



Executive Committee Meeting
Thursday, July 25, 2024 | 8:30 AM – 10:00 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference

<https://us02web.zoom.us/j/84213320834?pwd=Zmg0alFIL2FUUVIBc3FLVIZxSmhQZz09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson), Michael Ross (Vice Chairperson), Andrew Williford (Secretary/Treasurer), 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 8:32 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 June 20, 2024 Meeting Minutes

Chairperson Boswell presented the June 20, 2024, meeting minutes for approval.

After discussion, on motion duly made by Andrew Williford 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 COST ALLOCATION PLAN

CEO McCree introduced the Cost Allocation Plan that was previously provided to the Committee members. The Cost Allocation Plan is drafted in accordance with Federal and State regulations and requirements and outlines how SCPa Works allocates indirect and administrative costs. Director of Finance Ralph Wolf detailed the structure of the Cost Allocation Plan, which consists of three main cost pools: “administrative costs,” “nongrant specific costs,” and “program training costs.”

Unless directly associated with a specific program or programs, all administrative costs are considered shared direct costs, which are considered to benefit the entire agency and all programs. Administrative costs are allocated based on direct labor hours charged by staff, which allows costs to mimic time and efforts actually spent during a bi-weekly pay period, and accurately represent true costs in a directly charged cost environment.

Mr. Wolf advised that the PA CareerLink® costs are now being allocated using a different methodology. PA CareerLink® administrative costs are pooled as shared direct costs, and then assigned to each of the PA CareerLink® locations by way of a specific general ledger segment, and are then divided among the partners located within those locations. Each individual location is then cost-pooled and allocated via monthly journal entries, breaking down the cost based on the total full-time equivalent employees (FTE) for each partner divided by all FTEs located at the individual locations. Additionally, costs may be further allocated based on total year-to-date program participant enrollments by grant eligibility as determined by the Title I provider(s) divided by the sum of all year-to-date program participant enrollments.

COO Lentz advised that the Cost Allocation Plan was submitted to L&I in May and was approved at the end of June.

After discussion, on motion duly made by Kenneth Tuckey and seconded by Andrew Williford, it is:

RESOLVED, that the Cost Allocation Plan as presented is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF ONE-STOP OPERATOR CONTRACT AMENDMENT

CEO McCree introduced the One-Stop Operator (OSO) contract amendment to the Committee, which included the Program Year 2024 PA CareerLink® operating budget that was provided to the Committee members prior to the meeting. COO Lentz explained the OSO budget

process and the reason for the amendment. The Board approved the initial OSO contract in the amount of \$675,000 on May 9, 2024. The \$675,000 award to Equus Workforce Solutions provided initial funding for the out-of-building operations costs associated with PA CareerLink® outreach services throughout the region. Additional funding for building operations costs are finalized once the PA CareerLink® budget is approved by the Department of Labor and Industry (L&I). Due to timing, the initial OSO contract is approved in May for program services that are to begin on July 1, 2024. Once L&I approves the PA CareerLink® operating budget, which includes building costs, staff requests an amendment to the OSO contract to incorporate these additional approved costs. The amendment will reflect \$1,900,000 for building operations costs in addition to the existing \$675,000, for a total OSO contract with Equus Workforce Solutions in the amount of \$2,575,000.

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

RESOLVED, that an amendment of 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 program services and \$1,900,000 for PA CareerLink® operations, for a total amended contract amount not to exceed \$2,575,000.00, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF PROGRAM YEAR 2023-2025 POLICIES

CEO McCree introduced the new and updated SCPa Works policies to the Committee. A summary of changes was previously provided to the Committee, in addition to a shared Google folder containing the full policies for review. COO Lentz indicated that seven policies were reviewed during this quarter, including four updated policies, two policies with no updates, and a new Self-Sufficiency policy.

COO Lentz reviewed each policy with the Committee, providing an overview of any changes that were made.

A. Eligibility & Enrollment #P-21-6.22 (no updates)

COO Lentz reported that the Eligibility and Enrollment policy was reviewed as part of the quarterly review process. The Board approved the policy on February 9, 2024, and no updates were necessary after review.

B. Paid Work Experience #P-16-5.22 (no updates)

COO Lentz reported that the Paid Work Experience policy was reviewed as part of the quarterly review process. The Board approved the policy on February 9, 2024, and no updates were necessary after review.

C. Case Notes #P-34-11.23 (updated)

COO Lentz provided an overview of the Case Notes policy updates, including revised definitions reflecting recent Training and Employment Guidance Letter (TEGL) updates.

D. Equal Opportunity & Discrimination #P-13-2.22 (updated)

COO Lentz provided an overview of the Equal Opportunity & Discrimination policy, including an updated Equal Opportunity (EO) liaison chart to reflect staff changes.

E. File Management #P-36-1.24 (updated)

COO Lentz provided an overview of the updates to the File Management policy, which include clarification of program names, a case management cross match with case notes, additional Temporary Assistance for Needy Families (TANF) & Employer Assistance and Resource Network (EARN) program clarification, and the addition of an “Access to Records” statement that aligns with Workforce System Policy No. 183-01.

F. Secondary Review #P-2-7.22 (updated)

COO Lentz provided an overview of the updates to the Secondary Review, which includes the following updates provided by the L&I Bureau of Workforce Development Administration (BWDA): PA Data Validation Guide to Codes and Definitions for Validators, Workforce Innovation and Opportunity Act (WIOA) Adult Program Data Validation Checklist, WIOA Dislocated Worker Program Data Validation Checklist, and WIOA Youth (Out of School Youth/In School Youth) Program Data Validation Checklist.

G. Self-Sufficiency #P-23-4.23 (new)

COO Lentz provided an overview of the new Self-Sufficiency policy. To qualify for WIOA-funded training services, it must be determined that a participant is unlikely or unable to obtain or retain employment at a self-sufficient wage, or at wages comparable to or higher than wages from previous employment, through career services alone. WIOA allows local workforce boards to determine if employed workers need training or career services to achieve or maintain

self-sufficient employment. The Self Sufficiency policy provides guidelines to determine whether the income level of a participant is below the maximum level required in order to be eligible for certain WIOA services.

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

RESOLVED, that the following new and updated SCPa Works policies are hereby approved and recommended to the full Board for final approval:

- C. Case Notes #P-34-11.23
- D. Equal Opportunity & Discrimination #P-13-2.22
- E. File Management #P-36-1.24
- F. Secondary Review #P-2-7.22
- G. Self-Sufficiency #P-23-4.23

(Motion carried unanimously; there were no abstentions.)

VII. REQUEST FOR QUOTE (RFQ)

A. Currently Active - Digital Literacy Services for Justice-Impacted Individuals in York and Dauphin Counties

CEO McCree updated the Committee on the active Request for Quote (RFQ) for Digital Literacy Services for Justice-Impacted Individuals in York and Dauphin Counties. The RFQ was published 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. Staff will provide an award and contract approval recommendation at the next Board meeting cycle as follows: 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.

VIII. BUSINESS

A. FINANCIAL UPDATE

- i. Financial reports through June 30, 2024

Director of Finance Ralph Wolf presented financial statements that were provided to the Committee prior to the meeting. The Summary of Grant Expenditures, as of June 30, 2024, details each grant, highlighting the actual carryforward and allocations, expenditures, and remaining funds. The contract end dates for all grants is identified with a percentage of funds

expended from each grant. Mr. Wolf reviewed each grant and provided an overview, indicating that the final program year reporting is subject to any minor revisions or adjustments identified through the course of the next audit.

Mr. Wolf presented the Statement of Revenues and Expenditures and the Operational Budget Analysis reports through June 30, 2024. Mr. Wolf highlighted that the percentage of the operational budget expended was 99.74%, which is an exceptional expenditure rate.

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

RESOLVED, that the financial reports through June 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 provided an overview of the August 1, 2024, Board meeting agenda, which includes a presentation from partners at Jobs For the Future (JFF).

ii. Jobs For the Future (JFF) – Future-Focused Assessment

CEO McCree provided an overview of the partnership with JFF and its emphasis on a future-focused, human-centered assessment to examine opportunities for organizational transformation. Partners from JFF will virtually attend the Board of Directors meeting to present on future-focused workforce development.

iii. Bylaws

CEO McCree discussed the current South Central Workforce Investment Board Bylaws and recommended they be reviewed for any necessary updates since they were last adopted in 2019. After discussion, Solicitor Todd Truntz will review the Bylaws and provide suggestions to the committee at the next meeting.

XI. ADJOURNMENT

The Chairperson adjourned the meeting at 9:26 a.m. without objection.