



**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**

**Executive Committee Meeting**

**Thursday, October 31, 2024 | 8:30 AM – 10:00 AM**

**4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**

**Zoom Videoconference**

<https://us02web.zoom.us/j/84885260429?pwd=STRmQVF2TEFFTWJXZ0c1RGhUb3JCZz09>

## **MEETING MINUTES**

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### **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 8:40 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 July 25, 2024 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which included the July 25, 2024 meeting minutes, for approval.

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

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

(Motion carried unanimously; there were no abstentions.)

#### **IV. APPROVAL OF REQUEST FOR PROPOSAL (RFP) AWARD**

##### **A. Youth Reentry Program**

CEO McCree introduced the Youth Reentry Program RFP. COO Lentz advised that the RFP was competitively procured and reviewed by a panel of volunteer Board Members and SCPa Works staff in accordance with specific evaluation criteria. SCPa Works Staff recommended that JusticeWorks YouthCare, Inc. be awarded a contract not to exceed \$370,000 to provide youth reentry services for a term beginning December 1, 2024, through June 30, 2025.

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

**RESOLVED**, that an agreement in the amount not to exceed \$370,000.00 with JusticeWorks YouthCare, Inc. for the provision of youth reentry services for a term beginning December 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.)

#### **V. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS**

##### **A. Organizational Growth and Diversification Service Provider**

CEO McCree updated the Committee on the organizational growth and diversification service provider RFQ. SCPa Works received five proposals in response to the RFQ. A thorough review of the proposals was completed by SCPa Works staff. SCPa Works staff recommended that the Center for Workforce Excellence International (CWEI) be awarded a contract not to exceed \$25,000 to provide organizational growth and diversification services for a term beginning December 1, 2024 through June 30, 2025.

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

**RESOLVED**, that an agreement with Employ Prince George’s, Inc. d/b/a Center for Workforce Excellence International (CWEI) in the amount of \$25,000.00 for the provision of organizational growth and diversification program services for a term beginning December 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.)

**B. Digital Literacy Services for Justice-Impacted Individuals in Dauphin and York County Service Provider**

CEO McCree updated the Committee on the digital literacy services for justice-impacted individuals in Dauphin and York Counties service provider RFQ. SCPa Works received three proposals in response to the RFQ. A thorough review of the proposals was completed by SCPa Works staff. SCPa Works staff recommended that Tri-County OIC be awarded a contract not to exceed \$45,000 to provide digital literacy services for justice-impacted individuals in Dauphin and York Counties for a term beginning January 1, 2025 through April 30, 2026.

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

**RESOLVED**, that an agreement with Tri-County Opportunities Industrialization Centers, Inc. d/b/a Tri-County OIC in the amount of \$45,000.00 for the provision of digital literacy program services for justice-impacted individuals in Dauphin and York Counties, for a term beginning January 1, 2025 through April 30, 2026, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**C. Digital Literacy Services for Justice-Impacted Individuals in Dauphin and York County Service Provider**

CEO McCree updated the Committee on the digital literacy services for justice-impacted individuals in Dauphin and York Counties service provider RFQ. SCPa Works received three proposals in response to the RFQ. A thorough review of the proposals was completed by SCPa Works staff. SCPa Works staff recommended that Harrisburg University be awarded a contract not to exceed \$45,000 to provide digital literacy services for justice-impacted individuals in Dauphin and York Counties for a term beginning January 1, 2025 through April 30, 2026.

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

**RESOLVED**, that an agreement with the Harrisburg University of Science and Technology in the amount of \$45,000.00 for the provision of digital literacy program services for justice-impacted individuals in Dauphin and York Counties, for a term beginning January 1, 2025 through April 30, 2026, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VI. APPROVAL OF CONTRACT**

### **A. Digital Literacy Initiative in South Central Pennsylvania**

CEO McCree provided an overview of the Digital Literacy Initiative in South Central Pennsylvania. The Department of Labor and Industry funds this grant, which addresses the digital divide among underserved populations. The Employment Skills Center is included in the grant; the partnership will enhance digital literacy for 160 participants.

SCPa Works staff requested that Employment Skills Center receive a contract not to exceed \$80,826.20 to provide digital literacy services for a term of December 1, 2024 through April 30, 2026.

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

**RESOLVED**, that an agreement with Employment Skills Center in the amount of \$80,826.20 for the provision of digital literacy program services, for a term beginning December 1, 2024 through April 30, 2025, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VII. APPROVAL OF CONTRACT AMENDMENT**

### **A. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY)**

CEO McCree introduced the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) contract amendment that was previously provided to the Committee.

COO Lentz explained the process and reason for the amendment. The Board approved the original WIOA OSY contract in the amount of \$1,275,000 on May 9, 2024. The \$1,275,000 award to Equus Workforce Solutions is intended to fund OSY program services. The contract amendment includes a revised scope of work and project line-item budget with a maximum reimbursement of \$1,000,000 for OSY program services plus an additional \$475,000 for reimbursable operating costs pursuant to a resource-sharing agreement budget (RSAB) for the PA CareerLink® building operation costs.

SCPa Works staff recommended approval to amend the WIOA OSY contract with Equus to include a revised scope of work and project line-item budget for a total contract amount not to exceed \$1,475,000.

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

**RESOLVED**, that an amendment of the WIOA Title I Out-Of-School Youth Services & Activities Cost Reimbursement Agreement with Arbor E&T, LLC d/b/a Equus Workforce Solutions dated June 7, 2024 to reflect a revised maximum reimbursement amount of \$1,000,000.00 for OSY program services plus an additional \$475,000.00 for reimbursable operating costs, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VIII. APPROVAL OF PROGRAM YEAR 2024-2025 POLICY**

### **A. Records Retention #P-37-10.20**

COO Lentz reviewed the quarterly Program Year 2024-2025 policy updates. A summary of the policy review and the new records retention policy were previously provided to the Committee.

COO Lentz provided an overview of the new records retention policy, which refers to guidance on record retention management for physical files related to participants enrolled in federally funded programs and programmatic and fiscal records retention requirements. The new policy references federal guidance and requires a three-year minimum records retention for WIOA programs.

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

**RESOLVED**, that the Records Retention policy, being Item VIII.A on the Agenda, is hereby tabled.

(Motion carried unanimously; there were no abstentions.)

## **IX. APPROVAL OF BYLAWS**

CEO McCree introduced a draft of the revised Bylaws previously provided to the Committee with a memorandum summarizing proposed updates. Solicitor Todd Truntz reviewed the proposed revisions, which include changes to comply with the revised Local Governance Policy and various functional updates. A lengthy discussion ensued that concluded with the Committee expressing that it would like more time to review the proposed revisions and updates.

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

**RESOLVED**, that the approval of the Bylaws, being Item IX on the Agenda, is hereby tabled.

(Motion carried unanimously; there were no abstentions.)

## **X. BUSINESS**

### **A. Financial Update**

#### **i. Approval of Financial Reports through September 30, 2024**

Director of Finance Ralph Wolf presented the financial statements previously provided to the Committee. The Summary of Grant Expenditures report through September 30, 2024 details each grant, highlights the actual carryforward and allocations, expenditures, and remaining funds. The contract end date for all grants is identified and includes the percentage of funds expended from each grant.

Mr. Wolf presented the Statement of Revenues and Expenditures report through September 30, 2024 that shows audit entries that occurred following the Administration and Finance Committee meeting, as well as revenue adjustments that changed the net revenue over expenditures for grant operations.

Mr. Wolf reviewed the Operational Budget Analysis report, which shows that the percentage of the budget expended is on track at 25.26%. Mr. Wolf indicated that line items would be monitored to ensure grant spending remains on track.

Mr. Wolf concluded the financial update with the Summary of Spending Projections report and highlighted spending projections for the 2024-2025 program year. Spending plans have been established with vendors to ensure funds are spent over the remaining quarters of the program year.

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 agenda for the November 7, 2024, Board of Directors meeting.

**ii. Investigation Response Update**

Mr. Wolf reviewed the Corrective Action Plan that was previously provided to the Committee. The Plan responds to the Department of Labor & Industry's investigation into the Program Year 2022-2023 WIOA Title I Adult program draw review. Mr. Wolf reviewed each finding and provided details on the corrective actions taken. Mr. Wolf advised the Committee that the Department of Labor and Industry approved the Corrective Action Plan on October 31, 2024.

**iii. Annual Report**

The annual report was provided to the Committee for review and will be presented at the November 7, 2024, Board of Directors meeting.

## **XI. ADJOURNMENT; EXECUTIVE SESSION**

The Chairperson adjourned the meeting at 9:58 a.m. without objection and immediately convened an executive session for the discussion of personnel matters. The executive session concluded at 10:20 a.m. No official action was taken by the Committee during the executive session.