension of the existing agreement between L&I and SCPa Works to June 30, 2025, to utilize remaining Information Technology Industry Partnership grant funds for the following Information Technology Industry Partnership program services:
 - i. Utilize \$45,000 in remaining grant funds for the Innovation & Entrepreneurship Committee to provide an Innovation Entrepreneur program for building an ecosystem supporting innovators, entrepreneurs and job creators
 - ii. Utilize \$9,000 in remaining funds for website job advertising boards
 - iii. Utilize \$49,207.62 in remaining funds to implement a Group Registered Apprenticeship Program and “Higher-Ed K-12 Programs” to connect in-classroom efforts to entry level jobs.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF CONTRACT

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 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 services for the period beginning 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 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 and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VII. BUSINESS

A. FINANCIAL UPDATE

i. Financial reports through April 30, 2024

Director of Finance Ralph Wolf presented the financial statements previously provided to the Committee. 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 each 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 Committee 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 Kenneth Tuckey and seconded by Michael Ross, it is:

RESOLVED, that the financial reports through April 30, 2024, are hereby accepted and recommended for presentation to the full Board, subject to any minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

B. CEO REPORT AND UPDATES

i. Board Meeting Agenda

CEO McCree explained that the June 27, 2024 Board meeting would be comprised exclusively of business matters and would be virtual only.

ii. Approval of Hiring Staff Accountant (vacancy July 5, 2024)

CEO McCree updated the Committee on the recent retirement announcement of Staff Accountant David Koman. Mr. Koman's retirement, effective July 5, 2024, will leave a vacancy for the Staff Accountant position. SCPa Works is seeking approval to fill the Staff Accountant vacancy upon his departure.

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

RESOLVED, that the advertisement for the hiring a full-time Staff Accountant is hereby approved.

(Motion carried unanimously; there were no abstentions.)

XI. ADJOURNMENT

The Chairperson adjourned the meeting at 9:24 a.m. without objection.