**Partner4Work**

**Executive Committee**

8:30 to 10 a.m. September 6, 2019

Partner4Work, 650 Smithfield Street, Suite 2600

(412) 430-0330; 529031

1. **Welcome and call to order *Dave Malone***
2. **General Business – Consent Agenda**

**ACTION:** Approve the Minutes from July 29 and Aug. 2, 2019

1. **Title I transition update *McCrae Martino and Ray Herron***
2. **Negotiated Performance Measures *P4W Staff***
3. **Board meeting agenda setting for Sept. 27, 2019**
   * 1. **Chairman and CEO report** (Consent agenda)
     2. **Illustration of Industry Partnerships within the Service Delivery model**
     3. **Other discussion items**

**DRAFT**

**Partner4Work Executive Committee Minutes**

8 AM July 29, 2019

Conference call at (412) 430-0330; 529031

**Participating:** Joe Belechak, Debbie Caplan, Marc Cherna, Laura Ellsworth, Darrin Kelly, Lisa Kuzma, Dave Malone, LaTrenda Leonard Sherrill; Majestic Lane (briefly and after roll was taken)

**Staff:** Earl Buford, Ray Herron, McCrae Martino, Jennifer Pajewski

**Guests:** None

Chair Dave Malone opened the meeting at 8 a.m. with roll call and a review of the Minutes from the April 3, 2019, Executive Session of the Executive Committee. The minutes were accepted for the record.

**Policy recommendations**

In the last year, and in alignment with state and federal requirements, P4W has conducted an overview of the policies that guide how Adult, Dislocated Worker, and Youth services are delivered through Pittsburgh and Allegheny County.

A recent review vetted through the Service Delivery Committee focused on local WIOA training policies to identify opportunities to enhance flexibility and capacity and develop new, employer-driven training policies, particularly around Individual Training Account funds, On-the-Job Training (OJT), Customized Job Training, Incumbent Worker Training, and Transitional Jobs.

A summary of all recommended policy changes was included in the Committee packet and included revisions such as adjusting funding caps for ITAs, realigning priority industries with P4W industry partnerships, and adjusting employer reimbursement rates for OJT and Incumbent Worker Training.

**On a motion by Darrin Kelly, seconded by Laura Ellsworth, the policy recommendations were approved by unanimous vote.**

**Contract Recommendations**

**ACTIONS:**

**Work Ready**

Chief Program Officer McCrae Martino outlined the procurement process for TANF Work Ready. She reminded that the previous contractor Life’s Work has had significant compliance issues, lacked the appropriate fiscal expertise and has not demonstrated ability to implement programmatic changes rolled out by the state.

Given these challenges, and on the recommendation of the review panel, P4W proposed contracting with EDSI. EDSI would be required to interview Life’s Work staff and onboard as many as possible for the transition.

The discussion focused on whether Life’s Work was being penalized for previous mistakes and disrupting efforts to improve by cutting a significant source of funding.

CEO Earl Buford affirmed that previous errors did not significantly impact the funding decision, and changes at the state level within the next 18 months, EDSI would better position P4W to ramp up for the changes before they occur.

**On a motion by Lisa Kuzma, seconded by Darrin Kelly, the group awarded a $550,000 contract award to EDSI for the Work Ready Program from Oct. 1, 2019, to Sept. 30, 2020, with the option to renew for three additional years at the discretion of P4W.**

**Post-Secondary Connections and Retention**

In late May, P4W issued a Request for Proposals (RFP) seeking programs serving TANF-eligible youth ages 17-24 to assist those in 2-year degree programs complete and transition to a 4-year institution while providing ongoing services such as career exploration, work readiness, and work experience.

P4W received one proposal, with Point Park University as lead and CCAC as a subcontractor, for $164,200, to serve 50-75 TANF-eligible students in 2019-2020. The RFP was released twice, for at least 10 days each, to allow time for additional submissions.

**On a motion by Joe Belechak, seconded by Darrin Kelly, a $164,200 contract was awarded to Point Park University to serve 50-75 TANF-eligible students in PY19-20 with an option to renew for three additional years at the discretion of P4W.**

**Industry Partnerships**

P4W released a Request for Quotes (RFQ) on July 8, 2019, seeking an individual or group of individuals to build and sustain Industry Partnerships in targeted sectors as defined by the Board of Directors. The selected contractor also would be responsible for planning and executing the strategy for coordinating services between employers and the PA CareerLink® system. The procurement period closed on July 18, in accordance with P4W processes.

P4W received two proposals – from Keep it Simple (KIS) Training and Development and Pittsburgh Community Services Inc. A team of internal and external reviewers assessed proposals for efficacy in describing the delivery of business services to employers, connecting employers to the public system, maintaining relationships, and cost-effectiveness. PCSI earned an average score of 72.75; Keep it Simple earned an average score of 82.25.

Mark Latterner, former P4W Board Chair and retired Market President of Citizens Bank, is a subcontractor of Keep it Simple. P4W’s Conflict of Interest policy and the state’s Conflict of Interest Policy does not preclude P4W from contracting with former Board members.

Debbie Caplan also disclosed that she is familiar with Keep it Simple CEO Joel Burstein and introduced him to Partner4Work due to his work around training and professional development.

**On a motion by Laura Ellsworth, seconded by Joe Belechak, a $149,440 contract was awarded to Keep it Simple subject to the clarification that a subcontract with Mark Latterner would not violate rules or regulations.**

*Note: Following the Executive Committee meeting, CFO Ray Herron directed the P4W Compliance staff to review WIOA and other state and federal regulations regarding contracts with former board members. Compliance determined that any real or perceived conflicts of interest must be disclosed in the minutes, and members with a conflict of interest must abstain from voting.*

**Consortium Grant Management Services**

Partner4Work released a Request for Proposals (RFP) on July 10, 2019, seeking a consultant to oversee Partner4Work’s Federal Grant portfolio connected to a multi-city consortium during the period of Aug. 1, 2019, through June 30, 2023. The procurement period closed on July 20, 2019, in accordance with P4W procurement processes.

CEO Earl Buford and COO Ray Herron explained the solicitation was directly related to the National Dislocated Worker grant P4W was awarded in September 2018 for partners of Midwest Urban Strategies (MUS). Given some challenges in a few member cities, namely St. Louis, Cincinnati, and Milwaukee, and in collaboration with a former deputy secretary with the Department of Labor, P4W sought proposals for an organization with the capacity to manage federal grants on behalf of member cities. Employ Milwaukee, which also manages grant funds on behalf of member cities, will issue a similar solicitation in August for the grants it oversees.

MUS recently became an independent 501(c)3, and its board of directors recently named Tracey Carey, P4W’s former chief strategy officer, as executive director. Ms. Carey announced her departure from P4W in June 2019.

Partner4Work received one proposal for grant management services, from MUS. As a single proposal was received, Mr. Herron explained that sole-source documentation would be produced to support the contract decision, as is required by regulation.

**On a motion by Darrin Kelly, seconded by Deb Caplan, the Committee awarded a $400,000 contract award to Midwest Urban Strategies to oversee Partner4Work’s Federal Grant portfolio directly connected to a multi-city consortium for the period of August 1, 2019, through June 30, 2023. Lisa Kuzma abstained.**

Throughout the contract discussion, the group engaged in significant dialog with a specific focus on inclusivity and transparency.

Specifically, the group discussed:

* Lengthening the time RFPs are open (from 10 days to 30 days or longer) while making provisions for emergency procedures.
* Evaluating how RFPs are written to determine if there is something in the language that is discouraging applicants.
* Advertising funding opportunities more broadly to cast a wider net for bidders.

Ray Herron assured the group that re-evaluating procurement processes will be a top priority over the next 9 months; Marc Cherna offered, and the Committee strongly supported, DHS technical assistance to P4W in developing sound procurement processes.

**Other Business**

Before adjourning, CEO Earl Buford informed the Committee about a developing situation with participant data relative to United Labor Agency, former Title I provider in PA CareerLink® Pittsburgh/Allegheny County

Additional details would be discussed with the Executive Committee as specifics are learned.

**On a motion by Deb Caplan, seconded by Lisa Kuzma, the meeting adjourned at 8:59 a.m.**

**DRAFT**

**Partner4Work Executive Committee Minutes**

7:30 AM August 2, 2019

Conference call at (412) 430-0330; 529031

**Participating:** Debbie Caplan, Marc Cherna, Darrin Kelly, Lisa Kuzma, Majestic Lane, Dave Malone

**Absent:** Joe Belechak, Laura Ellsworth, LaTrenda Leonard Sherrill

**Staff:** Earl Buford, Ray Herron, McCrae Martino, Jennifer Pajewski

**Guests:** Jennifer Nestor, Labor and Industry Oversight Services

Chair Dave Malone opened the meeting at 7:30 a.m. with roll call and an introduction of Partner4Work staff and guests. A quorum was present.

He reminded attendees that the meeting was being called as a housekeeping matter, to ensure transparency and collect public comment on the action items presented on the Consent Agenda.

**CONSENT AGENDA**

The items appearing on the Consent Agenda were subject to discussion and consideration on July 29, 2019, during an advertised session of the Executive Committee.

Actions taken:

1. Approve the Minutes of the April 3, 2019, Executive Session
2. Approve the policy changes as recommended by the Service Delivery Committee
3. Approve a $550,000 contract with EDSI for the Work Ready Program from Oct. 1, 2019, to Sept. 30, 2020, with the option to renew for three additional years
4. Approve a $164,200 contract award to Point Park University to serve 50-75 TANF-eligible students in PY19-20 with an option to renew for three additional years
5. Approve a $149,400 contract award to Keep it Simple to build and sustain industry partnerships in targeted sectors
6. Approve a $400,000 contract award to Midwest Urban Strategies to oversee Partner4Work’s Federal Grant portfolio directly connected to a multi-city consortium for the period of Aug. 1, 2019, through June 30, 2023.

**Board members were asked if any item should be moved from the Consent Agenda to the regular agenda for additional discussion.**

**With no request made, Mr. Malone called for a motion to approve the consent agenda as presented.**

**On a motion by Majestic Lane, seconded by Darrin Kelly, the consent agenda was approved; Lisa Kumza reiterated her abstention to awarding a contract to Midwest Urban Strategies for the record.**

**Other Business**

No other business was brought before the Committee.

**Public Comment**

No public comment.

**The meeting adjourned at 7:37 a.m.**