



**Executive Committee Meeting**  
**March 26, 2026 – 8:30 AM**  
**4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112**  
**Zoom Videoconference:**

<https://us02web.zoom.us/j/86017536493?pwd=flpQaRa8bTxHHh5Grt6klsb6Xu80bq.1>

## **MEETING MINUTES**

### **MEMBERS PRESENT**

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

### **STAFF AND OTHERS PRESENT**

**Via Videoconference:** Jesse McCree, Chief Executive Officer; Ralph Wolf, Director of Finance; Julie Robinson, Manager of Administration

**In-Person:** Michael Ross, Vice Chairperson, Katie Lentz, Chief Operating Officer, and Todd Truntz, Board Solicitor

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

Chairperson Boswell called the meeting to order at 8:33 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 January 29, 2026 Meeting Minutes**

Chairperson Boswell presented the Consent Agenda, which consisted of the January 29, 2026 meeting minutes, for approval.

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

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

(Motion carried unanimously; there were no abstentions.)

#### **IV. APPROVAL OF POLICY**

COO Lentz presented a new 2026 Customized Training Policy #P-40-02.13 and a revised 2026 Financial Management Policy #P-30-11.22. The Customized Training Policy was created as part of SCPa Works' launching of a Workforce Innovation and Opportunity Act (WIOA) funded Integrated Education and Training (IET) program targeting individuals with limited English language proficiency. The Financial Policy was revised to align with state and federal policy updates.

After discussion, on motion duly made by Michael Ross, and second by Kenneth Tuckey it is:

**RESOLVED**, that the following policies as presented to the Committee are hereby approved and recommended to the full Board for final approval:

- a. Customized Training Policy # P-40-02.13; and
- b. Amended Financial Management Policy #P-30-11.22

(Motion carried unanimously; there were no abstentions.)

#### **V. NEW AND MODIFIED CONTRACT APPROVALS**

COO Lentz presented a proposed modification to the current contract with Knovva Consulting, LLC for Temporary Assistance for Needy Family (TANF) program services. The original contract amount is \$120,000.00 and SCPa Works staff proposed an increase of \$30,000.00, for a total amended contract amount of \$150,000.00. Ms. Lentz also proposed a \$100,000.00 increase of SCPa Works' current contract with Knovva Consulting, LLC for WIOA Out of School Youth (OSY) program services, which would amend the current \$500,000.00 contract to a total amount of \$600,000.00.

SCPa Works staff also requested approval of a career pathways and job board website for the South Central Construction Industry Partnership. The website would be provided by Lightcast and will be designed to strengthen workforce pipeline development by providing clear, accessible, and data-informed career navigation tools for students, jobseekers, educators and employers.

A. Construction IP Career Pathways/ Job Boards Website Approval Request

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

**RESOLVED**, that an agreement with Lightcast, LLC in the amount of \$30,000.00, plus an annual renewal of \$3,000.00 for three (3) years, for the development and maintenance of a career pathways and job board website, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

B. KNOVVA-TANF Program –Requested Increase \$30,000

After discussion, on motion duly made by Andrew Williford, and second by Kenneth Tuckey, it is:

**RESOLVED**, that an amendment of the existing contract with Knovva Consulting, LLC for the provision of TANF program services to increase the current contract amount by the amount of \$30,000.00 to a total contract amount of \$150,000.00, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

C. KNOVVA-OSY Program – Requested Increase \$100,000

After discussion, on motion duly made by Andrew Williford, and second by Kenneth Tuckey, it is:

**RESOLVED**, that an amendment of the existing contract with Knovva Consulting, LLC for the provision of WIOA OSY program services to increase the current contract amount by the amount of \$100,000.00 to a total contract amount of \$500,000.00, is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

## **VI. UPDATES, RFQ AWARDS**

COO Lentz presented an update on the One Stop Operator Request For Proposals (RFP) procurement process for Program Year 2026-2027, which was published the first week of February. Staff received three (3) responses, which were due in March. The proposals are currently under review by the RFP review panel, which will be completed on March 30. The results of the proposal review will be shared at the next Administration and Finance Committee meeting on April 23, 2026, and thereafter at the Executive Committee Meeting on April 30, 2026. Staff expects that the successful proposal will be presented to the Board for approval at its upcoming meeting scheduled for May 7, 2026.

## **VII. BUSINESS**

CEO McCree provided an introduction to the finance reports, which included vendor projections and strategy to complete vendor program expenditures by the end of the program year.

### **A. Vendor Projections**

Director of Finance, Ralph Wolf referred the Committee to the Vendor PY25 Contract Spending Projections report that was provided prior to the meeting. To date, staff has no concerns regarding the current spending levels of Auberlee and Knovva Consulting, LLC. Mr. Wolf relayed challenges in obtaining accurate spending projection information from Equus. Recent recalculations provided by Equus initially reported a 69% spending rate, but staff has recently learned that approximately \$2.9 million remains unspent. Mr. Wolf explained that unspent Title I and TANF funds will roll over to the following program year provided the program funds remain obligated. Mr. Wolf pointed out that EARN funds never roll over as the allocations are for one year only. Accordingly, if EARN spending rates do not increase, approximately 1.5 million dollars will not roll over and will be de-obligated and returned to the State. Mr. Wolf explained to the Committee that there is a spending plan that staff thoroughly reviewed with Equus, which includes hiring additional staff. Mr. Wolf did note that some of the EARN underspending is attributable to the state and federal budget impasses of earlier in the program year that eventually trickled down to the vendors. COO Katie Lentz relayed staff's plan to diversify by creating new vendor relationships to address the underspending situation.

### **B. SCPa Works Board /Committee Member Appointments**

CEO Jesse McCree reminded the Committee that Sharon Hagenberger's retirement leaves the Administration and Finance Committee with only two members. Per the terms of the SCPa Works Bylaws, the Committee cannot conduct business with less than three members. New Board member Jenny Bair, Program Director for the Lancaster Literacy

Council, who replaced Ms. Hagenberger, was discussed as a potential appointee. Mr. Boswell recommended appointing Ashley Zinn, a current Board member. The Solicitor advised that the Bylaws authorize the Chairperson to appoint members of the Administration and Finance Committee meeting at any time. Based on the current status of that Committee, the Solicitor recommended that the Chairperson make the necessary appointments during the meeting. The Chairperson then appointed Jenny Bair and Ashley Zinn as members of the SCPa Works Administration and Finance Committee.

## **VI. ADJOURNMENT**

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