



Administration & Finance Committee Meeting
Thursday, October 23, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
& Zoom Videoconference:
<https://us02web.zoom.us/j/89708579512>

AGENDA

- | | |
|--|-----------------------------------|
| I. WELCOME / CALL TO ORDER | Mr. Andrew Williford, Chairperson |
| II. REQUEST FOR PUBLIC COMMENT | |
| III. CONSENT AGENDA | |
| A. Approval of July 17, 2025, Meeting Minutes | |
| IV. APPROVAL OF PROGRAM YEAR 25-26 POLICIES | Katie Lentz |
| A. Transitional Jobs #P-38-9.25 | |
| B. Integrated Education and Training #P-39-10.25 | |
| V. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS | Katie Lentz |
| A. Integrated Education and Training (IET) – Harrisburg Area Community College (HACC) | |
| B. Integrated Education and Training (IET) – Intermediate Unit 13 (IU13) | |
| C. Transitional Jobs – Adams County Rescue Mission | |
| VI. UPDATE ON POLICY <i>(Approved by Executive Committee on August 28, 2025)</i> | Katie Lentz |
| A. Personnel Policy and Procedure Manual – Pay and Compensation | |
| VII. UPDATE ON PROGRAM YEAR 25-26 POLICIES
<i>(Approved by Executive Committee on September 25, 2025)</i> | Katie Lentz |
| A. Financial Management Policy #P-30-11.22 | |
| B. General Procurement Policy #P-32-1.23 | |
| C. Incumbent Worker Training Policy #P-8-5.22 | |
| VIII. UPDATE ON CARLISE PA CAREERLINK® HVAC UNIT
<i>(Approved by Executive Committee on August 28, 2025)</i> | Katie Lentz |
| IX. BUSINESS | Ralph Wolf |
| A. <u>Financial Update</u> | |
| i. Approval of Financial Reports through September 30, 2025 | |
| X. ADJOURNMENT | |

NEXT MEETING:
January 22, 2026, at 8:30 – 10 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112