SCPa WORKS
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
Thursday, April 30, 2026 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
& Zoom Videoconference:
https://us02web.zoom.us/j/84283516979?pwd=QOA6jFvMQ3VRyF6hWtP4CrwAVYsHx5.1

MEETING MINUTES

MEMBERS PRESENT

In Person: Jeffrey Boswell, Chairperson

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

Staff And Others Present: Jesse McCree, Chief Executive Officer, Katie Lentz, Chief Operating Officer; Ralph Wolf, Director of Finance, Julie Robinson, Manager of Administration, and Todd Truntz, Board Solicitor

I. WELCOME/CALL TO ORDER

Chairperson Jeffrey Boswell called the meeting to order at 8:32 a.m.

II. CALL FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented to the Committee.

III. CONSENT AGENDA

A. *Approval of* March 26, 2026 Meeting Minutes

Chairperson Boswell presented the March 26, 2026 meeting minutes for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVAL OF CONTRACT RENEWALS

A. Title I – Adult Programs – Year 3 of 3
B. Title I – Dislocated Worker Programs- Year 3 of 3
C. Title I – Out-of-School Youth Programs –Year 2 of 3
D. TANF Youth Programs – Year 2 of 3
E. EARN & SNAP Programs – Year 2 of 3

COO Katie Lentz provided an overview of each program contract renewal proposed for the 2026-2027 program year. The following program contracts were proposed for extension and renewal in accordance with contract terms:

1. The third of three extensions of the Adult Program contracts under Title I of the Workforce Innovation and Opportunity Act (WIOA);

2. The third of three extensions under the Dislocated Worker program contract under WIOA Title I;

3. The second of three extensions of the Out-of-School Youth program contract under WIOA Title I;

4. The second of three extensions of the Youth Program contract under the Temporary Assistance for Needy Families (TANF) program;

5. The second of three extensions of the program contracts for the Employment Advancement and Retention Network (EARN) and Supplemental Nutrition Assistance Program (SNAP) programs.

COO Lentz further pointed that funding allocations for Program Year 2026–2027 were not yet received and requested that the Committee consider approval at current funding levels that may be updated when actual funding levels are provided, to maintain continuity of services, and avoid disruptions to participants and providers.

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

RESOLVED, that the exercise of the third and final one-year extension options of the following current WIOA Title I Adult Program contracts is hereby approved and recommended for presentation to the full Board for final approval:

A. Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed $1,705,000.00;

B. Adams Rescue Mission, Inc. in an amount not to exceed $150,000.00;

C. Harrisburg Area Community College in an amount not to exceed $200,000.00; and

D. Lancaster-Lebanon Intermediate Unit 13 in an amount not to exceed $150,000.00.

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED, that the exercise of the third and final one-year extension options of the current WIOA Title I, Dislocated Worker Program contracts is hereby approved and recommended for presentation to the full Board for final approval:

A. Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed $1,100,000.00;

B. Talent & Strategy, LLC in an amount not to exceed $150,000.00; and

C. Knovva Consulting, LLC in an amount not to exceed $150,000.00

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED, that the exercise of the second of three extension options of the following current WIOA Title I Out of School Youth Program contracts is hereby approved and recommended for presentation to the full Board for final approval:

A. Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed $1,100,000.00;

B. Auberle in an amount not to exceed $450,000.00; and

C. Knovva Consulting, LLC in an amount not to exceed $650,000.00

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED, that the exercise of the second of three extension options of the following current TANF Youth Program contracts is hereby approved and recommended for presentation to the full Board for final approval:

A. Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed $1,400,000.00;

B. Knovva Consulting, LLC in an amount not to exceed $415,000.00;

C. JEVS Human Services in an amount not to exceed $400,000.00; and

D. Justiceworks Youthcare, Inc. in an amount not to exceed $300,000.00

(Motion carried unanimously; there were no abstentions.)

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

RESOLVED, that the exercise of the second of three extension options of the current contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of EARN and SNAP Program services in an amount not to exceed $4,200,000.00 is hereby approved and recommended for presentation to the full Board for approval.

(Motion carried unanimously; there were no abstentions.)

V. *APPROVAL OF* NEW CONTRACTS

A. REQUEST FOR QUOTE AWARD

i. Computer Numerical Control (CNC)/ Harrisburg Area Community College (HACC) training for Adults and Dislocated Workers - $100,000

COO Lentz explained that staff issued a Request for Quotes (RFQ) for workforce development services focused on Computer Numerical Control (CNC) training for adults and dislocated workers. Although only a single proposal was submitted, Harrisburg Area Community College's (HACC) response is both cost-effective and fully aligned with the requirements outlined in the RFQ. The proposal demonstrates the capacity to deliver high-quality training in this specialized field. Based on these factors, staff recommend awarding a contract in an amount not to exceed $100,000 to HACC to provide CNC training services.

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

RESOLVED, that a contract award to Harrisburg Area Community College to provide CNC training for Adults and Dislocated Workers for Program Year 2026-2027 in an amount not to exceed $100,000.00 is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

B. REQUEST FOR PROPOSAL AWARD

i. One-Stop Operator - Grant Associates - $ 1,700,000

COO Lentz presented the result of staff's Request for Proposals (RFP) to identify a qualified vendor to serve as the One-Stop Operator (OSO) for the South Central workforce development region. The OSO is responsible for working collaboratively with PA CareerLink® system partners to strengthen coordination, enhance service delivery, and align operations with the evolving needs of the regional workforce system. In response to the RFP, three proposals were received and reviewed by a volunteer review panel consisting of three board members. A comprehensive risk assessment was then completed for each proposer, with consideration to both reviewer scores and risk assessment. Based on this review and assessment, staff recommended awarding the One-Stop Operator contract to Grant Associates in an amount not to exceed $1,700,000 for the period of May 8, 2026, through June 30, 2027. The proposed contract would include the option to extend for up to two additional years based on satisfactory performance and available funding. Staff also requested approval for a contract modification to the current One-Stop Operator agreement with Equus Workforce Solutions. This modification would provide a one-month extension until July 31, 2026, to support a smooth transition to Grant Associates. The amount of the modification of the Equus contract would not exceed $100,000.

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

RESOLVED, that a contract with Grant Associates, LLC for the provision of One Stop Operator services for a term beginning May 8, 2026 and ending June 30, 2027 in an amount not to exceed $1,700,000.00 is hereby approved and recommended for presentation to the full Board for final approval:

(Motion carried unanimously; there were no abstentions.)

ii. One-Stop Operator Modification – Equus - $100,000

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

RESOLVED, that a modification of the current OSO contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions extending the term thereof to July 31, 2026 with an additional amount of the contract not to exceed $100,000.00 is hereby approved and recommended for presentation to the full Board for final approval

(Motion carried unanimously; there were no abstentions.)

C. APPROVAL OF INCUMBENT WORKER TRAINING

i. Wolfgang Confectioners - $2997.00

ii. Oakworks, Inc. - $8437.50

COO Lentz reported that SCPa Works opened its quarterly Incumbent Worker Training (IWT) application period and received three applications in March 2026 that request funding for IWT opportunities. IWT is designed to meet the special requirements of employers, including groups of employers, to retain a skilled workforce or avert the need to lay off employees by assisting their workers through upskilling, training, and industry-specific education. The three applications were reviewed by the SCPa Works Senior Industry Specialist, Policy Manager, and Director of Programs. One application was denied due to the incumbent worker training having been completed prior to the application date. The two remaining applications were reviewed and accepted for approval based on training details that matched the criteria for eligible employers, workers, and training components as set forth in the SCPa Works Incumbent Worker Training Policy. Based on these factors, staff recommended awarding the following employers the corresponding amounts listed below for IWT: Wolfgang Confectioners in the amount of $2997.00, and Oakworks, Inc. in the amount of $8437.50.

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

RESOLVED, that the following application for Incumbent Worker Training program funding are hereby approved, and recommended for presentation to the full Board for final approval:

A. Wolfgang Operations, LLC d/b/a Wolfgang Confectioners in an amount not to exceed $2,997.00; and

B. Oakworks, Inc. in an amount not to exceed $8,437.50.

(Motion carried unanimously; there were no abstentions.)

D. REQUEST FOR TITLE II SUBCONTRACT

i. Lancaster-Lebanon Intermediate Unit 13 (LIU13) Career Pathways Project - $50,000

COO Lentz discussed SCPa Works' collaboration with WIOA Title II partners in the South Central workforce development region. After viewing a presentation on a local career pathways product developed for the Lancaster Workforce Development Board, staff proposed creating a similar product with SCPa Works' Title II partners. Lancaster-Lebanon Intermediate Unit 13 (LIU13) volunteered to be lead program provider in a career pathways contract. SCPa Works staff requested approval for a career pathways contract with IU13 not to exceed $50,000 for this project.

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

RESOLVED, that a contract with Lancaster-Lebanon Intermediate Unit 13 (LIU13) for the provision of career pathways program services in an amount not to exceed $50,000.00 is hereby approved and recommended for presentation to the full Board for final approval:

(Motion carried unanimously; there were no abstentions.)

VI. BUSINESS

A. Financial Update (Operating Budget) 2026-2027

Ralph Wolf, Director of Finance, presented the proposed SCPa Works operating budget for Program Year 2026-2027 to the Committee, which was previously reviewed and approved by the Administration and Finance Committee. Mr. Wolf explained proposed overall expenditures and actual and projected operating costs contained in the operating budget. Mr. Wolf noted that it is anticipated that WIOA allocations for the 2026-2027 program will remain flat, with a slight increase to TANF funding expected. It is anticipated that the number of full time SCPa Works employees will decrease by 3 due to vacancies with an increase to professional services contracting.

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

RESOLVED, that the SCPa Works Operating Budget for the 2026-2027 program year is hereby approved and recommended for presentation to the full Board for final approval, 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. Approval of Financial Reports through March 31, 2026

Mr. Wolf presented current financial reports, including a Summary of Grant Expenditures, Statement of Revenue and Expenditures with operational budget analysis, and a Summary of Spending Projections by Major Vendor. The reports were previously reviewed and approved by the Administration and Finance Committee. Mr. Wolf highlighted the actual carryforward and allocations, expenditures, and remaining funds that included current administrative costs versus estimated administrative costs, as well as estimated program costs. Mr. Wolf explained that estimated administrative costs were based upon actual costs for the current year, assuming a flat WIOA allocation and slight increase to TANF funding expected.

Mr. Wolf concluded his financial report by summarizing spending projections for the remainder of the 2026 program year. 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 seconded by Michael Ross, it is:

RESOLVED, that the Financial Reports through May 31, 2026 are hereby accepted and recommended for presentation to the full Board for review and approval, subject to minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

VII. ADJOURNMENT

The Chairperson adjourned the meeting at 9:43 a.m. upon unanimous vote on motion duly made by Kenneth Tuckey, which was second by Andrew Williford.

VIII. EXECUTIVE SESSION

Immediately following adjournment, the Chairperson convened an executive session to discuss personnel matters, which concluded at 9:50 a.m. No action was taken by the Committee during the executive session.