



**Executive Committee Meeting**  
**January 29, 2026 – 8:30 AM**  
**4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**  
**Zoom Videoconference:**  
<https://us02web.zoom.us/j/83872437536>

## **MEETING MINUTES**

### **MEMBERS PRESENT**

**Via Videoconference:** Jeffrey Boswell, Chairperson; Michael Ross, Vice Chairperson; Kenneth Tuckey; and Andrew Williford, Secretary/Treasurer

### **STAFF AND OTHERS PRESENT**

**Via Videoconference:** Jesse McCree, Chief Executive Officer

**In-Person:** Katie Lentz, Chief Operating Officer, Ralph Wolf, Director of Finance; Todd Truntz, Board Solicitor; and Julie Robinson, Manager of Administration.

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

Chairperson Boswell called the meeting to order at 8:34 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 December 18, 2025 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which consisted of the December 18, 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**

COO Lentz presented recommendations for contract awards for employer engagement and business services consulting services. These services will assist SCPa Works with strengthening relationships with employers, advancing strategic partnerships, and driving workforce outcomes to align with regional priorities. SCPa Works received six responses to the RFQ, which staff evaluated based on criteria that included hourly rate, direct experience with SCPa Works, and the size of the team that would be assigned to perform the contract. A summary of each RFQ and the proposed scope of work was previously provided to the Committee. Based on staff evaluations of each RFQ response, Ms. Lentz recommended approval of employer engagement and business services contracts with Talent & Strategy, LLC and to Knovva Consulting, LLC, each in an amount not to exceed \$75,000.

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

**RESOLVED**, that the following are approved and recommended for presentation to the full Board for final approval:

A. A contract with Talent & Strategy, LLC in an amount not to exceed \$75,000 to provide business services for a term beginning February 1<sup>st</sup> 2026 through June 30th, 2026.

B. A contract with Knovva Consulting, LLC in an amount not to exceed \$75,000 to provide business services for a term beginning February 1st, 2026, through June 30th, 2026.

(Motion carried unanimously; there were no abstentions.)

#### **V. POLICY REPORT**

COO Lentz presented the Program Year 2025-2026 third quarter Policy Updates & Requests for Approval. Ms. Lentz reported that no new policies are being presented for SCPa Works Board approval.

- a. The following policies were reviewed in January 2026 and do not require Board approval:
  - i. Equal Opportunity & Discrimination #P-13-2.22
  - ii. Personally Identifiable Information #P-3-2.22
  - iii. Program Participant Grievance #P-11-10.22
  
- b. The following policies will be reviewed in April 2026 and do not require board-approval:
  - i. Individual Employment Plan (IEP) #P-4-10.22
  - ii. Oversight & Monitoring #P-5-4.22
  - iii. Digitization & Electronic Record Keeping #P-6-7.22
  - iv. Supportive Services #P-7A-1.22
  - v. Youth Incentives & Stipends #P-7B-7.22
  - vi. Incumbent Worker Training #P-8-5.22
  - vii. Incident Of Fraud Reporting #P-9-7.22
  - viii. Training Provider Grievance #P-10-6.22

For the third (3<sup>rd</sup>) quarter of the 2025-2026 program year, forms were created to support SCPa Works' new Transitional Jobs (TJ) and Integrated Education and Employment (IET) programs.

- c. The following forms were created in January 2026, and do not require Board approval:
  - i. 2026 IET Training Links to Resources\_1.16.2026
  - ii. SCPa.Works\_IET\_Selective Service and Eligible to Work in the US\_1.16.2026
  - iii. SCPa.Works\_WIOA IET Customized Training Form\_1.14.2026
  - iv. WIOA\_Refugee\_Immigrant\_Enrollment\_Quick\_Reference
  
- d. The following forms were created in conjunction with the January 2026 policy review, and updates by the Commonwealth Department of Labor and Industry:
  - i. 2024\_Civil\_Rights\_Statement\_SCPa.Works\_01.16.2026
  - ii. SCPa Works\_Policies\_Confirmation.of.Review\_Sign.off\_01.16.2026
  - iii. SCPa.Works\_EO\_Discrimination\_Conduct\_Sign.off\_01.16.2026
  - iv. SCPa.Works\_Participant.Grievance\_Sign.Off\_01.16.2026
  - v. SCPa.Works\_PII.Sign.off.Form\_01.16.2026

COO Lentz reported that the following is in order as of this date:

- 100% of policies have received initial approval by the SCPa Works Board of Directors or the Commonwealth of Pennsylvania, Department of Human Services (DHS).
- 94% of Board-approved and DHS-approved policies are available on the SCPa Works website.
- 9% of the policies have been updated for the second half of Program Year 2025-2026

In January 2026, the SCPa Works training video library was launched. The following materials are available to users:

- SCPa Works Introduction to IET\_1.5.2026
- SCPa Works\_WIOA Adult & DW Application\_12.2.2025
- SCPa Works\_EO & Discrimination\_11.19.2025
- SCPa Works\_Creating IWT in CWDS\_for Employers\_07.10.2025
- SCPa Works Program Performance Accountability\_12.31.2025

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

**RESOLVED**, that the Q3 Policy Report is hereby accepted and recommended for presentation to the full Board.

(Motion carried unanimously; there were no abstentions.)

## **VI. BUSINESS**

### **A. Approval of Finance Reports**

CEO McCree provided an introduction to the finance reports and explained that staff continues to follow a careful and conservative approach based on past and current funding uncertainties. Director of Finance Ralph Wolf reviewed the Summary of Grant Expenditures, Statement of Revenues and Expenditures, Operational Budget Analysis, and Summary of Spending Projections. Mr. Wolf addressed questions regarding Employment Advancement and Retention Network (EARN) program spending levels and other questions posed by the Committee.

The Committee discussed the conclusion of the SCPa Works Program Year 2024-2025 audit, and thanked SCPa Works staff for its sound financial management that resulted in a positive report. The Committee acknowledged the attendance of certain Committee members

at the auditor’s presentation to the Administration and Finance Committee. The Committee expressed unanimous satisfaction with the audit, as it is a “clean” audit, having no findings or deficiencies, and noted its recommendation that the audit be approved by the full Board.

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

**RESOLVED**, that the proposed Financial Reports and the SCPa Works audit report for Program Year 2024-2025 are hereby accepted and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VII. CEO Report and Update**

CEO McCree reported on continued strategic plans for achieving SCPa Works goals. As 2026 begins, SCPa Works continues with service delivery across South Central Pennsylvania, and shaping the future direction of the public workforce systems at the state and national levels. In addition, CEO McCree reported on an upcoming vacancy that must be filled when Board Member Sharon Hagenberger retires at the end of January 2026. Discussion ensued regarding expansion of membership on both the Administration and Finance Committee and the Executive Committee.

Mr. McCree discussed site lease flexibility as a tool for expense reduction and control in light of funding cuts. COO Lentz provided an update on the leases for both Adams County and York County PA CareerLink® locations. Staff from the Adams County location began relocating 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. 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.

Ms. Lentz reported that the first draft of a potential York CareerLink® lease was reviewed by the Solicitor, which represents a substantially smaller footprint and reduced costs as compared to the former Vogel song Road location, which lease had to be terminated due to Program Year 2025-2026 funding reductions. Based on the current timeline, staff would begin to move to the new location during March 2026 and a full closeout of the Vogel song Road location would occur by the end of April 2026, pending final approval of the lease.

## **VI. ADJOURNMENT**

There being no further business pending before the Committee, the Chairperson adjourned the meeting at 9:35 a.m. without objection.