



**Executive Committee Meeting**  
**Thursday, September 25, 2025 – 8:30 AM**  
**4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**  
**Zoom Videoconference:**  
<https://us02web.zoom.us/j/85291058692>

## **MEETING MINUTES**

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### **MEMBERS PRESENT**

Jeffrey Boswell (Chairperson), Michael Ross (Vice Chairperson), Andrew Williford (Secretary/Treasurer), Kenneth Tuckey

### **STAFF AND OTHERS PRESENT**

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operating Officer; Katherine Conaway, Office Manager; Ralph Wolf, Director of Finance; Todd F. Truntz, Solicitor

### **I. WELCOME/CALL TO ORDER**

Chairperson Boswell called the meeting to order at 8:36 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 August 28, 2025 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which consisted of the August 28, 2025 meeting minutes, for approval.

After discussion, on motion duly made by Andy Williford and seconded by Michael Ross, it is:

**RESOLVED**, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

**IV. APPROVAL OF PROGRAM YEAR 25-26 POLICIES**

- 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

CEO McCree presented updated policies to be effective for program year 2025-2026. The Committee previously received updated drafts of the Financial Management Policy, General Procurement Policy, and Incumbent Worker Training Policy, along with a summary review. CEO McCree noted these policies were updated to accommodate the Pennsylvania Department of Labor and Industry updates and requests.

COO Lentz provided an overview of the proposed updates for each of the three policies. The Financial Management Policy updates include added definitions to align with the Financial Management Guide of the Pennsylvania Department of Labor and Industry (updated July 2025); a new section to redefine internal controls to align with the Financial Management Guide, Chapter 2, Financial Management Standards, and to establish sufficient documentation to support fiscal transactions; and, a reference to the SCPa Works General Procurement Policy regarding procurement of single audit service providers.

The proposed General Procurement Policy updates include an additional section to ensure compliance with 2 CFR 200 Subpart F, single or program-specific audit requirements. This new section requires that a single audit be conducted annually using a contracted certified public accountant. The source of this new section was derived from the requirements set forth on page 107 of the Financial Management Guide and 2 CFR Part 200 Subpart F, with the addition of grievance procedures.

Proposed Incumbent Worker Training policy updates include a step-by-step, standardized process reflecting data integrity, operational fluidity, and fiscal accountability. The proposed revisions include a new employer desk guide, a new Incumbent Worker Training (“IWT”) form application and process with detailed instructions for employers, and a new data entry process to ensure the implementation of the Commonwealth Workforce Development System for the documentation of measurable skill gains. The proposed new IWT Policy reflects all aspects of employer-driven elements that initiate program growth within the untapped market of upskilling the existing workforce and impacting the Asset Limited, Income Constrained, Employed (“A.L.I.C.E.”) population throughout the South Central Pennsylvania workforce region.

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

**RESOLVED**, that the proposed revised Financial Management Policy, General Procurement Policy, and Incumbent Worker Training Policy are each hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **V. BUSINESS**

### **A. CEO Update**

CEO McCree provided a brief update on program services, which included advisement of the Committee of staff concerns with performance measures of a major SCPa Works program provider. Staff has implemented a corrective action plan and continues to communicate with the provider to assist with improving performance.

Mr. McCree reported that the 2-year fiscal investigation conducted by the Department of Labor and Industry is complete, and that there were no material findings. Mr. McCree expressed appreciation for the thoroughness of the investigation, which confirmed SCPa Works' good stewardship of public funds and was for the betterment of the organization.

## **VIII. ADJOURNMENT**

There being no further business pending before the Committee, the Chairperson adjourned the meeting at 9:16 a.m. without objection.