

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work

Executive Committee

8:30 to 10 a.m. March 15, 2024

Via Zoom: <https://us02web.zoom.us/j/83499128772?pwd=eEZnc1dDeDJuTC9zajZSTGNgaXVMdz09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- **Approve** minutes from the December 4, 2023, Executive Session of the Executive Committee
- **Acknowledge** the E-vote taken on Feb. 15, 2023, to authorize the transfer of funds from dislocated worker to adult
- **Accept** all funds since the last Executive Committee meeting
 - \$200,000 from the National Fund for Workforce Solutions to support direct care workers in early childhood education
 - \$250,000 from the Department of Labor and Industry for the construction industry partnership
 - \$1 million from UPMC Health Plan for the direct care worker project (two-year grant)

○ **Approve** contracts

Learn & Earn Application Support Centers

Auberle	\$8,000
Carnegie Library of Pittsburgh	\$8,000
Youth Enrichment Services, Inc.	\$8,000
Boy's & Girls Clubs of Western Pennsylvania	\$8,000
Bloomfield Garfield Corporations	\$8,000
Goodwill of Southwestern PA	\$8,000
Phase 4 Learning Center, Inc.	\$8,000

Learn & Earn Corporate

Phase 4 Learning Center, Inc.	\$347,600
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Learn & Earn

Bloomfield-Garfield Corporation	\$252,900
Auberle	\$238,850
Jewish Family & Community Services	\$126,450
Boys & Girls Clubs of Western PA	\$224,800
Brookline Teen Outreach	\$56,200
The Center that CARES	\$140,500
CISPAC	\$98,350
Community Empowerment Association	\$98,350
Dynamic Workforce Solutions	\$140,500
Goodwill of Southwestern PA	\$379,350
Homewood Children's Village	\$323,150
Latino Community Center	\$42,150
Legacy Arts Project	\$140,500
Main ST	\$70,250
Neighborhood Learning Alliance	\$238,850

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Phase 4 Learning Center, Inc.	\$449,500
Pittsburgh Public Schools	\$70,250
Student Conservations Association	\$140,500
Youth Enrichment Services	\$323,150
Sarah Heinz House	\$84,300
Homeless Children's Education Fund	\$56,200

Customized Job Training

Cranberry Place	\$41,523
Canterbury Place	\$83,046
UPMC Presbyterian Shadyside	\$60,000
J A Sauer Co	\$20,000
J A Sauer Co	\$1,686

Photovoltaic (Clean Energy)

Community College of Allegheny County	\$17,985
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Bedford Dwellings (Choice Neighborhoods Initiative)

Dynamic Workforce Solutions	\$70,000
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Industry-Recognized Training Pipeline (IRTP)

FortyX80, Inc.	\$600,000
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Occupational Training (construction)

Pittsburgh Gateways	\$140,000
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CareerLink East (Relocation)

CBRE, Inc.	\$28,903
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3. Committee Reports

- **Audit and Finance**
- **Youth Advisory and Learn & Earn**
- **Governance**
- **Program Optimization Committee**

Steve Massaro, Treasurer, and Kristin Kramer, CFO
Debra Caplan, Chair
Deb Caplan, Chair
Cat McLaughlin, Chair

4. CEO's report

Robert Cherry

5. Other Business

6. Open Forum and Public Comment

Speakers are limited to three (3) minutes

7. Adjournment

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The Workforce Development Board for the Pittsburgh Area

Partner4Work
Executive Committee
8-9 a.m. Dec. 4, 2023

Via Zoom: <https://us02web.zoom.us/j/84194442233?pwd=WVVGdjdGYnFwTEVjMExRVFVwQnJoUT09>

Attending: Caplan, Dalton, Malone, Massaro, McLaughlin

Staff: Cherry, Kramer, Pajewski, Puskar, Wesley

Meeting was called to order at 8:01; a quorum was present.

1. General Business – Consent Agenda

ACTION:

- **Approve** minutes from the September 15, 2023, Executive Session of the Executive Committee
- **Approve** revisions/additions to the P4W Employee Handbook
- **Accept** all funds since the last Executive Committee meeting
 - \$45,000 from Citizens Bank to support BankWork\$
 - \$32,870 from the Department of Labor and Industry for the September Job Fair
 - \$55,000 from UPMC to support a P4W healthcare liaison
 - An additional \$13,200 from the National Fund for Workforce Solutions to support Resilient Jobs, Resilient Workers

- **Approve** contracts

Management and General

FreeBridge \$71,500

hivebrite \$87,967

Department of Justice

ACTION Housing \$78,000

WIOA Adult/Dislocated Worker

Operation Better Block \$449,300

Hillman

Jacobson Consulting Applications (JCA) \$37,196

Jefferson Foundation

Per Scolas \$39,310

PASmart

Dynamic Workforce Solutions \$25,000

ARC-Inspire

Q & A Consulting Training \$65,798

Tri-County WIB \$122,500

Westmoreland Fayette WIB \$122,500

Southwest Corner WDB \$112,500

Addenda

WIOA Adult/Dislocated Worker

Dynamic Workforce Solutions budget increase of \$61,953

On a motion by Deb Caplan, seconded by Steve Massaro, the consent agenda was approved as presented. There were no objections or abstentions.

2. Committee Reports

- **Audit and Finance**

Steve Massaro, Treasurer, and Kristin Kramer, CFO

On a motion by Deb Caplan, seconded by Steve Massaro, the Audit was recommended for approval by the Full Board. There were no objections or abstentions.

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On a motion by Deb Caplan, seconded by Steve Massaro, the Form 990 submissions for TRWIB, Inc. and RWC were recommended for approval by the Full Board. There were no objections or abstentions.

- **Youth Advisory (YAC) and Learn & Earn**

Debra Caplan, Chair

Discussion:

- The YAC encourages closer alignment with the PA Department of Education and to engage more deeply with the public school system. Members of the committee have also been working with staff to offer their expertise outside of regular meeting dates.
- YAC will discuss a Notice of Proposed Rulemaking (NPRM) released by the Children and Families Administration under the Federal Department of Health and Human Services regarding TANF funding.
- The NPRM relates to the use of TANF funds for adults, the proposed changes would have an impact on youth workforce development programs. In addition to Labor and Industry, and the PA workforce development association, Partner4Work is crafting comments and recommendations regarding proposed changes and potential impacts.
- Learn & Earn will enter its 10th year in 2024.
- In 2023, 1,300 young people were paid \$1.6 million in wages. Twenty-two providers placed young people at more than 250 worksites. The annual program report is in draft form and is expected to be finalized when the Learn & Earn Committee meets on Dec. 13.
- The Board will be asked to help recruit corporate sponsors and increase program funding in 2024.

- **Governance**

Deb Caplan, Chair

- 2024 dates were provided in advance and the group agreed to move to a hybrid meeting model for Full Board meetings in 2024.

On a motion by Steve Massaro, seconded by Cat McLaughlin, the slate of Full Board and Committee meeting dates were recommended to be sent to the Full Board for approval. There were no abstentions or objections.

- **Program Optimization Committee**

Cat McLaughlin, Chair

Discussion:

- The Program Optimization Committee kicked off on Nov. 1.
- The committee directs policy, priorities, and performance related to adult workforce programs such as WIOA Adult and Dislocated Worker Programs, the PA CareerLink[®] system, EARN and Work Ready Programs (TANF and SNAP), and related projects.
- Board members, including Jake Wheatley and Erin Dalton, core partners in the CareerLink system; and other stakeholders including Brian Kennedy from the Pittsburgh Tech Council and Rachel Mauer of the German American Chamber of Commerce sit on the Committee.
- Initial meeting provided a high-level overview of WIOA, EARN and Work Ready, work with special populations, and work-based training to provide baseline understanding as we move into more strategic conversations in 2024.
- In February 2024, the Committee will evaluate the transition and to-date performance of Dynamic Workforce Solutions, the primary Title I provider in CareerLink and a smaller Title I contract with Goodwill.

- **Policy and Research**

Susie Puskar, Chief Program and Research Officer

- New and revised policies were discussed including grievance, supportive services, incentives, OJT and ITA policies.

On a motion by Steve Massaro, seconded by Deb Caplan, policy changes were recommended for approval by the Full Board. There were no objections or abstentions.

3. CEO's report

Robert Cherry

Discussion included:

- A recap on First Lady Jill Biden's visit to Hazelwood Green in November
- Eos Energy's commitment to hiring 650 employees and entering a community benefits agreement to ensure growth benefits the Mon Valley. The battery company also agreed to use PA CareerLink as a first source for hiring needs.
- A recap of the UPMC/P4W announcement in which a CNA apprenticeship with senior living communities was announced.
- An update on a proposal to RK Mellon Foundation to support a \$3 million 3-year project to support local film making careers and career pathways in the region.
- A lease agreement to move the East office of PA CareerLink to a 12,500 square foot location at 300 Penn Center Boulevard in Monroeville.

4. Other Business

None

5. Open Forum and Public Comment

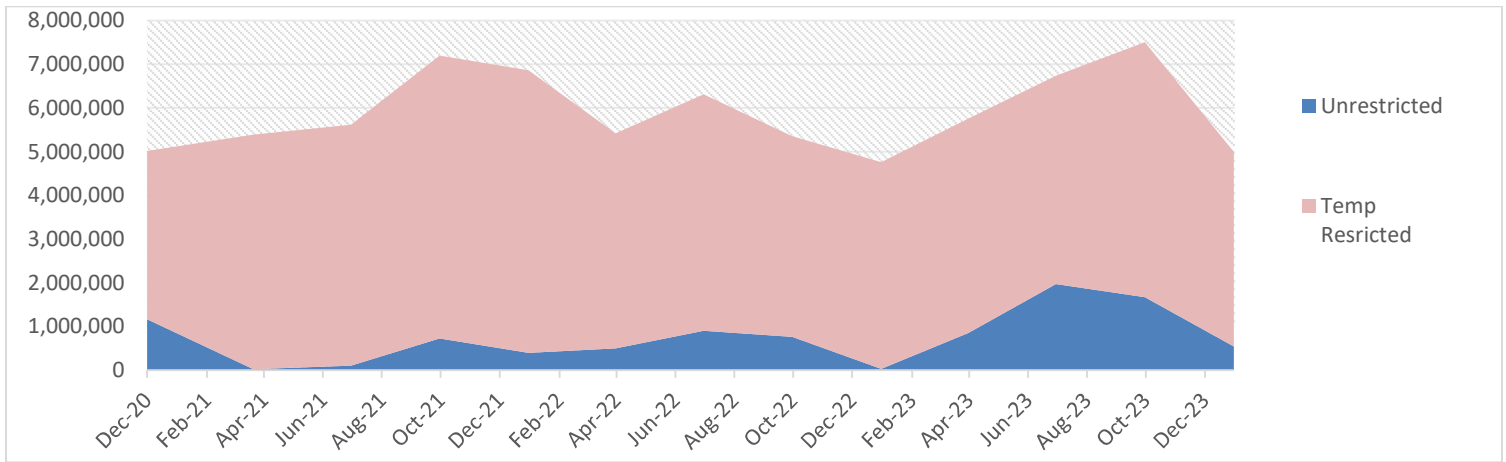
Speakers are limited to three (3) minutes

None

6. **On a motion by Deb Caplan, seconded by Cat McLaughlin, the meeting adjourned at 9:03 a.m.**

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$4,448,814
 Unrestricted \$545,264

Total Cash \$4,994,078

Line of Credit secured by Money Market
 \$0 of \$500,000

Other Current Assets

Prepaid Expenses \$29,865
 Prepaid Insurance \$8,309
 Security Deposit \$6,067
 Fixed Assets Net of Depreciation \$107,977
 Right of Use Asset – Operating Lease \$1,869,813
 Right of Use Asset – Finance Lease \$37,733

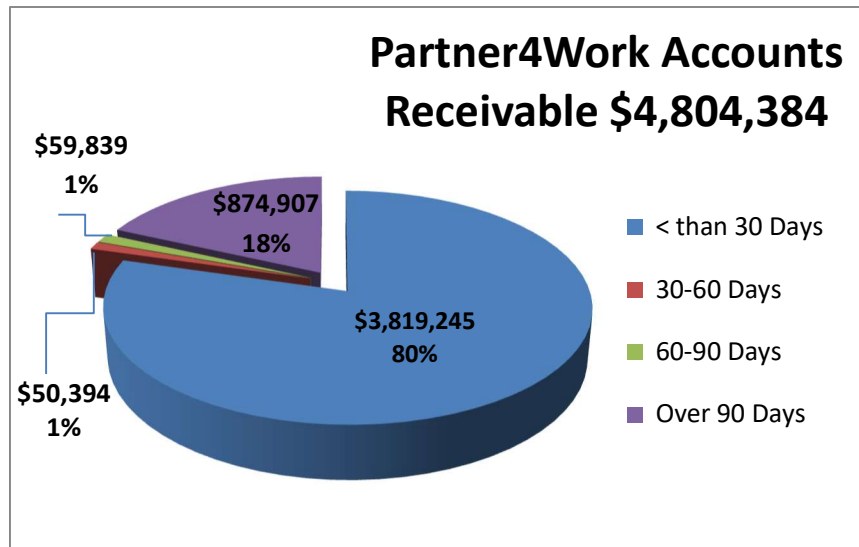
Liabilities

A/P \$4,323,757 (\$4,003,055 due to subrecipients)
 Accrued Vacation/Payroll \$108,822
 A/R Clean Up \$128,927
 Accrued Contract Liability \$0
 Right of Use Liability – Operating Lease (current & long term) \$1,908,478
 Right of Use Liability – Finance Lease (current & long term) \$39,305

Equity

Unrestricted Net Assets \$857,034
 Temp Restricted Net Assets \$7,164,336**
 Net Income (\$2,673,536)

**Career Link \$57,701; M&G \$2,733; Sector Strat. \$1,122,468; Adult TANF \$3,509,731; L&E \$2,471,703
 This is reflective of activity through 7/1/2023

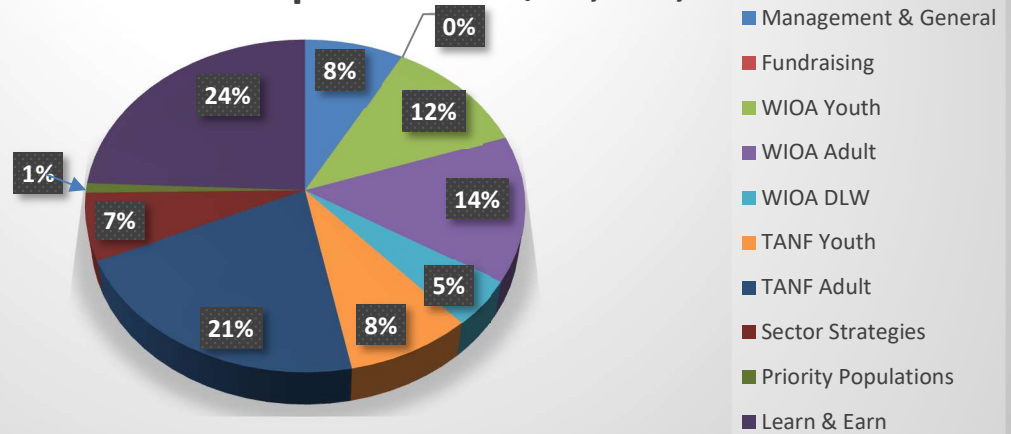


Items over 90+ days: Midwest Urban Strategy \$8,475 *; Dept Health & Human Services \$866,431*
 *marked as paid

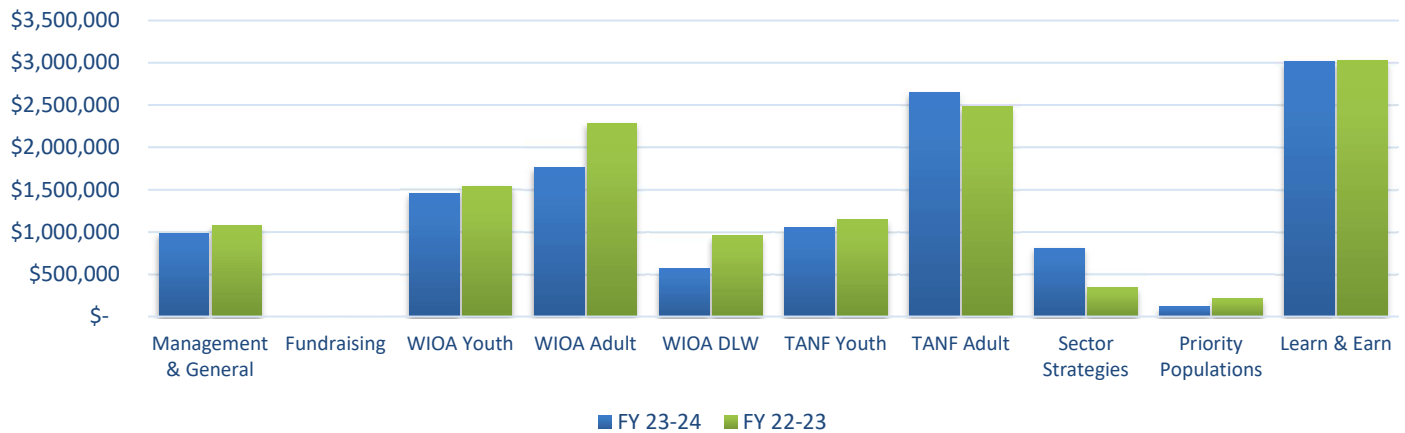
Dashboard Report Continued

Expense section

Total Partner4Work Expenditures \$12,413,640



Expense Comparison FY 22-23 vs. 21-22



Comments

- Management & General is down \$89K from the previous year. There are several factors at play here. Salary, Wages & Benefits, contracted Service, Fiscal, and Supplies have all decreased.
- WIOA Youth is slightly below last year by \$85K. This is primarily related to direct program expenses. We have several new WIOA Youth providers this year some of the providers were off to a slower start.
- WIOA adult and dislocated worker programs are \$529K and \$389 below the prior year, respectively. The lion's share of the decrease is under the direct provider expenses. We have one main title I provider this year whereas last year, we had two main title I providers. Also, looking at the previous year, we had a Near Completer's and CSBG program that added to WIOA adult and DW expenses that ended in prior year.
- TANF Youth is \$100K below last year. We have several new TANF Youth providers this year and some needed to ramp up staff/program at the beginning and are off to a slower first ½ of the year.
- TANF Adult is \$170K above the prior year. There have been more individuals with language needs being served. This July has had an uptick in referrals vs. the previous year and the trend has continued through December.
- Sector Strategies are \$470K above the prior year. This increase is related to direct program expenses, salaries & wages, and contracted services, of \$250K, \$100K and \$100K respectively. This funding varies year to year. This year we are working with some new programs like Build Back Better, Hillman Foundation funding & Clean Energy to name a few.