



Executive Committee Meeting
Tuesday, April 1, 2025 | 9:30 AM – 10:30 AM
Zoom Videoconference
<https://us02web.zoom.us/j/82971641303>

MEETING MINUTES

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 9:31 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 January 30, 2025 Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which consisted of the January 30, 2025 meeting minutes, for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. *RATIFICATION OF COMCAST/ U.S. CONFERENCE OF MAYORS \$75,000 SUBAWARD TO SCPa WORKS*

CEO McCree presented two (2) sub-awards to SCPa Works, including a \$75,000 grant funded from a partnership between Comcast Corporation and the U.S. Conference of Mayors through the City of York, and a separate \$10,000 grant from Comcast Corporation. Through an existing partnership between SCPa Works, the PA CareerLink®, York County Prison, and the York County Reentry Opportunity Center (the “ROC”), this funding will be utilized to expand services to include digital literacy training as part of a more extensive workforce development partnership to advance the skills and education of individuals impacted by the criminal justice system.

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

RESOLVED, that an agreement with the City of York memorializing the terms of a \$75,000 grant funded by a partnership between Comcast Corporation and the U.S. Conference of Mayors, is hereby approved, confirmed, and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. *COMCAST \$10,000 SUBAWARD TO SCPa WORKS*

CEO McCree acknowledged a sub-award to SCPa Works for \$10,000 from Comcast Corporation and explained that the unrestricted donation will likely be used with the \$75,000 Comcast Corporation/U.S. Conference of Mayors partnership grant to expand digital literacy services to individuals impacted by the criminal justice system.

VI. *APPROVAL OF CONTRACT MODIFICATIONS*

- A. One-Stop Operator (OSO) Contract– Equus Workforce Solutions
- B. Business Services Consultant (BSC) Contract – Equus Workforce Solutions

CEO McCree introduced proposed funding modifications to the current One-Stop Operator (OSO) contract, and to the current Business Services Consultant (BSC) contract, a summary of each was previously provided to the Committee. The Board approved the original OSO contract in an amount not to exceed \$675,000, and the original BSC contract in an amount not to exceed \$1,000,000 on May 9, 2024. The BSC contract amount was later reduced to \$870,000, which was reflected in a contract modification signed on October 1, 2024. The contract funding modifications are requested by Equus Workforce Solutions to ensure adequate funding of program needs, and are summarized as follows:

The amount of \$55,000 shall be transferred from the OSO contract to the BSC contract and allocated as follows:

- \$25,000.00 from the OSO WIOA Adult Title I funding to the BSC Adult Funding
- \$5,000.00 from the OSO Dislocated Worker funding to the BSC Dislocated Worker Funding
- \$25,000.00 from the OSO Out-of-School Youth (OSY) funding to the BSC Out-of-School Youth (OSY) Funding.

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

RESOLVED, that a modification of the Business Services Consultant (BSC) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions, as modified on October 11, 2024 to reflect a revised amount not to exceed 925,000 for business services, and a modification of the One Stop Operator (OSO) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions to reflect a revised amount no to exceed \$620,000 for One-Stop Operator services, are hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF CONTRACT

A. Agreement with ApprenticeScope

CEO McCree provided an overview of an agreement with ApprenticeScope, which was provided to the Committee prior to the meeting. The agreement involves purchasing software for the registered apprenticeship program. SCPa Works is requesting that ApprenticeScope receive a contract not to exceed \$11,535 to provide software to registered apprenticeship program participants, with a term of June 15, 2025, through June 14, 2027.

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

RESOLVED, that a contract in the amount of \$11,535 with ApprenticeScope, Inc. for the provision of software services for registered apprenticeship program participants for a term beginning June 15, 2025, through June 15, 2027, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VIII. *APPROVAL OF TRANSFER OF FUNDS*

CEO McCree presented a proposal for the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to the WIOA Adult program category, indicating that the Department of Labor and Industry, Bureau of Workforce Development Administration (BWDA) allows the annual transfer of funds from the WIOA Dislocated Workers category to the WIOA Adult category to ensure full expenditure. It was noted that Dislocated Worker funds can be spent on Adult programs, but Adult funds cannot be spent on Dislocated Worker programs. SCPa Works staff recommended that an amount of up to 75% of the remaining Dislocated Worker funds, or no more than \$750,000, be transferred to the Adult program funding category.

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

RESOLVED, that a transfer of an amount up to 75% of the remaining WIOA Dislocated Worker program funds to the WIOA Adult program fund category is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

IX. *APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS*

A. Workforce Innovation and Opportunity Act (WIOA) – Annual Fiscal Audit Service Provider – Maher Duessel

CEO McCree updated the Committee on the WIOA annual fiscal audit service provider RFQ. SCPa Works received two proposals in response to the RFQ. SCPa Works staff completed a thorough review of the proposals. SCPa Works staff recommended that Maher Duessel be awarded a contract, upon approval of the Department of Labor and Industry, in an amount not to exceed \$45,000 annually to provide WIOA annual fiscal audit services for a term beginning July 1, 2025, through June 30, 2026, to be renewed annually based on funding allocations and performance.

After discussion, on motion duly made by Kenneth Tuckey and seconded by Andrew Williford, it is:

RESOLVED, that a contract with Maher Duessel in an amount not to exceed \$45,000.00 for the provision of annual fiscal audit 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 and recommended for presentation to the full Board for approval, subject to final approval by BWDA.

(Motion carried unanimously; there were no abstentions.)

B. Digital Literacy Services for Justice-Impacted Individuals in Dauphin and York County Service Provider – Equus Workforce Solutions

CEO McCree updated the Committee on the digital literacy services for justice-impacted individuals in Dauphin and York Counties service provider RFQ. SCPa Works issued an RFQ award to Harrisburg University in the amount of \$45,000 on November 7, 2024. Due to unforeseen circumstances, Harrisburg University cannot fulfill the program services at this time, and the \$45,000 previously awarded is now being reissued to a different service provider.

SCPa Works received three proposals in response to the RFQ. SCPa Works staff completed a thorough review of the proposals. SCPa Works staff recommended that Equus Workforce Solutions be awarded a contract not to exceed \$45,000 to provide digital literacy services for justice-impacted individuals in Dauphin and York Counties for a term beginning April 1, 2025, through April 30, 2026.

After discussion, on motion duly made by Andrew Williford and seconded by Kenneth Tuckey, it is:

RESOLVED, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed \$45,000.00 for the provision of digital literacy program services for justice-impacted individuals in Dauphin and York Counties for a term beginning April 1, 2025, through April 30, 2026, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

X. APPROVAL OF POLICIES

- 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)

CEO McCree presented updates to the Personnel Policy and Procedure Manual, including a new Health and Infectious Diseases policy that will replace the existing COVID policy and a Hybrid/Remote Work Policy, which was combined with the Work Schedules policy and includes revisions requiring Board approval. A summary of the policy review updates and the updated policies was previously provided to the Committee.

CEO McCree advised that the last significant update to the manual occurred at the Board meeting held on February 6, 2025, with the exception of three policies that required further review: COVID, Work Schedules, and Hybrid/Remote. The COVID policy was largely outdated and replaced with a new Health and Infectious Diseases policy. The Work Schedules policy was

a short policy already covered in the Remote/Hybrid Work policy and will be removed from the Policy and Procedure Manual. The Remote/Hybrid Work was updated to include minor grammar and structural changes, and the content was rephrased to provide clarity. SCPa Staff members and the Solicitor reviewed both policies.

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

RESOLVED, that the Health and Infectious Diseases and Remote/Hybrid Work policies to be incorporated in the Personnel Policy and Procedure Manual are hereby approved and recommended for presentation 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 February 28, 2025*

Director of Finance Ralph Wolf presented the financial statements previously provided to the Committee. The Summary of Grant Expenditures report through February 28, 2025, details each grant, highlighting the actual carryforward and allocations, the expenditures, and the remaining funds. The contract end date for all grants is identified with a percentage of funds expended from each grant. Mr. Wolf reviewed each grant and provided an overview, indicating no concerns with grant expenditures.

Mr. Wolf presented the Statement of Revenues and Expenditures through February 28, 2025, and the Operational Budget Analysis report, showing that the percentage of the budget expended is where it should be. Mr. Wolf noted the monitoring of line items to keep grant expenditures on track.

Mr. Wolf concluded the financial update with a report summarizing spending projections for the 2024-2025 program year. Spending plans have been established with vendors to ensure funds are expended on programs over the remaining quarters.

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

RESOLVED, that the financial reports through February 28, 2025, are hereby accepted and recommended for presentation to the full Board for final approval, 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 Board meeting on April 3, 2025.

ii. Officer Elections

CEO McCree advised the Committee of the need to complete biannual officer elections as required by the SCPa Works Bylaws. Officer elections will be held at the July 31, 2025 Board of Directors meeting.

XII. AN EXECUTIVE SESSION WAS HELD ON TUESDAY, FEBRUARY 18, 2025 FROM 2:00 to 3:00 P.M. TO DISCUSS PERSONNEL MATTERS. NO OFFICIAL ACTION WAS TAKEN BY THE EXECUTIVE COMMITTEE DURING THE EXECUTIVE SESSION.

XIII. EXECUTIVE SESSION

The Chairperson adjourned to the executive session at 10:30 a.m. for discussion of a personnel matter. The executive session concluded at 10:40 a.m., with no official action taking place during the executive session.

XIV. ADJOURNMENT

With no other business before the Committee, the Chairperson adjourned the meeting at 10:40 a.m. without objection.