



Executive Committee Meeting
Thursday, June 26, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference:
<https://us02web.zoom.us/j/85270535479>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (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; Katie Conaway, Office Manager

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:35 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 29, 2025 Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which consisted of the May 29, 2025 meeting minutes, for approval.

After discussion, on motion duly made by Kenneth Tuckey 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 CONTRACT

A. Consulting Agreement with Debra Kaufman

CEO McCree provided an overview of a consulting agreement with Debra Kaufman for the provision of project management and community manager services to support the IT Industry Partnership funded by the Pennsylvania Department of Labor and Industry (L&I). SCPa Works staff is requesting that Debra Kaufman receive a consulting agreement not to exceed \$50,000 to provide project management and community manager services for the IT Industry Partnership for a term of 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 a contract with Debra Kaufman in an amount not to exceed \$50,000 for the provision of project management and community manager consulting services for the IT Industry Partnership, for a term beginning July 1, 2025 through June 30, 2026, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF CONTRACT MODIFICATION

A. Employment Advancement and Retention Network (EARN) – Equus Workforce Solutions

CEO McCree introduced a proposed funding modification to the proposed Employment Advancement and Retention Network (EARN) contract that was awarded to Equus Workforce Solutions; a summary of which was previously provided to the Committee. The full Board approved a contract with Equus Workforce Solutions on May 8, 2025, in an amount not to exceed \$3,400,000.00, for the provision of program services beginning on July 1, 2025. Since this contract was approved by the Board, SCPa Works staff has determined that an additional \$800,000.00 is needed for PA CareerLink® operating expenses. SCPa Works staff is requesting that an additional \$800,000.00 be added to the initial contract amount of \$3,400,000.00 for a new total contract amount not to exceed \$4,200,000.00.

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

RESOLVED, that the Employment Advancement and Retention Network (EARN) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions initially approved by the full Board on May 8, 2025 for the original contract amount of \$3,400,000, which is revised to include the additional amount of \$800,000.00 for a revised total amount not to exceed \$4,200,000.00 for EARN program services, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. UPDATE ON WIOA LOCAL & REGIONAL PLAN

A. Public Comment: June 23, 2025 – July 22, 2025

CEO McCree advised the Committee of the recent updates completed on the WIOA Local Plan and Regional Plan. The Plans are currently posted for public comment, which will end on July 22, 2025. Any public comment received will be reviewed and added to the Plans. The Plans will be presented for approval to the Executive Committee at the next meeting on July 24, 2025.

VII. UPDATE ON POLICY

A. Personnel Policy and Procedure Manual – Pay and Compensation

CEO McCree provided an update on the Pay and Compensation Policy of the Personnel Policy and Procedure Manual, which was updated and presented to the Executive Committee on May 29, 2025. The Committee concluded that additional data and deliberation are necessary before it makes a final decision on the Policy, and decided to table the action item.

CEO McCree advised that a request for quotes was issued for consulting services for a salary assessment. SCPa Works staff intends to review at least three quotes before selecting a consultant. Once a consultant is selected and a review is complete, it will be presented to the Executive Committee.

VIII. BUSINESS

A. CEO Updates

CEO McCree provided a brief update on policy and workforce development advocacy, indicating more details will be presented to the Board at the next meeting on July 31, 2025.

IX. EXECUTIVE SESSION

No executive session was held by the Committee.

X. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 9:05 a.m. without objection.