



**Executive Committee Meeting**  
**Thursday, January 30, 2025 | 8:30 AM – 10:00 AM**  
**4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**  
**Zoom Videoconference**  
<https://us02web.zoom.us/j/87625411852>

## **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 8:36 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 December 30, 2024 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which consisted of the December 30, 2024 meeting minutes, for approval.

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

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

(Motion carried unanimously; there were no abstentions.)

#### **IV. 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.

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

**RESOLVED**, that the Bylaws as presented to the Committee are hereby approved and recommended to the Local Elected Officials, and if approved, to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

#### **V. APPROVAL OF REQUEST FOR PROPOSAL (RFP) AWARDS** *(From Administration and Finance Committee)*

##### **A. Temporary Assistance for Needy Families (TANF) – JusticeWorks YouthCare, Inc.**

CEO McCree updated the Committee on the Temporary Assistance for Needy Families (TANF) RFP. 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. SCPa Works staff recommends that JusticeWorks YouthCare, Inc. be awarded a contract not to exceed \$500,000 to provide TANF 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 Andrew Williford, it is:

**RESOLVED**, that a contract with JusticeWorks Youthcare, Inc. in an amount not to exceed \$500,000 for the provision of TANF program services for a term beginning July 1, 2025

through June 30, 2026, with two (2) annual one-year renewal options, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

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

CEO McCree continued the update on the TANF RFP. 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 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 Andrew Williford and seconded by Michael Ross, it is:

**RESOLVED**, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed \$1,000,000 for the provision of TANF program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

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

CEO McCree updated the Committee on the Employment Advancement and Retention Network (EARN) RFP. 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, and provided an overview of the project objectives.

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

**RESOLVED**, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed \$3,400,000 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, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

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

- 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. SCPa Works received seven proposals in response to the RFQ. SCPa Works staff members completed a thorough review of the proposals. SCPa Works staff recommends seven awards totaling \$126,775 to seven organizations to provide BEP program services, for 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 Michael Ross and seconded by Andrew Williford, it is:

**RESOLVED**, that the following are approved and recommended for presentation to the full Board for final approval:

- A. A contract in an amount not to exceed \$4,300 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 the amount not to exceed \$41,000 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 the amount not to exceed \$15,000 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 the amount not to exceed \$4,475 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 the amount not to exceed \$5,000 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 the amount not to exceed \$24,000 with Partnership for Career Development for the provision of BEP program services for a term beginning April 1, 2025 through March 31, 2026.
- G. An agreement in the amount not to exceed \$33,000 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; there were no abstentions.)

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

### **A. SkyHive by Cornerstone Agreement**

CEO McCree provided an overview of an agreement with Cornerstone OnDemand Inc., which was provided to the Committee 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 is requesting that Cornerstone OnDemand, Inc. receive a contract not to exceed \$120,000 to provide software to EARN program participants, for a term beginning February 1, 2025 through January 31, 2026.

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

**RESOLVED**, that a contract with Cornerstone OnDemand Inc. in the amount of \$120,000 for the provision of SkyHive by Cornerstone software services for EARN program

participants for a term beginning February 1, 2025 through January 31, 2026, is hereby approved and recommended for presentation to the full Board for final approval.

(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 for the provision of 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 staff 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, with a term of July 1, 2024, through June 30, 2025.

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

**RESOLVED**, that a contract with Debra Kaufman in an amount not to exceed \$50,000 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 and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

***VIII. APPROVAL OF SPONSORSHIP WITH JUNIOR ACHIEVEMENT BIZTOWN***

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. The funding would sponsor a “GameTown shop” in Junior Achievement’s “BizTown.” “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 requested that Junior Achievement receive a sponsorship not to exceed \$35,000 to provide the GameTown shop in BizTown for student engagement, with a term beginning June 1, 2025 through December 31, 2026.

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

**RESOLVED**, that a Commonwealth of Pennsylvania IT Industry Partnership Grants sponsorship of Junior Achievement of South Central Pennsylvania, Inc. in the amount of \$35,000 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 and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**IX. APPROVAL OF POLICY** *(From Admin Finance Committee)*

A. Personnel Policy and Procedure Manual (updated)

COO Lentz reviewed updates to the Personnel Policy and Procedure Manual. A summary of the policy review updates and an updated Personnel Policy and Procedure Manual (“Manual”) containing 62 policies were previously provided to the Committee. 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 biannually, and any necessary changes are presented to the Committee for review. The proposed updates were minor and mostly included grammar, structure, and language updates for consistency. The most significant proposed update was to the Purchasing/Approval/Credit Card Process policy and removed a significant amount of content and updated 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 Michael Ross and seconded by Andrew Williford, it is:

**RESOLVED**, that the personnel policies in the SCPa Works Personnel Policy and Procedure Manual listed on Exhibit A are hereby approved.

(Motion carried unanimously; there were no abstentions.)

**X. APPROVAL OF AUDIT DRAFT** *(From Admin Finance Committee)*

CEO McCree provided an overview of the 2024 financial audit. Jonathan Mentzer, Senior Manager with auditor Maher Duessel, presented the draft audit to the Administration and Finance Committee on January 23, 2025. CEO McCree indicated that the audit has been finalized, and the auditor has provided a clean opinion with no material issues. There was one minor finding that SCPa Works has addressed in a corrective action plan.

Director of Finance Ralph Wolf provided an overview of the corrective action plan in response to the minor audit finding. Mr. Wolf indicated that the finding indicates that SCPa Works did not meet its earmarking requirements for Workforce Innovation and Opportunity Act (WIOA) youth program funding. Section 129 of WIOA requires that at least 75 percent of funds allotted for youth activities be earmarked to provide youth workforce investment activities for out-of-school youth, and at least 20 percent of youth program funds must be used to provide paid and unpaid work experience. The 75 percent of funds allotted for youth activities was met, but the 20 percent of youth program funds must be used to provide paid and unpaid work experience was not met. To address the finding, SCPa Works staff has enacted monthly spend rate reviews, priority annual budgeting, and monthly contracted vendor forecasting to ensure future compliance.

Mr. Wolf explained the corrective action plan safeguards are similar to the corrective action plan implemented last year to prevent future findings. Expenditure and earmarking of paid and unpaid work experience are wholly dependent upon actual participation by youth who are eligible for this funding. No bookkeeping adjustments were recommended by the auditor over the course of the fiscal year. Mr. Wolf indicated that the audit will be filed by April 1 to meet state requirements.

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

**RESOLVED**, that the draft audit report prepared by and presented to the Executive Committee by auditor Maher Duessel, which shall reflect a modified management discussion, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **XI. BUSINESS**

### **A. Financial Update**

#### *i. Approval of Financial reports through December 31, 2024*

Director of Finance Ralph Wolf presented the financial statements previously provided to the Committee. The Summary of Grant Expenditures report through December 31, 2024, details each grant, highlighting actual carryforward and allocations, expenditures, and remaining funds. The contract end date for each grant is identified by a percentage of funds expended from each grant. Mr. Wolf reviewed each grant and provided an overview, indicating no concerns with spending.



Mr. Wolf presented a Statement of Revenues and Expenditures report through December 31, 2024, and an Operational Budget Analysis report, showing that the percentage of the budget expended is where it should be. Mr. Wolf noted that the monitoring of line items is to keep spending on track.

Mr. Wolf concluded his financial update with a report summarizing spending projections for the 2024 program year. Spending plans have been established with vendors to ensure funds are spent over the remaining quarters.

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

**RESOLVED**, that the financial reports through December 31, 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 February 6, 2025, board meeting.

**XII. EXECUTIVE SESSION**

The Chairperson adjourned to the executive session at 10:15 a.m. for discussion of a matter involving litigation. The executive session concluded at 10:22 a.m. with no official action taking place during the executive session.

A. *Approval of Settlement Agreement*

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, 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, as finally negotiated by the Solicitor, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

**X. ADJOURNMENT**

With no other business being before the Committee, the Chairperson adjourned the meeting at 10:22 a.m. without objection.

## **Exhibit A**

### SCPa Works Personnel Policies Table of Contents

401(k) Plan	Outside Employment
Americans with Disabilities Act	Overtime
Anti – Harassment	Paid Time Off (PTO)
Attendance	Pay Advances
Bereavement Leave	Pay and Compensation
Cell Phone Reimbursement	Pay Deductions
Child Abuse History Clearance	Pay on Separation from Employment
Confidentiality	Personal Appearance
Conflict of Interest	Leave of Absence
Criminal Background Check	Performance Management Program
Criminal Charges	Personal Relationships in the Workplace
Disciplinary Action	Personal Information Changes
Drug and Alcohol Abuse	Personal Leave of Absence
EEOC Internal Complaint	Personnel Records
Employee Applications	Political Activity
Employee Categories	Purchasing / Approval / Credit Card
Employee Conduct	Process
Employee Insurance Benefits	Recruitment and Internal Job Posting
Employment Applications	Reference Checks
Employment At Will	Smoking
Grievance	Staff Development
Holidays	Technology
Inclement Weather	Termination of Benefits
Information Security	Termination of Employment
Initial Employment Period	Time off to Vote
Jury Duty	Time Records
Medical Leave / Non FMLA	Travel
Military Leave	Workers Compensation
Notices	Workplace Safety
Office Equipment and Supplies	Workplace Security