SCPa WORKS
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
Thursday, June 25, 2026 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
& Zoom Videoconference:
https://us02web.zoom.us/j/83132821082?pwd=tDIaFs0sxILehkuELQivmD5cFfMbfQ.1

MEETING MINUTES

MEMBERS PRESENT

Via Videoconference: Jeffrey Boswell, Chairperson; Michael Ross, Vice Chairperson; and Kenneth Tuckey,

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

I. WELCOME/CALL TO ORDER

Chairperson Jeffrey Boswell called the meeting to order at 8:39 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 May 28, 2026 Meeting Minutes

Chairperson Boswell presented the May 28, 2026 meeting minutes for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVALS

A. Lease Amendment – York County

COO Katie Lentz presented a proposed amendment to the lease York County for the new York County CareerLink© location. The York CareerLink© relocated in April of the current year due to funding reductions, from an approximately 18,000 square foot location at $18 per square foot to a new 4,000 square foot location at $9 per square foot. The reduced space proved insufficient, and approximately 4,100 square feet of additional space became available on the third floor of the building. Ms. Lentz noted that the lease, even as amended, will continue to represent a substantial savings from the previous CareerLink© location, and the landlord, York County Economic Development Corporation, is a prospective partner organization. Parking is addressed in the existing main lease. Ms. Lentz noted that missing doors and broken cabinets were identified on the third floor, which will be repaired along with exterior lighting replacements already included. The full Board previously approved the original lease and the Committee agreed to approve the amendment to be later ratified by the full Board at the next meeting.

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

RESOLVED, that an amendment of the Agreement of Lease dated February 17, 2026 between SCPa Works and York County Economic Development Corporation to incorporate 4,100 square feet of additional office space at a total amended initial rental rate of $73,800.00 per year plus initial annual operating expenses of $51,906.00 is hereby approved and recommended for ratification and confirmation by the full Board.

(Motion carried unanimously; there were no abstentions.)

B. Contract Modification – Harrisburg Area Community College (HACC) Extension on the contract for Computer Numerical Control (CNC) training

CEO Jesse McCree and COO Katie Lentz presented the first of three requested contract modifications. HACC is currently conducting CNC training under a contract approved by the Board with a goal of serving 10 participants. The current class has only 5 participants enrolled. The proposed modification would extend the contract with HACC through December 31, 2026 to allow a second class to be held and fulfill the original participant goal. No additional funding is requested.

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

RESOLVED, that an amendment of the agreement with Harrisburg Area Community College for the provision of Computer Numerical Control (CNC) training that was approved by the Board of Directors at its May 7, 2026 meeting, which extends the term thereof to December 31, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

C. Contract Modification- Utilize Adult funding to contract with Lancaster – Lebanon Intermediate Unit 13 (IU13) to complete Career Pathways

COO Katie Lentz presented the second contract modification, which requested utilization of WIOA Title I Adult program funding to contract with IU13 for the completion of Career Pathways services. The contract was previously submitted for approval using Employment Advancement and Retention Network (EARN) funding. Due to Commonwealth of Pennsylvania, Department of Human Services (DHS) requirements, EARN funding could not be used for Career Pathways. The modification changes the funding source from EARN funds to WIOA Title I Adult funds, which are available for this purpose. The Committee confirmed that this change makes additional Title I funding available and that the shift is administratively straightforward.

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

RESOLVED, that modification of the contract with Lancaster-Lebanon Intermediate Unit 13 for the provision of Career Pathway program services, which was approved by the Board of Directors as its meeting of May 5, 2026, to the extent that funding will be replaced with WIOA Adult Title I funds and shall not be funded with EARN funds, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

D. **WIOA Youth PY 26-27 – Use of Funds (in school vs. out of school)**

COO Katie Lentz presented the third contract modification, involving a policy and funding shift related to WIOA Youth funds for Program Year 2026-27. Historically, SCPa Works has dedicated 100% of WIOA Youth funds to Out-of-School Youth (OSY). Staff now seeks to reintroduce in-school-youth (ISY) funding for two specific projects. The first project involves a cohort of 10-15 York High School students interested in an apprenticeship pathway in early childhood development. Funding would support career exploration, work-based learning opportunities, and preparation for apprenticeships. The second project involves around 15 Central Dauphin School District students who have truancy challenges or special needs. These students would participate in paid work experience opportunities and earn industry-recognized credentials design to develop employability and support long term success.

The Committee discussed the potential to expand these programs regionally and noted the value of communicating outcomes to the Local Elected Officials (LEOs). Career Link Awareness Days, planned for late August or early September, were identified as an opportunity to present youth program successes to the LEOs in a focused, informal setting. The Pennsylvania Workforce Development Association (PWDA) is encouraging statewide communication of youth project successes.

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

RESOLVED, that the utilization of WIOA Youth funds for In-School Youth programs, including an apprenticeship pathway program in early childhood development for students in the York County School District, and a paid work experience program for students in the Central Dauphin School district, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

V. UNDER REVIEW

CEO Jesse McCree and COO Katie Lentz presented status reports on four policies currently under development. No action is required at this time. These items will be brought forward for approval at upcoming meetings.

1. Financial Management Policy (FMP)

   Updates to the FMP are in progress to incorporate changes to procurement rules. Ms. Lentz reminded the Committee that procurement threshold levels as increase per Federal regulation, were approved by the Committee at its last meeting.

2. Youth Incentives and Stipend Policy

   This policy governs incentive and stipend payments to WIOA Youth and Temporary Assistance for Needy Families (TANF) Youth program participants for achieving program milestones and is in the process of being updated by staff.

3. Grievance Policy

   Significant revisions are required to comply with State requirements. Staff is currently working with the Solicitor to revise this policy.

4.. Employee Handbook Policy - Artificial Intelligence (AI)

Staff is developing an internal policy covering AI usage guidelines and associated training materials. The Director of IT has been leading development of this policy.

VI. ADJOURNMENT

There being no further business pending before the Committee, the Chairperson adjourned the meeting 9:04 AM without objection.

VII. EXECUTIVE SESSION

The Chairperson convened an executive session at 9:05 AM to discuss a personnel matter and a potential litigation claim. The executive session concluded at 9:28 AM with no official action having been taken by the Committee.