

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work

Executive Committee

8:30-10 a.m. September 16, 2022

Via Zoom: <https://us02web.zoom.us/j/87392725796?pwd=ZitmQkNkWGtGOGxUdzJ5OGd6eU5qdz09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- **Accept** Minutes from June 10, 2022
- **Accept** all funds since the last Executive Committee meeting
 - Learn & Earn County \$700,000
 - Learn & Earn City \$1,500,000
 - The Pittsburgh Foundation for Learn & Earn \$100,000
 - Jefferson Regional \$90,000
 - CareerWork\$ \$30,000
 - Bank of America \$65,000

- **Approve** contracts

Pathways Home

Center for Employment Opportunities \$172,800

Title I, Adult & Dislocated Worker, CareerLink

Dynamic Workforce Solutions \$1,825,000

Industry Recognized Training Programs

Parkway West Career & Tech Center \$13,200

Forbes Road Center for Career & Tech Education \$13,200

Steel Center for Career & Tech Education \$13,200

McKeesport Area School District \$13,200

A. W. Beattie \$13,200

3. **Committee/Staff Reports**

- **Audit and Finance** *Steve Massaro, Treasurer, and Kristin Kramer, Chief Financial Officer*
Fourth quarter financials dashboard review
- **Policy and Research** *Susie Puskar, Chief Policy and Research Officer*
- **Programs** *Dr. Carl Wesley, Chief Program and Innovation Officer*

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 June 10, 2022 Via Zoom

Attending: Caplan, Dalton, Ellsworth, Malone, Massaro
Staff: Cherry, Kramer, Pajewski, Puskar, Wesley
Guests: Jennifer Nestor, Labor & Industry

Chairman Malone called the meeting to order at 8:32 a.m., announced a quorum present, and welcomed Dr. Carl Wesley, chief program and innovation officer.

General Business – Consent Agenda

ACTION:

- **Accept** Minutes from March 11, 2022
- **Accept** all funds since the last Executive Committee meeting
 - \$265,000 from Eden Hall to support P4W’s research and policy department
 - \$125,000 from JP Morgan Chase to support Learn & Earn
 - \$8,000 from Citizens Bank to support Learn & Earn
 - \$50,000 from Highmark to support Learn & Earn (\$45,000 general; \$5,000 corporate)

- **Approve** contracts
 - Healthcare Industry Partnership
 - DB Grant Associates \$135,000
 - The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions \$150,000

 - K-12 Career Exploration
 - Imani Christian Academy \$15,000

 - Career Services Expansion
 - Chartiers Community Mental Health \$25,000
 - Monroeville Public Library \$25,000

 - Learn & Earn 2022 Providers
 - Allegheny County; Braddock Youth Project \$61,244
 - Auberle \$210,750
 - Bloomfield-Garfield Corp \$252,900
 - Boys & Girls Club of Western PA \$224,800
 - Center that CARES \$112,400
 - Communities in Schools, Pittsburgh - Allegheny County \$140,500
 - Community Empowerment Association \$98,350
 - Equus Workforce Solutions \$140,500
 - Goodwill of Southwestern PA \$365,300
 - Homewood Children's Village \$351,250
 - Jewish Family & Community Services \$140,500
 - Legacy Arts Project \$154,550
 - Neighborhood Learning Alliance \$421,500
 - Phase 4 Learning Center \$421,500
 - Pittsburgh Public Schools \$70,250

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

● Student Conservation Association	\$112,400
● The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions	\$70,250
● Western Penn Hills Community Action	\$70,250
● Youth Enrichment Services	\$238,850
● YouthPlaces	\$42,150
▪ Transitional Jobs	
● Landforce	\$84,679
▪ Contract Addendums	
● Phase 4 Learning Center, Inc.	\$1,993,537 increase
● Shift Collaborative	\$69,850 increase

PY22 Contracts

PY22 EARN/Work Ready

● EARN	Educational Data Sysems, Inc.	\$1,200,000
● EARN	DB Grant Associates	\$1,900,000
● EARN/Work Ready	Literacy Pittsburgh	\$80,000
● EARN	Goodwill of Southwestern PA	\$650,000
● Work Ready	Educational Data Sysems, Inc.	\$495,000
● Work Ready	Grant Associates	\$500,000
● Work Ready	Goodwill of Southwestern PA	\$200,000
● Work Ready	Travelers Aid Society of Pittsburgh	\$100,000
● EARN	Travelers Aid Society of Pittsburgh	\$150,000

Industry-Recognized Training Providers

● Builders Guild of Western PA	\$256,074
● Community Kitchen Pittsburgh	\$100,000
● Swanco, Inc. dba All-State Career School	\$150,000
● Tech Elevator	\$100,750
● UPMC Center for High-Value Health Care	\$301,573

WIOA Title I Adult/Dislocated Worker

● Dynamic Workforce Solutions	\$1,675,000
● DB Grant Associates, Inc.	\$1,625,000
● Jewish Family & Community Services	\$120,000

WIOA and TANF Youth

● WIOA	Equus Workforce Soutlions	\$250,000
● TANF	Jewish Family and Community Services	\$89,000

Clean energy

● Pittsburgh Gateways Corporation	\$212,007
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On a motion by Deb Caplan, seconded by Steve Massaro, the consent agenda was approved as presented. There were no objections or abstentions.

Committee Reports

Audit and Finance

Steve Massaro, Treasurer, and Kristin Kramer, CFO

Mr. Massaro and Ms. Kramer reviewed the budget as presented in the committee packet.

On a motion by Laura Ellsworth, seconded by Steve Massaro, the committee recommended forwarding the 2022-2023 budget to the full board for approval. There were no objections or abstentions.

Governance

Debra Caplan, Chair

Ms. Caplan provided the group with an overview of P4W's "high-risk" status for compliance as a result of turnover in key positions, the amount of funding received, and the number of repeat findings in a specified time period. This designation results in more frequent and more rigorous audits and evaluations, particularly of programmatic, fiscal, and governance compliance. In the first quarter of 2022, P4W already has received four requests for significant documentation, tools, responses, corrective action plans, and other materials for review and evaluation.

She reiterated the Board's commitment to achieving clean monitoring reports and thanked members for completing Statement of Financial Interest documents prior to the May 1, 2022, deadline.

Policy and Research

Chief Policy and Research Officer Susie Puskar reviewed the draft policy revisions included in the committee packet.

On a motion by Deb Caplan, seconded by Steve Massaro, the revised Individual Training Account, Eligible Training Provider, and Priority of Service policies and the new Complaint/Grievance policy were approved. There were no objections or abstentions.

CEO's report

Robert Cherry

Mr. Cherry's reported on the following:

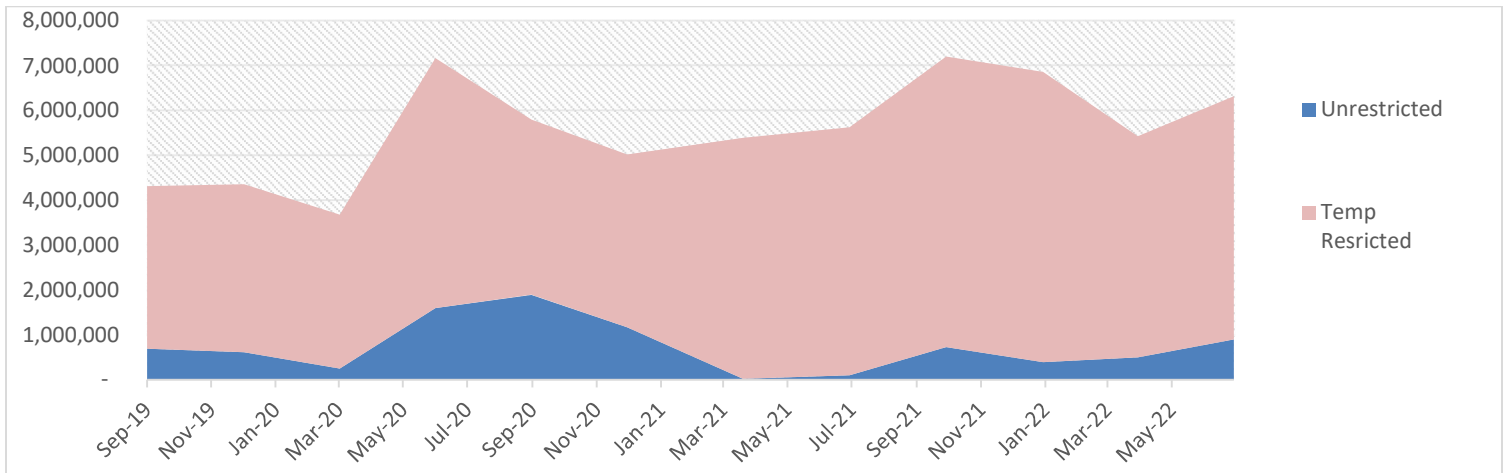
- Staff restructure
- Strategic planning RFQ
- The policy agenda setting meeting on 6/25
- Board video updates
- Discussions with the Mayor's office

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 9:25 a.m. There were no objections or abstentions.

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$5,418,311

Unrestricted \$897,800

Total Cash \$6,316,111

Line of Credit *secured by Money Market*

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$58,885

Prepaid Insurance \$711

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$128,822

Liabilities

A/P \$5,689,532 (\$5,626,153 due to subrecipients)

PA Unclaimed Property \$0

Accrued Vacation \$82,529

Deferred Rent \$22,425

A/R Clean Up \$128,927

Equity

Unrestricted Net Assets \$898,489

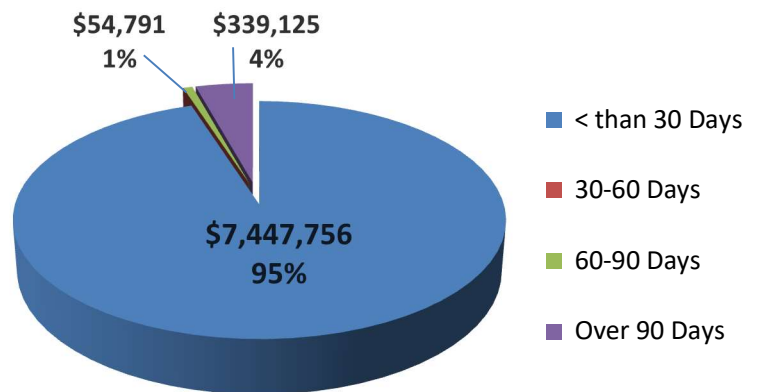
Temp Restricted Net Assets \$7,888,245**

Net Income (\$323,149)

**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

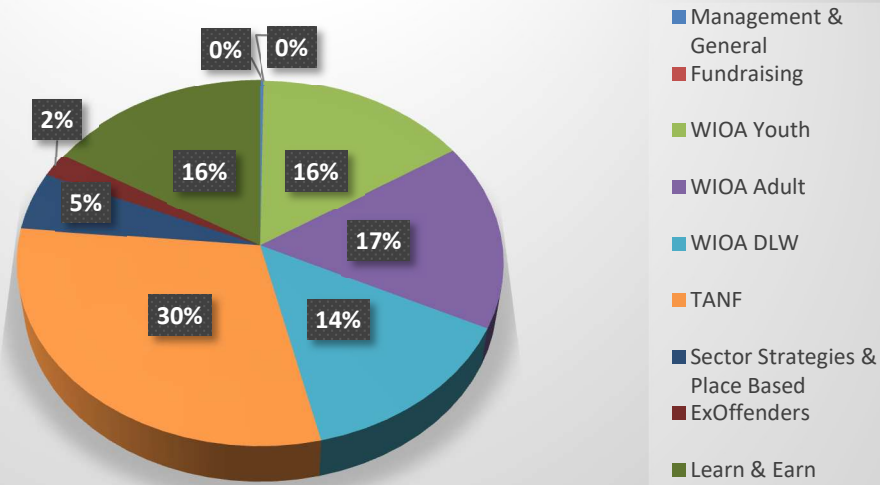
Partner4Work Accounts Receivable \$7,841,672



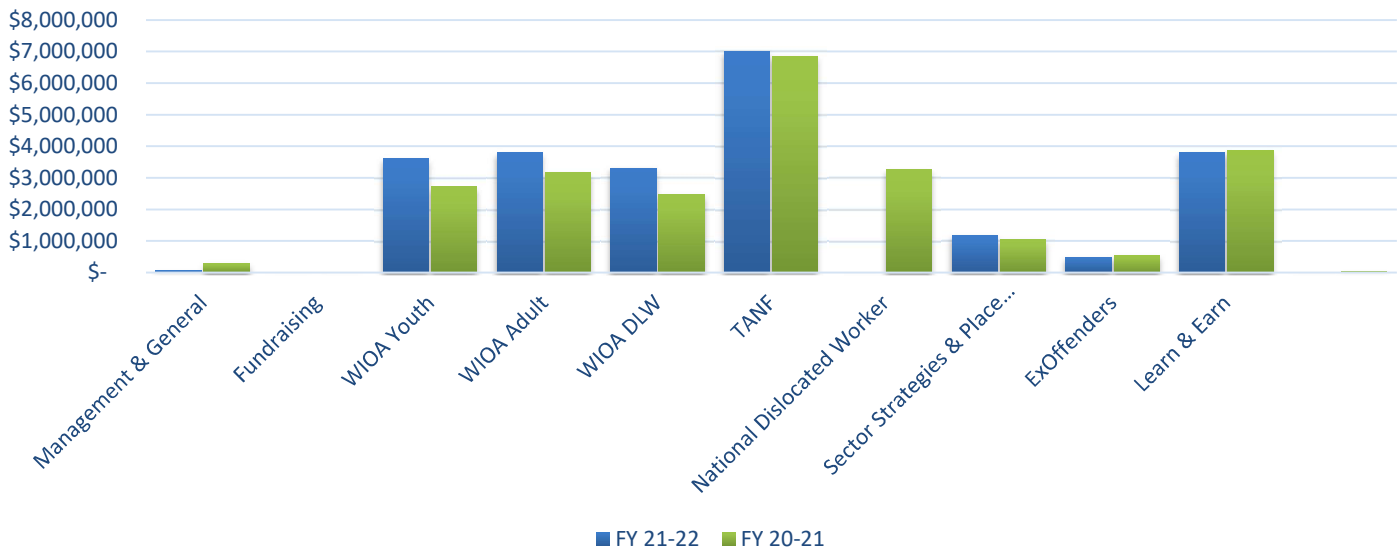
Items over 90+ days: Allegheny County Department of Economic Development \$339,125

Expense section

Total Partner4Work Expenditures \$23,256,639



Expense Comparison FY 21-22 vs. 20-21



Comments

- WIOA Youth is \$892K above prior year. The impact we saw during COVID reduced spending in prior year across the board and this year we see an uptick from providers in spending trends.
- WIOA Adult is \$654K above prior year and WIOA Dislocated Worker is \$797K above prior year. We have added additional Industry Recognized Training Program (IRTP) contracts to enhance our training portfolio. Additionally, we have increased our level of outreach and communications to job seekers in order to drive enrollment levels. Our WIOA dislocated worker programs also increased due the national dislocated worker program ending in prior year.
- TANF funding is \$167K more than last year. EARN and WR providers spent more money this year vs. prior year. Again, COVID reduced spending in prior year.
- National Dislocated worker is \$3.2M below prior year. The program ended March 31, 2021.

Project Management *September 2022*

Driving Process Improvements

01

This quarter, the Project Management Office (PMO) has built and is implementing templates for project planning, timelines, RACI, lessons learned, and more.

Since April 2022, three Project Managers have onboarded at Partner4Work, building out a PMO to advance our work more quickly.

Freeing up Resources

02

Project Managers have been assigned to 15 new projects internally, ranging from facilitating the signing of the PA CareerLink MOU to launching a new project serving the South Hills neighborhoods in Allegheny County. The work of the PMs has allowed Program Team staff to focus on their subject matter expertise rather than process.

Creating Alignment

03

PMs are managing projects connecting school districts with Partner4Work resources and labor market information, facilitating conversations about co-location of services, and building new training and service options in underserved geographies to connect people in need of jobs with businesses in need of talent.

Building Systems

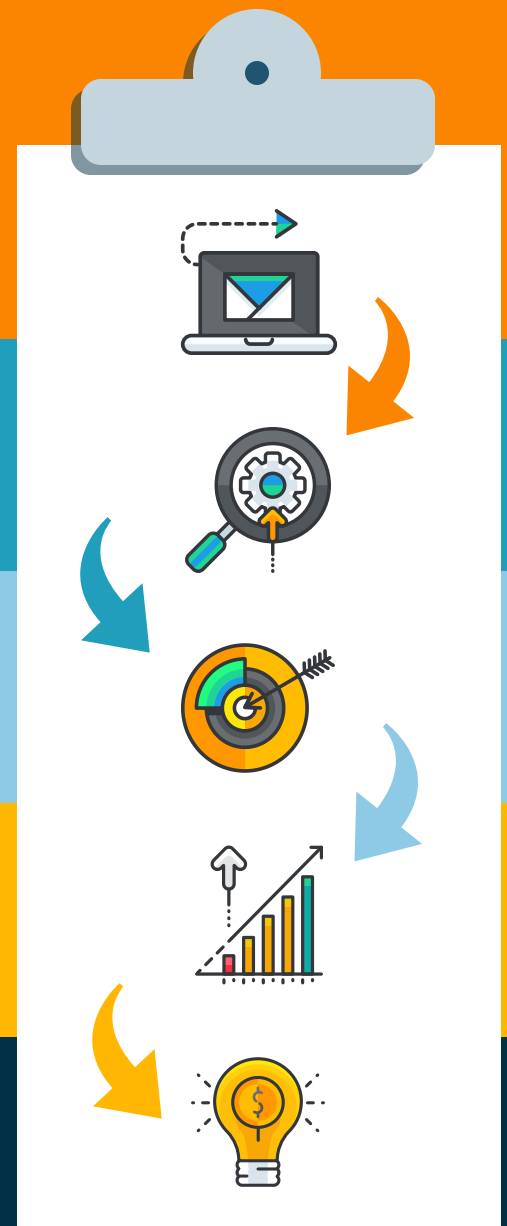
04

The PMO is helping to map the system of workforce development in Allegheny County to get a better sense of how foundation dollars are supporting workforce development, driving conversations about placing Career and Tech Ed students with local employers, and facilitating geographic-specific conversations about better workforce development services.

Piloting New Solutions

05

In the past quarter, Partner4Work has launched a program for on-the-job training for Medical Assistants, advanced a registered apprenticeship effort, and facilitated a pilot between Pittsburgh Public Schools Career and Technical Education and Allegheny Health Network to employ PPS students. Project Managers helped keep these pilots moving forward.




Policy and
Research
Department