



**Executive Committee Meeting**  
**Thursday, May 1, 2025 | 8:30 AM – 10:00 AM**  
**Zoom Videoconference:**  
<https://us02web.zoom.us/j/84040489384>

## **MEETING MINUTES**

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### **MEMBERS PRESENT**

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**

Vice Chairperson Ross called the meeting to order at 8:37 a.m.

### **II. REQUEST FOR PUBLIC COMMENT**

Vice Chairperson Ross called for public comment. No public comment was presented to the Committee.

### **III. CONSENT AGENDA**

#### **A. Approval of April 1, 2025 & April 17, 2025 Meeting Minutes**

Vice Chairperson Ross presented the Consent Agenda, which consisted of the April 1, 2025 and April 17, 2025 meeting minutes, for approval.

After discussion, on motion duly made by Andrew Williford 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 PROPOSED PROGRAM YEAR 2025-2026 BUDGET**

CEO McCree presented the 2025–2026 proposed administrative operating budget previously provided to the Committee. CEO McCree presented projections for the current year and the proposed budget, outlining variations. CEO McCree advised that the proposed budget reflects spending cuts in anticipation of receiving approximately \$990,000 less in federal funding than the year prior. The expected funding cuts will impact the budget by reducing the number of full-time employees by one. The 2025 to 2026 proposed administrative operating budget is set forth below:

<b>Personnel Expenses</b>	
Salaries	\$1,468,079
Employer-Paid Benefits	<u>\$601,912</u>
	\$2,069,991
<b>Operational Costs</b>	
Audit & Legal Fees	\$72,000
Dues & Subscriptions	\$7,000
Insurance & Bonding	\$50,000
Occupancy	\$56,730
Office Equipment Lease, Purchase, Repair	\$96,000
Office Supplies	\$2,000
Professional Services	\$55,200
IT Professional Services	\$40,000
Telephone & Utilities	\$20,000
Travel	\$40,000
Training(Classroom/Conferences)	<u>\$8,000</u>
	\$446,930
Total Budget:	\$2,516,921

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

**RESOLVED**, that the proposed 2025–2026 administrative operating budget is hereby approved and recommended for presentation to the full Board for 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.)

#### **V. APPROVAL OF REQUEST FOR PROPOSAL (RFP) AWARDS**

- A. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Arbor E&T d/b/a Equus Workforce Solutions

- B. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Knovva Academy
- C. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Auberle

COO Katie Lentz updated the Committee on the WIOA OSY program service provider RFP. SCPa Works received four proposals. A thorough review of each proposal was completed by SCPa Works staff and a review panel comprised of volunteer Board members. Based on the recommendation of the review panel, SCPa Works staff recommends the following: Arbor E&T, LLC d/b/a Equus Workforce Solutions be awarded a contract not to exceed \$1,100,000 to provide WIOA OSY program services; Knovva Academy be awarded a contract not to exceed \$250,000 to provide WIOA OSY Healthcare program services; and Auberle be awarded a contract not to exceed \$250,000 to provide WIOA OSY Healthcare program services. Each contract shall be for the 2025-2026 program year with two (2) one-year renewal options based on funding and performance.

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

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

- A. A contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed \$1,100,000.00 for the provision of OSY program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options;
- B. A contract with Knovva Consulting, LLC d/b/a Knovva Academy in an amount not to exceed \$250,000.00 for the provision of OSY program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options; and
- C. A contract with Auberle in an amount not to exceed \$250,000.00 for the provision of OSY program services for a term beginning July 1, 2025 through June 30, 2026, with two (2) annual one-year renewal options.

(Motion carried unanimously; there were no abstentions.)

## ***VI. APPROVAL OF CONTRACTS***

- A. Information Technology (IT) – Intrada Technologies
- B. Workforce Innovation and Opportunity Act (WIOA) Title I Adult – Arbor E&T d/b/a Equus Workforce Solutions

- C. Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker (DW) – Arbor E&T d/b/a Equus Workforce Solutions
- D. One-Stop Operator (OSO) – Arbor E&T d/b/a Equus Workforce Solutions
- E. Temporary Assistance For Needy Families (TANF) - Youth – Arbor E&T d/b/a Equus Workforce Solutions
- F. Temporary Assistance For Needy Families (TANF) - Youth – JusticeWorks YouthCare, Inc.
- G. Employment Advancement & Retention Network (EARN) – Arbor E&T d/b/a Equus Workforce Solutions
- H. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Arbor E&T d/b/a Equus Workforce Solutions
- I. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Knovva Academy
- J. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Auberle

CEO McCree provided an overview of each service contract proposed for the 2025-2026 program year. The Information Technology, the WIOA Title I Adult, the WIOA Title I Dislocated Worker, and the One-Stop Operator service provider contracts are existing agreements with an annual renewal option. The TANF Youth, EARN, and WIOA Title I OSY service providers are new contracts.

The current IT service provider agreement with Intrada Technologies contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the second one-year renewal option in an amount not to exceed \$200,000 for IT services starting July 1, 2025 through June 30, 2026.

The current WIOA Title I Adult service provider agreement with Equus Workforce Solutions contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the second one-year renewal option in an amount not to exceed \$1,900,000 for WIOA Title I Adult program services starting July 1, 2025 through June 30, 2026.

The current WIOA Title I Dislocated Worker service provider agreement with Equus Workforce Solutions contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the second one-year renewal option in an amount not to exceed \$1,400,000 for WIOA Title I Dislocated Worker program services starting July 1, 2025 through June 30, 2026.

The current OSO service provider agreement with Equus Workforce Solutions contains two (2) one-year contract renewal options. SCPa Works staff is seeking approval to exercise the third one-year renewal option in an amount not to exceed \$1,650,000 for OSO program services starting July 1, 2025, through June 30, 2026.

The TANF Youth program procurement was issued as an RFP in October 2024. Following proper procurement and a review panel, the recommended vendors for TANF Youth program services are: Equus Workforce Solutions and JusticeWorks YouthCare, Inc. SCPa Works staff is seeking approval to enter a contract with the following service providers: Equus Workforce Solutions in an amount not to exceed \$1,100,000 and JusticeWorks YouthCare, Inc. in an amount not to exceed \$300,000, each contract for TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026.

The EARN procurement was issued as an RFP in October 2024. Following staff review and a review by a review panel, Equus Workforce Solutions is the recommended vendor for EARN program services. SCPa Works staff is seeking approval to enter a contract with Equus Workforce Solutions in an amount not to exceed \$3,400,000 for EARN program services for a term beginning July 1, 2025 through June 30, 2026.

The WIOA OSY procurement was issued as an RFP in December 2024. Following proper procurement and a review panel, the recommended vendors for OSY program services are Equus Workforce Solutions, Knovva Academy, and Aberle, each having two (2) renewal options. SCPa Works staff is seeking approval to exercise a contract with the following service providers: Equus Workforce Solutions in an amount not to exceed \$1,100,000; Knovva Academy in an amount not to exceed \$250,000; and Aberle, not to exceed \$250,000 for WIOA OSY program services for a term beginning July 1, 2025, through June 30, 2026.

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

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

- A. A one-year renewal of the existing contract with Intrada Technologies, Inc. for the provision of information technology services in an amount not to exceed \$200,000.00 for a term beginning July 1, 2025 through June 30, 2026;
- B. A one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Adult program services in an amount not to exceed \$1,900,000.00 for a term beginning July 1, 2025 through June 30, 2026;
- C. A one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Dislocated Worker program services in an amount not to exceed \$1,400,000.00 for a term beginning July 1, 2025 through June 30, 2026;

- D. A one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of OSO program services in an amount not to exceed \$1,650,000.00 for a term beginning July 1, 2025 through June 30, 2026.
- E. A contract in an amount not to exceed \$1,100,000.00 between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of TANF Youth program services for a term beginning July 1, 2025 through June 30, 2025, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- F. A contract in an amount not to exceed \$300,000.00 between SCPa Works and JusticeWorks YouthCare, Inc. for the provision of TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- G. A contract in an amount not to exceed \$3,400,000.00 between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of EARN program services for a term beginning July 1, 2025 through June 30, 2026, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- H. A contract in an amount not to exceed \$1,100,000.00 between SCPa Works and Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA OSY program services for a term beginning July 1, 2025 through June 30, 2026, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- I. A contract in an amount not to exceed \$250,000.00 between SCPa Works and Knovva Consulting, LLC d/b/a Knovva Academy for the provision of WIOA OSY program services for a term beginning July 1, 2025 through June 30, 2026, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;
- J. A contract in an amount not to exceed \$250,000.00 between SCPa Works and Auberle for the provision of WIOA OSY program services for a term beginning July 1, 2025 through June 30, 2026, which may be renewed annually for two (2) additional one-year terms based on funding allocations and performance;

(Motion carried unanimously; there were no abstentions.)

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

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

CEO McCree introduced proposed funding modifications to the current EARN contract; a summary of which was previously provided to the Committee prior to the meeting. The Board approved the original EARN contract on May 9, 2024, in an amount not to exceed \$3,440,000. SCPa Works is requesting that an additional \$100,000 be added to the EARN contract, for a new total not to exceed \$3,540,000.

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

**RESOLVED**, that a modification of the EARN contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions dated June 27, 2024 to reflect a revised amount of an additional \$100,000 in program funding for a total amount not to exceed \$3,540,000.00, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VIII. *APPROVAL OF PROGRAM YEAR 2024-2025 POLICIES***

- A. Risk Assessment #P-23-4.22  
B. Oversight and Monitoring #P-5-3.22  
C. Financial Management Policy #P-30-11.22

COO Lentz reviewed the updated policies. A summary of the policy review and the updated policies were previously provided to the Committee.

The Risk Assessment policy updates included the removal of unneeded content from the policy and the addition of a risk assessment worksheet as an attachment.

The Oversight and Monitoring policy updates included the addition of an oversight and monitoring schedule, a fiscal monitoring tool, and various other updates to comply with recommendations of the Bureau of Workforce Development Administration (BWDA).

The Financial Management policy updates include revised content resulting from BWDA investigation resolution, PY23 monitoring resolution, changes to property procurement values in accordance with the Department of Labor and Industry, and changes to processes relating to Automated Clearing House expenditures, segregation of duties, and a revised cost allocation plan. These updates include development of separate procedures and trainings for payroll reconciliation, fraud waste and abuse training, monthly leadership expenditure review, invoice

review and processing, bank reconciliation, and contract lifecycle management procedures and tracking.

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

**RESOLVED**, that the Risk Assessment Policy, Oversight and Monitoring Policy, and Financial Management Policy, are hereby approved and recommended for presentation to the full Board for final approval, and shall be subject to final approval by the BWDA.

(Motion carried unanimously; there were no abstentions.)

## **IX. BUSINESS**

### **A. Financial Update**

#### *i. Approval of Financial reports through March 31, 2025*

Director of Finance Ralph Wolf presented financial statements that were previously provided to the Committee. The Summary of Grant Expenditures report through March 31, 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 March 31 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 program year.

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

**RESOLVED**, that the financial reports through March 31, 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 May 8, 2025.

**X. RATIFY AND CONFIRM THE EXECUTION OF THE ASSIGNMENT OF LEASE OF THE YORK COUNTY CAREERLINK®**

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

**RESOLVED**, that the joinder by SCPa Works dated April 22, 2025 of a certain Assignment of Lease intending to assign that certain Commercial Lease Agreement dated April 6, 2023, regarding real property known and numbered 841 Vogelsong Road, York, Pennsylvania by PAW 841 LLC to APGN Inc., is hereby ratified and confirmed.

(Motion carried unanimously; there were no abstentions.)

**XI. AN EXECUTIVE SESSION WAS HELD ON TUESDAY, APRIL 22, 2025 FROM 12:00 to 12:30 P.M. TO DISCUSS PERSONNEL MATTERS. NO OFFICIAL ACTION WAS TAKEN BY THE EXECUTIVE COMMITTEE DURING THE EXECUTIVE SESSION.**

**XII. ADJOURNMENT**

There being no further business before the Committee, the Vice Chairperson adjourned the meeting at 9:03 a.m. without objection.