

PARTNER WORK

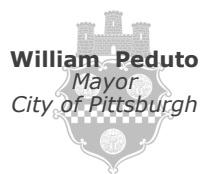
The Workforce Development Board for the Pittsburgh Area



Building a thriving workforce for the Pittsburgh region.

Board of Directors' Briefing Book

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David Malone
Chair



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PARTNER4WORK (P4W) Board of Directors' Meeting

8:30 to 9:30 a.m. March 27, 2020

Via Zoom Conferencing: <https://zoom.us/j/6671014187>

1. WELCOME AND CALL TO ORDER

Dave Malone, Chair

2. GENERAL BUSINESS

- APPROVE: Minutes from December 18, 2019 (page 19)
- ACCEPT: \$835,000 in PAsmart awards to launch or advance industry partnerships in Construction, Manufacturing, Financial Services, Hospitality and Retail, Transportation & Logistics, and Healthcare

3. OPERATIONS, ADVOCACY, AND DECISION-MAKING AMID COVID-19 CRISIS

Partner4Work, PA Dept. of Labor & Industry, Steel Valley Authority

4. COMMITTEE UPDATES

- Governance

Debra Caplan

- Youth/Learn & Earn

Debra Caplan

- ACKNOWLEDGE the youth-relation actions of the Executive Committee since the last full Board meeting.
 - Award 27 Learn & Earn provider contracts for a total of as much as \$4,700,000. Of these contractors, 25 are existing Learn & Earn providers. Neighborhood Academy and Pittsburgh Learning Commons are new providers in 2020.
 - Award 10 Learn & Earn application support center contracts for between \$2,000 and \$8,000 each. All contractors, including the Carnegie Library of Pittsburgh, are existing contractors.
 - Award a \$310,287 contract to Auberle and a \$50,000 contact to KidsVoice for state Re-Entry program between January 1, 2020- March 31, 2022.
 - Accept \$137,996.25, with an option for \$45,998.75 to be spent by June 30, 2020, in State/Local Internship Program funding to support Learn & Earn.

- Audit/Finance (page 10)

Steve Massaro

- ACKNOWLEDGE the fiscal-related actions of the Executive Committee since the last full Board meeting
 - Approve the transfer of transfer as much as \$900,000 in city funding and \$350,000 in county funding from dislocated worker to adult for PY18.
 - Approve the transfer as much as \$400,000 city and \$400,000 county funding from dislocated worker to adult for PY19.
 - Approve the use of approximately \$50,000 in unrestricted funds to build out P4W's fundraising capacity in the next year.

- Strategy (page 8)

Earl Buford, Jack Mills

- ACTION: Award a contract to Keep it Simple Workforce Development for public sector and IT work, acknowledging the role of former Board member Jessica Trybus.
- ACKNOWLEDGE: Actions of the Executive Committee since the last full board meeting related to strategy.

- Accept \$10,000 from First National Bank for the Financial Services Industry Partnership.
- Accept \$75,000 from The Pittsburgh Foundation to support the Construction Industry Partnership and First Source work.
- Accept \$17,500 from the Roy A. Hunt Foundation for the Intro to the Trades and the Construction Industry Partnership. Accept \$12,000 from US Steel for the Manufacturing Industry Partnership.

5. OTHER CONSENT ACTIONS

Dave Malone

- ACKNOWLEDGE: the actions of the Executive Committee taken since the last full board meeting.
 - Award a contract to the Energy Innovation Center Institute for the implementation of the BankWork\$ training program. The contract will not exceed \$335,000 for as many as four cohorts.
 - Award a \$215,000 contract to Community Kitchen Pittsburgh and a \$69,997 contract to Landforce for Transitional Jobs training.
 - Award sole-sourced contracts with Grant Associates and Goodwill for WorkReady for the period of July 1, 2020, through June 30, 2021.

6. OTHER BOARD BUSINESS

7. OPEN FORUM AND PUBLIC COMMENT PERIOD

Individual speakers limited to three (3) minutes

8. ADJOURNMENT

MEETING MATERIALS

COVID-19 IMPACT ON PROGRAMS

WIOA Adult/Dislocated Worker (PA CareerLink)

Coronavirus implications for PA CareerLink:

- PA CareerLink centers Downtown and in Forest Hills were closed to the public effective March 13, 2020. The site closures have been announced through March 30, 2020; however, the Operator and Core Partners will continue to evaluate the situation before deciding to reopen. Title I staff and other core partners continue to provide services over the phone and online.
- Dynamic Workforce Solutions and Grant Associates are working on developing online workshops and training for participants.
- Many training providers have suspended or canceled online classes. PA CareerLink and Partner4Work staff are working to connect job seekers who were in training with additional services if training has been canceled. Partner4Work staff also is collecting a list of training opportunities that are available online for job seekers.
- Partner4Work is working with the PA Bureau of Workforce Partnerships & Operations (BWPO) and state Unemployment Compensation (UC) teams to better align services to job seekers/workers and businesses. Conversations continue about allowing state UC staff to use space in the PA CareerLink sites to expand their operations.
- National Dislocated Worker funds expire on September 30, 2020. Planning is underway to use remaining funds to best serve job seekers in light of the situation.

Partner4Work administers the contract for WIOA Title I Adult & Dislocated Worker Services provided through the PA CareerLink Pittsburgh/Allegheny County system. Such services include enrollment in WIOA programs and provisions of comprehensive career services, training services, and business services. Additional services in the PA CareerLink are provided by the state, the Office of Vocational Rehabilitation (OVR), and Adult Basic Education providers, including Literacy Pittsburgh and Goodwill. ResCare serves as the Operator of the PA CareerLink sites in Pittsburgh and Allegheny County.

Learn & Earn

Coronavirus implications for Learn & Earn:

- Application Support Centers did not open this year and will not provide in-person support until further notice. Virtual supports are available over the phone and online.
- Partner4Work staff assists applicants by phone and is developing a video tutorial.
- Corporate intern interviews are being conducted virtually.
- Staff is communicating with corporate host partners and providers to determine the extent they anticipate being able to host participants or interns as developments unfold.
- Additional outreach is being implemented and explored, including leveraging the communication networks available through City Council, the Allegheny Intermediate Unit, and other intermediaries; boosting social media outreach and advertising; increased communication with past participants and applicants to other Partner4Work programs; and more.
- The Learn & Earn Committee and staff are monitoring the situation and developing contingency plans for the summer.

The Learn & Earn application launched on March 16, 2020, at jobs4summer.org. The program is scheduled to begin on June 22, 2020, and will end on August 7, 2020. To date, 85 participants have applied for the program compared to 53 at this time last year. Of those applications submitted, 44 have already been verified as eligible and are ready for placement.

To date, a total of 38 young people have been interviewed and chosen for placements in the Corporate Internship Program, and another 37 are in the pipeline to be interviewed. Sixteen organizations have committed a total of 43 internships with another nine yet to be confirmed. The Corporate Internship program will run June 15 through August 7, 2020.

The Learn & Earn Committee is being kept up to date on developments in the program and will drive any necessary programmatic changes as they develop. Information about the program can be found at www.jobs4summer.org.

Year-Round Youth

Coronavirus implications for Year-Round Youth:

- All year-round youth programs have closed their physical locations for non-essential services. Most programs continue to provide services to young people by phone and online. Providers are working to creatively provide services, including paid work experience, remotely.
- Staff is compiling a list of remote training options to share with providers; compliance and program teams are also beginning to work on creating additional training/webinars.
- Youth TANF funding expires on June 30, 2020. With a reduced ability to provide in-person services, Partner4Work continues to closely monitor provider expenditures. We will request an extension of funding from the PA Department of Labor & Industry through June 30, 2021, and begin working on an RFP to support young people affected by job closings this spring.
- Partner4Work is providing flexibility for providers on outcomes where possible; the US Department of Labor has not yet provided guidance on whether WIOA outcomes will be waived in light of the coronavirus.

Partner4Work currently has contracts with 17 organizations to operate 18 programs funded by either WIOA or TANF funds. The Program Year ends on June 30, 2020. All organizations have been asked to submit a letter of intent to describe their program plans and budget for the program year 2020-2021. Recommendations for funding for year two will be brought to the Youth Advisory Committee in early June.

EARN/Work Ready

Coronavirus implications for EARN:

- All three EARN sites and the Work Ready site are closed to the public. Staff are providing remote services where possible and delivering resources like transportation assistance and incentives through the mail.
- Referrals to EARN sites from the County Assistance Office (CAO) continue. Providers are equipped to handle these referrals remotely.
- The Bureau of Employment Programs (BEP) has provided guidance that remote activities can be provided to participants and that clients who cannot participate in activities due to lack of child care, personal or household illness, or exposure to the virus will not be penalized.
- EARN and Work Ready will undergo significant programmatic changes in the next program year, effective July 1, 2020. PA DHS has not provided guidance on whether or not this timeline will change.

EARN and Work Ready are scheduled to undergo significant programmatic changes in PY2020-2021. At the direction of PA DHS, both programs will focus more sharply on intensive case management and credential attainment, reflecting the Department's holistic vision of workforce development. In the new model, EARN will continue to serve individuals receiving cash assistance, but will also serve individuals participating in SNAP (food stamps), while Work Ready will serve individuals on extended TANF (individuals receiving cash assistance for longer than five years). Partner4Work is preparing to issue new contracts to all existing EARN providers and extend Work Ready to all three providers to incorporate the new requirements.

Training Programs

BankWork\$: The second cohort of BankWork\$ graduated from class on March 19, 2020. Twenty individuals completed the class and are interviewing via phone or video chat with local banks. The next BankWork\$ cohort, due to begin in April, is being rescheduled.

Intro to the Construction Trades: Since March 2019, Partner4Work has supported five successful cohorts of Intro to the

Construction Trades (I2T), a pre-apprenticeship training program that guarantees entry into a Trade Apprenticeship Program for graduates, operated by the Builder's Guild of Western Pennsylvania. Through the first five cohorts, more than 80 participants have completed I2T. The sixth cohort was scheduled to begin in March but has been delayed due to concerns over the coronavirus. Partner4Work will continue to support this important initiative, which has taken shape as a strong pipeline into apprenticeship opportunities and quality work in the construction industry.

Individual Training Accounts: Many training providers have canceled or suspended training. Partner4Work and PA CareerLink staff are supporting job seekers whose trainings have been canceled.

Transitional Jobs: All in-person Transitional Jobs programming has been suspended. Providers continue to support trainees via phone and online services. Landforce has suspended their next training cohort until April 13, 2020. Community Kitchen has suspended programming for at least two weeks.

Teacher in the Workplace

Coronavirus implications for Teacher in the Workplace:

- All schools are closed until further notice. All Teacher in the Workplace activities are on hold as a result. Four of the five organizations have met their contract goals at this point. The one remaining has served 91 percent of proposed educators.
- PY19-20 Teacher in the Workplace funding expires on June 30, 2020. With schools closed indefinitely, Partner4Work will request an extension of funding from the PA Department of Labor & Industry through December 31, 2020, to spend down remaining funds.
- PY20-21 Teacher in the Workplace grants were to be awarded in March. The decision is with the Governor's Office and will likely continue to be delayed.

Partner4Work supports Teacher in the Workplace partnerships with five different schools/organizations, connecting more than 200 educators from 49 schools with more than 20 businesses throughout the region. Teachers gain first-hand knowledge of work in a specific industry and design opportunities for sharing their knowledge with students.

Business Education Partnership (BEP)- Public Sector Partnership

Coronavirus implications for the BEP:

- Schools are closed until further notice. Partner4Work has begun conversations with Pittsburgh Public Schools Career and Technical Education and the City of Pittsburgh.
- Timing of the program, which was slated to begin in the summer, may need to be delayed.

The BEP program is designed to create a pipeline between 20 high school students in Career and Technical Education (CTE) programs and public sector jobs in the region through career exploration, job shadowing, and training in public sector careers.

Reentry (STRIVE and State)

Coronavirus implications for Re-entry Programs:

- The program has closed physical locations for non-essential services, but continues to provide services to young people over the phone and online.
- Participants currently in vocational training programs are being supported as trainings are postponed and/or canceled.
- The State young adult reentry program, also operated by Auberle Employment Institute, was scheduled to begin enrollment on April 1, 2020 after a 4-month planning period. Enrollment has been postponed indefinitely. Conversations with our employer and training partners continue.

The STRIVE program, operated by Auberle Employment Institute, reached full enrollment of 188 participants at the end of

February. Prior to social distancing measures, 84 participants have enrolled in vocational training, 51 have earned training credentials, and 58 have been placed in employment at an average hourly wage of \$10.93.

The new State program will provide comprehensive case management and career services to 50 young adults ages 18-24 with experience in both the justice system and the foster care system. In collaboration with employers like Quest Diagnostics, Allegheny Health Network, and #1 Cochran, Partner4Work has developed career pipeline opportunities for program participants, and engaged KidsVoice and the 412 Youth Zone as key referral partners for eligible participants.

Partner4Work Policy Updates

WIOA Regional and Local Plan Modifications

The Southwest Planning Region is a nine-county workforce development planning region made up of five local workforce development areas (WDAs):

- Allegheny County
- City of Pittsburgh
- Southwest Corner
- Tri-County
- Westmoreland-Fayette

The local workforce development boards in the Southwest Planning Region conducted a review of their WIOA multi-year regional and local plans (PY2017 – PY2019) and incorporated necessary modifications into these documents. These modifications were posted for a 30-day public comment period from August 23 – September 23, 2019. Partner4Work received no comments during this period. The Partner4Work Board approved modifications on December 18, 2019. Plan modifications have been approved by both the Allegheny County Chief Executive and City of Pittsburgh Mayor. [The Southwest Regional Plan and Local Plan modifications were officially approved by the PA Department of Labor & Industry on December 30, 2019 \(effective through June 30, 2021\).](#)

Pennsylvania WIOA Combined State Plan

The Workforce Innovation and Opportunity Act (WIOA) requires the governor of each state to submit a four-year unified or combined state plan outlining the state's workforce development strategy. Pennsylvania's WIOA Combined State Plan was made available for public comment from December 20, 2019 through January 21, 2020. Partner4Work staff conducted a review and submitted recommendations on the draft state plan. These recommendations focused on several different topics, including:

- Improving alignment of the Commonwealth's strategies/goals related to industry partnerships and registered apprenticeships;
- Developing more specific strategies/goals focused on measuring and improving job quality;
- Emphasizing the need and value of data and information sharing across local program partners;
- Recommending more unified guidance across state agencies during the development of the one-stop system partner memorandum of understanding; and
- Suggesting improvements to performance metrics outlined in the state plan, while underscoring the importance of accountability across partners.

Pennsylvania's WIOA Combined State was approved by the PA Workforce Development Board on February 5, 2020 and, pending federal approval, will become effective on July 1, 2020.

Industry Partnerships: Implementation Stage

Industry	Transportation and Logistics (Updated, 3/20)	Construction (Updated, 3/20)	Financial Services (Updated 3/20)	Education (Updated, 3/20)
Employers and Key Partners	Pennsylvania Motor Truck Association*	<u>Builders Guild of Western PA</u> * #	PA Bankers Assn*	<u>Trying Together</u> *
*Co-conveners with P4W	<u>AP Logistics and Trucking</u> #	<u>Pittsburgh Arena Real Estate Redevelopment (PAR)</u> #	<u>Citizens Bank</u> #	
<u>Business Champions</u>	<u>Beemac Trucking</u> #		<u>PNC Financial Services</u> #	
	<u>Hunter Truck</u> #	<u>LP Massaro Construction Group</u>	<u>Northwest Bank</u> #	
# Multiple Contacts Since January	<u>Pitt-Ohio Express</u> #		<u>First Commonwealth Bank</u> #	
	Castle Builders # Giant Eagle # Gold Medal Environmental # Mission Logistics # Source One Transportation # Tri-State Trailer Sales # Two Men and a Truck # Waste Management #	Allegheny County Airport Authority # Mascaro Oxford Development PJ Dick	Dollar Bank # First National Bank # Hill District Federal Credit Union # Huntington Bank # JP Morgan Chase # Mars Bank # S&T Bank # Woodforest #	Hug Me Tight # ABK Learning Center # Allegheny Intermediate Unit Arsenal Family Center # Brightside Academy - Squirrel Hill Carrage House Children's Center # Crafton Children's Corner Flexable Marian Manor Pittsburgh Public Schools Riverview Thomas Child Care
Signature Program		Introduction to the Construction Trades	BankWork\$	ECE Apprenticeship Pathway
Sources of Secured Funding	BeeMac Hunter Truck PA Department of Labor and Industry (2020-21)	PA Department of Labor and Industry (2019-20; (2020-21) Builders Guild Citizens Bank Roy A Hunt Fdn Heinz Endowments City of Pittsburgh (Up to \$250K)	PA Department of Labor and Industry (2019-20; 2020-21) Five banks The Pittsburgh Foundation	PA Department of Labor and Industry (2019-20) Kellogg Foundation Heinz Endowments
Proposals Submitted			<i>Multiple banks</i>	<i>Heinz Endowments</i>

Industry Partnerships: Planning/Convening Stage

Industry	Manufacturing (Updated, 3/20)	Healthcare (Updated, 3/20)	Hospitality/Retail (Updated, 3/20)	Public Sector (Updated, 3/20)
Employers and Key Partners	<u>US Steel #</u>	Healthcare Council of Western PA*	<u>Rivers Casino #</u>	
Co-conveners with P4W		Jewish Healthcare Foundation		
<u>Business Champions</u>		<u>Allegheny Health Network #</u>		
		<u>Vincentian Collaborative System #</u>		
	ATI # Calgon Carbon # Clearway Energy # Koppers # Matthews International# Union Electric Steel #	The Children’s Institute # Maxim Healthcare Services # Medix # Pittsburgh Mercy # Pressley Ridge # UPMC #	Arrot Hotel # Fairmont Hotel Omni Hotel # Residence Inn	City of Pittsburgh (Police Department, Public Works Department, . . .) #
Sources of Secured Funding	US Steel PA Department of Labor and Industry	PA Department of Labor and Industry	PA Department of Labor and Industry	PA Department of Labor and Industry
<i>Proposals Submitted</i>	<i>Hillman Foundation</i>			<i>Hillman Foundation</i>

MEMORANDUM

TO: Partner4Work Executive Committee
FROM: Kristin Kramer, senior director of fiscal
DATE: March 24, 2020
RE: December 31, 2019 Financial Statements

December 31, 2019, Financial Statements follow this memorandum. The following represents a more detailed narrative surrounding these Financials.

Statement of Financial Position (Page):

- The cash balance of approximately \$4 million is consistent from year to year
- The A/P balance of \$3.8 million is comparable to the Unrestricted A/R balance
- The Unrestricted Net Assets has been reduced by \$38,000 due to Depreciation Expense from FY18-19
- Current Period Activity for Unrestricted is related to Management & General, Fundraising and Learn & Earn
- Current Period Activity for Temp Restricted is primarily due to Lean & Earn Releases

Net Asset Rollforward (Page):

- Sector Strategies grants received:
 - BankWorks \$110,000 from various banks
 - Early Childhood Education Program \$175,000 from Heinz
- National Fund grant received for \$25,000
- Placed Based Strategies grants received - \$90,000 from Citizens Bank for the Lower Hill Redevelopment/Pens Project
- Adult TANF – Received \$178,900 for Performance-Based Bonuses
- Learn & Earn Release - \$2.5M in releases for Learn & Earn July 2019 – December 2019

Statement of Activities (Page):

- The Statement of Activities shows actual activity for the 2nd Quarter FY2020 based on Program
- Unrestricted Net Assets currently has a loss of \$139,304 due to the following 3 items: 1) Management & General 2) Fundraising and 3) Learn & Earn – Phase 4 (possibly will be funded through CDBG money)
- Midwest Urban Strategies represents the Federal Dislocated Worker program

Statement of Activities Comparison by Program (Page): - Current Year is by Program, the prior year is by Grant/funding source. This creates a few categories that need to be analyzed together.

- Midwest Urban Strategies is money that will be repaid by MUS by year-end (pass-through costs).
- WIOA Grants are about \$900,000 less this year due to receiving the Federal Dislocated worker grant. We have paid for most of our dislocated worker expenses from the Federal Grant. We are shifting money from Dislocated Worker to Adult funding to spend down the funds.
- Federal WIOA increase of \$1.2M
 - STRIVE Grant (Increased by \$110,000) – Started 7/1/2018
 - DWG Grant (Increased by \$1M) – Started 10/1/2018; no expenses in the prior year
- Sector Strategies and Placed-Based increased by \$250,000 due to the addition of the PAsmart awards
- Learn & Earn and TANF increased by \$900,000 timing of provider invoices. We served 1,854 youth in 2018 vs. 1901 youth in 2019.

Partner4Work
Statement of Financial Position
As of December 31, 2019

	Unrestricted	Temporarily Restricted	Total
ASSETS			
Current Assets			
Checking/Savings	\$ 614,258	\$ 3,740,190	\$ 4,354,448
Accounts Receivable	\$ 3,904,294	\$ 570,829	\$ 4,475,123
Other Current Assets	\$ 20,202	\$ -	\$ 20,202
Total Current Assets	\$ 4,538,754	\$ 4,311,019	\$ 8,849,773
Other Assets			
Fixed Assets (net of depreciation)	\$ 51,016	\$ -	\$ 51,016
Other Assets	\$ 6,067	\$ -	\$ 6,067
Total Other Assets	\$ 57,083	\$ -	\$ 57,083
TOTAL ASSETS	\$ 4,595,837	\$ 4,311,019	\$ 8,906,856
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Due to Subrecipients	\$ 3,117,904	\$ -	\$ 3,117,904
Accounts Payable	\$ 727,689	\$ -	\$ 727,689
Advance Payments	\$ -	\$ -	\$ -
Other Current Liabilities	\$ 163,289	\$ -	\$ 163,289
Total Current Liabilities	\$ 4,008,882	\$ -	\$ 4,008,882
Total Liabilities	\$ 4,008,882	\$ -	\$ 4,008,882
Net Assets			
Unrestricted	\$ 726,259	\$ -	\$ 726,259
Temporarily Restricted	\$ -	\$ 6,449,053	\$ 6,449,053
Current Period Activity	\$ (139,304)	\$ (2,138,033)	\$ (2,277,338)
Total Net Assets	\$ 586,955	\$ 4,311,019	\$ 4,897,974
TOTAL LIABILITIES & NET ASSETS	\$ 4,595,836	\$ 4,311,019	\$ 8,906,856

**Partner4Work
Net Asset Rollforward
As of December 31, 2019**

TEMPORARILY RESTRICTED FUNDS								
	<u>Miscellaneous</u>	<u>Sector Strategies</u>	<u>National Fund</u>	<u>Place Based Strategies</u>	<u>Adult TANF</u>	<u>Learn & Earn</u>	<u>Total</u>	
Balances as of July 1, 2019	\$ 62,303	\$ 169,733	\$ -	\$ 79,491	\$ 3,612,035	\$ 2,525,491	\$ 6,449,053	
Activity: July 1, 2019 to December 31, 2019 CY Additions to Temp Restricted Fd:								
Restricted Grants Received:								
TANF Performance Bonus					178,900		178,900	
Corporate Sponsorships		110,000		90,000		5,000	205,000	
Foundations		175,000					175,000	
National Fund Collaborative			25,000				25,000	
PNC						10,000	10,000	
Sub-Total	<u>-</u>	<u>285,000</u>	<u>25,000</u>	<u>90,000</u>	<u>178,900</u>	<u>15,000</u>	<u>593,900</u>	
Reimb. received from Rest Grants:								
Urban Strategies CNI	-	-	-	1,332		-	1,332	
State Grants	-	527,016	-	-		604,426	1,131,443	
Sub-Total	<u>-</u>	<u>527,016</u>	<u>-</u>	<u>1,332</u>	<u>-</u>	<u>604,426</u>	<u>1,132,774</u>	
Total Rest. Funds Received:	<u>-</u>	<u>812,016</u>	<u>25,000</u>	<u>91,332</u>	<u>178,900</u>	<u>619,426</u>	<u>1,726,674</u>	
Expenses incurred this period related to these restricted programs:	<u>-</u>	<u>(682,915)</u>	<u>(2,798)</u>	<u>(32,857)</u>	<u>(68,600)</u>	<u>(3,077,540)</u>	<u>(3,864,710)</u>	
Net Activity: July 1, 2019 to December 31, 2019	<u>-</u>	<u>129,101</u>	<u>22,202</u>	<u>58,475</u>	<u>110,300</u>	<u>(2,458,114)</u>	<u>(2,138,036)</u>	
Fund Balance Balance at 12/31/2019	<u>\$ 62,303</u>	<u>\$ 298,834</u>	<u>\$ 22,202</u>	<u>\$ 137,966</u>	<u>\$ 3,722,335</u>	<u>\$ 67,377</u>	<u>\$ 4,311,017</u>	
AR Balance at December 31, 2019	-	-	-	-	(570,827)	-	(570,827)	
TR Cash Balance at December 31, 2019	<u>\$ 62,303</u>	<u>\$ 298,834</u>	<u>\$ 22,202</u>	<u>\$ 137,966</u>	<u>\$ 3,151,508</u>	<u>\$ 67,377</u>	<u>\$ 3,740,190</u>	
Assets Released from Restriction (as presented on the Statement of Activities):								
Expenses incurred this period related to these restricted programs							\$ (3,864,710)	(A)
Less: Reimbursements received from Restricted Grants							1,132,774	(B)
Assets Released from Restriction							<u>\$ (2,731,936)</u>	

Partner4Work
Statement of Activities
July 1, 2019 through December 31, 2019

	Mgmt & General (Unrestricted)	Fundraising (Unrestricted)	Reimbursement Contracts					Restricted Grants				Total Program (Unrestricted)	Total Unrestricted	Temporarily Restricted	TOTAL	
			Midwest Urban Strategies (Program)	Allegheny Cty WIOA (Program)	City of Pgh WIOA (Program)	TANF (Program)	PA CareerLink (Program)	Federal WIOA (Program)	Sector Strategies (Program)	Place Based Strategies (Program)	Learn & Earn (Program)					National Fund (Restricted)
Revenue																
Public Funds/Govt Grants	\$88	\$0	\$1,186,791	\$1,497,424	\$1,041,820	\$2,575,195	\$503,493	\$398,109	\$527,016	\$1,332	\$604,426	\$0	\$8,335,607	\$8,335,695	\$203,900	\$8,539,595
Foundation & Private Contrib	\$112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112	\$390,000	\$390,112
Interest	\$3,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,448	\$0	\$3,448
Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prior Year Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assets Released from Restriction	\$0	\$0	\$0	\$0	\$0	\$68,600	\$0	\$0	\$155,899	\$31,525	\$2,473,112	\$2,798	\$2,731,933	\$2,731,933	(\$2,731,933)	\$0
Total Revenue	\$3,648	\$0	\$1,186,791	\$1,497,424	\$1,041,820	\$2,643,795	\$503,493	\$398,109	\$682,915	\$32,857	\$3,077,538	\$2,798	\$11,067,540	\$11,071,189	(\$2,138,033)	\$8,933,155
Expenses																
Direct Program Expenses	(\$4,900)	\$0	\$581,345	\$1,107,383	\$648,734	\$2,190,603	\$503,280	\$315,191	\$374,873	\$23,909	\$2,833,146	\$0	\$8,578,465	\$8,573,565	\$0	\$8,573,565
Salary, Wages & Benefits	\$488,697	\$23,173	\$168,998	\$245,392	\$238,752	\$237,527	\$0	\$50,972	\$243,284	\$5,549	\$247,776	\$1,983	\$1,440,232	\$1,952,102	\$0	\$1,952,102
Communication	\$8,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,405	\$0	\$208	\$0	\$3,614	\$12,566	\$0	\$12,566
Contracted Service	\$17,324	\$0	\$246,328	\$12,096	\$12,096	\$14,400	\$0	\$165	\$28,875	\$0	\$4,500	\$0	\$318,460	\$335,784	\$0	\$335,784
Depreciation Expense	\$4,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,490	\$0	\$2,490	\$6,950	\$0	\$6,950
Equipment Expense	\$19,086	\$0	\$645	\$0	\$0	\$2,054	\$0	\$0	\$0	\$0	\$0	\$0	\$2,699	\$21,785	\$0	\$21,785
Fiscal	\$32,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,327	\$0	\$32,327
Insurance	\$10,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,371	\$0	\$10,371
Information Technology Service	\$50,269	\$0	\$36	\$360	\$360	\$0	\$213	\$0	\$0	\$0	\$1,208	\$0	\$2,177	\$52,446	\$0	\$52,446
Legal Expense	\$2,365	\$0	\$0	\$700	\$700	\$0	\$0	\$0	\$0	\$0	\$480	\$0	\$1,880	\$4,245	\$0	\$4,245
Materials / Supplies	\$12,500	\$0	\$138	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$397	\$12,898	\$0	\$12,898
Meeting Expense	\$6,872	\$88	\$1,692	\$167	\$206	\$496	\$0	\$2,641	\$262	\$52	\$3,848	\$0	\$9,365	\$16,325	\$0	\$16,325
Memberships	\$17,342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220	\$0	\$0	\$0	\$220	\$17,562	\$0	\$17,562
Other Miscellaneous	\$329	(\$0)	(\$0)	\$23	(\$6)	(\$0)	\$0	\$1	(\$26)	\$0	\$0	\$0	(\$9)	\$320	\$0	\$320
Postage / Messenger	\$612	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$612	\$0	\$612
Publications	\$264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264	\$0	\$264
Rent	\$31,552	\$1,669	\$6,288	\$11,438	\$13,807	\$13,425	\$0	\$2,774	\$14,246	\$319	\$8,404	\$89	\$70,789	\$104,010	\$0	\$104,010
Staff Administration	\$6,937	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$0	\$40	\$6,977	\$0	\$6,977
Telephone	\$13,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,083	\$0	\$13,083
Temporary Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$4,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,070	\$0	\$4,070
Travel & Conference	\$14,764	\$170	\$4,570	\$2,802	\$2,887	\$2,062	\$0	\$87	\$3,782	\$29	\$538	\$539	\$17,296	\$32,231	\$0	\$32,231
Total Expenses	\$737,278	\$25,099	\$1,010,039	\$1,380,362	\$917,536	\$2,460,568	\$503,493	\$371,831	\$668,961	\$29,857	\$3,102,859	\$2,610	\$10,448,116	\$11,210,493	\$0	\$11,210,493
Distributed Costs																
Distributed Costs	\$720,489	\$0	(\$176,752)	(\$117,062)	(\$124,284)	(\$183,227)	\$0	(\$26,279)	(\$13,954)	(\$2,999)	(\$75,743)	(\$188)	(\$720,489)	\$0	\$0	\$0
Total Distributed Costs	(\$720,489)	\$0	\$176,752	\$117,062	\$124,284	\$183,227	\$0	\$26,279	\$13,954	\$2,999	\$75,743	\$188	\$720,489	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	(\$13,141)	(\$25,099)	(\$0)	(\$0)	\$0	\$0	(\$0)	\$0	(\$0)	(\$0)	(\$101,064)	\$0	(\$101,064)	(\$139,304)	(\$2,138,033)	(\$2,277,338)

Partner4Work
Statement of Activities Comparison by Program Category
December 31, 2019

	FY2020	12/31/2019	12/31/2018	
	Budget	Actual	Actual	Comparison
Management & General	\$ 3,500	\$ 16,789	\$ -	\$ 16,789
Fundraising	\$ -	\$ 25,099		
Midwest Urban Strategies (pass thru)	\$ -	\$ 92,375	\$ 26,523	\$ 65,852
Allegheny County WIOA	\$ 4,261,500	1,497,424	2,118,411	\$ (620,987)
City of Pittsburgh WIOA	\$ 3,877,051	\$ 1,041,820	\$ 1,356,807	\$ (314,987)
TANF	\$ 6,887,834	\$ 2,643,795	\$ 2,792,627	\$ (148,831)
Federal WIOA	\$ 6,368,691	\$ 1,492,526	\$ 284,198	\$ 1,208,328
Sector Strategies	\$ 1,212,022	\$ 682,915	\$ 323,576	\$ 359,339
Place Based Strategies	\$ 150,000	\$ 32,857	\$ 129,329	\$ (96,472)
Learn & Earn	\$ 3,173,100	\$ 3,178,602	\$ 2,150,294	\$ 1,028,308
National Fund	\$ -	\$ 2,798	\$ -	\$ 2,798
Total	\$ 25,933,698	\$ 10,707,000	\$ 9,181,764	\$ 1,500,137

**Partner4Work
Management & General Analysis
December 31, 2019**

Ordinary Income/Expense	<u>ANNUAL BUDGET</u>	<u>12/31/2019 ACTUAL</u>	<u>12/31/2018 ACTUAL</u>	<u>VARIANCE</u>
Revenue				
Public Funds/Govt Grants	0	88		88
Foundation & Private Contrib	0	112	5,275	(5,163)
Interest	3,500	3,448	2,467	981
Other Income	0	0	0	0
Prior Year Adjustments	0	0	0	0
Assets Released from Restriction	0	0	0	0
Total Revenue	3,500	3,648	7,742	(4,094)
Gross Profit	3,500	3,648	7,742	(4,094)
Expenses				
Direct Program Expenses	0	(4,900)	0	(4,900)
Salary, Wages & Benefits	1,155,715	488,697	497,798	(9,101)
Communication	35,000	8,952	1,727	7,225
Contracted Service	25,000	17,324	42,503	(25,179)
Depreciation Expense	15,000	4,460	0	4,460
Equipment Expense	50,000	19,086	38,210	(19,124)
Fiscal	55,000	32,327	28,029	4,298
Insurance	15,000	10,371	4,585	5,786
Information Technology Service	200,000	50,269	30,903	19,366
Legal Expense	15,000	2,365	460	1,905
Materials / Supplies	25,000	12,500	14,293	(1,793)
Meeting Expense	25,000	6,872	17,831	(10,959)
Memberships	40,000	17,342	3,215	14,127
Other Miscellaneous	0	329	597	(268)
Postage / Messenger	2,500	612	866	(254)
Publications	2,500	264	0	264
Rent	83,000	31,552	81,425	(49,873)
Staff Administration	20,000	6,937	14,601	(7,664)
Telephone	20,000	13,083	20,677	(7,594)
Travel & Conference	35,000	14,764	31,404	(16,640)
Distributed Costs	(1,815,215)	(720,489)	(821,382)	100,893
Total Expenses	3,500	16,789	7,742	9,047
NET SURPLUS/(DEFICIT)	0	(13,141)	(0)	(13,141)
	0	(13,141)	(0)	(13,141)

Partner4Work
Income / Expense Analysis - Unrestricted Only
December 31, 2019

	BUDGET	12/31/19 ACTUAL	12/31/18 ACTUAL	Increase (Decrease) VARIANCE
Ordinary Income/Expense				
Revenue				
Public Funds/Govt Grants	\$ 23,660,068	\$ 8,335,695	\$ 7,632,099	\$ 703,596
Foundation & Private Contrib	\$ -	\$ 112	\$ 62,225	\$ (62,113)
Interest	\$ 3,500	\$ 3,448	\$ 2,467	\$ 981
Other Income		\$ -		\$ -
Prior Year Adjustments		\$ -		\$ -
Assets Released from Restriction	\$ 2,270,130	\$ 2,731,933	\$ 2,098,104	\$ 633,829
Total Revenue	\$ 25,933,698	\$ 11,071,189	\$ 9,794,895	\$ 1,276,294
Expenses				
Direct Program Expenses	\$ 20,285,521	\$ 8,573,565	\$ 8,021,479	\$ 552,086
Salary, Wages & Benefits	\$ 4,012,427	\$ 1,952,102	\$ 1,347,840	\$ 604,262
Communication	\$ 80,000	\$ 12,566	\$ 2,941	\$ 9,625
Contracted Service	\$ 583,250	\$ 335,784	\$ 98,994	\$ 236,790
Depreciation Expense	\$ 15,000	\$ 6,950	\$ -	\$ 6,950
Equipment Expense	\$ 76,000	\$ 21,785	\$ 38,210	\$ (16,425)
Fiscal	\$ 55,000	\$ 32,327	\$ 28,029	\$ 4,298
Insurance	\$ 15,000	\$ 10,371	\$ 4,585	\$ 5,786
Information Technology Service	\$ 248,500	\$ 52,446	\$ 30,903	\$ 21,543
Legal Expense	\$ 25,000	\$ 4,245	\$ 2,220	\$ 2,025
Materials / Supplies	\$ 52,500	\$ 12,898	\$ 15,150	\$ (2,252)
Meeting Expense	\$ 90,000	\$ 16,325	\$ 21,767	\$ (5,442)
Memberships	\$ 40,000	\$ 17,562	\$ 3,215	\$ 14,347
Other Miscellaneous	\$ -	\$ 320	\$ 597	\$ (277)
Postage / Messenger	\$ 2,500	\$ 612	\$ 902	\$ (290)
Publications	\$ 2,500	\$ 264	\$ -	\$ 264
Rent	\$ 207,500	\$ 104,010	\$ 81,425	\$ 22,585
Staff Administration	\$ 20,000	\$ 6,977	\$ 14,646	\$ (7,669)
Telephone	\$ 20,000	\$ 13,083	\$ 20,677	\$ (7,594)
Temporary Service	\$ -	\$ -	\$ -	\$ -
Training	\$ 103,750	\$ 4,070	\$ 61,315	\$ (57,245)
Travel & Conference		\$ 32,231		\$ 32,231
Distributed Costs	\$ (750)	\$ -	\$ -	\$ -
Total Expenses	\$ 25,933,698	\$ 11,210,493	\$ 9,794,894	\$ 1,415,598
Net Income	\$ -	\$ (139,304)	\$ 0	\$ (139,305)

Minutes of Partner4Work Board of Directors' Meeting
The Rivers Club, 301 Grant Street, Suite 411, Pittsburgh PA 15219
3 p.m. December 18, 2019

Board Members Present

Barcaskey, Rich
Belechak, Joe
Bullock, Dr. Quintin
Camino, Chris
Caplan, Debra
Cherna, Marc
Cooper, Mary Frances
Coplan, Dave
Ellsworth, Laura
Harris, Carey
Lane, Majestic
Malone, Dave
Massaro, Steve
McLaughlin, Cat
Melcher, Tom
Mendoza, Brandon
Pollard, Josh
Rendulic, Mark
Staszko, Frank
Thomas, John
Washington, Dr. Nancy
Williamson, Sam

Board Members Absent

Allen, Will
Bell, Natalie
Dugan, Ann
Ferraro, Melissa
Gittlen, Ike
Katona, Marci
Kelly, Darrin
Nobers, Jeff
Pipitone, Scott
Powers, Beth

Guests Present

Acklin, Kevin (Pittsburgh Penguins)
Carter-Frye, Melody (Carlow University)
Cotter, Doug (Grant Associates)
Figlar, Michelle (Heinz Endowments)
Gbee, Phillip (Grant Associates)
Harvey, Peter (Allegheny County DHS)
Higgins, Kiara (Dynamic Workforce Solutions)
Holderman, Shari (Pipitone Group)
Morrow, Delvina (Pittsburgh Penguins)
Nestor, Jennifer (Labor and Industry, Oversight Services)
Stanboro, Sean (PA CareerLink/ResCare)

Staff Present

Buford, Earl
Herrera, Jasmine
Herron, Ray
McGuire, Kelly
Mills, Jack
Mosley, Franklin
Pajewski, Jennifer
Puskar, Susie

Board Meeting Minutes (continued)

Governance Chair Debra Caplan called the meeting to order at 3:02 p.m. and announced that the meeting would serve as the quarterly meeting of Partner4Work and the annual meeting of TRWIB, Inc.

Ms. Caplan offered a few announcements and acknowledgments:

- Condolences to Scott Pipitone on the passing of his mother, Joanne
- Welcome to Board nominees:
 - Kevin Acklin, Pittsburgh Penguins
 - Rich Casoli, Beemac Trucking
 - Tom Croft, Steel Valley Authority
 - Duke Rupert, Allegheny General Hospital
 - Linda Topoleski, Allegheny Conference on Community Development
- Thanks to outgoing Board members:
 - Melissa Ferraro, Allegheny Health Network
 - Longtime member and former Service Delivery Chair Ann Dugan, Family Office Exchange

Ms. Caplan concluded announcements with recognition and appreciation of departing P4W staff McCrae Martino and Ray Herron, chief program officer and chief operating officer. Years of service by Ms. Martino and Mr. Herron were recognized with a token gift; a reception was held following the Board meeting.

Year-round programming and Learn & Earn

Ms. Caplan provided two updates related to year-round youth programming: announcing the development and distribution of an RFP to support businesses in creating a young adult pipeline and supporting youth in their career development, and planning with Allegheny County DHS, KidsVoice, Auberle and the Jail Collaborative to recruit and support youth involved with the foster care system.

In an update about Learn & Earn, Ms. Caplan provided insights about participants' activity post-program. These activities include:

- 20 percent of year-round students participated in Learn & Earn 2019
- 20 percent of L&E students are working and not attending school; 8 percent were in college or trade school.
- 95 percent of young people who participated in a survey reported attending school or working.
- 80 percent of respondents felt that L&E better prepared them for the next steps in their education or career.

Audit/Finance

Ray Herron provided an overview of financial statements included in the Briefing Book. Key points included:

- The cash balance of approximately \$4 million is consistent from year to year.
- Accounts receivable increased by \$1.4 million due to the receipt of Federal Dislocated Worker funding
- PAsmart grant awards, and the timing of Learn & Earn payments
- Net asset roll-forward includes \$130,000 raised from banks to support BankWork\$ and \$175,000 received from Heinz Endowments to support Early Childhood Education work
- Statement of activities showed typical activity for the first quarter of 2020 with no change in unrestricted assets
- Overall expenses decreased by \$70,000 due to the approval of the Indirect Cost Rate with the Department of Labor. Management and General expenses for the previous year were adjusted in the fourth quarter with direct allocation. The overhead cost rate was 7.3 percent as of September 30.
- Direct program costs decreased \$790,000 due to the timing of invoices
- Salary, wages, and benefits increased \$400,000 due to right-size hiring.
- Contracted services (consulting services) increased by \$100,000.

Governance

Ms. Caplan continued with a short report on Governance.

With the retirement of former Treasurer Lisa Kuzma, Ms. Caplan reported the Committee's efforts to identify a long-term replacement for treasurer. In the meantime, Board member Steve Massaro has been nominated and has agreed to serve a

two-year term in office.

On a motion by Carey Harris, seconded by Sam Williamson, Steve Massaro was elected to a two-year term as Treasurer by unanimous vote. There were no abstentions.

Ms. Caplan continued with proposed meeting dates for 2020 as is required in the Bylaws. Dates proposed were March 27, June 26, September 25, and December 11. Meetings would continue to be held from 8:30 to 10 a.m. at P4W offices.

On a motion by Majestic Lane, seconded by Dave Coplan, 2020 meeting dates were approved by unanimous vote. There were no abstentions.

Consent agenda and CEO's report

Ms. Caplan took roll and announced a quorum present.

Matters on the consent agenda were listed in the Briefing book and included the approval of minutes, minor revisions of the local and regional workforce plans, P4W policies, and accepting of grant awards including a \$12,000 grant from U.S. Steel to support the Manufacturing Industry Partnership.

With no questions, comments, additions, corrections or discussion, the consent agenda passed as presented.

CEO Earl Buford provided a short update including:

- A proposal to enter into a \$40,000 contract with Robert Half to conduct an Executive Search for a new COO.
- Awarding a \$23,500 contract to Pipitone Group for creative services to support Industry Partnerships.
- Awarding a \$166,000 contract with the Builders Guild for the Intro to the Construction Trades pre-apprenticeship training program.
- Awarding a \$90,000 contract with Jewish Family and Community Services for dislocated worker services.

The Board discussed issuing an RFP for Executive Search services and declined to put the contract decision to vote. Mr. Buford intended to notify Robert Half of the Board's decision and issue an RFP in early January and following P4W's procurement policies and procures.

P4W released an RFP in October 2019 for creative services to support Industry Partnerships. In addition to brochures and takeaways, P4W requested communications support for a tagline, social media, infographics, and other outreach materials. Five firms submitted proposals which were scored by a team of staff, Board members, and IP consultants. The three highest-scoring firms were asked to produce a mockup of a one-pager which was scored separately. Based on overall scoring, P4W recommended contracting with Pipitone Group for these services.

On a motion by Dave Coplan, seconded by Dr. Nancy Washington, the Board approved a \$23,500 contract with Pipitone Group for creative services to support IPs. Marc Cherna abstained.

A contract with the Builders Guild supports Intro to the Construction Trades (I2T) pre-apprenticeship training with guaranteed placement into an apprenticeship or the laborers. This signature program of the Construction Industry Partnership was discussed at length at previous P4W Board meetings.

On a motion by Dr. Nancy Washington, seconded by Cat McLaughlin, the Board approved a \$166,000 contract to the Builders Guild to support the Intro to the Trades pre-apprenticeship training program. There were no abstentions.

In November 2019, Partner4Work issued an RFP for National Dislocated Worker Grant (NDWG) services. The NDWG RFP was the second RFP under the program; the first RFP did not result in a contract. The goal was to identify a provider with a proven track record in serving dislocated workers not served by the PA CareerLink system. The period of performance is expected to be January 2, 2020, through September 30, 2020.

In response to the NDWG Career Services RFP, P4W received four proposals. Proposals totaled \$360,000 in requests;

\$90,000 is available. Each NDWG proposal was scored by a review committee. Based on the scores of the review committee, P4W recommended awarding a \$90,000 contract to Jewish Family and Community Services.

On a motion by Dr. Nancy Washington, seconded by Majestic Lane, the Board approved a \$90,000 contract with JFCS for dislocated worker services. There were no abstentions.

Overview of Signature Programs

Lower Hill Redevelopment, First-Source Clearinghouse Model

Mr. Kevin Acklin, Board nominee and Senior Vice President and Chief Counsel of the Pittsburgh Penguins, presented plans to redevelop the former site of the Civic Arena, a potential \$1 billion mixed-use redevelopment intended to revitalize the Lower Hill and the commitment of the development team and owners on the *Lower Hill Redevelopment Community Collaboration and Implementation Plan (CCIP) dated September 11, 2014*. Among other things, Mr. Acklin discussed the role of developers (BPG), the Trades, P4W, and other community-based agencies to provide pathways to union and non-union jobs, construction and end-use opportunities, MWBE opportunities, and others.

As a part of a first-source hiring model proposed to the Pittsburgh Pens, P4W will be the clearinghouse for individuals entering Intro to the Trades, the preferred training program pre-apprenticeship for union construction jobs on the 28 acres, end-use jobs, such as security or hospitality positions typically with the SEIU, and data collection and reporting of individuals in the system from the Hill District. A proposal outlining P4W's role as the workforce clearinghouse is with the Pens for consideration. Also, P4W, Literacy Pittsburgh, SEIU, and the Builders Guild are working on a strategy to help individuals prepare for entrance tests or for other end-use opportunities.

BankWork\$ and Early Childhood Education

Partner4Work staff offered a brief update on BankWork\$, the signature training program of the Financial Services Industry Partnership.

BankWork\$, the training for entry-level positions in the banks, is conducted at the Energy Innovation Center and launched in October with 20 students in the first class, 19 of whom completed the program in November. Of them, many received several job offers with banks including PNC, First Commonwealth, Dollar Bank, and others. Additional information would be shared with the Board as final placements are confirmed or additional supports are necessary for students to be placed. The next cohort is expected to begin in late January.

Michelle Figlar of Heinz Endowments offers an overview of the Early Childhood Education (ECE) pre-apprenticeship program launch in conjunction with Trying Together, Literacy Pittsburgh, and higher education and with support from the Kellogg Foundation. The program is intended to expand access to quality child care in the community as well as build the pathway for workers to advance to in their career by potentially training to be educators.

Telling our story with the Pipitone Group

With time running short, Shari Holderman, senior account supervisor with the Pipitone Group, provided a quick update on the initial work of the agency to support the Board's objectives around communicating the value of Industry Partnerships. Among other things, Ms. Holderman detailed audience, goals, literature and a concept infographic to illustrate the value proposition to businesses.

The board's feedback included the need for a short, yet powerful, tagline – such as Pipitone's tagline of *"InteGREAT thinking."* More information will be available to the Board as the work progresses.

Other Board discussion

None

Public comment

There was no public comment.

On a motion by Dave Coplan, seconded by Joe Belechak, the meeting adjourned at 4:45 p.m.

Earl Buford
Chief Executive Officer

Matt Aelmore
Program Evaluation
Manager

Jack Bailey
Database Specialist

Crystaline Barger
Manager of Youth
Work Experience

Mayada Christiansen
Director of Youth
Programs

David Conway
Apprenticeship
Manager

Dillon Corbridge
Data Coordinator

John Crowe
Program Coordinator,
EARN Work Ready

Kayleigh Del Cotto
Learn & Earn Manager

Ryan Dodson
Junior Accountant

Bonnie Evans
PULSE Fellow

Carolyn Ford
Contract Administrator

Nancy Frederick
Assistant Grants Manager

Julia Gagosian
Youth Program Coordinatior

Markie Harrison
Youth Program Coordinator

Jasmine Herrera
Executive Assistant

Raihan Izimbetova
TANF Program Manager

Nic Jaramillo
Operations Manager

Katrina Kadisevskis
Program Coordinator of
Special Initiatives

Dylan Knutson
Manager of Strategic
Initiatives

Kristin Kramer
Senior Director of
Fiscal

Erin Kucic
Program Manager,
Adult Workforce Services

Edgar Largaespada
Industry Partnership
Manager

Sophia Leissa
PULSE Fellow

Markese Long
Community Relations
Manager

Susie Puskar
Chief Program Officer

Kristine Masta
Director of Development

Cory Matz
IT Specialist.

Kelly McGuire
Communications Coordinator

Jesse McLean
Youth Programs Manager

Jack Mills
Chief Strategy and Innovation
Officer

Priscilla Montoya
Compliance Specialist

Dillon Moore
Director of Policy

Franklin Mosley
Receptionist

Sarah Owen
Grant Writer

Jen Pajewski
Senior Director of Special Relations

Susie Puskar
Chief Operating Officer

Kris Roper
Accounting Supervisor

Katy Rittle
Director of Workforce
Innovation

Jonathan Ross
Compliance Specialist

Andy Smith
Director of Adult Workforce
Programs

Katrina Steinley
Business Intelligence Analyst

Sandy Stuhlfire
Financial Consultant

Tony Townsend
Industry Partnership Developer

Rebecca Varo
Compliance Specialist

Sharon Watkins
MUS Compliance Manager

Wendy Weiskircher
Human Resource Manager

Spencer Witt
Accounting Clerk

Eva Wright
Grants Management Specialist

PA CAREERLINK® PITTSBURGH/ALLEGHENY COUNTY SYSTEM

COMPREHENSIVE
CENTERS

Allegheny East

2040 Ardmore
Boulevard
Pittsburgh, PA 15221
412-436-2225
TTY 412-271-4217

Downtown Pittsburgh

Wood Street
Commons
301 Wood Street
Pittsburgh, PA 15222
412-552-7100
TTY 412-552-7044

REGIONAL CENTERS

Alle-Kiski

1150 5th Avenue,
Suite 200
New Kensington, PA
15068
724-334-8600
TTY 724-334-8713

Mon Valley Regional

570 Galiffa Drive
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Partner4Work, formerly 3 Rivers Workforce Investment Board, leads the development, integration and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Mission

Lead the development, integration, and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Vision

We will be a community leader, an innovator, a strong partner, inclusive, a bridge builder between human services and workforce development systems, a model workplace.

Values

We will lead with integrity; treat individuals respectfully and support all individuals in their quest for meaningful employment; be inclusive in recognizing diversity; be excellent stewards of public resources; respect employers' diverse talent needs.

Partner4Work

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Equal Opportunity Employer

Auxiliary aids and services are available upon request. Reasonable accommodations can be made when requested in advance. Please call (412) 552-7090 or email info@partner4work.org with your request.