



SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

**Executive Committee Meeting**

**Monday, December 30, 2024 | 1:00 PM – 1:30 PM**

**Zoom Videoconference**

<https://us02web.zoom.us/j/84868636033>

**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; Todd F. Truntz, Solicitor; Katie Conaway, Office Manager; Keith Baker, Bureau of Workforce Partnership & Operations (BWPO)

**I. WELCOME/CALL TO ORDER**

Chairperson Boswell called the meeting to order at 1:05 p.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 October 31, 2024 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which included the October 31, 2024 meeting minutes, for approval.

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

CEO McCree provided an overview of two awards for the Workforce Innovation and Opportunity Act (WIOA) Out-Of-School (OSY) Youth Healthcare Connections RFP. A written summary of the WIOA OSY Healthcare Connections awards was previously provided to the Committee. The RFP awards were to be presented for approval at the Board of Directors meeting on December 17, 2024, but a quorum of Members was not present at the meeting and action on these items could not be taken. The ability of SCPa Works staff to move forward on these items is time sensitive. Accordingly, the Members present at the December 17, 2024 Board of Directors meeting had no objection to the Committee preliminarily approving these awards for later ratification and final approval by the full Board. These awards will be presented to the Board of Directors at the next meeting on February 6, 2025 for ratification and final approval.

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

CEO McCree reviewed the WIOA OSY Healthcare Connections award to Auberle, which was the first of the two Youth Healthcare Connections awards. The RFP was competitively procured and reviewed by a panel of volunteer Board Members and SCPa Works staff in accordance with specific evaluation criteria. Based on the panel's recommendation, SCPa Works staff recommended that Auberle be awarded a contract not to exceed \$500,000 to provide WIOA OSY Healthcare Connections program services for a term beginning January 1, 2025, 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 an amount not to exceed \$500,000.00 with Auberle for the provision of WIOA OSY Healthcare Connections program services for a term beginning January 1, 2025, through June 30, 2025, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**B. Workforce Innovation and Opportunity Act (WIOA) Out-Of-School (OSY) Youth Healthcare Connections**

CEO McCree reviewed the WIOA OSY Healthcare Connections award to Knowva Consulting LLC, which was the second of the two Youth Healthcare Connections awards. The RFP was competitively procured and reviewed by a panel of volunteer Board Members and SCPa Works staff in accordance with specific evaluation criteria. Based on the panel's recommendation, SCPa Works staff recommended that Knowva Consulting LLC be awarded a contract not to exceed \$500,000 to provide WIOA OSY Healthcare Connections program services for a term beginning January 1, 2025, through June 30, 2025.

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

**RESOLVED**, that an agreement in an amount not to exceed \$500,000.00 with Knowva Consulting LLC for the provision of WIOA OSY Healthcare Connections program services for a term beginning January 1, 2025, 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) AWARD**

**A. Business Services Consultant Strategy**

CEO McCree provided an overview of the award for the Business Services Consultant Strategy RFQ. A written summary of the award was previously provided to the Committee. The RFQ award was to be presented for approval by the Board of Directors on December 17, 2024, but a quorum of Members was not present at the meeting. As with Item IV, this proposed award is being presented to the Committee for preapproval to allow staff to move forward, and will be presented to the Board of Directors at the next meeting on February 6, 2025 for ratification and final approval.

The RFQ was competitively procured and reviewed by SCPa Works staff in accordance with specific evaluation criteria. SCPa Works staff recommended that Knowva Consulting LLC be awarded a contract not to exceed \$120,000 to provide a Business Services Consultant Strategy for a term beginning January 1, 2025, through June 30, 2025.

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

**RESOLVED**, that an agreement in an amount not to exceed \$120,000.00 with Knovva Consulting LLC for the provision of a Business Services Consultant Strategy for a term beginning January 1, 2025, through June 30, 2025, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VI. APPROVAL OF CONTRACT MODIFICATIONS**

CEO McCree provided an overview of two Business Education Partnership (BEP) IV contract modifications. A written summary of the BEP contract modifications was previously provided to the Committee. The contract modifications were to be presented for approval at the Board of Directors on December 17, 2024, but a quorum of Members was not present at the meeting. As with Agenda Items IV and V, the contract modifications are being presented to the Committee for preapproval to permit staff to move forward and will be presented to the Board of Directors at the next meeting on February 6, 2025 for ratification and final approval.

### **A. Business Education Partnership (BEP) IV**

CEO McCree reviewed the BEP contract modification with the York County Alliance for Learning (YCAL) – Career Exploration Program, which was the first of two BEP contract modifications. YCAL was awarded a contract dated September 18, 2023 for \$8,000 to implement a Career Exploration Program. SCPa Works is requesting a modification to increase the original funding amount by an additional \$7,000, for a total of \$15,000. The modification would extend the contract term from August 30, 2024, to June 30, 2025 for YCAL to provide career exploration program services to over 1,000 high school students.

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

**RESOLVED**, that a modification of the contract dated September 18, 2023 between SCPa Works and York County Alliance for Learning (YCAL) – Career Exploration Program by the addition of \$7,000.00 in program funding for a total amount not to exceed \$15,000 and the extension of the contract term until June 30, 2025, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**B. Business Education Partnership (BEP) IV**

CEO McCree reviewed the BEP contract modification with the Adams County Economic Education Foundation (ACEEF), which was the second of two contract modifications. ACEEF was awarded a contract dated April 19, 2024 for \$5,000 to implement the 2024 Adams County Career Fair. SCPa Works is requesting a modification to increase the original funding amount of \$5,000 to include an additional \$5,000, for a total of \$10,000. The modification would extend the contract term from August 30, 2024, to June 30, 2025, and for ACEEF to provide the 2025 Adams County Career Fair on March 12, 2025.

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

**RESOLVED**, that a modification of the contract with Adams County Economic Education Foundation (ACEEF) dated April 19, 2024 by the addition of \$5,000 in funding, for a total amount not to exceed \$10,000, and the extension of the contract term until June 30, 2025, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**VII. APPROVAL OF PROGRAM YEAR 2024-2025 POLICY**

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

CEO McCree provided an overview of a records retention policy. A written summary of the new records retention policy and the full policy were previously provided to the Committee. The new policy 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 first draft of the policy referenced federal guidance and required a three-year minimum record retention for WIOA programs. The policy was tabled at the October 31, 2024 Executive Committee meeting following the Committee's request for clarification on the length of time SCPa Works files must be retained.

The draft policy has been revised since the October 31, 2024, Executive Committee meeting, and now the retention period is clearly identified as seven (7) years for all SCPa Works files.

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

**RESOLVED**, that the proposed Records Retention policy as presented to the Committee is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VIII. APPROVAL OF POLICY**

### **A. Continuity of Operations—Disaster Recovery Plan**

CEO McCree introduced a continuity of operations—disaster recovery plan. A summary of the plan and the plan itself were previously provided to the Committee. The plan includes updates recommended by the Bureau of Workforce Development Administration. The plan now includes a data backup and the requirement for the recovery process, and a requirement to conduct at least one annual test of the system.

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

**RESOLVED**, that the Continuity of Operation—Disaster Recovery Plan is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **IX. WIOA 2025-2029 LOCAL AND REGIONAL PLAN UPDATE**

CEO McCree presented a 2025-2029 WIOA Local and Regional Plan update. SCPa Works staff are updating the Local and Regional Plans, which will be presented to the Board of Directors upon completion.

## **X. ADJOURNMENT**

The Chairperson adjourned the meeting at 1:30 p.m. without objection.