

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

**Partner4Work**  
**Executive Committee**  
**8:30-10 a.m. September 3, 2021**  
**Via Zoom**

1. **Welcome and roll call**

*David Malone, Chair*

2. **General Business – Consent Agenda**

**ACTION:**

- **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 (PAEL)**

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

**UPMC Pathways**

Dynamic Workforce Solutions                                      \$40,000

**MOUs**

Career Services Expansion (PAEL)  
Goodwill of Southwest PA  
Wilksburg Family Support Center  
Focus on Renewal

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Auberle  
Allegheny Valley Association of Churches  
Lower Hill Redevelopment First Source Center  
Urban League of Greater Pittsburgh

### 3. Committee Reports

- **Finance and Personnel**

- *Fourth Quarter Financials*
- *Communications and HR*

*Kristin Kramer, CFO; Jen Pajewski, CoS*

- **Programs**

- *Learn & Earn*
- *WIOA Outcomes*

*Susie Puskar, CPO*

### 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 March 12, 2021

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

**Staff:** Buford, Kramer, 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

- **Approve** Minutes from November 30, 2020
- **Accept** \$205,000 in funding received since the last Full Board meeting
- **Approve** Learn & Earn Application Support Center Contracts for between \$2,000 and \$8,00 each (\*denotes new ASC)
  - Acculturation for Justice, Access, and Peace Outreach (AJAPO)\*
  - Auberle
  - Bloomfield Garfield Corporation
  - Boys and Girls Club of Western PA\*
  - Carnegie Library
  - Focus on Renewal
  - Goodwill
  - Jewish Family and Community Services\*
  - Kingsley Association\*
  - Phase 4
  - Pittsburgh Learning Commons
  - Youth Enrichment Services (YES)
  - Youth Places
- **Approve** Learn & Earn Provider Contracts for as much as \$4,750,000 (\*denotes new Provider)
  - Allegheny County Department of Human Services Braddock Youth Project
  - Auberle
  - Bloomfield Garfield Corporation
  - Boys and Girls Club of Western PA
  - Center that CARES
  - Community Empowerment Association
  - Communities in Schools Pennsylvania Allegheny County (CISPAC)
  - Dynamic Workforce Solutions\*
  - Energy Innovation Center Institute\*
  - Equus
  - Focus on Renewal
  - Goodwill
  - Homewood Children's Village
  - Jewish Family and Community Services
  - Legacy Arts Project
  - Neighborhood Learning Alliance
  - Phase 4 (Corporate and General Provider contracts)
  - Pittsburgh Learning Commons
  - Pittsburgh Public Schools Start on Success
  - Student Conservation Association

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- West Penn Hills Community Action
- Youth Enrichment Services (YES)
- **Approve** Transitional Jobs Contracts
  - Community Kitchen Pittsburgh (\$215,000)
  - Landforce (\$84,679)
- **Approve** training contracts
  - UPMC Center for High Value Health Care (\$72,000)
  - Trying Together (\$16,000)
  - Literacy Pittsburgh (\$7,200)
  - Youth Enrichment Services (\$77,800)
- **Approve** Kristin Kramer as organizational signer on contracts
- **Approve** Jen Pajewski and Susie Puskar as signers on the organizational bank accounts
- **Remove** Earl Buford and Jack Mills as signers on the organizational bank accounts
- **Deobligate** \$35,000 from State re-entry funding

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

## Committee reports

### Finance

Treasurer Steve Massaro provided an overview of the audit ending June 30, 2020, with an unqualified opinion.

**On a motion by David Malone, seconded by Majestic Lane, the committee approved the audit ending June 30, 2020.**

Kristin Kramer, CFO, reviewed the dashboard reports provided in the packet

On a motion by Majestic Lane, seconded by Steve Massaro, the committee unanimously transferred \$500,000 from Pittsburgh WIOA to Dislocated Work.

### Programs

#### Adult programs

CPO Susie Puskar provided two quick updates on adult programs:

- Procurement is open for EARN and Work Ready programs
- CareerLink building connections with the Pittsburgh Food Bank and United Way 211; expecting to reopen to appointment-only services soon.
- Freedom House 2.0 expects to graduate a class in the coming weeks.

#### Youth Programs

Debbie Caplan provided an update on Learn & Earn and Year-Round Youth:

- Learn & Earn application will be accepted beginning March 15.
- L&E funding passed city council and the MOU is with City legal counsel.
- State and Local Internship Program programming would not be released in 2021, which was used to support corporate L&E. The Board will be asked to help fill funding gaps, about \$300,000.
- Second-year extensions have been recommended for five WIOA youth providers and nine TANF providers.
- Youth Advisory recommended not extending contracts with Communities in Schools, Homewood Children's Village, Center that Cares, and Nazareth Prep. The decision was based on performance, program model, and compliance findings.

**On a motion by Deb Caplan, seconded by Steve Massaro, the committee unanimously accepted the recommendations of the youth committee.**

### CEO's Report

CEO Earl Buford offered his final report.

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- The CEO Search Committee has been formed and several applicants have applied. Interviews are expected to begin shortly.
- The local and regional plan was posted for public comment; no public comments were received. A full draft of the plan will be sent prior to the Board meeting. A final plan will be approved in June.
- Strategic planning will commence with the new CEO. A consultant will be identified to assist in the process.
- The executive compensation study is complete; the draft will be reviewed with the committee in April.

**There were no public comments.**

On a motion by Deb Caplan, seconded by Majestic Lane, the Committee adjourned at 9:25 a.m.

## Minutes from June 11, 2021

**Attending:** Dalton, Ellsworth, Lane, Malone

**Staff:** Debra Caplan, Kristin Kramer, Jen Pajewski, Susie Puskar

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

Chairman Malone called the meeting to order at 8:32 a.m. and announced a quorum present. Mr. Malone offered a short update on the CEO search and announced that two finalists had been identified and negotiations were ongoing with an announcement expected in July.

### Consent agenda

- **Acknowledge:** Two Executive Sessions of the Executive Committee to discuss personnel matters (May 25, 2021, and June 7, 2021)
- **Accept** \$925,000 in funding received from Allegheny County.
- **Approve contracts:**

#### Year-round youth

▪ Auberle	\$101,000.00
▪ Auberle	\$105,000.00
▪ Bloomfield-Garfield Corporation	\$161,000.00
▪ City Charter High School	\$46,821.53
▪ Community Empowerment Assoc.	\$106,145.00
▪ Equus	\$314,300.00
▪ Equus	\$62,660.00
▪ Goodwill of Southwest PA	\$170,000.00
▪ Human Service Center Corp	\$498,550.00
▪ Jewish Family & Community Services	\$84,000.00
▪ Neighborhood Learning Alliance	\$271,000.00
▪ Phase 4	\$1,501,000.00
▪ Pittsburgh Public Schools	\$181,889.00
▪ Point Park University	\$169,638.55
▪ Youth Enrichment Services	\$159,400.00

#### BankWork\$

▪ Energy Innovation Center Institute	\$340,000.00
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#### Redesigned Jobs, Resilient Workers

▪ JP Harvey Associates (Third-party evaluation services)	\$20,000.00
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#### CareerLink outreach & communication support

▪ Shift Collaborative LLC	\$24,850.00
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#### EARN

▪ DB Grant Associates, Inc.	\$1,900,000.00
▪ Educational Data Systems, Inc.	\$1,200,000.00
▪ Goodwill of Southwestern PA	\$650,000.00
▪ Literacy Pittsburgh	\$40,000.00

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## WorkReady

▪ DB Grant Associates, Inc.	\$500,000.00
▪ Educational Data Systems, Inc.	\$495,000.00
▪ Goodwill of Southwestern PA	\$200,000.00
▪ Literacy Pittsburgh	\$40,000.00

## Dislocated Worker Program Research & Analysis

▪ Stacy Woodruff	\$20,000.00
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## Pathways Home

▪ Allegheny County (Jail Collaborative)	\$450,000.00
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## Industry-Recognized Training Program (IRTP)

▪ Swanco, Inc. dba All-State Career School	\$150,000.00
▪ Builders Guild of Western PA	\$128,037.00
▪ Tech Elevators	\$100,750.00
▪ UPMC Center for High Valued Health Care	\$235,500.00

## Transportation EARN and Work Ready

▪ Travelers Aid Society of Pittsburgh	\$250,000.00
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## Title I Adult & Dislocated Worker (CareerLink)

▪ Dynamic Workforce Solutions	\$1,762,000.00
▪ DB Grant Associates, Inc.	\$17,000,000.00

## One Stop Operator (CareerLink)

▪ Equus Workforce Solutions	\$482,010.00
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## Title I Adult (Transitional jobs)

▪ Community Kitchen Pittsburgh	\$215,000.00
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## Budget Reduction

▪ Pathways Home, APRI	(\$150,000)
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## Budget Increase

▪ Year-Round Youth, Phase 4	\$100,000
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**With no questions, objections, or abstentions, the consent agenda was accepted as presented.**

## Committee reports

### **Finance**

CFO Kristin Kramer reviewed the budget and the third-quarter financials and dashboard included in the packet.

Budget highlights included:

- Budget is around \$26 million, down from \$29 million due to the ending of the National Dislocated Worker grant.
- WIOA youth, adult, and dislocated worker split.
- TANF down \$860,000.
- Learn & Earn consistent from year-to-year.

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- Salaries and wages increased \$182,000 to include 3 percent increases for staff and the addition of a Chief Strategy Officer should that be the decision of the incoming CEO
- IT down by \$90,000 due to changes in program outcomes and a CRM
- Meeting expenses decreased by \$50,000
- Travel and Conference reduced by \$60,000
- Forty percent of revenue is WIOA; 33 percent is TANF; Learn & Earn is 16 percent

## Highlights of the dashboard report:

- Fixed assets increased due to purchase of high-wall cubes and improvements to the 24<sup>th</sup> floor
- \$300,000 in receivables are over 90 days
- Accounts payable is \$3.1 million, most of which is due to sub-recipients
- Expenses were ahead of the previous year
- About \$400,000 in National Dislocated Worker funds were unspent at the end of March

## Programs

CPO Susie Puskar provided a short update on Learn & Earn:

- Changes in the labor market have provided challenges in L&E recruitment; every eligible youth will be offered a job. The group discussed potentially raising the wages or offer retention bonuses to attract applicants.
- The Learn & Earn Committee will need to plan for next program year
- Career development opportunities can be offered in the fall

## **American Rescue Plan funding:**

Ms. Puskar discussed how planning is underway to support workforce development efforts for employees and employers. P4W will work with the City, County and state. P4W is focused on three buckets: services for young adults, special population programming, multi-employer led training, and retention support. The Committee discussed the various buckets, and the human service supports and training necessary to help individuals go back to work.

## **Policy changes:**

Ms. Puskar reviewed recommended changes to the WIOA/TANF youth eligibility policy based on the TANF manual 21-22; increasing the cap on incentives from \$50 to \$100; and approve the new stipends policy for WIOA and TANF youth.

**On a motion by Erin Dalton, seconded by Majestic Lane, the policy recommendations were approved by unanimous vote.**

## Interim CEO report

Ms. Caplan offered two updates:

- Ready to Work continues to meet regularly to align training and employment opportunities in IT and other industries. The R2W committee will serve as the transition committee for the incoming CEO.
- Local and regional plans were approved by the state and will be officially approved by the Board in late June.

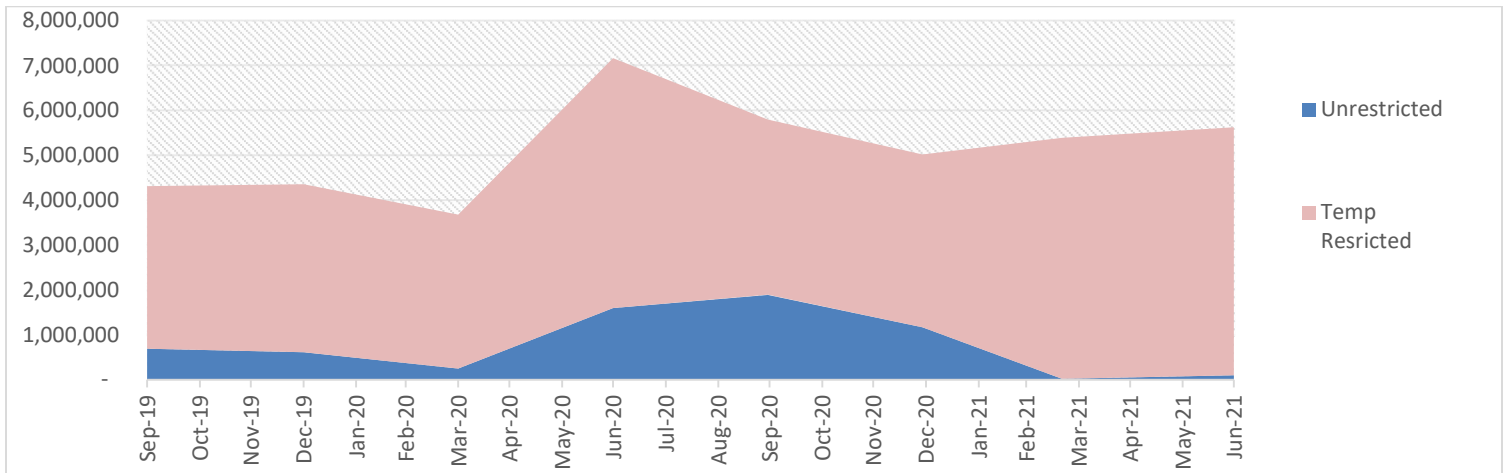
There were no public comments.

The meeting adjourned at 9:38 a.m. for an executive session.



# Dashboard Report

## Cash Flow Unrestricted and Temp Restricted Funds



## Current Assets, Liabilities & Equity

### Cash:

Temp Restricted – \$5,523,781

Unrestricted - \$99,649

*Total Cash - \$5,623,430*

### 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- \$4,370,587 (\$4,217,913 due to subrecipients)

PA Unclaimed Property - \$1,309

Accrued Vacation - \$75,577

Deferred Rent - \$0

Paycheck Protection Program \$0 \*

A/R Clean Up - \$ 128,927

\*We have received full forgiveness

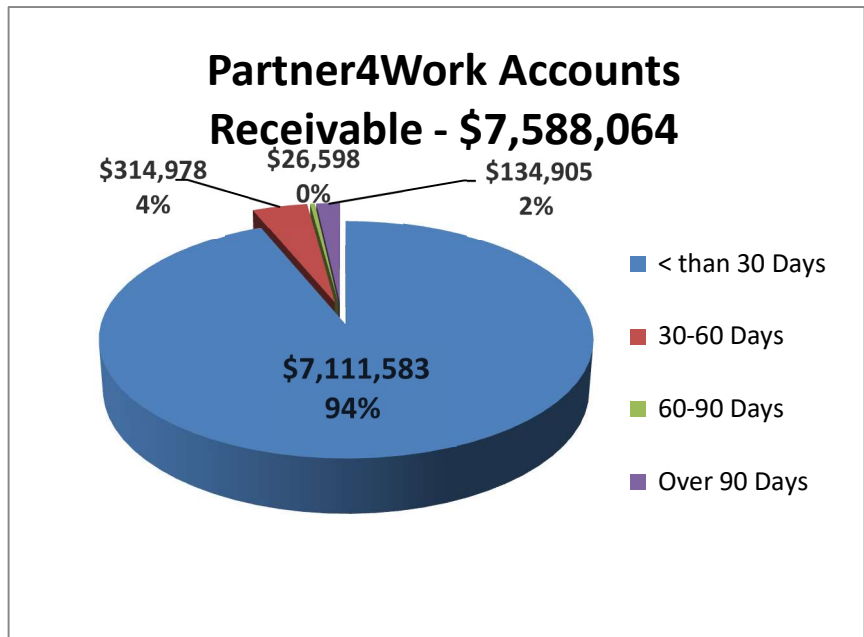
### Equity

Unrestricted Net Assets - \$748,292

Temp Restricted Net Assets- \$7,745,658\*\*

Net Income – \$322,585

\*\*Misc - \$207,701; M&G - \$150,000; Sector Strat.- \$809,849; Place Based Strat - \$83,735; Adult TANF - \$3,587,244; L&E - \$2,872,634 & National /fund - \$34,496. This is reflective of activity through 7/1/2020

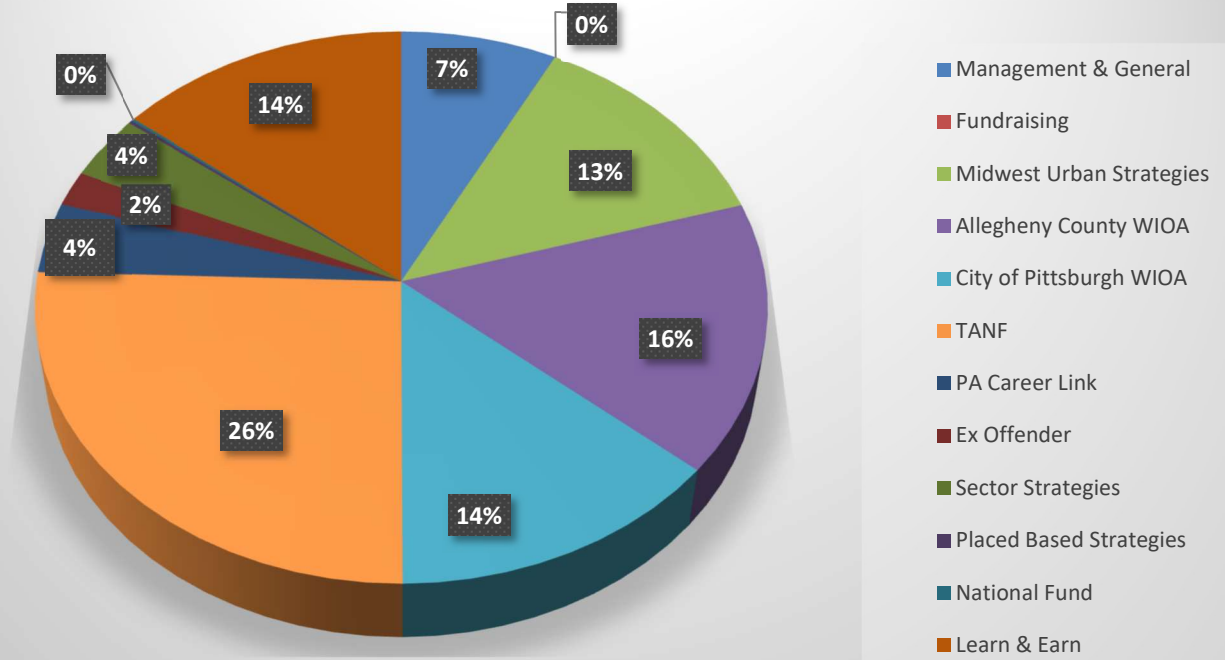


Items over 90+ days: City of Pittsburgh - \$900;

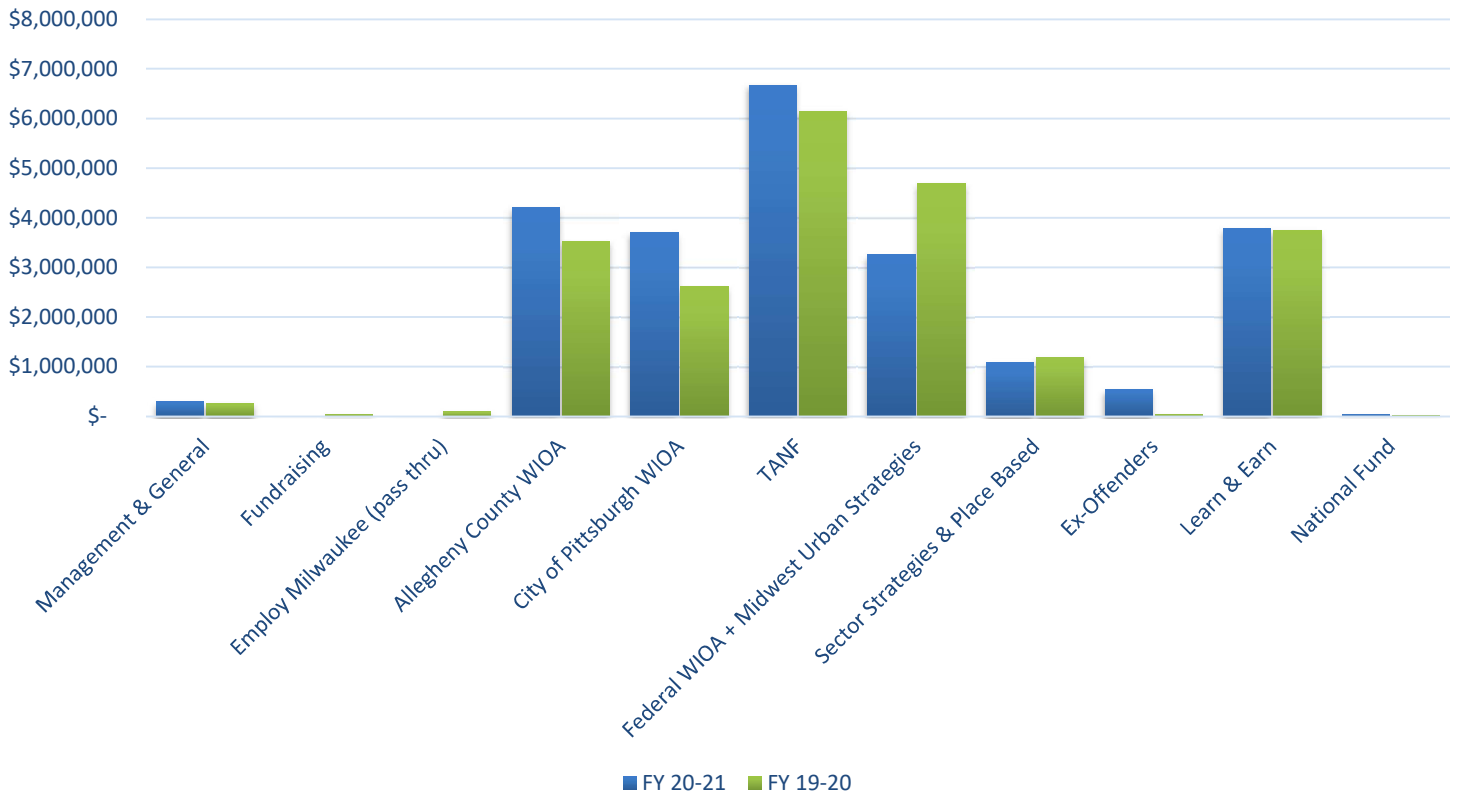
PA CareerLink - \$36,525 ; Employ Milwaukee - \$97,485

**Income and Expenses**

**Total Partner4Work Expenditures - \$24,584,907**



**Expense Comparison FY 20-21 vs. 19-20**



## Comments

-WIOA grants are about \$1.7M above prior year. Program reports that both Title I providers are ahead of this time last year. We are investing more heavily in new industry recognized training opportunities to help people prepare for work when they feel ready to. Youth ISY and OSY are fully enrolled and moving to credentialing and placement. The pandemic also slowed expenditures during the last quarter of PY 19-20. We have not seen a similar pattern this year. Also, with the national dislocated worker grant ending 3/31/21, we were able to shift additional expenditures to WIOA dislocated worker.

-TANF funding is \$528K higher than prior year. This has picked up from prior year. Referrals come from the County Assistance Office for our Adult TANF and our youth TANF referral levels are the same from last year, providers go out and actively recruit youth. The adult EARN/WorkReady programs are down, but placement outcomes are improved from County performance and beating the State, they still have room for improvement and are the focus of a current procurement. COVID also effected this spending in the last quarter of prior year.

-Federal WIOA & MUS grants have decreased \$700K below prior year. The Federal National Dislocated Worker Program ended 3/31/21. The program had a slower start, however, picked up to a strong finish. We had about \$424K unspent of the \$8M grant, of this \$300K was from providers and \$105K went back towards our indirect.

-Sector Strategies is \$100K less than prior year. There are many different funding streams for sector strategies and they vary year to year. The main factor is we used PPP money to reduce expenditures for Salary/Benefits by \$100K and the second factor is not being awarded the PA smart grants at the beginning of this fiscal year. As of Jan 2021, we have been re-awarded the PA Smart grants, but they will need to be spent by 6/30/21, which is a tight turnaround, but there are talks of a potential extension through 6/30/2022.

-Ex-Offenders is about \$223K less than prior year due to the Federal Re-Entry grant ending 12/31/2019, plus Pathways home projects had implementation delayed to July 1, 2021, as outside parties were not permitted in the jail during the original start time of 1Q2021. With increased vaccinations and falling rates, the jail is reopening to programming, but in general this program is moving slow.

- Learn & Earn program has \$33K additional in expenditures related to additional expenses incurred due to COVID restrictions and remote learning experiences being offered. We received additional funding this past summer from Grable (\$25,000), Hillman (\$100,000) and JP Morgan (\$125,000). For the summer of 2021, we have had more than 1,450 eligible youth applications and 55 Corporate Placements. Our MOU has passed County and City review. We are still waiting to sign the MOU, it is with the City. We were granted from DHS Allegheny County a grant for \$500K to help cover our funding gap for the summer of 2021! We are creating a cohesive plan for business engagement for next summer 2022. Susie and our team have done a tremendous job filling the gap to have a full budget for Summer of 2021!