



Administration & Finance Committee Meeting
Thursday, March 20, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
& Zoom Videoconference:
<https://us02web.zoom.us/j/89333496156>

AGENDA

- | | |
|---|---------------------|
| I. WELCOME / CALL TO ORDER | Mrs. Lorelee Isbell |
| II. REQUEST FOR PUBLIC COMMENT | |
| III. CONSENT AGENDA | |
| A. Approval of January 23, 2025, Meeting Minutes | (pages 3-11) |
| IV. APPROVAL OF CONTRACT MODIFICATIONS | Katie Lentz |
| A. One-Stop Operator (OSO) Contract– Equus Workforce Solutions | |
| B. Business Services Consultant (BSC) Contract – Equus Workforce Solutions | |
| V. APPROVAL OF TRANSFER OF FUNDS | Ralph Wolf |
| VI. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS | Katie Lentz |
| A. Workforce Innovation and Opportunity Act (WIOA) – Annual Fiscal Audit Service Provider – Maher Duessel | |
| B. Digital Literacy Services for Justice-Impacted Individuals in Dauphin And York County Service Provider – Equus Workforce Solutions | |
| VII. APPROVAL OF CONTRACT | Katie Lentz |
| A. Agreement with ApprenticeScope | |
| VIII. APPROVAL OF POLICIES | Katie Lentz |
| A. Personnel Policy and Procedure Manual – Health and Infectious Diseases (new policy - replacing COVID) | |
| B. Personnel Policy and Procedure Manual – Hybrid/Remote Work (updated policy – combined with Work Schedules) | |
| IX. COMCAST/U.S CONFERENCE OF MAYORS \$75,000 SUBAWARD TO SCPa WORKS | Katie Lentz |
| X. COMCAST \$10,000 SUBAWARD TO SCPa WORKS | Katie Lentz |
| XI. BUSINESS | Ralph Wolf |
| A. <u>Financial Update</u> | |
| i. <i>Approval of</i> Financial reports through February 28, 2025 | |



XII. ADJOURNMENT

**NEXT MEETING:
April 24, 2025, at 8:30 – 10 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**