



Executive Committee Meeting

Thursday, July 23, 2026 – 8:30 AM

4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112 & Zoom Videoconference:

<https://us02web.zoom.us/j/83642376950?pwd=cj5FCaMtvYBMGEghXc8Q9nGyd92sO4.1>

MEETING MINUTES

MEMBERS PRESENT

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

STAFF AND OTHERS PRESENT

In Person: Katie Lentz, Chief Operating Officer; Ralph Wolf, Chief Financial Officer; Julie Robinson, Manager of Administration; and Todd Truntz, Board Solicitor

Via Videoconference: Jesse McCree, Chief Executive Officer

I. WELCOME/CALL TO ORDER

Jeffrey Boswell, Chairperson, called the meeting of the Executive Committee of the South Central Workforce Development Board (SCPa Works) at 8:35 a.m. EDT.

II. REQUEST FOR PUBLIC COMMENT

The Chairperson opened the floor for public comment. No public comment was presented to the Committee.

III. CONSENT AGENDA

A. Approval of June 25, 2026 Meeting Minutes

Chairperson Boswell presented the June 25, 2026 meeting minutes for approval.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVALS OF POLICIES AND CONTRACTS

A. Employee Handbook Policy – Artificial Intelligence (AI)

Chief Operating Officer Katie Lentz introduced a draft Artificial Intelligence Policy for the Committee's consideration. A discussion ensued wherein the Committee Members requested that appropriate vetting take place before information obtained through artificial intelligence is disseminated outside of SCPa Works. The Committee requested that the Solicitor review the policy prior to final adoption.

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

RESOLVED, that the Artificial Intelligence Policy presented to the Committee is hereby approved, subject to final review and approval by the SCPa Works Solicitor.

(Motion carried unanimously; there were no abstentions.)

B. #P-30-11.22 - 2026 Financial Management Policy (Revision)

COO Lentz presented a revised Financial Management Policy to the Committee, noting that the revised policy reflects minor changes stemming from updates to the federal Uniform Guidance regulations and direction by the Pennsylvania Department of Labor and Industry, Bureau of Workforce Development Administration (BWDA).

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

RESOLVED, that the revised 2026 Financial Management Policy #P-30-11.22 presented to the Committee is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

V. POLICIES IN PROCESS

A. Grievance Policy

COO Lentz reported to the Committee that BWDA has recently required that a standalone grievance policy be adopted by SCPa Works. Staff is currently developing a draft to be reviewed by the Solicitor and BWDA. Once the draft is finalized, it will be presented to the Committee for review and approval.

VI. UPDATES AND REPORTS

A. Financial Board Reports (July 1, 2025 – June 30, 2026)

Chief Financial Officer Ralph Wolf highlighted the final reports for the 2025 program year ending June 30, 2026. CFO Wolf noted that the 2025 numbers are 95% incorporated into the financial statements and include updated expenditure rates. The budget will remain accurate even if there are minor changes to the program year 2025 bookkeeping. CFO Wolf was pleased to report that expenditures for the Employment Advancement and Retention Network (EARN) program came in better than projected. The reduction in underspending is significant since EARN funding does not roll over to the following program year. CFO Wolf suggested that the EARN spending difficulties could be attributed to the government budget impasses that occurred during the 2025 program year.

CFO Wolf explained that the net positive in remaining funding is attributed to an increase in unrestricted funds. CFO Wolf reported that the 87% budget expenditure largely reflected a decrease in administrative staffing.

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

RESOLVED, that financial report provided to the Committee is hereby accepted and recommended to the full Board for final approval, subject to minor bookkeeping adjustments that may be required as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

B. EQUUS Monitoring Audit/Findings C. Directors of Programs Report

Chief Executive Officer Jesse McCree presented the letter he provided to Amanda Wagner, Vice President of Operations of Equus Workforce Solutions, which is the SCPa Works EARN program provider. The letter conveyed SCPa Works' concerns regarding the EARN program audit and documented a corrective action plan to ensure future compliance. CEO McCree indicated that additional corrective action may be required if there is no improvement, and that he is waiting for Ms. Wagner's response to the proposed corrective action plan. COO Lentz acknowledged to the Committee that the five-month delay in EARN funding due to the federal budget impasse inordinately affected program services expenditures during the 2025 program year.

VII. ADJOURNMENT

There being no further business before the Executive Committee, Chairperson Boswell adjourned the meeting to executive session at 9:10 a.m. without objection.

VIII. EXECUTIVE SESSION

Chairperson Boswell convened an executive session at 9:10 a.m. to discuss a pending legal claim. The executive session concluded at 9:22 a.m. with no official action having been taken by the Cmmittee.