



Board of Directors Meeting
Thursday, May 8, 2025 – 8:30 AM
Capital Region PA CareerLink® - 100 N. Cameron Street, Harrisburg, PA 17101
Zoom Videoconference:
<https://us02web.zoom.us/j/83845119154>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson)

Virtual: Andrew Williford (Secretary/Treasurer); Keith Baker, Matthew Campbell, Jorge Flores De Valgaz, Sharon Hagenberger, Tom Henchey, Lorelee Isbell, Amy Moore, Carl Phinney, Robin Russell, Tara Toms, Clifton Van Scyoc

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operations Officer; Todd F. Truntz, Solicitor; Stephanie Predko, Director of Programs; Ralph Wolf, Director of Finance; Katie Conaway, Office Manager; Courtney Day, Judy Santiago, Sean Stanbro, Jerrick Ventress

Virtual: Hillary Lyle, Director of Strategic Initiatives; Chris Bonneau, Whitney Matthews, Samuel Ortiz, Shauna Ventress, Michelle O’Bradovic, Jeff Blume, Rachel Sheaffer, Avery Keys Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

I. WELCOME/CALL TO ORDER

Noting that a quorum was present, Chairperson Boswell called the meeting to order at 8:35 a.m.

II. CALL FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented.

III. CONSENT AGENDA

A. *Approval of February 6, 2025, meeting minutes*

Chairperson Boswell presented the Consent Agenda, containing the February 6, 2025 Board meeting minutes, to the Board of Directors for approval. The February 6, 2025 Board meeting minutes were included in error and should have contained the April 3, 2025 Board

meeting minutes. Chairperson Boswell tabled the consent agenda.

IV. APPROVAL OF PROPOSED PROGRAM YEAR 2025-2026 BUDGET

CEO Jesse McCree presented the 2025–2026 proposed administrative operating budget, which was provided to the Board prior to the meeting. CEO McCree presented projections for the current year and the proposed budget, and outlined variations from the prior fiscal year. 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:

Personnel Expenses	
Salaries	\$1,468,079
Employer-Paid Benefits	<u>\$601,912</u>
	\$2,069,991
Operational Costs	
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 Andrew Williford and seconded by Matthew Campbell, it is:

RESOLVED, that the proposed 2025–2026 administrative operating budget is hereby approved, 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

Board Solicitor Todd Truntz reminded the Board members of the importance of abstaining from voting on any matter if any of the items presented today present an actual or appearance of a conflict of interest for any Board member. The Solicitor directed Board

members to voice their abstentions and to refrain from deliberation and voting on any matter that could create a conflict of interest or the appearance of a conflict of interest.

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

CEO McCree updated the Board 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 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 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 Robin Russell and seconded by Sharon Hagenberger, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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

CEO McCree continued the update to the Board on the WIOA OSY program service provider RFP. SCPa Works staff recommends that Knovva Academy be awarded a contract not to exceed \$250,000 to provide WIOA OSY Healthcare program services 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 Amy Moore and seconded by Andrew Williford, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

C. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth

(OSY) – Auberle

CEO McCree continued the update to the Board on the WIOA OSY program service provider RFP. SCPa Works staff recommends that Auberle be awarded a contract not to exceed \$250,000 to provide WIOA OSY Healthcare program services 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 Jorge Flores De Valgaz and seconded by Robin Russell, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

VI. APPROVAL OF CONTRACTS

CEO McCree provided an overview of each program services contract proposed for the 2025-2026 program year. A summary of the contracts with the allocation amounts was provided to the Board prior to the meeting. Mr. McCree indicated 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 annual renewal options. The TANF Youth, EARN, and WIOA Title I OSY service providers are new contracts.

A. Information Technology (IT) – Intrada Technologies

CEO McCree provided an overview of the current IT service provider agreement with Intrada Technologies that 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.

After discussion, on motion duly made by Carl Phinney and seconded by Robin Russell, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. Workforce Innovation and Opportunity Act (WIOA) Title I Adult – Arbor E&T,

LLC d/b/a Equus Workforce Solutions

CEO McCree provided an overview of the current WIOA Title I Adult service provider agreement with Equus Workforce Solutions that 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.

After discussion, on motion duly made by Andrew Williford and seconded by Sharon Hagenberger, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

C. Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker (DW) – Arbor E&T, LLC d/b/a Equus Workforce Solutions

CEO McCree provided an overview of the current WIOA Title I Dislocated Worker service provider agreement with Equus Workforce Solutions that 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.

After discussion, on motion duly made by Matthew Campbell and seconded by Lorelee Isbell, it is:

RESOLVED, that 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, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

D. One-Stop Operator (OSO) – Arbor E&T, LLC d/b/a Equus Workforce Solutions

CEO McCree provided an overview of the current OSO service provider agreement with Equus Workforce Solutions that contains three (3) 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 services starting July 1, 2025 through June 30, 2026.

After discussion, on motion duly made by Amy Moore and seconded by Jorge Flores De Valgaz, it is:

RESOLVED, that a one-year renewal of the existing contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of OSO services in an amount not to exceed \$1,650,000.00 for a term beginning July 1, 2025 through June 30, 2026, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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

CEO McCree provided an overview of the TANF Youth program procurement that 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 Equus Workforce Solutions in an amount not to exceed \$1,100,000.00 for TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026.

After discussion, on motion duly made by Andrew Willford and seconded by Lorelee Isbell, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

- F. Temporary Assistance For Needy Families (TANF) - Youth – JusticeWorks YouthCare, Inc.

CEO McCree continued with an overview of the TANF Youth program procurement. SCPa Works staff is seeking approval to enter a contract with JusticeWorks YouthCare, Inc. in an amount not to exceed \$300,000 for the provision of TANF Youth program services for a term beginning July 1, 2025 through June 30, 2026.

After discussion, on motion duly made by Robin Russell and seconded by Sharon Hagenberger, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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

CEO McCree provided an overview of the EARN procurement that was issued as an RFP in October 2024. Following proper procurement and 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.

After discussion, on motion duly made by Andrew Willford and seconded by Sharon Hagenberger, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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

CEO McCree provided an overview of the WIOA OSY procurement that 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, with each contract having two (2) annual renewal options. SCPa Works staff is seeking approval to enter a contract with Equus Workforce Solutions in an amount not to exceed \$1,100,000 for WIOA OSY program services for a term beginning July 1, 2025 through June 30, 2026.

After discussion, on motion duly made by Amy Moore and seconded by Andrew Williford, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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

CEO McCree continued with an overview of the WIOA OSY procurement, with the Knovva Academy contract being the second award pursuant to the December 2024 RFP process discussed above. SCPa Works staff is seeking approval to exercise a contract with Knovva Academy in an amount 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 Sharon Hagenberger and seconded by Matthew Campbell, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

J. Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) – Auberle

CEO McCree continued with an overview of the WIOA OSY procurement, with the Auberle OSY contract being the third award pursuant to the December 2024 RFP process discussed above. SCPa Works staff is seeking approval to exercise a contract with Auberle, not to exceed \$250,000.00 for WIOA OSY program services for a term beginning July 1, 2025 through June 30, 2026.

After discussion, on motion duly made by Jorge Flores De Valgaz and seconded by Robin Russell, it is:

RESOLVED, that 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 includes renewal options for two (2) additional one-year terms based on funding allocations and performance, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

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 provided to the Board 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 staff 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 Robin Russell and seconded by Clifton Van Scyoc, 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 \$100,000.00 in program funding for a total contract amount not to exceed \$3,540,000.00, is hereby approved.

(Motion carried unanimously with Carl Phinney abstaining.)

VIII. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on May 1, 2025. The items on the agenda for approval at today's Board meeting were all reviewed and approved by the Executive Committee prior to presentation to the full Board.

IX. ADMIN-FINANCE COMMITTEE REPORT

Andrew Williford, Chairperson of the Administration and Finance Committee, reported that the agenda items were reviewed at the Committee's last meeting on April 24, 2025.

A. Approval of Financial Statements through March 31, 2025

Director of Finance Ralph Wolf presented financial statements that were previously provided to the Board. 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 that funds are expended on programs over the remaining program year.

After discussion, on motion duly made by Andrew Williford and seconded by Jorge Flores De Valgaz, it is:

RESOLVED, that the financial reports through March 31, 2025, are hereby accepted, subject to any minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

X. PRESENTATIONS & REPORTS

A. CEO Report

CEO McCree presented a report to the Board of Directors. Mr. McCree discussed the updates in Washington, D.C.: the executive order on “Preparing Americans for high-paying Skilled Trade Jobs of the Future,” the streamlining of federal workforce programs to align with reindustrialization efforts, the emphasis on registered apprenticeships and skilled trades, and the enhancement of coordination among the Departments of Labor, Education, and Commerce to address critical workforce needs in emerging industries.

CEO McCree highlighted the Program Year 2026 federal budget proposal overview, which proposes a 22.6% reduction in domestic discretionary spending, suggesting there may be a significant cut to education and workforce development programs. Mr. McCree concluded his presentation on strategic considerations for SCPa Works: monitor of federal policy changes and adjustment of programs accordingly; seeking of alternative funding sources to mitigate potential budget cuts; engagement with national organizations like the National Association of Workforce Boards to influence policy decisions and communicate the ROI of workforce programs to stakeholders and policy makers; explore new partnership and program models to enhance service delivery and leverage technology to improve access to training and employment services.

B. Director of Strategic Initiatives Report

The Board members were referred to the detailed written report of Director of Strategic Initiatives Hillary Lyle that was provided prior to the meeting.

C. Industry Partnership (IP) Report

The Board members were referred to the detailed written report of Senior Industry Specialist Cynthia Picht that was provided prior to the meeting.

D. Information Technology (IT) Project Schedule

The Board members were referred to the detailed written report of IT vendor Intrada Technologies regarding the IT project schedule that was provided prior to the meeting.

E. Compliance Report

The Board members were referred to the detailed written report of SCPa Works Compliance Manager Courtney Day that was provided prior to the meeting.

F. One-Stop Operator (OSO) Report

The Board members were referred to the detailed written report of Jerrick Ventress, One-Stop Operator, that was provided prior to the meeting.

XI. EXECUTIVE SESSION

- A. Executive session to discuss matters related to potential litigation

The Chairperson adjourned to the executive session at 9:52 a.m. for discussion of matters related to potential litigation. The executive session concluded at 10:14 a.m. with no official action having been taken during the executive session.

XII. ACTION ITEM

- A. Authorization of staff to address Adams and York County CareerLink® Centers leases in the event of funding cuts

After discussion, on motion duly made by Keith Baker and seconded by Sharon Hagenberger, it is:

RESOLVED, that SCPa Works staff is authorized to make necessary changes and adjustments to the leases of the of Adams and York CareerLink® Centers in the event that funding allotments under the WIOA are reduced by the Commonwealth of Pennsylvania, Department of Labor and Industry, in excess of ten (10%) percent for the 2025-2026 program year, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

XIII. ADJOURNMENT

Their being no further business before the Board, the Chairperson adjourned the meeting at 10:17 a.m. without objection.