



Board of Directors Meeting
Thursday, February 6, 2025 – 8:30 AM
Zoom Videoconference:
<https://us02web.zoom.us/j/81075885418>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Andrew Williford (Secretary/Treasurer); Keith Baker, Matthew Campbell, Brian Dailey, Jorge Flores De Valgaz, Sharon Hagenberger, Lorelee Isbell, Amy Moore, Jon O’Brien, Carl Phinney, Sully Pinos, Robin Russell, Richard Scott, Clifton Van Scyoc, 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; Ralph Wolf, Director of Finance; Katie Conaway, Office Manager; Chris Bonneau, Courtney Day, Stacy Keller, Whitney Matthews, Nicola Overton, Cynthia Picht, Matthew Ross, Judy Santiago, Shauna Ventress, Jerrick Ventress, Bridget Wolf, Jeff Blume, Jonathan Mentzer, Lydia Morris, Daniel Heit, Carly Campbell, Jackie Conklin, Dipesh Chauhan, Erica Blake, Annie Launtzen, Jeffrey Ralph, Kevin Appriel, Daniel Robinson, Dauphin County Commissioner’s Office of Workforce Development; Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:34 a.m.

II. CALL FOR PUBLIC COMMENT

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

III. CONSENT AGENDA

- A. *Approval of November 7, 2024, Meeting Minutes*
- B. *Approval of December 17, 2024, Meeting Minutes*

Chairperson Boswell presented the Consent Agenda containing the November 7, 2024, and December 17, 2024, Board meeting minutes to the Board of Directors for approval.

After discussion, on motion duly made by Clifton Van Scyoc 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 AUDIT *(From Executive Committee on January 30, 2025)*

A. Presentation from Maher Duessel

CEO McCree introduced Jonathan Mentzer, CPA, Senior Manager, with Maher Duessel, financial auditor for SCPa Works. Mr. Mentzer provided a detailed overview of the audit report previously provided to the Board of Directors and reported Maher Duessel's issuance of a clean opinion with no material issues found in the audit.

Mr. Mentzer provided an overview of the final audit, which involved a comprehensive review of journal entries and a financial statement review. The Independent Auditor's report and its opinions were highlighted, indicating that the SCPa Works financial statements fairly present the financial position of SCPa Works' governmental activities and each of its major funds for the year ending June 30, 2024, and changes in financial position, in accordance with generally accepted accounting principles. The sections discussing scope of testing financial statements, required supplementary information, and required government auditing standards were reviewed.

Mr. Mentzer provided details on the Management Discussion and Analysis report, and net position, assets, and liabilities were reviewed. Mr. Mentzer noted a minor single audit finding for not meeting the earmark requirements regarding the number of participants for Workforce Innovation and Opportunity Act (WIOA) youth work experience program funding. SCPa Works provided a corrective action plan highlighting the steps to address this deficiency and eliminate its reoccurrence. The finding involved not meeting goals for the number of youth participants and did not involve compliance issues.

Director of Finance Ralph Wolf provided an overview of the corrective action plan to address the minor finding. Expenditure and earmarking of funds for youth work experience are wholly dependent upon the actual number of youth participants who sign up and are eligible for this funding. To rectify deficiencies, SCPa Works staff have enacted the following safeguards to ensure future compliance: monthly spend rate reviews, priority annual budgeting, and monthly contracted vendor forecasting. Mr. Wolf also noted that no bookkeeping adjustments were recommended by the auditor over the course of the fiscal year.

After discussion, on motion duly made by Andrew Williford and seconded by Carl Phinney, it is:

RESOLVED, that the audit prepared by and presented to the Board of Directors by auditor Maher Duessel is hereby approved and accepted and is recommended for presentation to the SouthCentral LEO for final approval.

(Motion carried unanimously; there were no abstentions.)

V. RATIFICATION OF *(From Executive Committee on December 30, 2024):*

CEO McCree provided an overview of action items that were 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. These action items were time-sensitive, and accordingly, the Members present had no objection to the Executive Committee preliminarily approving these awards, contract modifications, and policies for later ratification and final approval by the full Board.

Prior to addressing the ratification items, the Solicitor reminded the Board of the importance of abstaining from participating in deliberation and voting on any matters that may present an actual conflict of interest or the appearance of a conflict of interest. The Solicitor directed Board members to voice their abstention in such instances.

- A. Request for Proposals (RFP) Award – Workforce Innovation and Opportunity Act (WIOA) Out-Of-School (OSY) Youth Healthcare Connections – Auberle
- B. Request for Proposals (RFP) Award – Workforce Innovation and Opportunity Act (WIOA) Out-Of-School (OSY) Youth Healthcare Connections – Knovva Consulting LLC.

CEO McCree reviewed the WIOA OSY Healthcare Connections award to Auberle, which was the first of the two Youth Healthcare Connections awards. The Healthcare Connections program provides opportunities for exposure of youth to the healthcare industry by establishing career pathways with industry professionals and provides support for workforce and education activities. A written summary of the awards was previously provided to the Board. 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 Work’s 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. In addition, SCPa Work’s staff recommended that Knovva 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 Robin Russell and seconded by Amy Moore, it is:

RESOLVED, that the following are ratified and approved:

- A. A contract 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.

- B. A contract in an amount not to exceed \$500,000.00 with Knovva Consulting LLC for the provision of WIOA OSY Healthcare Connections program services for a term beginning January 1, 2025 through June 30, 2025.

(Motion carried unanimously; there were no abstentions.)

- C. Request for Quote Award – Business Services Consultant Strategy – Knovva Consulting LLC.

CEO McCree provided an overview of the award for the WIOA Business Services consultant strategy RFQ. A written summary of the award was previously provided to the Board. The vendor will develop a three-year strategy to provide WIOA Business Services to expand and enhance business engagement, foster industry partnerships, and create a talent stream for employers throughout the region. The RFQ was competitively procured and reviewed by SCPa Work’s staff in accordance with specific evaluation criteria. SCPa Work’s staff recommended that Knovva 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 Brian Dailey and seconded by Ashley Zinn, it is:

RESOLVED, that a contract 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 ratified and approved.

(Motion carried unanimously; there were no abstentions.)

- D. Contract Modification – Business Education Partnership (BEP) IV – York County Alliance for Learning
- E. Contract Modification – Business Education Partnership (BEP) IV –Adams County Economic Education Foundation

CEO McCree reviewed the two BEP contract modifications. A written summary of the BEP contract modifications was previously provided to the Board. Due to an amount of \$12,000 remaining in the 2023 BEP budget, staff solicited current vendors to submit proposals for additional funding. The York County Alliance for Learning (YCAL) – Career Exploration Program, the first of two BEP contract modifications, was awarded a contract dated September 18, 2023, for \$8,000 to implement a Career Exploration Program for students. SCPa Works is requesting a modification to increase the original funding amount by an additional \$7,000, for a total of \$15,000, so the program can continue to be implemented. The modification would extend the contract term from August 30, 2024 to June 30, 2025, for YCAL to continue to provide career exploration program services to over 1,000 high school students.

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 Sharon Hagenberger, it is:

RESOLVED, that the following contract modifications are ratified and approved:

- D. A modification of the contract dated September 18, 2023, between SCPa Works and York County Alliance for Learning (YCAL) for the provision of a Career Exploration Program for high school students by the addition of \$7,000.00 in program funding for a total amount not to exceed \$15,000.00, and the extension of the contract term until June 30, 2025.
- E. A modification of the contract dated April 19, 2024, between SCPa Works and Adams County Economic Education Foundation (ACEEF) by the addition of \$5,000 in program funding to provide the 2025 Adams County Career Fair, for a total amount not to exceed \$10,000.00, and the extension of the contract term until June 30, 2025.

(Motion carried unanimously with Sully Pinos abstaining)

- F. PY 24-25 Policy – Records Retention #P-37-10.20

CEO McCree provided an overview of a SCPa Works records retention policy. A written summary of the new records retention policy and the full policy were previously provided to the Board. The new policy refers to guidance on record retention management for physical files related to participants enrolled in federally funded programs, as well as programmatic and fiscal records retention requirements. The policy references federal guidance and requires a three-year minimum record retention for WIOA programs. The retention period is identified as seven (7) years for all SCPa Works files.

After discussion, on motion duly made by Robin Russell and seconded by Andrew Williford, it is:

RESOLVED, that the proposed Records Retention policy as presented to the Board is hereby approved.

(Motion carried unanimously; there were no abstentions.)

- G. Policy – Continuity of Operations – Disaster Recovery Plan

CEO McCree introduced a revised continuity of operations—disaster recovery plan. A written summary of the plan and the full policy were previously provided to the Board. The plan includes updates recommended by the Bureau of Workforce Development Administration. It now

includes a data backup, a recovery process, and a requirement to conduct at least one annual test of the system.

After discussion, on motion duly made by Brian Dailey and seconded by Carl Phinney, it is:

RESOLVED, that the Continuity of Operation—Disaster Recovery Plan as presented to the Board is hereby ratified and approved.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF REQUEST FOR PROPOSAL (RFP) AWARD *(From Executive Committee on January 30, 2025)*

A. Temporary Assistance for Needy Families (TANF) – Arbor E&T, LLC d/b/a Equus Workforce Solutions

CEO McCree updated the Board on the RFP for Temporary Assistance for Needy Families (TANF) program services. A summary of the RFP awards was previously provided to the Board. The RFP is for TANF Youth services throughout the eight-county South Central Workforce Development Area to be provided through the PA CareerLink® one-stop delivery system. The TANF Youth services will include placement of up to 150 youth participants with work-based learning employers for six weeks. The RFP was competitively procured, and two proposals were received. SCPa Works staff and the review panel, comprised of volunteer Board members, completed a thorough review of each proposal in accordance with specific evaluation criteria. The review panel provided feedback and a final recommendation, which included two awards. SCPa Works staff recommends that Arbor E&T, LLC d/b/a Equus Workforce Solutions be awarded a contract not to exceed \$1,000,000 to provide TANF Youth program services for the 2025-2026 program year with two (2) one-year renewal options based on funding and performance. CEO McCree reviewed the proposed scope of work, and provided an overview of the project objectives.

After discussion, on motion duly made by Michael Ross and seconded by Lorelee Isbell, it is:

RESOLVED, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions not to exceed \$1,000,000.00 for the provision of TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options based on funding and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

B. Temporary Assistance for Needy Families (TANF) – JusticeWorks YouthCare, Inc.

CEO McCree continued an update on the TANF Youth program services RFP. SCPa Works recommends that JusticeWorks YouthCare, Inc. be awarded a contract not to exceed

\$500,000 to provide TANF Youth program services for the 2025-2026 program year with two (2) one-year renewal options based on funding and performance. CEO McCree reviewed the proposed scope of work, providing an overview of the project objectives. Like the previous award, these TANF Youth services will include placement of up to 100 youth participants with work-based learning employers for six weeks.

After discussion, on motion duly made by Sharon Hagenberger and seconded by Robin Russell, it is:

RESOLVED, that a contract with JusticeWorks YouthCare, Inc. not to exceed \$500,000.00 for the provision of TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options based on funding and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

- C. Employment Advancement and Retention Network (EARN) – Arbor E&T, LLC d/b/a Equus Workforce Solutions

CEO McCree updated the Board on the Employment Advancement and Retention Network (EARN) RFP. A summary of the RFP award was previously provided to the Board. The RFP was competitively procured, and one proposal was received. SCPa Works staff and the review panel, comprised of volunteer board members, completed a thorough review of the proposal in accordance with specific evaluation criteria. The review panel provided feedback and a final recommendation. SCPa Works staff recommends that Arbor E&T, LLC d/b/a Equus Workforce Solutions be awarded a contract not to exceed \$3,400,000 to provide EARN program services for the 2025-2026 program year with two (2) one-year renewal options based on funding and performance. CEO McCree reviewed the proposed scope of work, providing an overview of the project objectives.

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

RESOLVED, that contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions not to exceed \$3,400,000.00 for the provision of EARN program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options based on funding and performance, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARD *(From Executive Committee on January 30, 2025)*

- A. Business Education Partnership (BEP) – Juniata River Valley Chamber of Commerce
- B. Business Education Partnership (BEP) – Neighboring Academy

- C. Business Education Partnership (BEP) – MANTEC
- D. Business Education Partnership (BEP) – Lebanon Valley Chamber of Commerce
- E. Business Education Partnership (BEP) – Adams County Economic Education Foundation
- F. Business Education Partnership (BEP) – Partnership for Career Development
- G. Business Education Partnership (BEP) – York County Alliance for Learning

CEO McCree introduced the Business Education Partnership (BEP) RFQ. A summary of the RFQ awards was previously provided to the Board. SCPa Works received seven proposals in response to the RFQ. SCPa Works staff completed a thorough review of the proposals. SCPa Works staff recommends seven awards totaling \$126,775 to seven organizations to provide BEP program services, with a term beginning April 1, 2025 through March 31, 2026. CEO McCree provided an overview of each RFQ award and the proposed scope of work.

After discussion, on motion duly made by Matthew Campbell and seconded by Carl Phinney, it is:

RESOLVED, that the following are approved:

- A. A contract in an amount not to exceed \$4,300.00 with Juniata Valley Area Chamber of Commerce, d/b/a Juniata River Valley Chamber of Commerce for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026
- B. A contract in an amount not to exceed \$41,000.00 with Neighboring Academy for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.
- C. A contract in an amount not to exceed \$15,000.00 with MANTEC, Inc. for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.
- D. A contract in an amount not to exceed \$4,475.00 with the Lebanon Valley Chamber of Commerce for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.
- E. A contract in an amount not to exceed \$5,000.00 with Adams County Economic Education Foundation for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.

- F. A contract in an amount not to exceed \$24,000.00 with Partnership for Career Development for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.
- G. A contract in an amount not to exceed \$33,000.00 with York County Alliance for Learning for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.

(Motion carried unanimously with Sully Pinos abstaining.)

VIII. APPROVAL OF CONTRACT *(From Executive Committee on January 30, 2025)*

A. Agreement with SkyHive by Cornerstone

CEO McCree provided an overview of an agreement with Cornerstone OnDemand Inc., which was provided to the Board prior to the meeting. The agreement is for the purchase of SkyHive by Cornerstone software to assist in determining the baseline skills of job seekers, identifying alternative career paths, and assessing skills gaps. EARN program participants will be connected to targeted training to rapidly re-skill and develop personalized alternative career pathways. SCPa Works staff is requesting that Cornerstone OnDemand, Inc. receive a contract not to exceed \$120,000 to provide “SkyHive” software to EARN program participants, for a term beginning February 1, 2025 through January 31, 2026.

After discussion, on motion duly made by Michael Ross and seconded by Brian Dailey, it is:

RESOLVED, that a contract in the amount of \$120,000.00 with Cornerstone OnDemand, Inc. for the provision of “SkyHive” software services for EARN program participants for a term beginning February 1, 2025 through January 31, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. Consulting Agreement with Debra Kaufman

CEO McCree provided an overview of a consulting agreement with Debra Kaufman, which was provided to the Board prior to the meeting. Debra Kaufman provides project management and community manager services to support the IT Industry Partnership funded by the Pennsylvania Department of Labor and Industry (L& I). SCPa Works is requesting that Debra Kaufman receive a consulting agreement not to exceed \$50,000 to provide project management and community manager services for the IT Industry Partnership, for a term beginning July 1, 2024 through June 30, 2025.

After discussion, on motion duly made by Clifton Van Sycoc and seconded by Lorelee Isbell, it is:

RESOLVED, that a consulting agreement not to exceed \$50,000.00 with Debra Kaufman for the provision of project management and community manager consulting services for the IT

Industry Partnership for a term beginning July 1, 2024 through June 30, 2025, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IX. APPROVAL OF SPONSORSHIP WITH JUNIOR ACHIEVEMENT BIZTOWN
(From Executive Committee on January 30, 2025)

CEO McCree provided an overview of a sponsorship of a Junior Achievement program as part of the IT Industry Partnership Grant funded by the Commonwealth of Pennsylvania. A summary of the sponsorship was provided to the Board prior to the meeting. The funding would sponsor a “GameTown” shop. “BizTown” is an 8,000 square foot mini city that hosts a variety of business storefronts. The storefronts provide students with classroom lessons that prepare them to run a business, manage personal and business finances, and explore various career options. The GameTown shop will provide students with opportunities to explore and learn about careers in IT and cybersecurity along with hands-on experiences to emphasize the importance of cybersecurity and online safety. SCPa Works staff is requesting that Junior Achievement receive a sponsorship not to exceed \$35,000 to provide a GameTown shop in BizTown for student engagement, for a term beginning June 1, 2025 through December 31, 2026.

After discussion, on motion duly made by Robin Russell and seconded by Sharon Hagenberger, it is:

RESOLVED, that a contract with Junior Achievement of South Central Pennsylvania, Inc. in the amount of \$35,000.00 for the provision of a “GameTown shop” in the Junior Achievement “BizTown” program for student engagement for a term beginning June 1, 2025, through December 31, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

X. APPROVAL OF POLICY (From Executive Committee on January 30, 2025)

A. Personnel Policy and Procedure Manual (updated)

COO Lentz reviewed updates to the SCPa Works Personnel Policy and Procedure Manual. A summary of the policy review updates and the updated manual containing 62 policies were previously provided to the Board. COO Lentz advised that the last significant update to the manual occurred in November of 2022 when a consultant and Board Member volunteers reviewed all personnel policies in the manual for updates. The manual is reviewed bi-yearly, and any necessary changes will be presented to the Executive Committee for review. The current updates were minor and mostly included grammar, structure, and language updates for consistency. The most significant update was to the Purchasing/Approval/Credit Card Process policy, removing a significant amount of content and updating it with the most up-to-date processes. Three policies will require further review: COVID, Work Schedules, and Hybrid/Remote and will be forthcoming.

After discussion, on motion duly made by Andrew Williford and seconded by Robin Russell, it is:

RESOLVED, that the revised personnel policies as presented to the Board, are hereby approved.

(Motion carried unanimously; there were no abstentions.)

XI. UPDATE ON BYLAWS

CEO McCree provided an update on the revised Bylaws that were presented and approved by the Executive Committee on January 30, 2025. Solicitor Todd Truntz explained that the SouthCentral LEO, being the Local Elected Officials are required to review and approve the revised Bylaws prior to presentation to the Board. Once that occurs, the revised Bylaws will be presented to the Board of Directors for approval and adoption.

XII. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on January 30, 2025. 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.

XIII. ADMIN-FINANCE COMMITTEE REPORT

Andrew Williford, Chairperson of the Administration and Finance Committee, reported that the agenda items were reviewed at the last meeting on January 23, 2025.

A. Approval of Financial Statements

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Board members. The Summary of Grant Expenditures report through December 31, 2024 details each grant, highlights actual carryforward and allocations, expenditures, and remaining funds, and 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 December 31, 2024.

Mr. Wolf concluded with an overview of the Statement of Operational Budget Analysis and noted that 48.47% of the budget is expended, which is on track for this point in the program year.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED, that the financial reports through December 31, 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.)

XIV. PRESENTATIONS & REPORTS

A. CEO Report

CEO McCree presented his report to the Board of Directors, a copy of which was provided to the Board prior to the meeting. Mr. McCree highlighted the rapid pace of workplace skills changes and increased demands for how workforce training is approached for the jobs of the future.

CEO McCree discussed relevant issues in policy and advocacy and ended with an overview of federal funding and the implementation of changes in light of recent executive orders.

B. Director of Programs Report

Director of Programs Stephanie Predko referred the Board to a detailed written report that was provided prior to the meeting.

C. Director of Strategic Initiatives Report

SCPa Works Director of Strategic Initiatives Hillary Lyle referred the Board to a detailed written report that was provided prior to the meeting.

D. Industry Partnership Report

SCPa Works Senior Industry Specialist Cynthia Picht referred the Board to a detailed written report that was provided prior to the meeting.

E. Information Technology (IT) Project Schedule

SCPa Works IT vendor Intrada Technologies provided a written report regarding the IT project schedule.

F. Compliance Report

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

G. One-Stop Operator Report

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

XV. EXECUTIVE SESSION – LITIGATION

The Chairperson adjourned to executive session at 10:05 a.m. to discuss a matter involving pending litigation, which concluded at 10:11 a.m. No official action was taken by the Board during executive session.

A. Approval of Settlement Agreement

After discussion, on motion duly made by Andrew Williford and seconded by Keith Baker, it is:

RESOLVED, that a settlement agreement with Wanda Jackson in the amount of \$22,000.00 to be characterized as paid wages and reported on an appropriate IRS Form 1099 is hereby approved.

(Motion carried unanimously; there were no abstentions.)

XVI. ADJOURNMENT

The Chairperson adjourned the meeting at 10:13 a.m. without objection.