



Executive Committee Meeting
Thursday, December 18, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference:
<https://us02web.zoom.us/j/83872437536>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson), Michael Ross (Vice Chairperson), Andrew Williford

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operating Officer

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:37 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 October 30, 2025, Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which consisted of the October 30, 2025, meeting minutes, for approval.

After discussion, on motion duly made by Michael Ross 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 REQUEST FOR QUOTE (RFQ) AWARDS

CEO McCree updated the Committee on the Workforce Innovation and Opportunity Act Temporary Assistance for Needy Families (TANF) Youth request. A thorough review of the submitted quotes was reviewed by SCPa Works staff and the review panel committee, comprised of Volunteer Board members. The review panel scored the responses and provided feedback. SCPa Works is recommending both proposers be awarded. A summary of each RFQ and the proposed scope of work was provided to the Committee.

A. Temporary Assistance for Needy Families (TANF) Youth - JEVS Human Services

CEO McCree provided an overview. The request received two quotes for the Workforce Innovation and Opportunity ACT Temporary Assistance for Needy Families (TANF) Youth. SCPa Works staff recommends that JEVS Human Services should receive an award not to exceed \$120,000 to provide TANF services to participants in Lebanon and Dauphin County for the term January 1st 2026-June 30th, 2026.

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

RESOLVED, that a contract with JEVS Human Services not to exceed \$120,000 to provide TANF services to participants in Lebanon and Dauphin County for the term January 1st 2026-June 30th, 2026, is approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

B. Temporary Assistance for Needy Families (TANF) Youth -

CEO McCree continued with the request for quote awards. SCPa Works staff recommends Knovva Consulting Group should receive an award not to exceed \$120,000 to provide TANF services in York County for the term January 1st 2026-June 30th, 2026.

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

RESOLVED, that a contract with Knovva Consulting Group not to exceed \$120,000.00 to provide TANF services in York County for the term January 1st 2026-June 30th, 2026, is approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. BUSINESS

A. Governance

CEO McCree reported on the upcoming vacancy that must be filled when Sharon Hagenberger's Board term expires at the end of January 2026. Discussion ensued regarding expansion of both the Admin Finance Committee and the Executive Committee.

B. Leases Update

COO Lentz provided an update on the leases for both Adams County and York County PA CareerLink® locations.

Staff from the Adams County location will relocate to the Franklin County site beginning January 1, 2026. Furniture, fixtures and equipment will be moved from the current Adams County site by the end of January 2026, at which time the lease will be terminated. Conversations and a tour of potential space at the Gettysburg HACC location occurred during the week of December 10, 2025. Following a discussion with members of the BWPO team, it was determined there may not be enough people to fully staff a replacement site. At this time, plans for additional space in Adams County are on hold. The One Stop Operator will work with all partners to provide service remotely from the Franklin County location and by appointment in Adams County libraries.

The first draft of the potential York lease is under review by SCPa Works legal counsel. The One Stop Operator is working with a facility planner for cubicle layout. At this time the plan is to move furniture from the current York site to the new location. Based on the current timeline, staff would begin to move to the new location during March 2026 and a full closeout from the Vogelsong Road property would occur by the end of April 2026.

VI. ADJOURNMENT

There being no further business pending before the Committee, the Chairperson adjourned the meeting at 9:42 a.m. without objection.