



Board of Directors Meeting
Thursday, November 7, 2024 – 8:30 AM
Commonwealth Charter Academy – 1 Innovation Way, Harrisburg, PA 17110
& Zoom Videoconference:
<https://us02web.zoom.us/j/84143539817?pwd=WTcvMVJYbUtTdVEzZy9RcStKaDFqZz09>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Clifton Van Scyoc

Virtual: Andrew Williford (Secretary/Treasurer); Keith Baker, Brian Dailey, Sharon Hagenberger, Thomas Henchey, Lorelee Isbell, Jon O'Brien, Sully Pinos, Robin Russell, Richard Scott, Tara Toms, Ashley Zinn

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; Katie Conaway, Office Manager; Nicola Overton, Matthew Ross, Judy Santiago, Shauna Ventress, Jerrick Ventress, Sean Stanbro

Virtual: Ralph Wolf, Director of Finance; Chris Bonneau, Courtney Day, Stacy Keller, Whitney Matthews, Saranne Miller, Samuel Ortiz, Cynthia Picht, Gregory McFalls, Bridget Wolf, Jeff Blume, Loretta Lingler, Aubriana Haldeman, Shana Scott, Darien Rahnis, Nathan Trindel, Todd Updegraff, Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:37 a.m.

II. CALL FOR PUBLIC COMMENT

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

III. CONSENT AGENDA

A. Approval of August 1, 2024, Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which contained the August 1, 2024 Board meeting minutes, to the Board of Directors for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. INTRODUCTION OF NEW BOARD MEMBER

A. Rick Scott, Executive Director – Volunteers in Medicine

CEO McCree introduced new Board Member Rick Scott, Executive Director of Volunteers in Medicine. Mr. Scott provided an introduction to the Board of Directors.

V. APPROVAL OF REQUEST FOR PROPOSAL (RFP) AWARD *(From Executive Committee)*

A. Youth Reentry Program

CEO McCree advised that the Youth Reentry Program 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 Brian Dailey and seconded by Robin Russell, 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.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS *(From Executive Committee)*

A. Organizational Growth and Diversification Service Provider

CEO McCree updated the Board 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 Robin Russell and seconded by Michael Ross, 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.

(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 Board 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 County for a term beginning January 1, 2025 through April 30, 2026.

After discussion, on motion duly made by Brian Dailey and seconded by Sharon Hagenberger, 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.

(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 Board 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 County for a term beginning January 1, 2025 through April 30, 2026.

After discussion, on motion duly made by Brian Dailey and seconded by Robin Russell, 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.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF CONTRACT *(From Executive Committee)*

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 to address 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 recommended 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 Michael Ross and seconded by Clifton Van Scyoc, 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.

(Motion carried unanimously; there were no abstentions.)

VIII. APPROVAL OF CONTRACT AMENDMENT *(From Executive Committee)*

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 previously provided to the Board members. CEO McCree explained the process and reason for the amendment. The Board approved the 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 the out-of-school youth 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 PA CareerLink® building operation costs.

SCPa Works staff recommended approval to amend the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) contract with Equus to include a revised scope of work and project line item budget for a total contract not to exceed \$1,475,000.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, 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.

(Motion carried unanimously; there were no abstentions.)

IX. PROGRAM YEAR 2024-2025 POLICY REVIEW UPDATE

CEO McCree presented the 2024-2025 policy review update previously provided to the Board members. All program policies have been reviewed for changes, updates, and grammatical edits, and do not require any revisions at this time.

X. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on October 31, 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.

XI. 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 October 24, 2024.

A. Approval of Financial Statements through September 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 September 30, 2024 details each grant, highlights actual carryforward and allocations, expenditures, and remaining funds. The report identifies the contract end date for each grant and the percentage of funds that have been expended. Mr. Wolf highlighted each grant and provided an overview of the 2024 – 2025 program year first quarter expenditure percentages.

Mr. Wolf presented the Statement of Revenues and Expenditures through September 30, 2024.

Mr. Wolf concluded with an overview of the Statement of Operational Budget Analysis, and highlighted that 25.26% of the budget is expended, which is on track for this point in the program year.

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

RESOLVED, that the financial reports through September 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.)

VII. PRESENTATIONS & REPORTS

A. Annual Report

CEO McCree presented an overview of the 2024 SCPa Works annual report. Director of Strategic Initiatives Hillary Lyle, Director of Programs Stephanie Predko, Evaluation and Impact Officer Samuel Ortiz, Program Officer Shauna Ventress, and Business Services Manager Matthew Ross presented highlights. The annual report showcases SCPa Works' year-end statistics, programs, and the outlook for the remaining program year and beyond.

B. PA Petroleum Association / PPATEC Video

CEO McCree introduced a video that was produced in partnership with the Pennsylvania Petroleum Association Technical Education Center (PPATEC). The six-minute video, which highlighted the power of the public workforce system, was played for the Board members. Through partners like PPATEC, SCPa Works plans to establish relationships as part of a larger sector partnership strategy that will connect participants and industry associations.

C. Information Technology (IT) Project Schedule Report

The Board was referred to the detailed written report from vendor Intrada Technologies regarding the IT project schedule that was provided prior to the meeting.

D. Compliance Report

The Board was referred to the detailed written report of SCPa Works Compliance Manager Courtney Day that was provided prior to the meeting.

E. One-Stop Operator Report

The Board was referred to the a detailed written report from Jerrick Ventress, One-Stop Operator, that was provided prior to the meeting.

XII. ADJOURNMENT

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