

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work

Executive Committee

8:30 to 10 a.m. September 13, 2024

Via Zoom: <https://us02web.zoom.us/j/85957383278?pwd=YIR1eWRhRGplQzR6c3VMQjR6VFdWQT09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- o **Approve** minutes from the June 14, 2024, Executive Committee
- o **Accept** all funds since the last Executive Committee meeting
 - \$15,000 National Skills Coalition
 - \$15,500 Sustainable Pittsburgh
 - \$45,000 Citizens Bank for BankWork\$
 - \$10,000 Dewalt Grow the Trades
 - Corporate Learn & Earn Contributions:*
 - \$10,000 UPMC Corporate Learn & Earn
 - \$5,000 Jones Day Corporate Learn & Earn
 - \$5,000 Power Recovery Corporate Learn & Earn
 - \$5,000 Pittsburgh Penguins Corporate Learn & Earn
 - \$5,000 Pittsburgh Pirates Corporate Learn & Earn
 - \$5,000 David L Lawrence Convention Center Corporate Learn & Earn
 - \$5,000 Levy Restaurants Corporate Learn & Earn
 - \$5,000 Sports & Exhibition Authority Corporate Learn & Earn
 -
- o **Approve** contracts
 - Learn & Earn**
 - Allegheny County DHS \$42,815
 - Neighborhood Learning Alliance \$36,000
 - Building Pathways to Infrastructure**
 - Green Building Alliance \$25,000
 - FortyX80 Inc \$48,105
 - ARC**
 - Dynamic Workforce Solutions \$5,586
 - Hillman**
 - A1 Resources, LLC \$52,500
 - Keen360 \$197,150
 - National Fund Workforce Solutions \$17,000
 - Youth State Re-Entry**
 - All State Career School \$18,750
 - Landforce \$20,480
 - Phase 4 Learning Center \$25,000
 - Build Back Better**
 - Near Earth Autonomy, Inc \$68,000
 - Eos Energy Enterprises, Inc. \$70,756

PARTNER WORK

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- Advanced Construction Robotics \$20,000

Management & General

- Event Horizon Ventures LLC \$40,000
- Melissa Seldin Consulting \$28,500

Industry Partnerships

- Diversity Way-Maker Consulting LLC \$40,000
- Trying Together \$25,000
- Building Performance Architecture \$10,000

3. Committee Reports

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

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

4. Policy Updates

Susie Puskar

5. CEO's report

Robert Cherry

6. Other Business

7. Open Forum and Public Comment

Speakers are limited to three (3) minutes

8. Adjournment

Executive Committee Minutes from June 14, 2024

Attending: Caplan, Ellsworth, Malone, Massaro

Absent: Belechak, Dalton, Kelly, McLaughlin, Wheatley

Staff: Cherry, Kramer, Kreit, Pajewski, Puskar, Wesley

The meeting was called to order at 8:40 a.m.

Consent Agenda

There was not a quorum present. It was decided that the consent agenda would move to the full board meeting on June 28, 2024.

Financial Report and Dashboard Review

Kristin Kramer presented the budget for 2024-2025 and dashboard report. Partner4Work is in a strong cash position moving into the next program year, projecting a slight increase in overall budget.

Youth and Learn & Earn Updates

Debra Caplan reported on full youth program contracting and Learn & Earn. Six WIOA Youth providers and 12 TANF Youth providers are recommended to receive contracts beginning July 1, 2024. These providers are all current providers being recommended for extension. Learn & Earn is off to a great start. As in the past two years, youth are being paid more than minimum wage. While for two summers this shift was supported with additional carry over funding, the budget in 2024 will require a reduction in the number of youth employed. A full report on the program will be available at the September meeting.

Program Optimization Updates

Carl Wesley discussed the recently closed Industry Recognized Training Program procurement. Eighteen proposals were received in industries including construction, financial services, healthcare, IT, and others. Ten proposals are recommended for funding beginning on July 1, 2024.

Policy Updates

Susie Puskar shared policy updates recommended for approval to improve supportive service accessibility, revise language in eligibility policies to align with new State guidance, create vouchers for TANF recipients for training, and create a new firewall policy for the One-Stop Operator. The firewall policy is required as the same organization (Equus) plays the role of One-Stop Operator and service delivery provider.

CEO Update

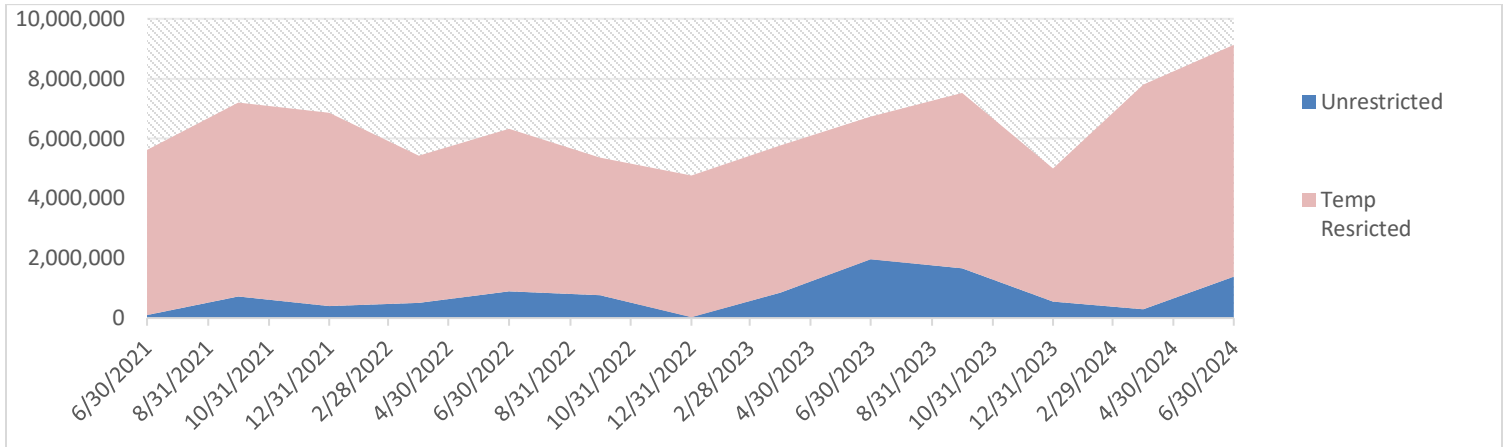
Rob Cherry outlined Partner4Work's expanding role through state and national leadership appointments and presentations. He also discussed shifts in the local labor market and the closing of Triangle Tech and Pittsburgh Technical College.

There was no public comment.

The meeting adjourned at 9:43 a.m. The Committee adjourned to an executive session to discuss a personnel matter.

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$7,746,826
Unrestricted \$1,382,968

Total Cash \$9,129,794

Line of Credit secured by Money

Market
\$0 of \$500,000

Other Current

Assets

Prepaid Expenses \$23,320
Prepaid Insurance \$9,118
Security Deposit \$6,067
Fixed Assets Net of Depreciation \$103,381
Right of Use Asset – Operating Lease \$1,643,936
Right of Use Asset – Finance Lease \$0

Liabilities

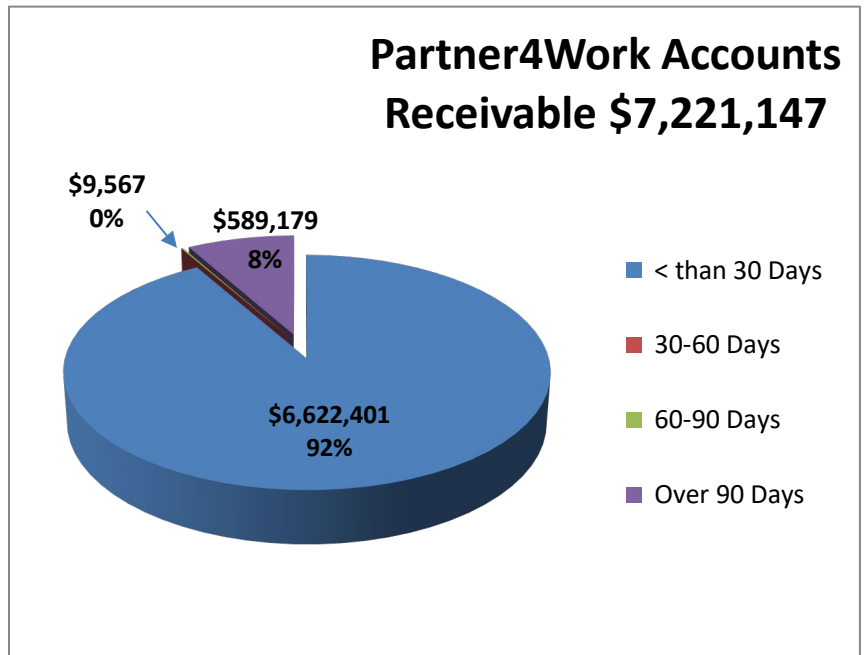
A/P \$5,199,351 (\$4,680,242 due to subrecipients)
Accrued Vacation/Payroll \$110,338
A/R Clean Up \$0
Accrued Contract Liability \$27,643
Right of Use Liability – Operating Lease (current & long term) \$1,695,505
Right of Use Liability – Finance Lease (current & long term) \$0

Equity

Unrestricted Net Assets \$857,034
Temp Restricted Net Assets \$7,164,336**
Net Income \$3,112,129

**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

Partner4Work Accounts Receivable \$7,221,147

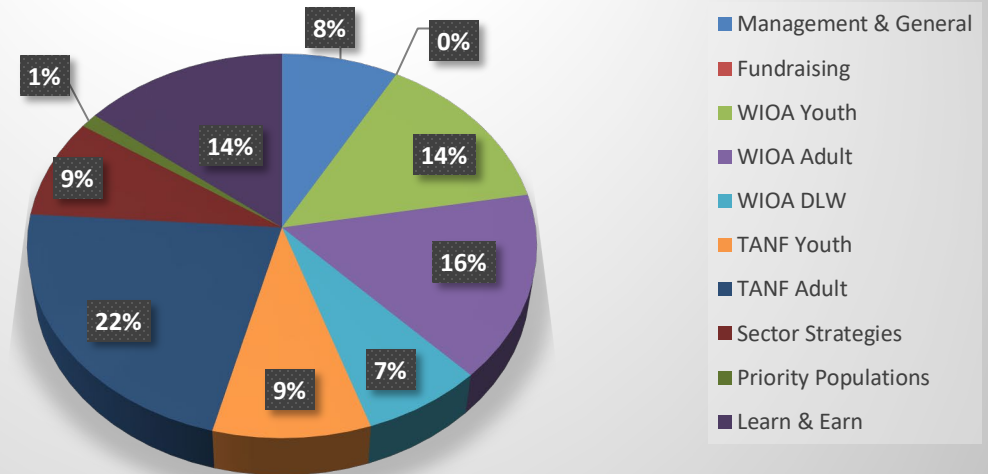


Items over 90+ days: Midwest Urban Strategies \$40,210; Dept of Health & Human services \$548,969*
*marked as paid

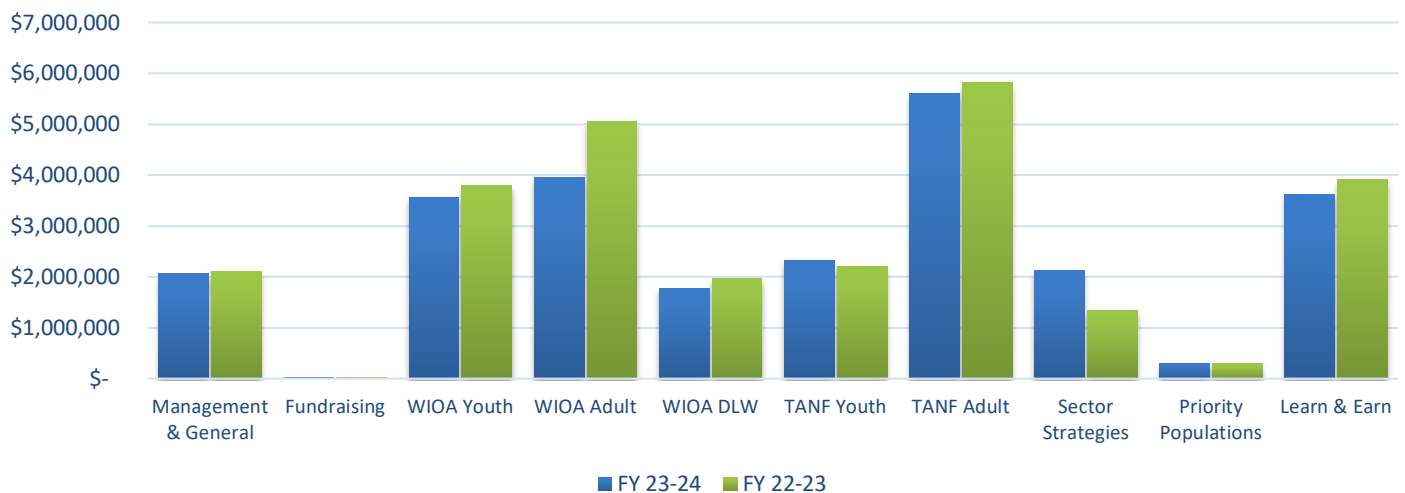
Dashboard Report Continued

Expense section

Total Partner4Work Expenditures \$25,328,944



Expense Comparison FY 23-24 vs. 22-23



Comments

- Management & General down \$46K from the previous year due to decreases in Communications, Contracted Service, Fiscal, and Supplies.
- WIOA Youth is below last year by \$232K. This is related to direct program expenses and salary, wages & benefits.
- WIOA adult program is \$1.1M below the prior year attributed to having one main title I provider this year versus two last year. We also had a Near Completer's program that added to WIOA adult expenses that ended in the prior year.
- WIOA dislocated worker program is \$188K below prior year. Similar to WIOA adult, we have only one main title I provider this year versus two last year. The decrease is related to direct provider expenses.
- TANF Adult is \$217K below the prior year due to reduced direct service expenses. There have been more individuals with language needs being served at the end of last year and beginning of this year.
- Sector Strategies are \$781K above the prior year, driven by increased direct program expenses, salaries & wages, and contracted services. 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.

**Partner4Work Policy Changes for Board Approval
September 2024**

To ensure alignment with WIOA and additional state and federal requirements, Partner4Work must develop program policies that guide how P4W-funded Adult, Dislocated Worker, and Youth services are delivered in Pittsburgh and Allegheny County. In addition, fiscal and administrative policies, as well as programmatic policies, must be voted on and approved by the Partner4Work Board of Directors prior to local implementation. Partner4Work has drafted the following for approval from the Board:

Policy	Updates
TANF EARN & Work Ready Vehicle Purchase Pilot Policy	<p>Policy Purpose: Partner4Work aims to implement a Vehicle Purchase Pilot to support Temporary Assistance for Needy Families (TANF) and Extended TANF (ETANF) Employment and Advancement Retention Network (EARN) and Work Ready program participants in obtaining reliable transportation, thereby enhancing their employment prospects and overall economic stability. This policy outlines the framework, eligibility criteria, and responsibilities associated with the pilot program.</p> <p>Recommended Changes for Board Approval (September 2024): New Policy</p>
Opioid Dislocated Worker Grant (DWG) Supportive Services Policy	<p>Policy Purpose: The purpose of this policy is to articulate how supportive service dollars are permitted to be provided to participants of the Opioid DWG program.</p> <p>Recommended Changes for Board Approval (September 2024): Partner4Work recommends the following adaptations be made to the WIOA-funded supportive service policy in order to serve Opioid DWG participants:</p> <ul style="list-style-type: none"> ● Remove any references to “WIOA” and replace with “Opioid DWG”. ● Remove CWDS service codes for WIOA supportive service categories.
Opioid Dislocated Worker Grant (DWG) Individual Training Account (ITA) Policy	<p>Policy Purpose: Partner4Work has adopted the following policy with respect to the use of Individual Training Accounts (ITAs) funded through Opioid Dislocated Workers Grant allocations.</p> <p>Recommended Changes for Board Approval (September 2024): Partner4Work recommends the following adaptations be made to the WIOA-funded ITA policy in order to serve Opioid DWG participants:</p> <ul style="list-style-type: none"> ● Remove any references to “WIOA” and replace with “Opioid DWG”. ● Remove language surrounding the funding availability for CDL programs. ● Add a section entitled “Trainings Covered by ITAs” to highlight the specific training programs allowable under the Opioid DWG program.
Opioid Dislocated Worker Grant (DWG) On-the-Job Training (OJT) Policy	<p>Policy Purpose: The purpose of this policy is to articulate how On-the-Job (OJT) training funds are to be administered in Pittsburgh and Allegheny County under the Opioid DWG Disaster Grant.</p> <p>Recommended Changes for Board Approval (September 2024): Partner4Work recommends the following adaptations be made to the WIOA-funded ITA policy in order to serve Opioid DWG participants:</p> <ul style="list-style-type: none"> ● Remove any references to “WIOA” and replace with “Opioid DWG”.