



**Board of Directors Meeting**  
**Thursday, August 1, 2024 – 8:30 AM**  
**Commonwealth Charter Academy – 1 Innovation Way, Harrisburg, PA 11710**  
**& Zoom Videoconference:**  
<https://us02web.zoom.us/j/81015042394?pwd=WmNQb25vZGJsWWZ3L29RNVI3b2pjZz09>

## **MEETING MINUTES**

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### **MEMBERS PRESENT**

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Matthew Campbell

Virtual: Andrew Williford (Secretary/Treasurer); Keith Baker, Brian Dailey, Lorelee Isbell, Amy Moore, Jon O’Brien, Carl Phinney, Sully Pinos, Robin Russell, Kenneth Tuckey, 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; Courtney Day, Stacy Keller, Nicola Overton, Cynthia Picht, Matthew Ross, Jerrick Ventress, Sean Stanbro, Andrew Huls, Bridget Wolf,

Virtual: Chris Bonneau, Whitney Matthews, Saranne Miller, Samuel Ortiz, Shauna Ventress, Michelle O’Bradovic, Emily York, Leanne Dembowski, Gregory Smith, Gregory McFalls, Marybeth Ferguson Williams, Melanie Erb, Oversight Services, Bureau of Workforce Development Administration, Josh Copus, Jobs For the Future, Veronica Buckwalter, Jobs For the Future

### **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 June 27, 2024, Meeting Minutes**
- B. Approval of Cost Allocation Plan** (*From Executive Committee*)

- C. **Approval of One-Stop Operator Contract Amendment** *(From Executive Committee)*
- D. **Approval of Program Year 2024-2025 Policies** *(From Executive Committee)*
  - i. **Eligibility & Enrollment #P-21-6.22 (no updates)**
  - ii. **Paid Work Experience #P-16-5.22 (no updates)**
  - iii. **Case Notes #P-34-11.23 (updated)**
  - iv. **Equal Opportunity & Discrimination #P-13-2.22 (updated)**
  - v. **File Management #P-36-1.24 (updated)**
  - vi. **Secondary Review #P-2-7.22 (updated)**
  - vii. **Self-Sufficiency #P-23-4.23 (new)**

Chairperson Boswell presented the Consent Agenda to the Board of Directors for approval. Upon request of Keith Baker, item “**C., Approval of the One-Stop Operator Contract Amendment** *(From Executive Committee)*,” was removed from the Consent Agenda by the Chairperson and added to the Agenda for further discussion.

After discussion, on motion duly made by Keith Baker and seconded by Andrew Williford, it is:

**RESOLVED**, that the Consent Agenda, excluding Item C., Approval of the One-Stop Operator Contract Amendment (From Executive Committee), is hereby approved.

(Motion carried unanimously; there were no abstentions.)

**IV. APPROVAL OF THE ONE-STOP OPERATOR CONTRACT AMENDMENT**  
*(From Executive Committee)*

CEO McCree presented the One-Stop Operator Contract Amendment for approval. The PA CareerLink® Operating Budget and a summary of the contract amendment were previously provided to the Board following review by the Administration & Finance Committee and the Executive Committee.

COO Lentz provided a detailed explanation of the contract amendment and outlined the purpose of the proposed additional funds. At the May 9, 2024 Board of Directors meeting, the One-Stop Operator contract with Equus Workforce Solutions was approved in the amount of \$675,000. The initial \$675,000 contract covers the budgeted costs for out-of-building operations, termed “outreach services,” in the eight-county workforce region. Additionally, there are PA CareerLink® building operations and staffing costs that are shared among the PA CareerLink® partners. SCPa Works develops a budget for each building in cooperation with the local partners. These budgets are then submitted to the Department of Labor and Industry (L&I) for approval. SCPa Works received L&I approval for the PA CareerLink® operating budgets in June 2024, and due to the timing of the budget approvals, the One-Stop Operator contract must now be amended to include the additional budgeted pass-through building costs.

The proposed \$1,900,000.00 amendment will fund the PA CareerLink® pass-through building costs including funding for staff and operations that will be paid directly by Equus Workforce Solutions and reimbursed by SCPa Works.

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

**RESOLVED**, that an amendment to the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of One-Stop Operator services to include \$675,000 for outreach services and \$1,900,000.00 for PA CareerLink® operations, for a total amended contract amount not to exceed \$2,575,000.00, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

## **V. REQUEST FOR QUOTE (RFQ) UPDATE**

CEO McCree updated the Board on the active Request for Quote (RFQ) for digital literacy services for justice-impacted individuals in York and Dauphin Counties. The scope of work includes assessing digital literacy skills, facilitating access to technology, providing curriculum, and offering continuous support of digital literacy services for justice-impacted individuals in York and Dauphin counties. The RFQ was issued on July 3, 2024, with a deadline to submit responses by July 31, 2024. Once the RFQ closes, SCPa Work's staff will thoroughly review all responses. SCPa Works will recommend an award not to exceed \$90,000 and a contract approval recommendation during the next meeting cycle: Administration and Finance Committee meeting on October 24, 2024, the Executive Committee meeting on October 31, 2024, and the Board of Directors meeting on November 7, 2024.

## **VI. EXECUTIVE COMMITTEE REPORT**

Chairperson Boswell reported that the Executive Committee held its regular meeting on July 25, 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.

## **VII. ADMINISTRATION AND FINANCE COMMITTEE REPORT**

Andrew Williford, Chairperson of the Administration and Finance Committee, reported that the agenda items were reviewed at the last meeting on July 18, 2024.

### **A. Approval of Financial Statements through June 30, 2024**

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Board members. The Summary of Grant Expenditures report through June 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 and the percentage of funds expended. Mr. Wolf highlighted each grant and provided an overview of the 2023 – 2024 program year-end percentages.

Mr. Wolf presented the Statement of Revenues and Expenditures through the end of the 2023 – 2024 program year, ending June 30, 2024. Lastly, Mr. Wolf concluded with an overview of the Statement of Operational Budget Analysis, highlighting that 99.74% of the budget was expended.

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

**RESOLVED**, that the financial reports through June 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.)

## **VIII. PRESENTATIONS & REPORTS**

### **A. Jobs For the Future (JFF) Presentation – Future-Focused Assessment**

CEO McCree introduced Senior Director Josh Copus and Director Veronica Buckwalter with Jobs For the Future (JFF). Mr. Copus and Ms. Buckwalter presented JFF's Future-Focused Workforce Development strategy to the Board. JFF's public workforce system transformation strategy is a result of an extensive research initiative that identified specific behaviors found in workforce innovators. JFF's strategy is to incorporate these behaviors within workforce boards to enable them to anticipate and adapt to changing workforce environments and more effectively serve the workforce region. Future focused workforce boards will be better positioned to capitalize on public and private investments that will better enable them to accomplish their goals.

### **B. CEO Report**

The Board of Directors received a detailed written report from CEO Jesse McCree prior to the meeting.

### **C. Director of Programs Report**

The Board of Directors received a detailed written report from Director of Programs Stephanie Predko prior to the meeting.

### **D. Director of Strategic Initiatives Report**

The Board of Directors received a detailed written report from Director of Strategic Initiatives Hillary Lyle prior to the meeting.

### **E. Industry Partnership Report**

The Board of Directors received a detailed written report from Senior Industry Specialist Cynthia Picht prior to the meeting.

### **F. Information Technology (IT) Project Schedule Report**

The Board of Directors received a detailed written report from IT services provider Intrada Technologies prior to the meeting.

**G. Compliance Report**

The Board of Directors received a detailed written report from Courtney Day prior to the meeting.

**IX. ADJOURNMENT**

The Chairperson adjourned the meeting at 10:06 a.m. without objection.