



Executive Committee Meeting
Thursday, July 24, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference:
<https://us02web.zoom.us/j/82579056013>

MEETING MINUTES

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

I. WELCOME/CALL TO ORDER

Vice Chairperson Ross called the meeting to order at 8:35 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 June 26, 2025 Meeting Minutes

Vice Chairperson Ross presented the Consent Agenda, which consisted of the June 26, 2025 meeting minutes, for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVAL OF COST ALLOCATION PLAN *(From Admin Finance on July 17, 2025)*

CEO McCree introduced a proposed Cost Allocation Plan for Program Year 2025-2026 that was previously provided to the Committee members. The Cost Allocation Plan is drafted in accordance with Federal and State regulations and requirements, and outlines how SCPa Works allocates indirect and administrative costs.

Director of Finance Ralph Wolf advised that the prior Cost Allocation Plan was approved by the full Board on August 1, 2024. The Plan is reviewed and updated yearly. Mr. Wolf provided an overview of the proposed revisions, which included minor changes such as the fiscal year, a job title change, updates to the Paycor codes, and replacement of the Program Year 2022 audited financial statements with the Program Year 2023 audited financial statements.

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

RESOLVED, that the Cost Allocation Plan for Program Year 2025-2026 as presented is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF CONTRACT MODIFICATION *(From Admin Finance on July 17, 2025)*

A. One-Stop Operator (OSO) Contract – Equus Workforce Solutions

Mr. McCree introduced a proposed funding modification to the One-Stop Operator (OSO) contract awarded to Equus Workforce Solutions, a summary of which was previously provided to the Committee, which included a proposed PA CareerLink® operating budget for Program Year 2025.

COO Katie Lentz explained the OSO budget process and the reason for the requested modification. The full Board previously approved a contract with Equus Workforce Solutions on May 8, 2025, in an amount not to exceed \$1,675,000.00, for building operations and staffing costs associated with the PA CareerLink® locations throughout the region for the program year beginning July 1, 2025. Additional funding for building operations costs is finalized once the PA CareerLink® budget is approved by the Department of Labor and Industry (L&I). While pending approval from L&I, SCPa Works staff is requesting a modification to the OSO contract to incorporate the additional anticipated operating costs. The amendment will reflect \$1,426,082.70 for building operations costs in addition to the existing \$1,675,000.00, for a total contract amount not to exceed \$3,101,082.70.

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

RESOLVED, that the One-Stop Operator (OSO) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions dated May 8, 2025 for Program Year 2025 is hereby modified to include the additional amount of \$1,426,082.70 for PA CareerLink® building operations and staffing costs, for a revised total contract amount not to exceed \$3,101,082.70, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. APPROVAL OF WIOA LOCAL & REGIONAL PLAN

CEO McCree explained the process involved in creating the WIOA Local and Regional Plans for Program Years 2025 to 2028. The Local Plan was revised as required by WIOA. SCPa Works staff drafted the Local Plan, which includes updates to labor market data, the Community Access Point (CAP) Initiative, new grants, and other specific areas of focus. SCPa Works staff worked with Lancaster County Workforce Development Board staff, which is part of SCPa Works' workforce region, to revise the Regional Plan.

Once the draft Plans were complete, they were submitted to the L&I. Following L&I review, feedback was provided, which SCPa Works staff reviewed, adjusted as needed, and implemented into the Plans. Once the drafts were finalized, both the Regional and Local Plans were posted on the SCPa Works website for a required 30-day public comment period. During that time, no public comment was received for the Local or the Regional Plan.

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

RESOLVED, that the proposed WIOA Local Plan and Regional Plan for Program Years 2025 through 2028 are hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF AGREEMENT

A. Incumbent Worker Training Agreement – Capital Area Intermediate Unit 15

CEO McCree provided an overview of a proposed Incumbent Worker Training (IWT) agreement with Capital Area Intermediate Unit 15 for the provision of IWT services to five applicants. SCPa Works staff is requesting approval of an agreement with Capital Area Intermediate Unit 15 in an amount not to exceed \$36,647.25 for a term of January 15, 2025 through December 18, 2025.

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

RESOLVED, that a contract with Capital Area Intermediate Unit 15 in an amount not to exceed \$36,647.25 for the provision of IWT services, for a term beginning January 15, 2024 through December 18, 2025, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VII. BUSINESS

A. Financial Update

i. Approval of Financial Reports through June 30, 2025

Director of Finance Ralph Wolf presented the financial statements that were previously provided to the Committee. The Summary of Grant Expenditures report through June 30, 2025 details each grant, highlighting actual carryforward and allocations, expenditures, and 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 that final program year reporting is subject to minor revisions or adjustments identified through the course of the next audit.

Mr. Wolf presented a Statement of Revenues and Expenditures and an Operational Budget Analysis report through June 30, 2025, showing that the percentage of the budget expended was 98.83%.

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

RESOLVED, that the financial reports through June 30, 2025 presented by the Director of Finance 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 of Directors meeting to be held on July 31, 2025.

VIII. EXECUTIVE SESSION

No executive session was held by the Committee.

IX. ADJOURNMENT

There being no further business before the Committee, the Vice Chairperson adjourned the meeting at 9:29 a.m. without objection.