

Partner4Work
Executive Committee
1-2:30 p.m. March 24, 2023

Via Zoom: <https://us02web.zoom.us/j/89047309926?pwd=MjM0Mm4vb3NpOU5ERnBRL1pUSGZSUT09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- **Approve** minutes from December 2, 2022
- **Acknowledge** electronic vote taken Feb. 15, 2023, to approve Learn & Earn provider contracts
- **Accept** all funds since the last Executive Committee meeting
 - Apprenticeship Building America, \$183,333
 - Nursing Pathway Apprenticeship, \$260,000
 - PA Smart Financial Services, \$250,000
 - PA Smart Manufacturing, \$250,000
- **Approve** Contracts:

Learn & Earn Application Support Centers

• AJAPO	\$ 8,000.00
• Auberle	\$ 8,000.00
• Bloomfield Garfield Corp	\$ 8,000.00
• Boys & Girls Clubs of W PA	\$ 8,000.00
• Carnegie Library of Pittsburgh	\$ 8,000.00
• Focus on Renewal	\$ 8,000.00
• Goodwill of SW Pennsylvania	\$ 8,000.00
• Jewish Family & Community Services	\$ 8,000.00
• Kingsley Association	\$ 8,000.00
• Pittsburgh Learning Commons	\$ 8,000.00
• Youth Enrichment Services	\$ 8,000.00
• Youth Places	\$ 8,000.00

Pathways Home

• APRI	\$ 316,125.00
• All State Career School	\$ 250,000.00
• Community Kitchen Pittsburgh	\$ 125,000.00
• New Centruy Careers	\$ 68,520.00
• Professional Training Associates	\$ 45,700.00

Early Childhood Education

▪ Trying Together	\$ 16,000.00
▪ Literacy Pittsburgh	\$ 7,200.00

ITA Cohort

• Phase 4 Learning Center	\$ 165,000.00
• UPMC Center for High Valued Health Care	\$ 235,500.00
• All State Career School	\$ 200,000.00
• Tech Elevator	\$ 77,500.00

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

• NuPaths LLC	\$ 70,000.00
Commerce Department Build to Scale	
• UPMC Center for High Valued Health Care	\$ 72,000.00
Training Eligibility	
• DB Grant Associates	\$ 45,000.00
• Kaiser Group, Dynamic Workforce Solutions	\$ 45,000.00
Business Education Partnership	
• Youth Enrichment Services	\$ 77,800.00
Addenda	
Builder’s Guild of Western PA	\$ 75,032
Midwest Urban Strategies	\$ 64,840

3. Committee Reports

- **Audit and Finance** *Steve Massaro, Treasurer, and Kristin Kramer, CFO*
Action: Approve 2022 Audit for TRWIB, Inc., and RWC
Action: Approve the Form 990 Submissions for TRWIB, Inc., and RWC
Action: Transfer as much as \$500,000 from county dislocated worker 2021 to county adult 2021; as much as \$150,000 from county dislocated worker 2022 to county adult 2022; as much as \$250,000 city dislocated worker to city adult 2021 and as much as \$325,000 city dislocated worker 2022 to city adult 2022

- **Governance** *Debra Caplan, Chair*
- **Contract awards** *Robert Cherry, CEO*
 - WIOA Youth
 - TANF Youth
 - WIOA Adult/Dislocated Worker
 - One-Stop Operator*Action: Forward contract recommendations for WIOA Youth, TANF Youth, WIOA Adult/Dislocated Worker and One-Stop Operator to the full board for approval.*

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 December 2, 2022
Via Zoom**

Attending: Caplan, Dalton, Ellsworth, Malone, Massaro
Staff: Cherry, Kramer, Pajewski, Puskar, Wesley
Guests: Irv Firman, Tucker Arensberg

Chairman Malone called the meeting to order at 8:31 a.m., announced a quorum present.

General Business – Consent Agenda

ACTION:

- **Accept** Minutes from September 16, 2022
- **Accept** all funds since the last Executive Committee meeting
 - Citizens Bank for BankWork\$ \$45,000
 - Department of Justice for re-entry work \$900,000
- **Approve** contracts
 - Early Childhood Education**
 - Community College of Allegheny County \$1,400
 - Literacy Pittsburgh \$39,760
 - Industry Partnership**
 - Per Scholas \$150,000
 - FortyX80 \$25,332
 - Career.Place \$2,500

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

Discussion items

Audit and Finance

Mr. Massaro and Ms. Kramer reviewed the first quarter financials provided in the packet.

CEO's report

Robert Cherry

Mr. Cherry's reported on the following:

- Ongoing compliance and monitoring results
- Strategic planning
- Partnership with the Mayor's office and PPS; draft prosperity plan for the City
- Participation in Gov.-elect Shapiro's transition committee on workforce development
- Internal restructure and reconstitution of a policy and research department
- Department of Justice funding award to support re-entry work
- Release of Title I adult, dislocated worker; one-stop operator; TANF and WIOA youth services RFPs
- Media and speaking engagements; release of a video updates to the board

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 9:31 a.m. for an Executive Session to discuss a legally protected matter. There were no objections or abstentions.

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Media and Communications

'Excess retirements' might drive a national labor shortage, but it's a different story in Pittsburgh

<https://www.wesa.fm/economy-business/2023-03-21/excess-retirements-might-drive-a-national-labor-shortage-but-its-a-different-story-in-pittsburgh>

Why it's significant that Gov. Shapiro eliminated a 4-year-college degree requirement for state government jobs

<https://www.post-gazette.com/news/politics-state/2023/03/15/pennsylvania-degree-requirement-government-jobs-josh-shapiro/stories/202303190002>

Shapiro Administration Awards Grant Funding to Health Care Apprenticeships Preparing Pennsylvanians for Nursing Careers

https://www.thedailyreview.com/news/local/shapiro-administration-awards-grant-funding-to-health-care-apprenticeships-preparing-pennsylvanians-for-nursing-careers/article_4836286c-23e3-5f5e-a323-edb105754185.html

For teens looking for a summer job, Pittsburgh's Learn and Earn Summer Youth Employment Program offers valuable career experience

<https://www.kidsburgh.org/for-teens-looking-for-a-summer-job-pittsburghs-learn-and-earn-summer-youth-employment-program-offers-valuable-career-experience/>

North Allegheny Intermediate High School hosts job fair March 16

<https://triblive.com/local/north-allegheny-intermediate-high-school-hosts-job-fair-march-16/>

Nearly 30 Pittsburgh students complete inaugural Youth Civic Leadership Academy

<https://triblive.com/local/nearly-30-pittsburgh-students-complete-inaugural-youth-civic-leadership-academy/>

The 2023 Power of Diversity Black 100

<https://www.cityandstatepa.com/power-lists/2023/02/2023-power-diversity-black-100/382752/>

The 2023 Pittsburgh Power 100

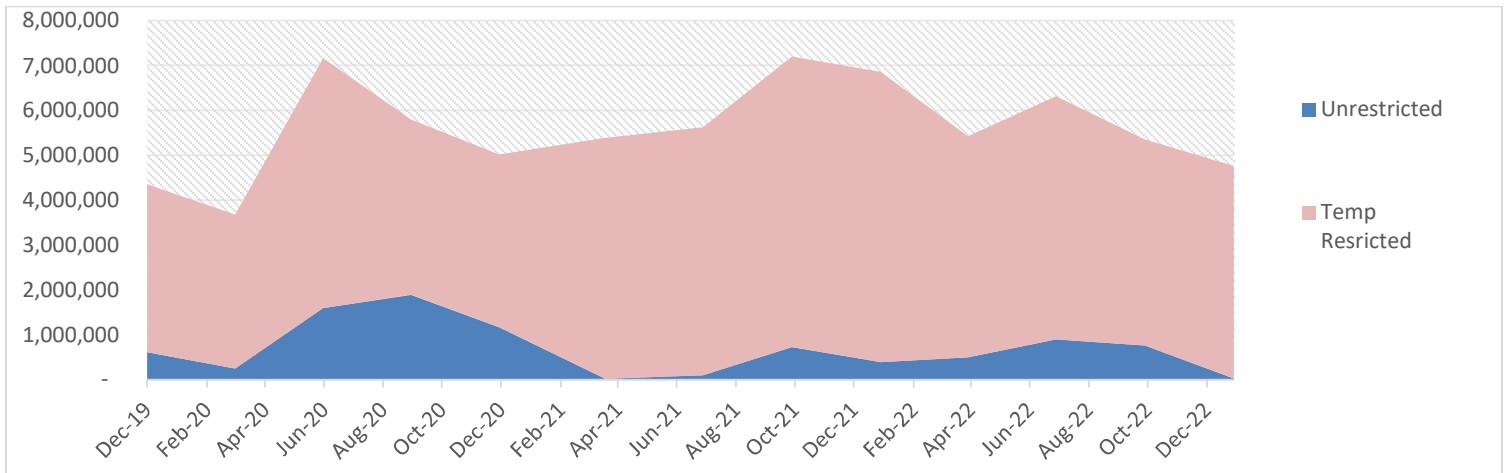
<https://www.cityandstatepa.com/power-lists/2023/01/2023-pittsburgh-power-100/382206/>

Pittsburgh Power 100

<https://www.bizjournals.com/pittsburgh/news/2023/02/03/pittsburgh-power-100-2023-the-complete-list.html>

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$4,738,059

Unrestricted \$27,495

Total Cash \$4,765,554

Line of Credit secured by Money Market

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$37,387

Prepaid Insurance \$8,244

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$117,597

Liabilities

A/P \$5,480,262 (\$5,211,500 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 \$852,648

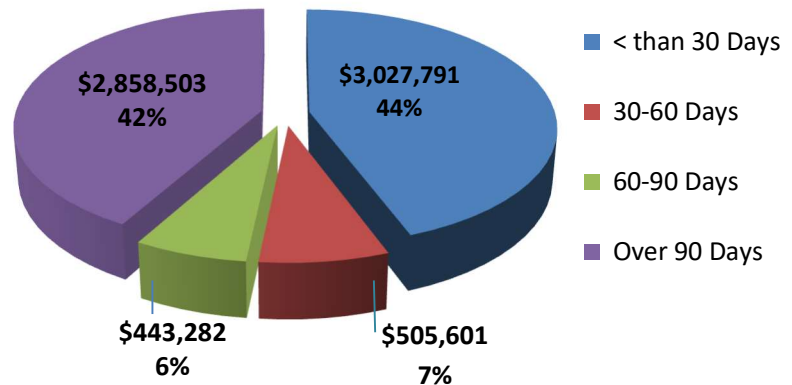
Temp Restricted Net Assets \$7,618,082**

Net Income (\$2,412,688)

**Career Link \$57,701; M&G \$2,733; Sector Strat. \$1,021,141; Adult TANF \$3,509,731; L&E \$3,026,776

This is reflective of activity through 7/1/2022

Partner4Work Accounts Receivable \$6,835,178

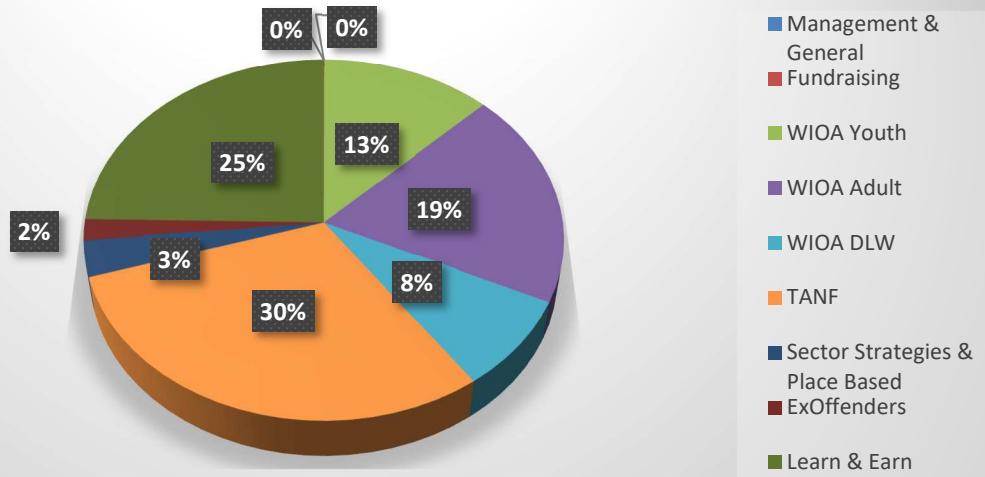


Items over 90+ days: Allegheny County Department of Economic Development \$189,216; City of Pgh CDBG \$78,556*; City of Pgh L&E \$1,500,000*; DCED \$8,913*
Department of Health & Human Services \$1,078,576 ; MUS \$3,242* *marked as paid

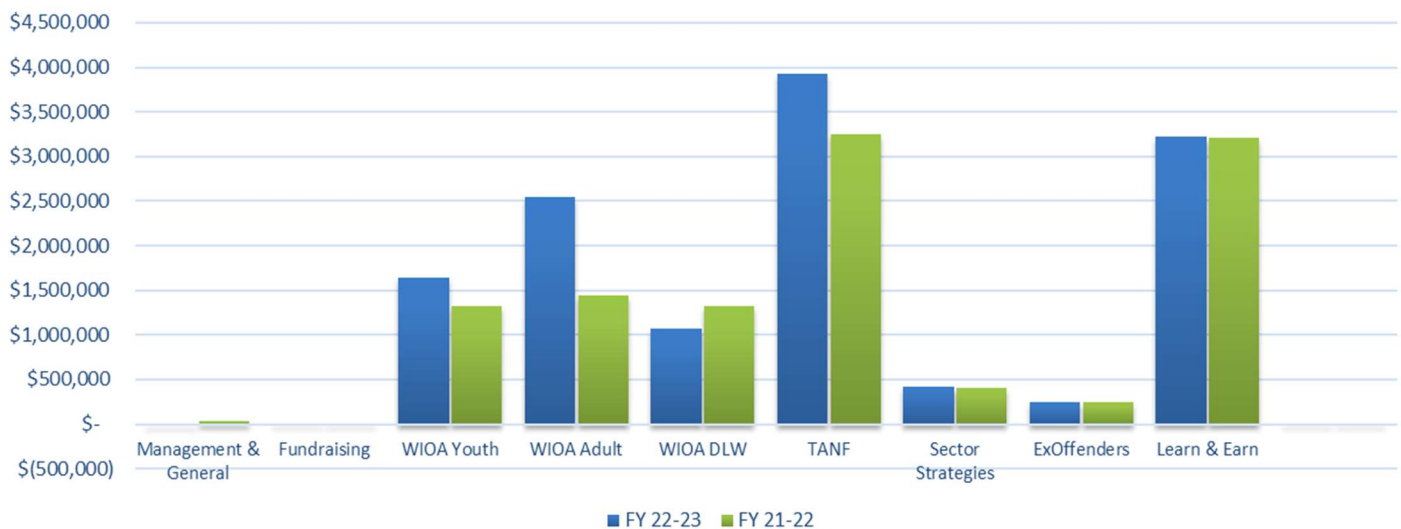
Dashboard Report Continued

Expense section

Total Partner4Work Expenditures \$13,075,755



Expense Comparison FY 22-23 vs. 21-22



Comments

- WIOA Youth, Adult and TANF all showed significant increase the first half of the FY 22-23 year. The lion's share of increase is due to providers invoices. More providers are submitting invoices on time this fiscal year vs. prior year and overall spending has increased.
- Other categories which showed increases were salaries, contractual, & supplies. This increase in salary is related to the 6% increase given to all staff, in addition to some staffing and structure changes. The contractual increase was due to work for the move of the downtown PA CareerLink. Supplies increased this year because of replacement of laptops for P4W staff. Our old laptops were not approved for business, but personal use and the new laptops prove to have more memory and speed with better functionality.
- WIOA Dislocated Worker is the exception and is \$260K below prior year. Provider expenditures are lower than normal. Dislocated worker has been a struggle but the providers continue to push enrollment for this funding stream.

Strategic Plan Implementation: March 2023 Update

Summary: Partner4Work adopted a new three year strategic plan in December 2022. Priorities within the plan seek to grow our impact and credibility and ensure that programming is effective, equitable, and business-driven. Partner4Work staff are building a dashboard for the strategic plan for the June 2023 board meeting.

Priority 1: Advance and deliver effective, inclusive, and user-centered programs that build a stronger regional workforce.

Priority 2: Convene and influence local leaders to support data-informed decision-making and fieldwide innovation.

Priority 3: Expand our name recognition, credibility, and value proposition among our key partners.

Priority 4: Bolster our organizational infrastructure to support innovative programs and sustainable impact.



Staff have developed a strategic plan RACI, identifying the internal lead for each strategic plan tactic. Accountable individuals will ensure that strategic plan tactics continue to move forward.



Leads (accountable individuals) are **developing metrics, resource needs, and work plans** for each strategic plan tactic.

Leads will ensure cross-team collaboration and that individuals across the organization are consulted and informed as necessary.



Leads will work closely with the data team and project management office to **develop leadership and staff level dashboards** that will ensure leadership oversight of each strategic plan tactic. (Planned launch: May 2023)



Staff and leadership dashboards will wrap up into **a full strategic plan dashboard and reporting structure**. (Planned launch: June 2023) Board will receive quarterly updates on implementation progress.