



Board of Directors Meeting
Thursday, July 31, 2025 – 8:30 AM
Commonwealth Charter Academy – 1 Innovation Way,
3rd Floor Conference Room, Harrisburg, PA 17110
& Zoom Videoconference:
<https://us02web.zoom.us/j/87237807699>

AGENDA

- | | |
|--|---|
| I. WELCOME / CALL TO ORDER | Mr. Jeffrey Boswell, Chairperson of the Board |
| II. REQUEST FOR PUBLIC COMMENT | |
| III. CONSENT AGENDA | |
| A. <i>Approval of April 3, 2025 Meeting Minutes</i> | |
| B. <i>Approval of May 8, 2025 Meeting Minutes</i> | |
| IV. OFFICER ELECTIONS | Jesse McCree |
| A. Nomination Committee Report | |
| V. APPROVAL OF PROGRAM YEAR 2024-2025 POLICIES | Jesse McCree |
| (From Executive Committee on May 1, 2025) | |
| A. Risk Assessment #P-23-4.22 | |
| B. Oversight and Monitoring #P-5-3.22 | |
| C. Financial Management Policy #P-30-11.22 | |
| VI. APPROVAL OF CONTRACT | Jesse McCree |
| (From Executive Committee on June 26, 2025) | |
| A. Consulting Agreement with Debra Kauffman | |
| VII. APPROVAL OF CONTRACT MODIFICATION | Jesse McCree |
| (From Executive Committee on June 26, 2025) | |
| A. Employment Advancement and Retention Network (EARN) – Equus Workforce Solutions | |
| VIII. APPROVAL OF CONTRACT MODIFICATION | Jesse McCree |
| (From Executive Committee on July 24, 2025) | |
| A. One-Stop Operator (OSO) Contract – Equus Workforce Solutions | |
| IX. APPROVAL OF AGREEMENT | Jesse McCree |
| (From Executive Committee on July 24, 2025) | |
| A. Incumbent Worker Training Agreement – Capital Area Intermediate Unit 15 | |



X. APPROVAL OF COST ALLOCATION PLAN

(From Executive Committee on July 24, 2025)

Jesse McCree

XI. APPROVAL OF WIOA LOCAL & REGIONAL PLAN

(From Executive Committee on July 24, 2025)

Jesse McCree

XII. EXECUTIVE COMMITTEE REPORT

Jesse McCree

XIII. ADMIN-FINANCE COMMITTEE REPORT

Jesse McCree

- A. *Approval of Financial Statements through June 30, 2025*

Jesse McCree

XIV. PRESENTATIONS & REPORTS

- A. CEO Report
- B. Director of Strategic Initiatives Report
- C. Industry Partnership (IP) Report
- D. Information Technology (IT) Project Schedule
- E. Compliance Report

XV. ADJOURNMENT

**NEXT MEETING:
November 6, 2025, at 8:30 – 10:00 AM
Capital Region PA CareerLink®
100 N. Cameron Street
Harrisburg, PA 17101**