

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

## Partner4Work

### Executive Committee

8:30-10 a.m. December 3, 2021

Via Zoom: <https://us02web.zoom.us/j/81701194200?pwd=VWUvMDVwUzQ4eDlyVUFzTDVNyR6UT09>

1. **Welcome and roll call**

*David Malone, Chair*

2. **General Business – Consent Agenda**

**ACTION:**

- **Accept** minutes from September 3, 2021
- **Accept** all funds received from the Benevity Fund through June 30, 2022
- **Accept** \$125,000 from the RK Mellon Foundation for tech-related training and employer engagement
- **Approve** proposed 2022 meeting dates:
  - **Executive Committee** (8:30 to 10 a.m., virtually and in-person when possible)
    - March 11, 2022
    - June 10, 2022
    - September 16, 2022
    - December 2, 2022
  - **Full Board** (8:30 to 10 a.m., virtually and in-person when possible)
    - March 25, 2022
    - June 24, 2022
    - September 30, 2022
    - December 16, 2022
- **Approve contracts:**

**Near Completers**

Grant Associates \$480,523

**ARC Inspire**

PA Peer Support Coalition \$43,200

**PSU/Beemac (Industry Partnership Training)\***

Penn State Beaver \$40,000

*\*Note: Rich Casoli, president, Beemac, is a P4W Board member*

**One-Stop Operator 6-months (January through June)**

Equus \$239,038

3. **Committee Reports**

- **Audit and Finance** *Steve Massaro, Treasurer and Kristin Kramer, CFO*
  - *First Quarter Financials*

*Action: Approve the Revenue and Accounts Receivable policy and the Program Income policy*
- **Programs** *Susie Puskar, CPO*

*Action: Approve the Follow-Up Services policy*
- **Governance and Human Resources** *Debra Caplan, Chair, and Jen Pajewski, CoS*

4. **CEO's report**

*Robert Cherry*

5. **Other Business**
6. **Open Forum and Public Comment**  
*Speakers are limited to three (3) minutes*
7. **Adjournment**

## Minutes from September 3, 2021

**Attending:** Caplan, Dalton, Ellsworth, Kelly, Malone, Massaro

**Staff:** Cherry, Kramer, Pajewski, Puskar

**Guests:** Jennifer Nestor, Labor & Industry

Chairman Malone called the meeting to order at 8:30 a.m. and announced a quorum present.

### Consent Agenda

- **Accept** minutes from March 12 and June 11
- **Accept** \$50,000 from the Pittsburgh Penguins for the Lower Hill First Source initiative; \$5,000 from Key Bank and \$45,000 from Citizens Bank to support BankWork\$
- **Add:** Rob Cherry as an authorized signer on contracts and P4W bank accounts
- **Approve contracts:**

#### Early Childhood Education

Community College of Allegheny County                      \$23,325

#### Pathways Home (Re-entry)

Trade Institute of Pittsburgh                                      \$150,000  
Builders Guild of Western PA                                      \$150,000  
Work412 Professional LLC    \$150,000  
Landforce    \$150,000

#### Near Completers

Community College of Allegheny County                      \$1,493,431

#### Provider Transition (EARN)

Goodwill of Southwest PA    \$75,000  
Grant Associates, Inc.    \$75,000

#### Career Services for Dislocated Workers

Jewish Family & Community Services                              \$120,000

#### Career Services Expansion (PACL)

Grant Associates, Inc.    \$40,000  
Dynamic Workforce Solutions                                      \$80,000

#### UPMC Pathways

Dynamic Workforce Solutions                                      \$40,000

#### MOUs

Career Services Expansion (PACL)  
Goodwill of Southwest PA  
Wilkinsburg Family Support Center  
Focus on Renewal  
Auberle  
Allegheny Valley Association of Churches

Lower Hill Redevelopment First Source Center  
Urban League of Greater Pittsburgh

**On a motion by Steve Massaro, seconded by Laura Ellsworth, the consent agenda was approved as presented.**

**Committee reports**

**Finance and Personnel**

Treasurer Steve Massaro and Kristin CFO Kramer provided a walk-thru of the dashboard report provided in the publicly available packet.

CoS Jen Pajewski reported on staff turnover in 2021, largely the result of advancement opportunities and agreed to produce a quarterly report on staff demographics. Pajewski also informed the group of public engagement opportunities for Mr. Cherry including the Citizens Bank panel discussion in October and the Pittsburgh Business Times' Skills Gap event in December.

**Programs**

**WIOA performance measures**

CPO Susie Puskar reported:

- P4W has not hit all performance metrics, but it is not unexpected due to high unemployment rates due to the pandemic.
- Allegheny County hit its measures; City missed the second quarter after exit measure.
- The state will run a statistical model based on enrollment and provide a new performance measure based on those indicators.

**Learn & Earn**

- 1,550 young people participated in the program during the summer; about 50 were corporate placements.
- Interviews are ongoing with providers and participants to make the program more competitive in 2022.

**CEO's Report**

CEO Rob Cherry provided a report on his first 30 days at P4W:

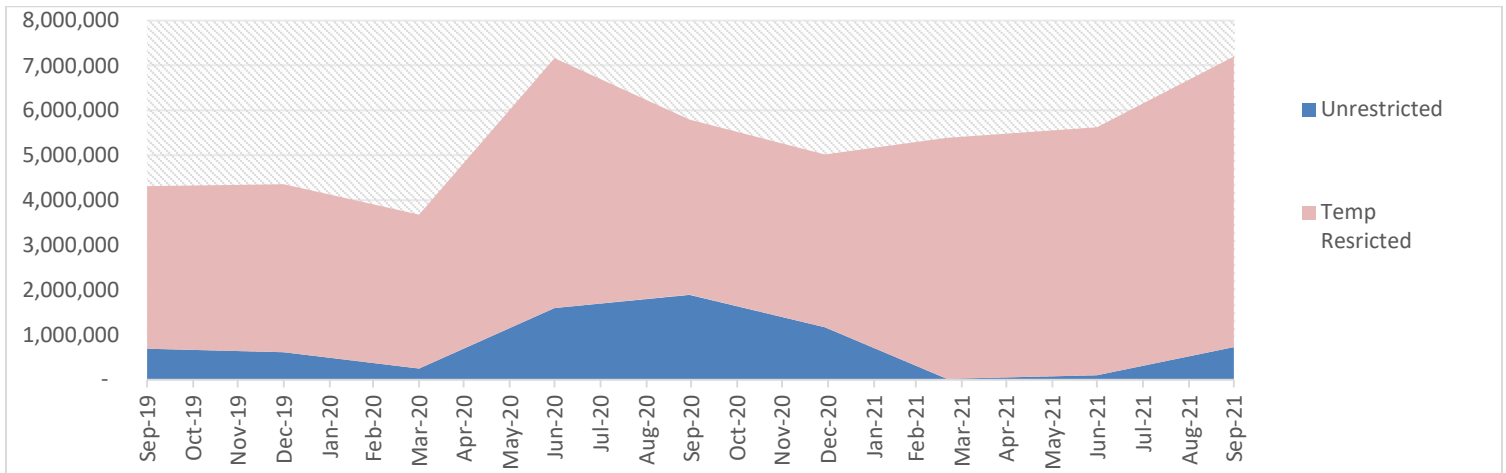
- Participated in a hospitality event with the Mayor and County Executive.
- Met with Sheila Ireland, deputy secretary of workforce development.
- Participated in the Learn & Earn closing event with the Mayor, County Executive, and Learn & Earn participants.
- Addressed the recent graduates of the BankWork\$ training program.
- Met individually with P4W teams.
- Contemplating and consulting with legal counsel on a return-to-the-office plan and vaccination requirements and/or guidelines.

**There was no new business from the Committee members. There were no public comments.**

On a motion by Deb Caplan, seconded by Steve Massaro, the Committee adjourned at 9:06 a.m.

# Dashboard Report

## Cash Flow Unrestricted and Temp Restricted Funds



## Current Assets, Liabilities & Equity

### Cash:

Temp Restricted \$6,477,564

Unrestricted \$737,194

*Total Cash \$7,214,758*

### Line of Credit secured by Money Market

\$0 of \$500,000

### Other Current Assets

Prepaid Expenses \$11,323

Prepaid Insurance \$5,969

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$158,954

### Liabilities

A/P \$5,140,754 (\$5,042,659 due to subrecipients)

PA Unclaimed Property \$1,309

Accrued Vacation \$75,577

Deferred Rent \$0

A/R Clean Up \$128,927

### Equity

Unrestricted Net Assets \$898,489

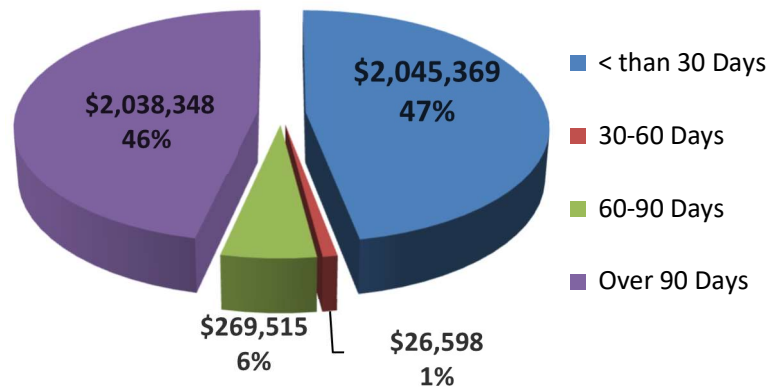
Temp Restricted Net Assets \$7,888,245\*\*

Net Income (\$2,340,776)

\*\*Career Link \$136,878; M&G \$2,733; Sector Strat. \$899,751; Adult TANF \$3,666,349; L&E \$3,182,533

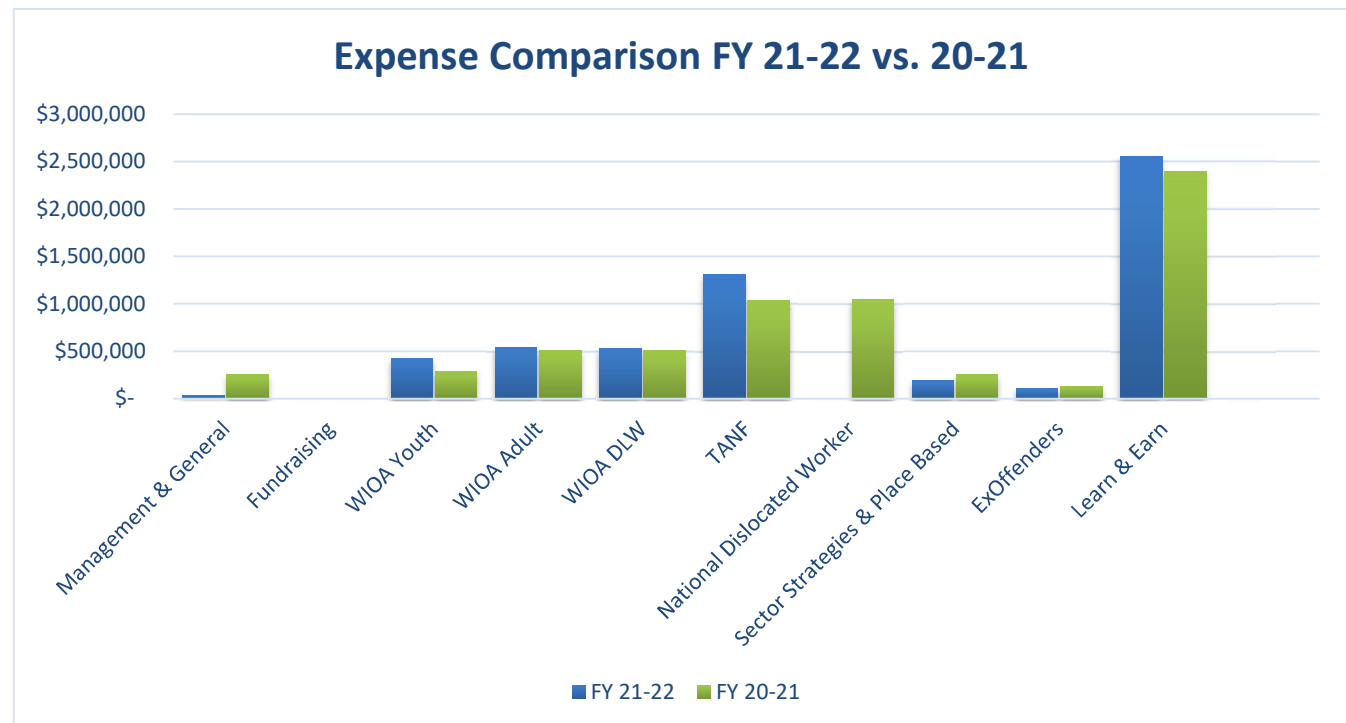
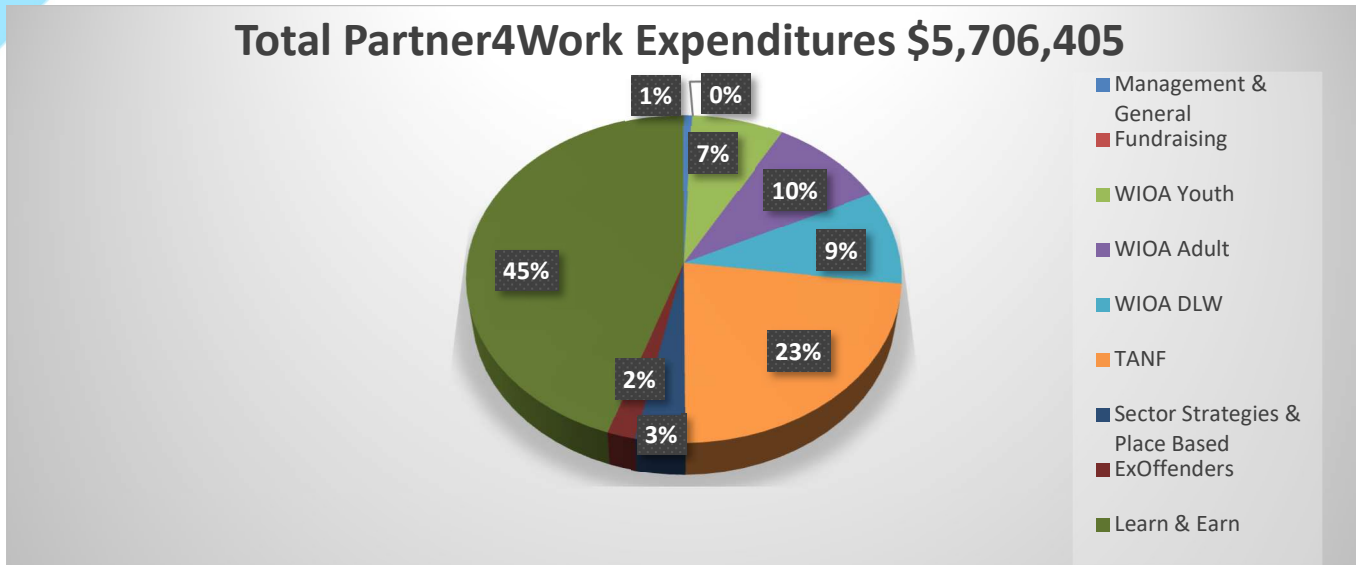
This is reflective of activity through 7/1/2021

## Partner4Work Accounts Receivable \$4,379,830



Items over 90+ days: Employ Milwaukee - \$97,485; Washington Greene - \$1,097  
PA Dept of Labor - \$147,456 ; City of Pgh - \$1,520,805 ; Literacy Pgh - \$15,003  
DHS - \$104,795 ; Dept of Health & Human Services - \$157,206; DCED - \$1,522

**Expense section**



**Comments**

- Management & General has a balance of about \$38K, primarily related to the reimbursement of leasehold improvements from KPP (\$33K) plus the small deficit (\$3K). Last fiscal year we had the Paycheck Protection Loan for \$242,377 and the Pittsburgh Passport Program for \$30,000. However, there is revenue that offsets these items.
- WIOA Youth is \$135K above prior year. Providers were timelier in submitting invoices this fiscal year vs. prior year.
- TANF funding is \$268K more than last year. EARN and WR providers spent more money in the first quarter this year vs. prior year and were more timely on submission.
- National Dislocated worker is \$1M below prior year. The program ended March 31, 2021. This variance will continue to grow until we arrive at March 31, 2022.
- Sector Strategies is \$64K less than prior year. There are many different funding streams for sector strategies and they vary year to year.

## **03 REVENUE & ACCOUNTS RECEIVABLE**

### **Revenue and AR Recognition Policies**

The purpose of this policy is to outline the procedures for revenue recognition and accounts receivable function of TRWIB, Inc. (dba Partner4Work). This policy will ensure invoices and revenue are recorded and maintained in the accounts receivable ledger and that funds are collected in an accurate and timely manner.

TRWIB, Inc. receives revenue from several types of transactions or sources. Revenue from each of these is recognized in the financial statements of TRWIB, Inc. in the following manner:

1. **Government Grant** - Monthly income is based on incurrence of allowable costs (direct/indirect costs of the organization, contractor / sub-recipient completion of milestone/contract, program cost) for cost-reimbursement.<sup>1</sup>
2. **Foundation Grants** - Are recognized when the grant is awarded, unless the grant stipulates otherwise. The activity is maintained on an accrual basis in the appropriate grant/program. Most of these funds are temporarily restricted.
3. **Corporate Contributions** – Are recognized when funds are received, unless the grant stipulates otherwise and TRWIB, Inc. is notified of receivable. The activity is maintained on an accrual basis in the appropriate class/program.

All incoming fund contracts will be tracked using the contract database, ParleyPro.

### **INVOICING POLICIES**

TWRIB, Inc. uses Blackbaud as a centralized accounts receivable system for the creation of invoices. All invoices are systematically numbered with an invoice ID and assigned to the invoice at time the invoice is created.

### **Monthly Invoicing**

1. Grants – refer to separate sections 13(a) Policies Associated with Federal Awards for invoicing policies associated with federal grant agreements and 13(b) Policies Associated with State Awards for policies associated with State contract agreements.
2. All other grants are invoiced according to the specific grant stipulations and requirements detailed in the funding agreement.

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1. <sup>1</sup> **Subrecipient** is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A **Contractor** provides the goods and services within normal business operations; that are ancillary to the operation of the program; and is not subject to compliance requirements of the program.

### **Responsibilities for Invoicing and Collection**

TRWIB, Inc.'s Chief Financial Officer supervises the invoicing and collection of outstanding receivables conducted by the Fiscal Department. Monthly, the Accounts Receivable ledger is reviewed. Outstanding items greater than 60 days old are looked at for collection. State and Federal grants that generate A/R are guaranteed payments and are not scrutinized for collection. The collection process starts with contacting the person that requested the A/R, or directly contacting the organization with the outstanding A/R. If no action is taken by the organization with the outstanding debt, the A/R collection will be raised to an officer level, then the CEO.

### **Write off of Accounts Receivable**

TRWIB, Inc. exhausts all efforts of collection prior to writing off A/R. If a write off is deemed necessary, any items over \$10,000 will be approved by the Finance Committee.

### **Accounts Receivable Entry Policies**

Approved expenses, contractor / Sub-recipient milestones, TRWIB administrative costs, etc. are processed by the Fiscal Department for invoicing to the appropriating funding source.

Invoices with unique sequential numbers are generated by the accounting system and posted for all invoicing resulting in an account receivable.

### **Checks Received By Mail**

Checks received in the mail are opened by the Executive Assistant. They are recorded on the check log below and stamped with 'Deposit Only.'

The Executive Assistant makes two (2) sets of photocopies. The photocopies are batched together along with the checks-received form. The Executive Assistant signs the check received form as does the Accounting department.

The Accountant fills out the deposit ticket and gives to the accounting manager, who, takes the deposit to the bank, and the bank receipt is stapled to the check back up. The documentation is filed within the Accounting Department for processing.

The deposit information is recorded in the accounting system through the Accounts Receivable function (if amount was billed) or Cash Receipts function (for amounts not previously billed). It is stamped POSTED and placed in the deposit file.



**Checks Received**

**Name**

**Amount**

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**Total Amount of Checks \$** \_\_\_\_\_

\_\_\_\_\_ **Signature of Administrative Assistant**

\_\_\_\_\_ **Signature of Accounting Department**

**ADMINISTRATIVE FEES AND FEE FOR SERVICE**

**Foundation Grants** – up to a 10% administrative fee may be included in the budget for Foundation Grants. This fee will be used to offset operating and administrative expenses incurred by TRWIB, Inc.

**Publicly Funded Grants** - up to a 10% administrative fee may be included in the budget for Grants received from Federal, State and Local public funds. This fee will be used to offset operating and administrative expenses incurred by TRWIB, Inc.

**Fee for Service** – TRWIB, Inc. will charge a fee for service on specific projects using rates for staff time. These rates will be based on actual cost of staff time with the ability to add an additional cost of up to 50% of staff costs.

- Base Staff Rates include the hourly cost of salaries, taxes and benefits. It will also include the staff’s individual hourly cost to maintain the office of TRWIB, Inc.
- The hourly cost to maintain the office of TRWIB, Inc.’s for the fiscal year is based on the budgeted cost for budgeted expenses less salaries, taxes, benefits and project costs. This rate will be approved periodically by TRWIB, Inc.’s Finance Committee.

### **03(b) Program Income**

TRWIB, Inc. (dba Partner4Work) will follow program income guidelines as stated in Workforce System Policy (WSP) No. 03-2015, December 22, 2015, Chapter 3: Funding Distribution and Provisions. These policies will apply to all program income received by TRWIB Inc.

The purpose of this policy is to outline the required procedures for program income. The Workforce System Policy details how it is generated, accounted for, expended, and reported on Financials Status Reports and operating budgets.

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## WIOA FOLLOW-UP SERVICES POLICY

### Purpose

The purpose of this policy is to articulate how follow-up services are to be offered to participants of Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs.

### Affected Parties

This policy applies to Pittsburgh/Allegheny County WIOA Title I Adult, Dislocated Worker, and Youth programs and participants.

Pittsburgh/Allegheny County WIOA Title I Adult, Dislocated Worker, and Youth staff and Partner4Work staff are responsible for implementing this policy.

### References

Training and Employment Guidance Letter (TEGL) 19-16 (March 1, 2017)

Training and Employment Guidance Letter (TEGL) 21-16 (March 2, 2017)

WIOA 20 CFR § 678.430

WIOA 20 CFR § 681.580

WIOA Sec 129(c)(2)(I)

WIOA Sec 134(c)(2)(A)(xiii)

### Policy

#### WIOA Title I Adult and Dislocated Workers

WIOA Title I Adult and Dislocated Worker staff must make follow-up services, including counseling regarding the workplace, available to participants, who are placed in unsubsidized employment, for a minimum of 12 months following the first day of employment or the WIOA program exit date for participants who have not placed in unsubsidized employment.

Partner4Work requires that follow-up services for Adult and Dislocated Worker participants include at a minimum quarterly contact until a full 12-month period has passed since the date of placement in unsubsidized employment or the WIOA program exit date for participants who have not placed in unsubsidized employment. Provider staff should determine if more frequent follow-up services are needed based on the participant's individual needs and career goals, as documented in his or her individual employment plan (IEP). Staff must document each follow-up service in the Commonwealth Workforce Development System (CWDS) through both service code entry and case notes.

Exceptions to the follow-up services requirement are permitted if at least one of the following criteria is met:

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- Staff have made reasonable attempts to contact a participant at a minimum monthly over a three-month period and the participant has not responded. Each attempt to contact must be documented in CWDS case notes. Attempts must have been made to all phone numbers associated with a participant and through at least one other medium (e.g. email, text messaging, written letter).
- A participant has notified WIOA Adult and Dislocated Worker staff that they no longer need or want follow-up services or contact. This must be documented in CWDS case notes and any written notification from the participant must be kept in their case file.

WIOA funding may not be used to pay for supportive services for a WIOA Adult or Dislocated Worker participant during the follow-up period.

## WIOA Title I Youth

Follow-up services for WIOA Title I Youth participants are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services for youth also may include the following program elements:

- Supportive services
- Adult mentoring
- Financial literacy education
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
- Activities that help youth prepare for and transition to postsecondary education and training

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months following the participant's exit date from the program.

Partner4Work requires that follow-up services for WIOA Youth participants include at a minimum quarterly contact with each participant for a full 12 months following the program exit date. Provider staff should determine if more frequent follow-up services are needed based on the participant's individual needs and education/career goals, as documented in his or her individual service strategy (ISS). Staff must document each follow-up service in the Commonwealth Workforce Development System (CWDS) through both service code entry and case notes. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Exceptions to the follow-up services requirement are permitted if at least one of the following criteria is met:

- Staff have made reasonable attempts to contact a participant at a minimum monthly over a three-month period and the participant has not responded. Each attempt to contact must be documented in CWDS case notes. Attempts must have been made to all phone numbers associated with a participant and through at least one other medium (e.g. email, text messaging, written letter).

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- A participant has notified WIOA Youth staff that they no longer need or want follow-up services or contact. This must be documented in CWDS case notes and any written notification from the participant must be kept in their case file.

## Policy Exceptions:

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to [policy@partner4work.org](mailto:policy@partner4work.org). Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- For WIOA programs, the Participant ID of the participant(s) for which an exception is being requested. For non-WIOA programs, the full name of the participant(s) for which an exception is being requested; or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under WIOA and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

**Effective Date:** TBD

## Policy Updates:

| Date       | Update   |
|------------|--|
| 09/11/2020 | Added process for requesting an exception to a requirement(s) of this policy.  |
| 11/29/2021 | Added language requiring follow up services for individuals who have exited the WIOA Adult and Dislocated Worker programs but have not been placed in unsubsidized employment. |