

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area



Building a thriving workforce for the Pittsburgh region.

Board of Directors' Briefing Book

M a r c h 3 1 , 2 0 2 3



David J. Malone
Chair



BOARD OF DIRECTORS

David J. Malone, Chairman
Chairman and CEO, Gateway Financial

Acklin, Kevin
President of Business Operations
Pittsburgh Penguins

Allen, Will
Managing Partner
Magrac Ventures

Barcaskey, Rich
Executive Director
Constructors Association of
Western PA

Bullock, Dr. Quintin
President,
Community College of Allegheny
County

Caplan, Debra
Executive in Residence
The Forbes Funds

Casoli, Rich
President
Beemac Trucking

Coplan, David A.
Executive Director
Human Services Center Mon Valley

Dalton, Erin
Director
Allegheny County DHS

Dozier, Clarence
Vice President, Safety,
Sustainability, and Fleet
Maintenance
FedEx

Ellsworth, Laura
Partner4Work Vice Chair
Partner in-Charge of Global
Community Service
Jones Day

Gittlen, Ike
Representative
United Steelworkers

Gonzalez, Gabriella
Program Officer
Richard King Mellon Foundation

Harris, Carey
Chief Executive Officer
Literacy Pittsburgh

Holt, Tim
Vice President, Human Resources
UPMC Insurance Services Division

Huey, Terry
Acting Director
Office of Vocational Rehabilitation

Kelly, Darrin
Partner4Work Secretary
President
Allegheny/Fayette Central Labor
Council, AFL-CIO

Massaro, Steve
Partner4Work Treasurer
President
Massaro Construction Group

McEvelly, Katherine
US Head of Human Resource, Vice
President
Covestro

McLaughlin, Caitlin
Chief People Person
LaFayette Square

Melcher, Tom
Business Manager
Pittsburgh Regional Building Trades
Council

Mendoza, Brandon
Executive Director
NAIOP Pittsburgh

Nobers, Jeff
Executive Director
Builders Guild of Western PA

Pipitone, Scott
President and CEO
Pipitone Group

Rendulic, Mark
Market President
Citizens Bank

Rupert, Duke
Chief Operating Officer
Allegheny General Hospital

Staszko, Frank
Assistant Regional Director PA
Department of Labor and Industry,
Bureau of Workforce Partnerships
and Operations

Stewart, Joshua
Senior Vice President, Head of
Talent Acquisition and Outreach
PNC

Thomas, John
Chief Financial Officer
ECHO Realty

Topoleski, Linda
Vice President, Workforce
Operations and Programs
Allegheny Conference on
Community Development

Washington, Dr. Nancy
Director, Allegheny Housing
Rehabilitation Corporation

Williamson, Sam
Chair
Urban Redevelopment Authority
Western PA Area Leader, 32BJ
Service Employees International
Union

Wheatley, Jake
Chief of Staff
Mayor Ed Gainey

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work Board of Directors' Meeting 8:30-10 a.m. March 31, 2023

Via Zoom: <https://us02web.zoom.us/j/86255454660?pwd=Z3JEMHF5NFFNcUxJaWNxZTICOFBndz09>

1. **Welcome and roll call**

David J. Malone, Chair

2. **General Business – Consent Agenda**

- **APPROVE** Minutes from December 16, 2022, annual meeting
- **APPROVE** Contracts

<u>Learn & Earn Application Support Centers</u>	
Auberle	\$8,000
Goodwill of Southwest PA	\$8,000
Bloomfield Garfield Corporation	\$8,000
Boys & Girls Club of SWPA	\$8,000
Carnegie Library of Pittsburgh	\$8,000
Focus on Renewal	\$8,000
Phase 4 Learning Center	\$8,000
Youth Enrichment Services	\$8,000
<u>Learn & Earn Corporate</u>	
Phase 4 Learning Center, Inc.	\$185,386
<u>Learn & Earn</u>	
Launchpad Careers, Inc.	\$21,154
<u>BankWork\$</u>	
Energy Innovation Center	\$398,143
<u>Early Childhood Education</u>	
Trying Together	\$49,406
<u>Business Education Partnership</u>	
Pittsburgh Public Schools	\$6,000
<u>National Fund for Workforce Solutions</u>	
The Care Based Leadership	\$40,000
EnterChange Group LLC	\$20,000

Addenda

LMI Reporting Database Economic Modeling, LLC dba Lightcast	\$2,125
TANF Youth Year-round Auberle	\$22,000
EARN Travelers Aid Society of Pittsburgh	\$150,000
WIOA Youth Year-round Auberle	\$105,838
TANF Youth Year-round Youth Enrichment Services, Inc.	\$109,360
Healthcare IP Dynamic Workforce Solutions	\$135,000
Title 1 Dynamic Workforce Solutions	\$50,000
Early Childhood Education Trying Together	-\$28,790
Near Completer D B Grant Associates	-\$54,515

- **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
 - **Approve** minutes from December 2, 2022 (<https://www.partner4work.org/document/executive-committee-meeting-materials-for-march-24-2023/>)
 - **Acknowledge** electronic vote taken Feb. 15, 2023, to approve Learn & Earn provider contracts

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- **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

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

- **Learn & Earn** *Debra Caplan, Chair*

- **Governance** *Debra Caplan, Chair*

- **Contract awards** *Robert Cherry, CEO*

WIOA and TANF Youth – Total \$5.2 million

- Assemble
- Auberle
- Bloomfield Garfield Corp.
- Boys and Girls Club
- City Charter
- Community Empowerment Association
- Crossroads
- Dynamic Assoc (PA CareerLink)
- Goodwill
- Human Services Center Mon Valley
- Jewish Family and Community Services
- Latino Community Center
- Neighborhood Learning Alliance
- Phase4
- PPS
- Three Rivers Youth
- Trade Institute of Pittsburgh
- Youth Enrichment Services

Action: Authorize Partner4Work to enter contract negotiations with WIOA and TANF Youth Providers

WIOA Adult/Dislocated Worker

- Dynamic Workforce Solutions \$2.8 million
- Goodwill of Southwest PA, \$300,000

Action: Authorize Partner4Work to enter contract negotiations with WIOA Adult/Dislocated Worker providers

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One-Stop Operator

- Equus Workforce Solutions, \$599,618.37

Action: Authorize Partner4Work to enter contract negotiations with Equus for One-Stop Operator services.

4. CEO's Report

Rob Cherry, CEO

5. Other Business

6. Open Forum and Public Comment

Speakers are limited to three (3) minutes

7. Adjournment

Minutes of Partner4Work Board of Directors' Meeting

8:30 a.m. December 16, 2022

VIA ZOOM

Board Members Present

Allen, Will
Barcaskey, Rich
Caplan, Debra
Coplan, Dave
Dozier, Clarence
Ellsworth, Laura
Gonzalez, Gaby
Harris, Carey
Holt, Tim
Malone, David
Mendoza, Brandon
Pipitone, Scott
Rupert, Duke
Staszko, Frank
Thomas, John
Washington, Dr. Nancy
Williamson, Sam

Board Members Absent

Acklin, Kevin
Bullock, Quintin
Casoli, Rich
Dalton, Erin
Gittlen, Ike
Katona, Marci
Kelly, Darrin
Massaro, Steve
McEvelly, Katherine
Melcher, Tom
Nobers, Jeff
Pollard, Joshua
Rendulic, Mark
Topoleski, Linda

Guests Present

Benavides, Lisa Marie (Equus)
Grigsby, Christine (Equus)
Higgins, Kiara (Dynamic Workforce Solutions)
Huey, Pete (OVR)
Kageyama, Maya (Third Plateau)
Lardaro, Katy (Third Plateau)
Lampman, Chester (Labor & Industry)
Leisten, Terri (Dynamic Workforce Solutions)
Sostek, Karen (Dynamic)

Staff Present

Cherry, Rob
Kramer, Kristin
Pajewski, Jennifer
Puskar, Susie
Wesley, Dr. Carl

Board Meeting Minutes

Chair Malone called the meeting to order at 8:32 a.m., announced a quorum present, and announced that the meeting would serve as the annual meeting of TRWIB, Inc.

- Staff, board members, and guests were asked to acknowledge their participation in the chat feature.
- A link to the agenda was posted in the chat.

CONSENT AGENDA

No one wished to discuss any item in more detail for separate treatment.

- **APPROVE** Minutes from September 30, 2022, and Minutes from December 17, 2021, annual meeting
- **APPROVE** Revisions to the Pathway Home Supportive Services policy to include needs-based payments
- **APPROVE** Revisions to P4W’s Supportive Services Policy
- **APPROVE** 2023 Executive Committee and Full Board meeting dates
 - Executive Committee** (8:30 to 10 a.m., virtually and in-person when possible)
 - March 17, 2023
 - June 16, 2023
 - September 15, 2023
 - December 1, 2023
 - Full Board** (8:30 to 10 a.m., virtually and in-person when possible)
 - March 31, 2023
 - June 30, 2023
 - September 29, 2023
 - December 15, 2023
- **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
 - **Approve** the release of WIOA adult/dislocated worker, one-stop operator, and WIOA and TANF youth services RFPs (conducted by e-vote on Nov. 18, 2022)
 - **Accept** Minutes from September 16, 2022 (<https://www.partner4work.org/document/executive-committee-materials-and-supplemental-documents-for-12.2.22/>)
 - **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

There were no objections. Carey Harris abstained. The consent agenda was approved as presented.

STRATEGIC PLANNING

CEO Rob Cherry, with Maya Kageyama and Katy Lardaro of Third Plateau, discussed the 2023-2025 Draft Strategic Plan presented in the Board packet. The group discussed the interviews, the SWOT analysis, research, retreats, and design of the plan that focuses on four priorities:

- **Advance and deliver effective, inclusive, and user-centered programs that build a stronger regional workforce.**
- **Convene and influence local leaders to support data-informed decision-making and fieldwide innovation.**
- **Expand our name recognition, credibility, and value proposition among our key partners.**
- **Bolster our organizational infrastructure to support innovative programs and sustainable impact.**

On a motion by Tim Holt, seconded by Dave Coplan, the 2023-2025 Strategic Plan was approved by unanimous vote. There were no objections or abstentions.

CEO'S REPORT

CEO Rob Cherry discussed a year in review that focused on:

- Briefing document to Shapiro's team and his participation in Gov-elect Shapiro's transition team on workforce development
- Reconstitution and build out of the Policy and Research Department
- Hiring of a new Chief Program Officer
- Partnership with the Mayor's team
- Launch of P4W board video briefings
- Launch of monthly labor market and special reports including efforts for K-12
- Learn & Earn exceeding goal
- Strategic Planning
- New DOJ funding for re-entry
- Relocation of the Downtown CareerLink and new lease for East
- Legislative visit to PA CareerLink and follow-up meeting with Kate Klunk L&I subcommittee on employment/unemployment
- Release of nearly \$8.5 in WIOA and TANF funding for adult, dislocated worker, and youth and one-stop operator and related press coverage
- Thought leadership opportunities

OTHER BOARD BUSINESS

No other Board business

NEW BOARD BUSINESS

No new Board business

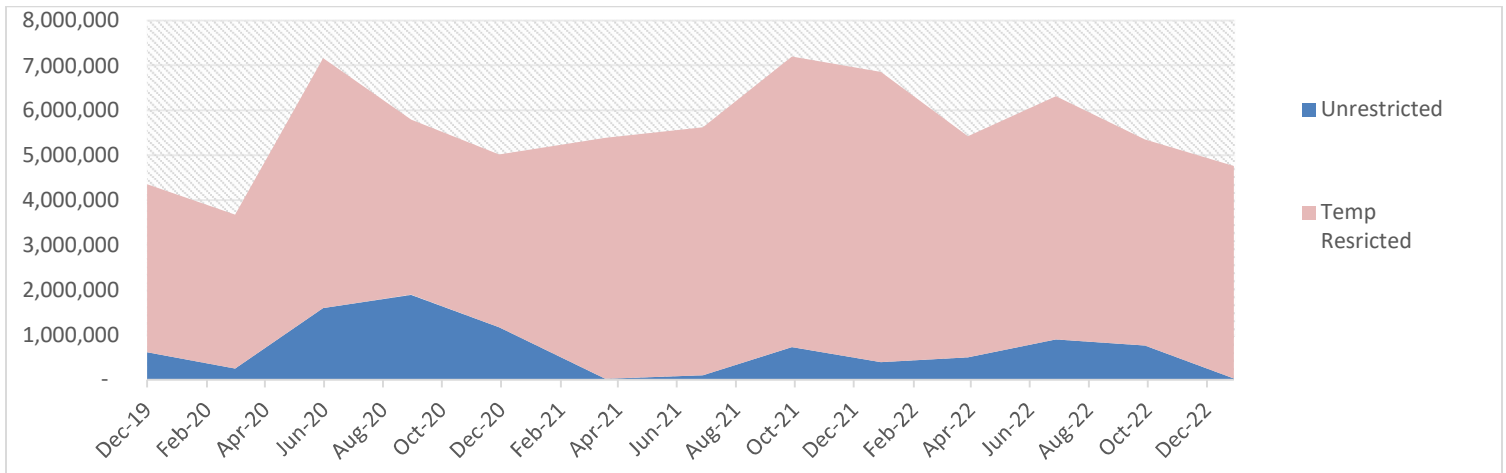
PUBLIC COMMENT

With no additional public comment, the meeting adjourned at 9:02 a.m. There were no objections or abstentions.

DRAFT

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

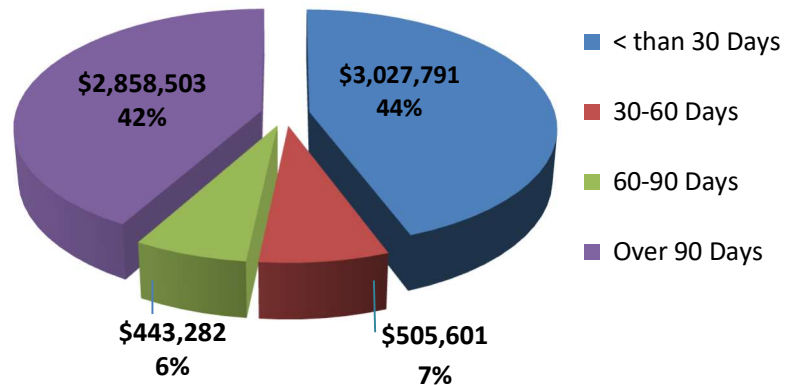
Temp Restricted Net Assets \$7,618,082**

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

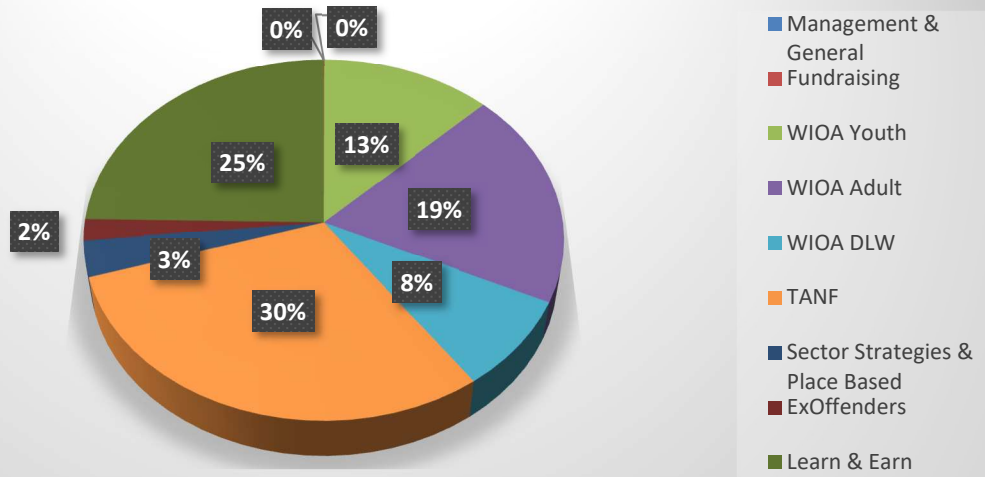


Items over 90+ days: Allegheny County Department of Economic Development \$189,216; City of Pgh CDBG \$78,556*; City of Pgh L&E \$1,500,000*; DCED \$8,913*
Department of Health & Human Services \$1,078,576 ; MUS \$3,242* *marked as paid

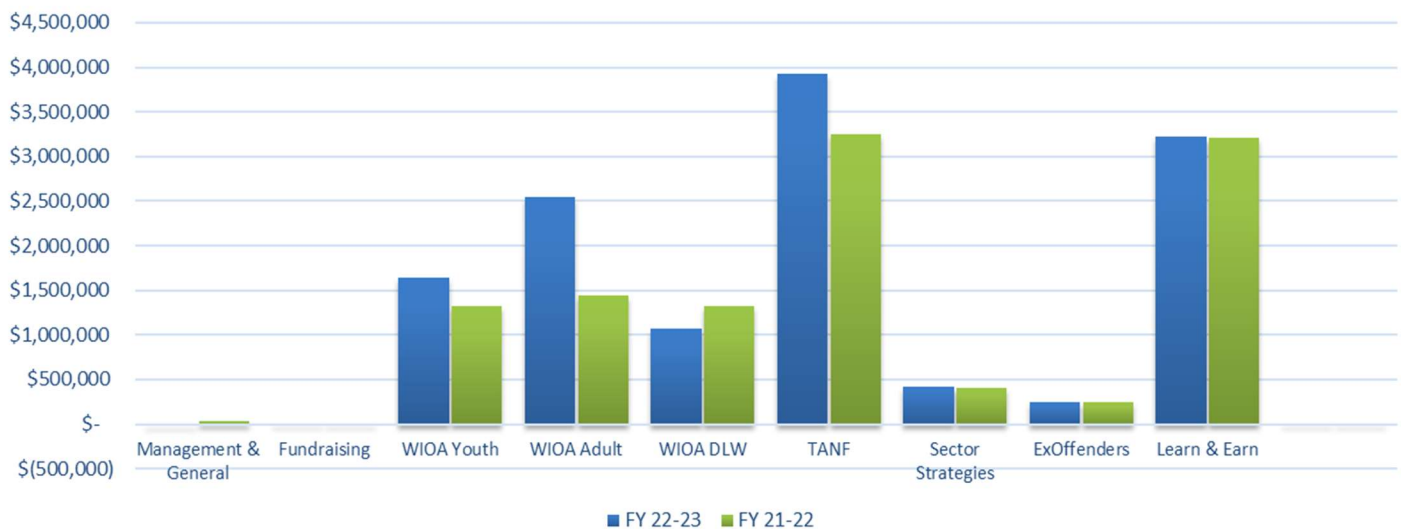
Dashboard Report Continued

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.

Name	Extension	Phone	Email
Appasamy, Nina Adult Program Coordinator	205	412-932-2955	nappasamy@partner4work.org
Armstrong, Kaleb Youth Program Coordinator	212	412-785-7247	karmstrong@partner4work.org
Baptiste, Ashley Project Manager	230	412-932-2958	abaptiste@partner4work.org
Barbiaux, Michelle Compliance Specialist	217	412-932-2947	mbarbiaux@partner4work.org
Binnix, James Communications Coordinator	251	412-785-7251	jbinnix@partner4work.org
Broman, Tim Data Analyst	268	412-745-0368	tbroman@partner4work.org
Chandler, Tyler Compliance Specialist	225	412-932-2945	tchandler@partner4work.org
Cherry, Rob Chief Executive Officer	209	412-552-7090	rcherry@partner4work.org
Christiansen, Mayada Senior Director, Youth Workforce Programs	206	412-552-7094 Cell 412-951-7134	mchristiansen@partner4work.org
Conway, David Industry Partnership Manager	224	412-932-2944 Cell: 505- 288-8282	dconway@partner4work.org
Crowe, John Project Manager	249	412-785-7249 Cell: 814-571-7148	jcrowe@partner4work.org
Cullen, Carolyn Data Analyst	255	412-785-7255	ccullen@partner4work.org
Dodson, Ryan Senior Accountant	218	412-932-2940	rdodson@partner4work.org
Dutton, LaDonna Special Assistant to the CEO/ Office Manager	254	412-785-7254 Cell: (412) 500-1602	ldutton@partner4work.org
Ezra, Adhika PULSE Fellow	259	412-785-7259	aezra@partner4work.org
Felice, Toni Director of Data and Evaluation	221	412-932-2951	tfelice@partner4work.org
Flaherty, Adele EARN & Work Ready Program Coordinator	240	412-785-7250	aflaherty@partner4work.org
Ford, Carolyn Contracts Manager	219	412-932-2959	cford@partner4work.org
Fornari, Emma Compliance Specialist	232	412-932-2949	efornari@partner4work.org
Francis, Sydney L&E Program Coordinator	262	412-745-0262	sfrancis@partner4work.org
Gagosian, Julia Program Manager, Special Projects	253	412-932-2943 Cell: 617-584-7899	jgagosian@partner4work.org
Gau, Kala Coordinator, Priority Service for Youth & Adults	265	412-745-0265	kgau@partner4work.org
Izimbetova, Raihan Earn and Work Ready Program Manager	203	412-785-7253 Cell: 412-330-7436	rizimbetova@partner4work.org
Jacob, Debra Communications Manager	257	412-785-7257	djacob@partner4work.org
Johnson, Jeanne HR Generalist	223	412-482-5142	jjohnson@partner4work.org
Johnson, Jennifer Accounting Clerk	204	412-552-7092	jjohnson2@partner4work.org
Kadisevskis, Katrina (Kat) Director of Special Projects	231	412-932-2948 Cell: 614-425-6704	kkadisevskis@partner4work.org
Knutson, Dylan Manager of Strategic Initiatives	248	412-785-7248	dknutson@partner4work.org
Kramer, Kristin Chief Financial Officer	237	412-552-7088	kkramer@partner4work.org
Kreit, Brian Senior Director of Operations	261	412-745-0261	bkreit@partner4work.org
Largaespada, Edgar Director of Industry Strategy	201	412-552-7087 Cell: 724-553-4666	elargaespada@partner4work.org
Lipecky, Kathy Youth Program Coordinator	256	412-785-7256	klipecky@partner4work.org
Long, Markese Director of Strategic Partnerships & Career Pathways	234	412-552-7096	mlong@partner4work.org

Main, Kevin Compliance Specialist	263	412-745-0263	kmain@partner4work.org
Molitor, Ellen Contracts Management Specialist	267	412-745-0267	emolitor@partner4work.org
Moore, Dillon Director of Policy	216	412-932-2956 Cell: 304-677-1993	dmoore@partner4work.org
Pajewski, Jennifer Chief of Staff	210	412-552-7098 Cell: 724- 462-9766	jpajewski@partner4work.org
Peterson, Stephanie L&E Program Manager	260	412-745-0260	speterson@partner4work.org
Powell, Kathleen Program Manager, Adult Workforce Services	220	412-785-7242	kpowell@partner4work.org
Puskar, Susie Chief Policy and Research Officer	211	412-552-7099 Cell: 773-266-1572	spuskar@partner4work.org
Roper, Kris Director of Fiscal	222	412-932-2942	kroper@partner4work.org
Rosche, Hannah Data Coordinator	264	412-745-0264	hrosche@partner4work.org
Ross, Jonathan Subrecipient Compliance Manager	252	412-785-7252	jross@partner4work.org
Shockley, Kaylee Policy Coordinator	258	412-785-7258	kshockley@partner4work.org
Smith, Aja Youth Program Manager	229	412-932-2954	asmith2@partner4work.org
Smith, Andy Senior Director of Adult Workforce Programs	236	412 -932-2957 Cell: 412-684-9924	asmith@partner4work.org
Souza, Jacqueline Adult Program Coordinator	239	412-785-7243	jsouza@partner4work.org
Tate, Rory Manager, PMO	207	412-552-7095	rtate@partner4work.org
Wesley, Carl Chief Program and Innovation Officer	202	412-785-7245	cwesley@partner4work.org
Witt, Spencer Payroll Specialist/Accountant	266	412-745-0266	switt@partner4work.org
Yeager, Bonny Program Manager, Special Projects	269	412-745-0269 Cell: 412-551-8562	byeager@partner4work.org
Yost, Monique Program Manager, Adult Workforce Services	226	412-932-2946	myost@partner4work.org

Fax - Wireless

FAX 412-552-7091 received in
admin@partner4work.org

Guest Wireless: TRWIB-Guest **passphrase:** Welcome2TRWIB!

Other Contacts

CareerLink (Downtown Office) 304 Wood St. Commons	412-552-7100 (Main) 412-552-7051 (Fax)	Greeter's desk: 412-697-6677
CareerLink (East Office) Ardmore Blvd.	412-436-2225 (Main) 412-436-2133 (Fax)	Greeter desk: call Main # press 201 of zero
Centre City Tower SECURITY (Lobby Guard)	646-340-1700 ext. 806	

PA CAREERLINK® PITTSBURGH/ALLEGHENY COUNTY SYSTEM

COMPREHENSIVE CENTERS

Allegheny East

2040 Ardmore
Boulevard
Pittsburgh, PA 15221
412-436-2225
TTY 412-271-4217

Downtown Pittsburgh

914 Penn Avenue
Pittsburgh, PA 15222
412-552-7100
TTY 412-552-7044

REGIONAL CENTERS

Alle-Kiski

1150 5th Avenue,
Suite 200
New Kensington, PA
15068
724-334-8600
TTY 724-334-8713

Mon Valley Regional

570 Galiffa Drive
Donora, PA 15033
724-379-4750
TTY 724-379-5981

Partner4Work, formerly 3 Rivers Workforce Investment Board, leads the development, integration and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Mission

Lead the development, integration, and implementation of a world-class workforce development system in Pittsburgh and Allegheny County.

Vision

We will be a community leader, an innovator, a strong partner, inclusive, a bridge builder between human services and workforce development systems, a model workplace.

Values

We will lead with integrity; treat individuals respectfully and support all individuals in their quest for meaningful employment; be inclusive in recognizing diversity; be excellent stewards of public resources; respect employers' diverse talent needs.

Partner4Work

Centre City Tower, Suite 2600
650 Smithfield Street
Pittsburgh, PA 15222
Phone: (412) 552-7090
Fax: (412) 552-7091
www.partner4work.org

Equal Opportunity Employer

Auxiliary aids and services are available upon request. Reasonable accommodations can be made when requested in advance. Please call (412) 552-7090 or email info@partner4work.org with your request.

