

Partner4Work

Executive Committee

8:30-10 a.m. December 2, 2022

Via Zoom: <https://us02web.zoom.us/j/84390822689?pwd=V09FSmZNM0VkQnl1L3U3NlVqVWNwUT09>

1. Welcome and roll call

David Malone, Chair

2. 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

3. Committee/Staff Reports

- **Audit and Finance**

Steve Massaro, Treasurer, and Kristin Kramer, CFO

4. CEO’s report

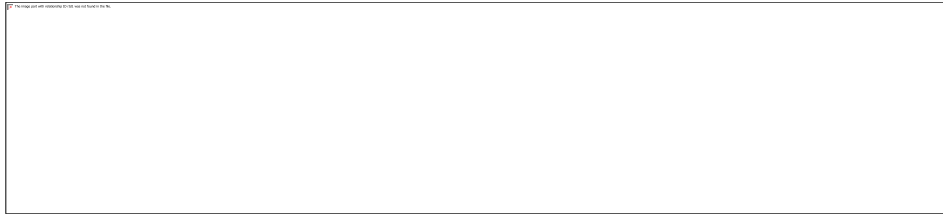
Robert Cherry

5. Other Business

6. Open Forum and Public Comment

Speakers are limited to three (3) minutes

7. Adjournment



**Minutes from September 16, 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.

General Business – Consent Agenda

ACTION:

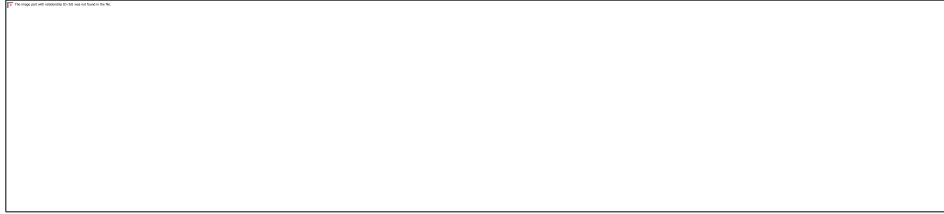
- **Accept** Minutes from June 10, 2022
- **Accept** all funds since the last Executive Committee meeting
 - Learn & Earn County \$700,000
 - Learn & Earn City \$1,500,000
 - The Pittsburgh Foundation for Learn & Earn \$100,000
 - Jefferson Regional \$90,000
 - CareerWork\$ \$30,000
 - Bank of America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

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 fourth quarter financials provided in the packet.



Policy and Research

Chief Policy and Research Officer Susie Puskar discussed P4W's unfunded proposal for the Good Jobs Challenge grant and the results of several summer board discussions regarding a policy and research agenda.

Program

Chief Program and Innovation Officer Dr. Carl Wesley discussed:

- Learn & Earn 2022
- Upcoming RFPs for Title I adult/dislocated worker services; WIOA and TANF youth programs; and one-stop operator. The RFPs are expected to be released in the fall.
- Moving the Downtown office of PA CareerLink to 914-922 Wood Street. The new location is expected to open to the public in October; the September full board meeting will be held at the new location with guided tours available to board members and guests.

CEO's report

Robert Cherry

Mr. Cherry's reported on the following:

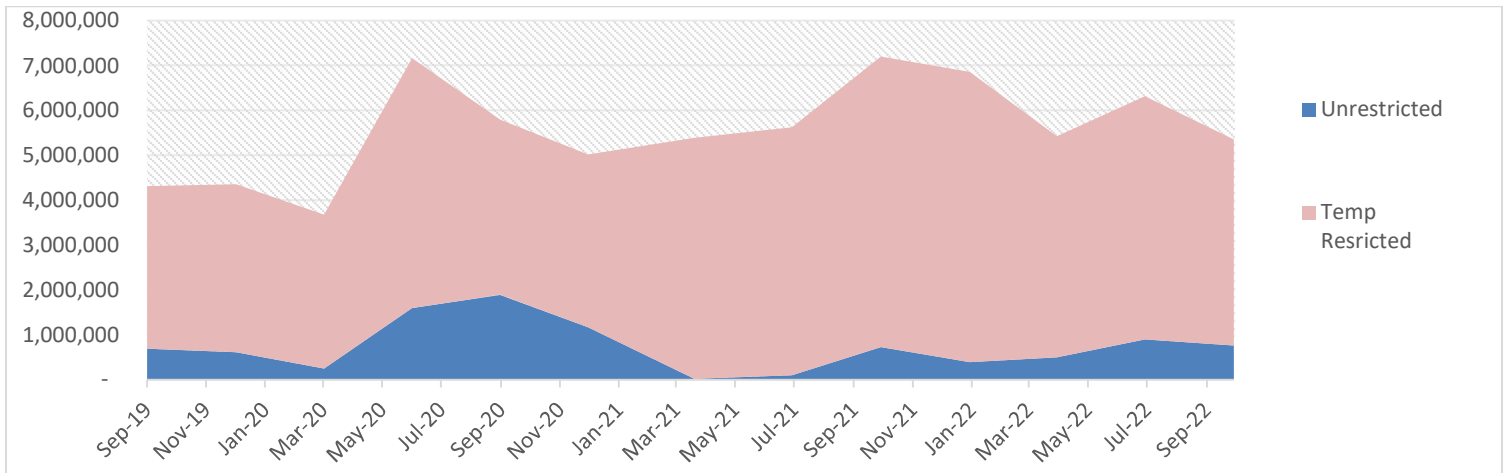
- Strategic planning
- Partnership with the Mayor's office and PPS; draft prosperity plan for the City
- Media and speaking engagements
- Release of a new video update to the board

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

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$4,594,985

Unrestricted \$762,378

Total Cash \$5,357,363

Line of Credit *secured by Money Market*

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$40,802

Prepaid Insurance \$9761

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$123,210

Liabilities

A/P \$5,522,694 (\$5,497,153 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 \$852,648

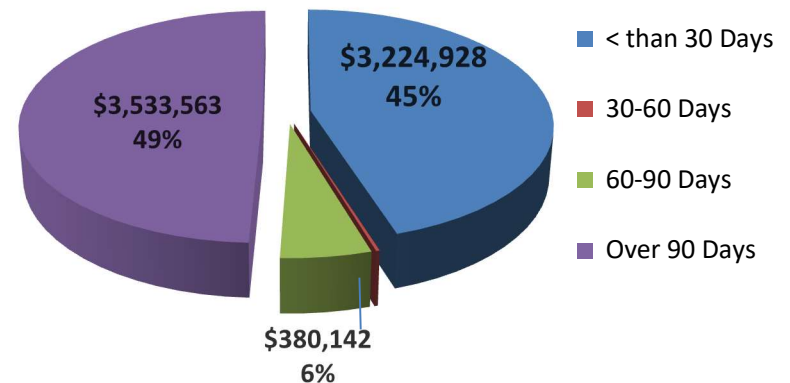
Temp Restricted Net Assets \$7,618,082**

Net Income (\$1,537,363)

**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

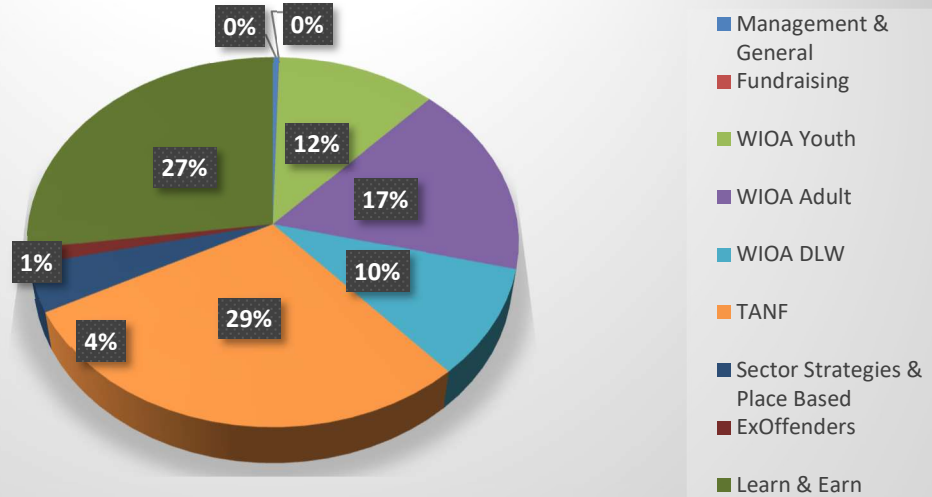
Partner4Work Accounts Receivable \$7,153,633



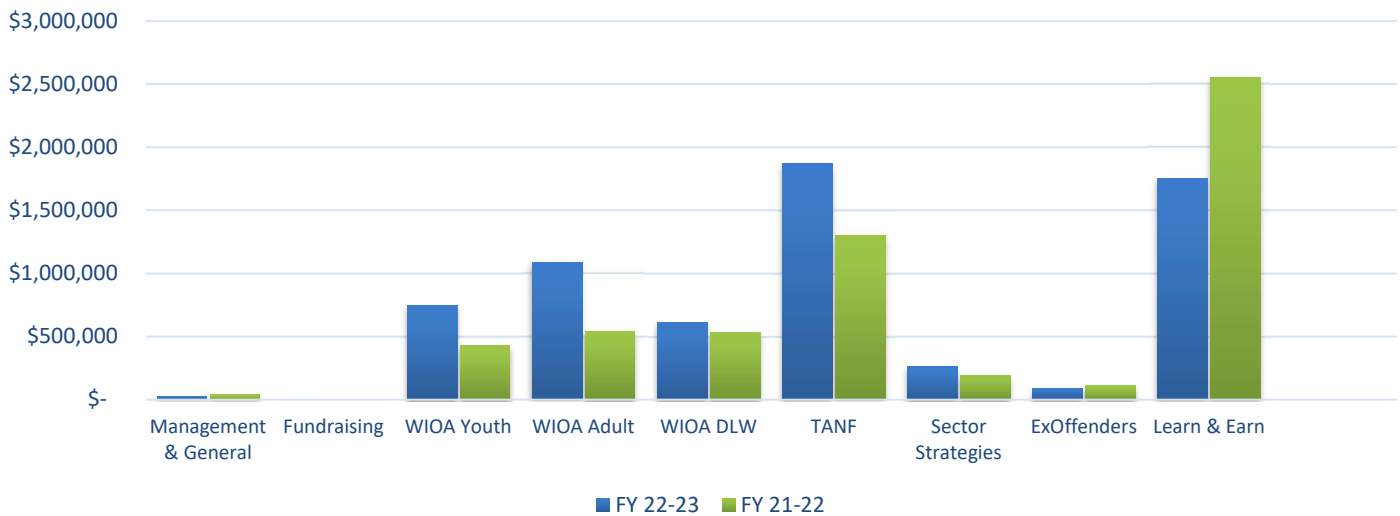
Items over 90+ days: Allegheny County Department of Economic Development \$231,816; City of Pgh CDBG \$78,556; City of Pgh L&E \$1,500,000; Allegheny County L&E \$700,000*; DCED \$28,413; Allegheny County DHS \$908,094*; CareerLink \$86,684* *marked as paid
**A/R balance & timing are typical for 1st quarter due to Learn & Earn funding

Expense section

Total Partner4Work Expenditures \$6,454,948



Expense Comparison FY 22-23 vs. 21-22



Comments

- WIOA Youth, Adult, DLW and TANF all showed significant increase the first quarter of the FY 22-23. Providers have been most timely in submitting invoices this year & this has been the bulk of the increase.
- 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.
- Learn & Earn program is below prior year. The variance is due to timing of invoices entered into our system this year vs. prior year. This year we scrutinized invoices to match up timesheets & pay registers for each participant. We gave providers the opportunity to submit missing information. This should be wrapped up by next quarter & all expenditures will be in the system.