



Executive Committee Meeting
Thursday, May 29, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference:
<https://us02web.zoom.us/j/81658375211>

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 8:32 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 May 1, 2025 Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which consisted of the May 1, 2025, meeting minutes, for approval.

After discussion, on motion duly made by Michael Ross 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 POLICY

A. Personnel Policy and Procedure Manual – Pay and Compensation

CEO McCree reviewed the proposed updated Pay and Compensation Policy of the Personnel Policy and Procedure Manual. A summary of the policy review and the updated Pay and Compensation Policy was previously provided to the Committee.

CEO McCree provided an overview of the policy updates, which included updated salary ranges. The proposed changes include increases at each level and are based on an internal salary study review that included relevant labor market data from sources such as Lightcast, a nationally recognized labor market data compiler. The proposed salary range changes allow SCPa Works to offer complete salaries within our labor market, recognizing increasing skill, experience, and abilities. The Committee concluded that additional data and deliberation is necessary before it makes a final decision on the Policy, and decided to table this action item.

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

RESOLVED, that the Personnel Policy and Procedure Manual Pay and Compensation policy, being Item IV.A on the Agenda, is hereby tabled.

(Motion carried unanimously; there were no abstentions.)

VII. BUSINESS

A. Discuss Officer Elections

CEO McCree advised the Committee of the upcoming bi-yearly officer elections. The Committee discussed the process for nominating members for officer positions, which will occur at the July 31, 2025, Board of Directors meeting.

B. CEO Updates

CEO McCree provided an update on funding allocations and confirmed that the program year 2025-2026 allocations were reduced by approximately 14 percent.

VIII. EXECUTIVE SESSION

The Chairperson adjourned to the executive session at 9:32 a.m. for discussion of a matter regarding potential litigation. The executive session concluded at 9:40 a.m., with no official action taking place during the executive session.

IX. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 9:32 a.m. prior to the beginning of the Executive Session noted in Item VIII, without objection.