



**Board of Directors Meeting**  
**Thursday, November 6, 2025 – 8:30 AM**  
**Capitol Region PA Careerlink®**  
**100 N. Cameron Street, Harrisburg, PA 17101**  
**Zoom Videoconference:**  
<https://us02web.zoom.us/j/87404744094>

## **MEETING MINUTES**

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### **MEMBERS PRESENT**

**In person:** Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Amy Moore; Tara Toms

**Virtual:** Andrew Williford (Secretary/Treasurer); Keith Baker; Matthew Campbell; Brian Dailey; Jorge Flores De Valgaz; Franklin Foose; Sharon Hagenberger; Lorelee Isbell; Jon O’Brien; Carl Phinney; Sully Pinos; Robin Russell; Kenneth Tuckey; Clifton; Ashley Zinn

### **STAFF AND OTHERS PRESENT**

**In person:** Jesse McCree, Chief Executive Officer; Katherine Conaway, Office Manager; Stephanie Predko, Director of Programs; Ralph Wolf, Director of Finance; Todd F. Truntz, Board Solicitor; Whitney Matthews; Shauna Ventress; Jacob Conklin; Michael Dunne

**Virtual:** Chris Bonneau; Courtney Day; Melanie Erb, Oversight Services, Bureau of Workforce Development Administration; Paul Henderson; Stacy Keller; Cynthia Picht; Rachel Sheaffer; Tim Shenk;

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

Noting that a quorum was present, Chairperson Boswell called the meeting to order at 8:34 a.m.

### **II. CALL FOR PUBLIC COMMENT**

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

### **III. CONSENT AGENDA**

- A. Approval of July 31, 2025 Meeting Minutes
- B. Approval of Policy - Personnel Policy and Procedure Manual – Pay and Compensation (From Executive Committee on August 28, 2025)

- C. Approval of Program Year 25-26 Policies (From Executive Committee on September 25, 2025)
  - i. Financial Management Policy #P-30-11.22
  - ii. General Procurement Policy #P-32-1.23
  - iii. Incumbent Worker Training Policy #P-8-5.22
- D. Approval of Program Year 25-26 Policies (From Executive Committee on October 30, 2025)
  - i. Transitional Jobs #P-38-9.25
  - ii. Integrated Education and Training #P-39-10.25

After discussion, on motion duly made by Michael Ross and seconded by Amy Moore, it is:

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

(Motion carried unanimously; there were no abstentions.)

#### **IV. INTRODUCTION OF NEW BOARD MEMBER**

##### **A. Franklin Foose, Sr. OE Site Head & Capabilities Leader – Bayer U.S.**

CEO Jesse McCree introduced Franklin Foose of Bayer U.S. as a new member of the SCPa Works Board of Directors. Mr. Foose provided brief highlights of his background and experience. The Chairperson thanked Mr. Foose for his military service, and the Board welcomed Mr. Foose to SCPa Works.

#### **V. APPROVAL OF CARLISLE PA CAREERLINK<sup>®</sup> HVAC UNIT**

*(From Executive Committee on August 28, 2025)*

CEO Jesse McCree brought the Board up to speed with regard to the failure of the HVAC Unit at the Carlisle Pa CareerLink<sup>®</sup> Center. Initial estimates provided that the HVAC unit required total replacement at a cost in excess of \$30,000. Because the proposed replacement was deemed a “capital improvement” by the Commonwealth of Pennsylvania, Department of Labor and Industry, Bureau of Workforce Development Administration (“BWDA”), the expenditure required approval of the pass-through grant recipients, which has been obtained with the assistance of BWDA. Fortunately, an alternate contractor has evaluated the unit and determined that is likely repairable at significantly less expense than the initial estimate. Staff is proceeding with the repairs.

After discussion, on motion duly made by Brian Dailey and seconded Sharon Hagenberger, it is:

**RESOLVED**, that the August 28, 2025 action of the Executive Committee approving the replacement of the HVAC unit serving the Carlisle Pa CareerLink<sup>®</sup> Center in an amount not

to exceed \$40,000.00, including all of the requirements and conditions therein prescribed by the Committee, is hereby ratified, confirmed, and approved.

(Motion carried unanimously; there were no abstentions.)

**VI. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS**

*(From Executive Committee on October 30, 2025)*

**A. Integrated Education and Training (IET) – Harrisburg Area Community College (HACC)**

CEO McCree provided an overview of the awards resulting from the Integrated Education and Training for Immigrant and Refugee Populations RFQ. This program supports individuals in gaining foundational education, workforce preparation, and occupation specific skills. The target population for this programming includes immigrant and refugee community members who may need foundational support in English language acquisition, digital literacy, and employment readiness to fully participate in the workforce. The goal is to provide a streamlined, accelerated pathway to employment that includes real-time learning, hands-on skill building, and direct connections to employers. The IET RFQ received four proposals. A thorough review of each proposal was completed by SCPa Works staff. SCPa Works staff recommended that Harrisburg Area Community College receive an award not to exceed \$140,000.00 to provide IET program services for immigrants and refugee populations, for a term beginning January 1, 2026 through June 30, 2026.

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

**RESOLVED**, that a contract with Harrisburg Area Community College in an amount not to exceed \$140,000.00 for the provision of Integrated Education and Training program services for immigrant and refugee populations within the workforce development area, for a term beginning January 1, 2026 through June 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

**B. Integrated Education and Training (IET) – Intermediate Unit 13 (IU13)**

Mr. McCree discussed the proposed IET contract award to Lancaster-Lebanon Intermediate Unit 13 (IU13). SCPa Works staff recommended that IU13 receive an award not to exceed \$140,000.00 to provide the IET program services for immigrant and refugee populations, for a term beginning January 1, 2026 through June 30, 2026.

After discussion, on motion duly made by Andrew Williford and seconded by Briand Dailey, it is:

**RESOLVED**, that a contract with Lancaster-Lebanon Intermediate Unit 13 in an amount not to exceed \$140,000.00 for the provision of IET program services for immigrant and refugee populations, for a term beginning January 1, 2026 through June 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

### **C. Transitional Jobs – Adams County Rescue Mission**

Mr. McCree provided an overview of the Transitional Jobs RFQ, which would focus on justice-impacted individuals throughout the South Central Workforce Development Area. Transitional Jobs are defined as “time-limited, wage-paid work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.” The goal of transitional jobs is to establish a work history, demonstrate success in the workplace, and develop the skills necessary to retain unsubsidized employment. SCPa Works received three proposals. A thorough review of each proposal was completed by SCPa Works staff. SCPa Works staff recommended that Adams County Rescue Mission receive an award not to exceed \$140,000.00 to provide the Transitional Jobs Program for justice-impacted individuals for a term beginning January 1, 2026 through June 30, 2026.

After discussion, on motion duly made by Tara Toms and seconded by Amy Moore, it is:

**RESOLVED**, that a contract with Adams Rescue Mission, Inc. in an amount not to exceed \$140,000.00 for the provision of program services pursuant to a Transitional Jobs Program for justice impacted individuals for a term beginning January 1, 2026 through June 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

## **VII. Executive Committee Report**

Chairperson Boswell reported that the Executive Committee continues to meet on a monthly basis to address the day-to-day business of the Board and ensure continuity of operations between Board meetings.

## **VIII. ADMIN-FINANCE COMMITTEE REPORT**

Andrew Williford, Chairperson of the Administration and Finance Committee, introduced Ralph Wolf, Director of Finance, for the presentation of the SCPa Works finance reports. Mr. Wolf highlighted a Summary of Grant Expenditures, Statement of Revenues and Expenditures, Operational Budget Analysis, and Summary of Spending Projections for the period ending September 30, 2025. Mr. Wolf expressed relief regarding the recent state budget approval and resolution of the federal government shutdown, each of which were causing increasing strain on SCPa Works finances. Mr. Wolf invited questions from the Board at the conclusion of his report.

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

**RESOLVED**, that the financial reports presented by the Director of Finance for the period ending September 30, 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.)

## **IX. PRESENTATIONS & REPORTS**

### **i. Joe Gusler—PA Building Trades**

Tara Toms introduced Joe Gusler and Mike Fordham of the Pennsylvania Building and Construction Trades Council, who provided a brief presentation on construction trades apprenticeships. Messrs. Gusler and Fordham explained that careers in the trades are in high demand, and that apprenticeships are often provided by trade unions at no cost to the apprentice. Mr. Gusler made information brochures available to the Board members.

### **ii. CEO Report**

Mr. McCree provided a PowerPoint report, a copy of which was provided to the Board members prior to the meeting. Mr. McCree highlighted his report, which emphasized the 2025-2029 SCPa Works Local Plan and Strategic Focus, having key elements of economic mobility, integrated and hybrid service delivery, community access points, sector strategies, focus on short-term training and credentials, funding diversification, focus on certain populations, revamping of employer engagement, and advocacy.

In addition, Mr. McCree described the current labor market as experiencing “bed rotting,” which is characterized by minimal hiring, job switching, and wage growth. Continuation of these characteristics could cause broader economic stagnation.

Finally, Mr. McCree explained what may be an upcoming period of jobless growth in the U.S. economy, which results from expansion of GDP with stagnating employment

and transitional job losses due to the expansion of artificial intelligence. The report concluded with highlights of future job transitions due to artificial intelligence, and employment projections and statistics.

**iii. Director of Programs Report**

The Board was referred to the previously provided written report of the Director of Programs.

**iv. Industry Partner (IP) Report**

The Board was referred to the previously provided written report of the Senior Industry Specialist.

**v. Information Technology (IT) Project Schedule**

The Board was referred to the previously provided written IT Report.

**vi. Compliance Report**

The Board was referred to the previously provided written Compliance Report.

**X. ADJOURNMENT**

There being no further business before the Board, the Chairperson adjourned the meeting at 9:50 a.m. upon the unanimously approved motion of Brian Dailey, as seconded by Ashley Zinn.