



Executive Committee Meeting
Thursday, August 27, 2026 - 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
& Zoom Videoconference:

<https://us02web.zoom.us/j/84924750627?pwd=25yR1vbSC241UFxb38E4rQ7jsRSslt.1>

MEETING MINUTES

MEMBERS PRESENT

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

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

I. WELCOME/CALL TO ORDER

Chairperson Jeffrey Boswell called the meeting to order at 8:34 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 July 23, 2026 Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which included the June 25, 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 OF POLICIES AND CONTRACTS

A. Manufacturing Industry Partnership Agreement

CEO Jesse McCree presented the Program Year 2026-2027 Manufacturing Industry Partnership Agreement with the Manufacturers' Association of South Central Pennsylvania. The agreement was reviewed by the Administration and Finance Committee on August 20, 2026 and recommended to the Executive Committee for approval.

The prior Committee reviewed and addressed updates to language pertinent to the Workforce Innovation and Opportunity Act (WIOA) and program requirements, as well as formatting and spelling.

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

RESOLVED, that the Industry Partnership Agreement with the Manufacturers' Association of South Central Pennsylvania for the provision of job training and placement services in the amount of \$328,550.91 for the period beginning July 1, 2026 through June 30, 2027, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

B. EQUUS TANF Youth Budget Modification

CEO McCree and COO Lentz presented a proposed budget modification of SCPa Works' contract with Equus Workforce Solutions for its Youth program services under the Temporary Assistance for Needy Families (TANF) program. During the August 20, 2026 Administration and Finance Committee meeting, staff reported that Equus had initially received a reduced \$400,000 TANF Youth program award, but expended those funds rapidly. Ms. Lentz noted that Equus enrolled students during July and August who were technically outside of the scope of the program's focus area. Rather than terminate the program while students remained enrolled, staff requested an additional \$100,000 for a total modified contract amount of \$500,000 to support participant closeout while corrective actions, restructuring, and fiscal oversight were addressed with Equus to ensure appropriate recruitment and enrollment in the future.

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

RESOLVED, that the amendment of the Program Services Cost Reimbursement Agreement for the provision of TANF Youth program services with Arbor E&T LLC, d/b/a Equus Workforce Solutions dated August 12, 2026, to reflect a revised Funding Limit of \$500,000.00, which includes an increase of \$100,000.00, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

C. Knovva OSY - Knovva ISY

CEO McCree and COO Lentz presented the agenda item concerning the amendment of the Knovva WIOA Out-of-School Youth (OSY) contract. Staff recommended that the current OSY contract amount of \$650,000 be reduced to \$450,000. Staff proposed that the remaining \$200,000 be utilized to fund a new WIOA In-School Youth (ISY) contract with Knovva, \$100,000 of which would be applied to ISY work experience programs.

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

RESOLVED, that the amendment of the Program Services Cost Reimbursement Agreement for the provision of WIOA OSY program services with Knovva Consulting, LLC, dated July 23, 2026, to reflect a revised Funding Limit of \$450,000.00, which includes a decrease in the amount of \$200,000.00, and the entry of Program Services Cost Reimbursement Agreement with Knovva Consulting, LLC for the provision of WIOA ISY program services for a term beginning October 1, 2026, through June 30, 2027, in the amount of \$200,000, are hereby approved.

(Motion carried unanimously; there were no abstentions.)

V. UPDATES AND REPORTS

A. Program Updates - Modification Requests for September 2026

COO Lentz reviewed Program Year 2026 contract modification requests. CFO Wolf explained that contract budget modifications are expected at this point in the program year. CFO Wolf also explained that “not to exceed” amounts are initially incorporated into program agreements to maintain programming continuity while SCPa Works awaits final program funding and calculation of carryover from the prior program year. Program contracts are then amended to reflect the final funding amounts generally around each August.

CEO McCree reported that staff continues to monitor the program performance of Equus, and is seeking additional qualified program vendors.

B. Financial Reports

CFO Wolf provided an overview of the financial reports, which included a Summary of Grant Expenditures, Statement of Revenues and Expenditures, Operational Budget Analysis, and Vendor PY26 Contract Spending Projections. Mr. Wolf noted that July was the first month of the program year, that certain WIOA funding increments had not yet been received, and that projections and expenditure percentages would continue to change as allocations, invoices, and contract modifications are finalized. Mr. Wolf expressed that he had no concerns with the Statement of Revenues and Expenditures to date. Personnel costs reflected in the Operational Budget Analysis were on track, and professional and other costs are typically low at this point in

the program year. As to vendor contract spending projections, Mr. Wolf noted that there are no concerns regarding Auberle and Knovva. Mr. Wolf explained that he is not confident that the spending projections provided by Equus are accurate, and he expects revised projections sometime in September.

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

RESOLVED, that the financial reports as presented to the Committee are accepted and recommended for presentation to the full Board, subject to minor adjustments that may be required in the course of an audit.

(Motion carried unanimously; there were no abstentions.)

C. Cost Allocation Plan

CFO Wolf presented an overview of the proposed Cost Allocation Plan for consideration, which reflects no substantive changes in the allocation methodology used during the prior two years. Staff salaries and benefits will continue to be tracked by grant on biweekly timesheets. Pooled costs will continue to be allocated in the same manner as staff salaries and benefits. CareerLink shared costs will be allocated using the applicable partner Full Time Equivalent methodology, with Title I and Employment Advancement and Retention Network (EARN) partner costs to be further allocated based on enrollment. The update to the proposed Cost Allocation Plan primarily reflect administrative changes, including updated position titles and inclusion of the most recent audited financial statements, which remain subject to state approval.

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

RESOLVED, that the Cost Allocation Plan as presented to the Committee is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. BUSINESS

None.

VII. ADJOURNMENT

There being no further business before the Committee, Chairperson Boswell adjourned the meeting at 9:16 A.M. upon motion of Michael Ross, which was seconded by Andrew Williford. The Chairperson immediately convened an executive session to consult with counsel regarding a pending claim. The executive session concluded at 9:25 A.M. with no official action having been taken by the Committee.

NEXT MEETING:
September 24, 2026 - 8:30 - 10:00 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112