



Board of Directors Meeting
Thursday, February 5, 2026 – 8:30 AM
Capitol Region PA Careerlink®
100 N. Cameron Street, Harrisburg, PA 17101
Zoom Videoconference:

<https://us02web.zoom.us/j/87209110567?pwd=KhdN6QoFPuq27D3TEIVR4eazH8nnw2.1>

MEETING MINUTES

MEMBERS PRESENT

In person: Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Clifton Van Scyoc; and Amy Moore; John Mentzer (Maher Duessel)

Virtual: Andrew Williford (Secretary/Treasurer); Thomas Henchey; Keith Baker; Matthew Campbell; Brian Dailey; Jorge Flores De Valgaz; Lorelee Isbell; Robin Russell; Ashley Zinn

STAFF AND OTHERS PRESENT

In person: Jesse McCree, Chief Executive Officer; Katie Lentz (Chief Operations Officer), Ralph Wolf, Director of Finance; Julie Robinson, Manager of Administration; Saranne Miller, Policy Manager; Todd F. Truntz, Board Solicitor; Shauna Ventress

Virtual: Courtney Day; Judy Santiago; Whitney Matthews; Chris Bonneau; Stacy Keller; Cynthia Picht; Melanie Erb, Oversight Services; Sharon Hagenberger; Leslie Heimbaugh; John Harlow, Knovva Consulting, LLC; Donald Doughty; Jeffrey Blume; Ross Weissman; Avery Keyes; Todd Updegraff

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 to the Board.

III. CONSENT AGENDA

A. Approval of November 6, 2025 Meeting Minutes

After discussion, on motion duly made by Brian Dailey and seconded by Matthew Campbell, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. AUDIT PRESENTATION

(From Admin Finance 1/22/26 & Executive Committee 1/29/26)

Secretary/Treasurer Andrew Williford introduced Jonathan Mentzer, CPA of Maher Duessel, auditors for SCPa Works. Mr. Williford expressed gratitude to SCPa Works staff and to Maher Duessel for their efforts in completing the audit.

Mr. Mentzer provided an overview of the audit reports for the fiscal year ending June 30, 2025, which included highlights of the audit of SCPa Works' financial statements. In addition, Mr. Mentzer reviewed the auditor's reports required by the Uniform Guidance, which included a report on internal control and compliance based on an audit of financial statements in accordance with government auditing standards, as well as a Single Audit report on compliance for major programs. Finally, Mr. Mentzer reviewed the report on application of agreed-upon procedures.

Mr. Mentzer explained that the reports represented a "clean" audit that reported no material weaknesses or other findings.

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

RESOLVED, that the audit conducted by Maher Duessel for the fiscal year ending June 30, 2025, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

Following the vote, CEO Jesse McCree discussed a vacancy on the Administration and Finance Committee created by the retirement of former member Sharon Hagenberger, as well as the need to expand the Executive Committee. Ms. Hagenberger expressed the importance of the Administration and Finance Committee and the valuable experience it affords its members. Member Ashley Zinn expressed interest in joining the Committee.

V. APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS

(From Executive Committee on October 30, 2025)

CEO McCree explained the RFQ process for procuring providers for the Employer Engagement and Business Services programs. SCPa Works received six quotes. Evaluation criteria included hourly rates, direct experience with SCPa Works, and size of the team that would be assigned to the contract. The quotes were reviewed by staff, who recommended Talent & Strategy and Knovva Consulting Group. A summary of each RFQ and the proposed

scope of work was previously provided to the Board.

A. Talent and Strategy

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

RESOLVED, that a contract with Talent & Strategy, LLC in an amount not to exceed \$75,000 to provide employer engagement and business services for a term beginning February 1, 2026 through June 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. Knovva Consulting Group

After discussion, on motion duly made by Amy Moore and seconded by Brian Dailey, it is:

RESOLVED, that a contract with Knovva Consulting, LLC in an amount not to exceed \$75,000 to provide employer engagement and business services for a term beginning February 1, 2026, through June 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. APPROVAL OF PROGRAM YEAR 25-26 –Q3 POLICY REPORT
(From Admin Finance 1/22/26 & Executive Committee 1/29/26)

CEO McCree referenced the Program Year 2025-2026 Q3 Policy Report that was provided to the Members prior to the meeting. No new policies or updates were required. The report was provided to the Board for purposes of information and transparency. Mr. McCree emphasized the importance of policies and their regular review and expressed gratitude for the great work of Policy Manager Saranne Miller and SCPa Works staff in keeping policies updated.

VIII. BUSINESS

(From Administrative and Finance Committee 1/22/26 & Executive Committee 1/29/26)

A. Financial Update

i. *Approval of Financial Reports through June 30, 2026*

Ralph Wolf, Director of Finance, provided a summary of the finance reports that were previously provided to the Board Members. The Summary of Grant Expenditures report through June 30, 2026 highlighted the actual carryforward funds and allocations, program expenditures, and the remaining funds. The contract end date for all grants was identified along with the percentage of funds currently expended from each grant. Mr. Wolf explained the two-year grant

cycle and noted that expenditure goals are continually monitored by staff.

Mr. Wolf summarized the Statement of Revenues and Expenditures and the Operational Budget Analysis reports. Mr. Wolf expects net revenue to decrease and forecasted an approximate 91% total budget expenditure at the close of the current program year.

Mr. Wolf concluded the financial update with a report summarizing contract spending projections for the 2026 program year. He noted that the percentage of the budget expended for the Employment Advancement and Retention Network (EARN) program was actually 26.3%, but he expects more accurate projections from the program provider. Spending plans have been established with vendors to ensure funds are spent over the remaining quarters.

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

RESOLVED, that the financial reports as presented by the Director of Finance are hereby accepted and approved subject to any minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

B. Lease 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 began relocating to the Franklin County location in January. Furniture, fixtures and equipment will be moved from the current Adams County location as soon as possible, 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.

The first draft of the potential new lease for the York County PA CareerLink® center was reviewed by the Solicitor. The new lease represents a substantially smaller footprint and reduced costs compared to the former Vogelsong Road location, which lease had to be terminated due to Program Year 2025-2026 funding reductions. At this time the plan is to move furniture from the current site to the new location beginning in March 2026 with a full closeout from the Vogelsong Road lease occurring by the end of April 2026, pending final approval by the Board of Directors.

After discussion, on motion duly made by Andrew Williford, and second Jorge Flores De Valgaz it is:

RESOLVED, that a Lease Agreement for purposes of housing a PA CareerLink® center serving York County with York County Economic Development Corporation of premises known and numbered 150 Roosevelt Avenue, Suite 200, York, Pennsylvania, having a term of seven (7)

years beginning April 1, 2016 at an initial annual base rent of \$36,900.00 plus regular operating expenses is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IX. SCPa WORKS UPDATES AND REPORTS

i. CEO Report

Mr. McCree provided a PowerPoint presentation, a copy of which was provided to the Board members prior to the meeting. Mr. McCree highlighted key elements of the 2025-2029 SCPa Works strategic plan, 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. Mr. McCree included highlights of WIOA Out of School Youth (OSY) programs, including the story of two brothers who successfully completed Paid Work Experience (PWE) programs and are now both employed at UPMC.

CEO McCree provided an update on Federal funding appropriations, predicting that funding is likely to remain at current levels. In Pennsylvania, the Governor's budget provided significant increases in school to work program funding, Industry Partnership grants, as well as Workforce and Economic Development Network of Pennsylvania (WEDnetPA) funding.

CEO concluded his report with an update of his participation in national workforce organizations and initiatives to enhance and further the mission of SCPa Works.

ii. Director of Programs Report

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

iii. Industry Partner (IP) Report

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

iv. Information Technology (IT) Project Schedule

The Board Members were referred to the previously provided written IT Report.

v. Compliance Report

The Board Members were referred to the previously provided written Compliance Report.

vi. OSO Report

The Board was advised that the One Stop Operator report of Equus Workforce Solutions would be sent via email following the meeting.

vii. Statement of Financial Interest

The Board Members were reminded of the State Ethics Commission Statement of Financial Interest Forms that are required to be completed annually by each Member. Submission of the forms to SCPa Works are due on May 6, 2026.

X. ADJOURNMENT

There being no further business pending before the Board, the Chairperson adjourned the meeting at 9:58 a.m. without objection.