

# PARTNER WORK

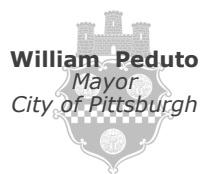
The Workforce Development Board for the Pittsburgh Area



*Building a thriving workforce for the Pittsburgh region.*

Board of Directors' Briefing Book

**J u n e 2 6 , 2 0 2 0**



David Malone  
Chair



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**Nobers, Jeff**

Executive Director  
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**Pipitone, Scott**

President and CEO  
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**Pollard, Joshua**

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Omicelo

**Rendulic, Mark**

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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

**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

**PARTNER4WORK (P4W) Board of Directors' Meeting**

**8:30 to 10:00 a.m. June 26, 2020**

<https://zoom.us/j/309648736>

*Please note: This meeting will be recorded. An Executive Session of the Executive Committee will be held immediately following the Board meeting.*

1. WELCOME AND CALL TO ORDER (2 min) *David Malone, Chair*
  
2. CONSENT AGENDA ITEMS (3 min) *David Malone*
  - APPROVE: Minutes from the May 29, 2020, Board of Directors meeting
  - ACCEPT (see Fund Development report on page 6 ):
    - \$100,000 from the Hillman Foundation for Learn & Earn
    - \$125,000 from JP Morgan Chase for Learn & Earn
    - \$25,000 from the Grable Foundation for Learn & Earn
    - \$150,000 from the Richard King Mellon Foundation for a pilot with UPMC
    - \$330,000 from th Youth Services Investment Fund of The Pittsburgh Foundation for Learn & Earn
    - \$100,000 from The Pittsburgh Foundation for Learn & Earn
    - \$8,000 from Citizens Bank for Learn & Earn
    - \$150,000 from the Bill and Janet Hunt fund to support general operating expenses
  
3. COMMITTEE REPORTS (20 min)
  - Finance and Personnel
    - APPROVE: 2020-2021 Budget
    - APPROVE: P4W Relocation Policy
    - APPROVE: P4W Cash Disbursement Policy
  
  - Programs (Adult and Youth)
    - APPROVE: WIOA Adult/Dislocated Worker Contract Recommendations
    - APPROVE: TANF (Work Ready and EARN) Contract Recommendations
    - APPROVE: WIOA/TANF Youth Contract Recommendations
  
4. READY TO WORK COVID-19 RECOVERY RESPONSE COALITION (15 min) *Earl Buford*
  
5. PRESENTATIONS
  - UPMC (10 min) *Natalie Bell and Dan Lavallee*
  - Re-Ignite the Economy (10 min) *Laura Ellsworth and Earl Buford*
  
6. CHAIRMAN'S REPORT (10 min)
  
7. OTHER BOARD BUSINESS (10 min)
  
8. OPEN FORUM AND PUBLIC COMMENT PERIOD (10 min)  
*Individual speakers limited to three (3) minutes*
  
9. ADJOURNMENT TO EXECUTIVE SESSION

**Minutes of Partner4Work Board of Directors' Meeting**

Via ZOOM

8:30 a.m. May 29, 2020

**Board Members Present**

Acklin, Kevin  
Bell, Natalie  
Bullock, Dr. Quinton B.  
Caplan, Debra  
Cherna, Marc  
Cooper, Mary Frances  
Coplan, David  
Ellsworth, Laura  
Gittlen, Ike  
Harris, Carey  
Katona, Marci  
Kelly, Darrin  
Lane, Majestic  
Malone, David  
McLaughlin, Caitlin  
Melcher, Tom  
Mendoza, Brandon  
Nobers, Jeff  
Pipitone, Scott  
Pollard, Joshua  
Rupert, Duke  
Staszko, Frank  
Thomas, John  
Topoleski, Linda  
Washington, Dr. Nancy  
Williamson, Sam

**Board Members Absent**

Allen, Will  
Barcaskey, Rich  
Belechak, Joe  
Camino, Chris  
Croft, Tom  
Massaro, Steve  
Rendulic, Mark

**Guests Present**

Burstein, Joel (Keep It Simple Workforce Development)  
Higgins, Kiara (Dynamic Workforce Solutions)  
Nestor, Jennifer (Labor and Industry, Oversight Services)  
Stanboro, Sean (PA CareerLink/ResCare)  
Wingert, Christopher (Grant Associates)  
Wool, Liana (Grant Associates)

**Staff Present**

Buford, Earl  
Herrera, Jasmine  
Kramer, Kristin  
Largaespada, Edgar  
Mills, Jack  
Moore, Dillon  
Pajewski, Jennifer  
Puskar, Susie

## Board Meeting Minutes *(The meeting is recorded and is available at YouTube.)*

The meeting opened at 8:31 a.m. with roll call. A quorum was present. Staff and guests were asked to acknowledge their participation in the chat feature.

### CONSENT AGENDA\*

- APPROVE: Minutes from May 15, 2020, Board of Directors meeting
- APPROVE: Closing the RWC-SWPA account at Citizens Bank
- ACCEPT: \$100,000 from The Pittsburgh Foundation to support Learn & Earn  
*\*Two corrections to the minutes: The date was corrected to May 15, 2020; Joe Belechak was marked as present during the May 15, 2020, meeting.  
The P4W Relocation Policy was removed from the agenda and returned to the Finance Committee for further consideration.*

There were no objections, abstentions, corrections, or additions to the Consent Agenda. The Consent Agenda was approved as presented.

### CEO'S REPORT

- Announced Kristin Kramer as Chief Financial Officer and Jennifer Pajewski as Chief of Staff.
- Governance will rethink the Committee structure, specifically merging Finance and Personnel. Additional members are sought.
- PA Smart awards (about \$880,000) have been rescinded by the state and redeployed to address COVID-related needs. Despite the change, P4W remains in a strong financial position with the receipt of PPP, line of credit, flexible private funding. Other funding opportunities are being sought. There is no impact on staffing or existing signature programs.

### READY TO WORK COVID RECOVERY RESPONSE COALITION

Chair David Malone, CEO Earl Buford, and CSO Jack Mills provided an update on the Ready to Work Coalition. Including:

- Objective review
- Key decisions and actions:  
**Immediate phase**
  - **Effective employer engagement**  
Key partners including the Allegheny Conference, labor, URA, economic development, chambers, PBEOC, P4W, and others jointly convene one or more virtual town-hall learning sessions for employers on resources and strategies for hiring while ensuring health/safety and managing financial risk and cost.
  - **Sustainability and scale of place-based strategies**  
Advocate for the strategic expansion of place-based strategies to add system capacity (examples: First Source Hiring agreements with URA/PAR; One Northside strategy).
  - **Prioritizing essential workers; job quality; diversity, equity, and inclusion (12 mins)**  
Key partners such as labor, Allegheny Conference, P4W and others, shall assemble a design team to identify best practices and take them to scale; advocate for stronger systems alignment, data/information sharing between UC and PA CareerLink®.
- **Other actions:**
  - Planning to begin for intermediate phase.
  - Establish a working group with CCAC, Allegheny County and state departments of

## PARTNER WORK

health to address contact tracing supply-demand.

- Align childcare system coordination efforts with Allegheny County DHS, PNC, Trying Together, United Way, and others.
- Explore joint communications messaging and strategy with the coalition leadership team

Subsequent discussion focused on:

- Childcare capacity/vacancies and informing the public about the openings and resources available.
- Small and Black-owned businesses can connect with resources and the ongoing need to support businesses through the crisis and beyond.
- Contact tracing and connecting with Allegheny County Health Department on employment needs.

### OTHER UPDATES

Carey Harris, CEO of Literacy Pittsburgh, provided an annual report on Literacy Pittsburgh and Title II services in Allegheny County. Key points of her presentation include:

- Services provided to 54,000 adults without a high school diploma
- A public-private funding model
- Limited enrollment abilities, virtual service model, profile of the students served.
- Staffing model (mix of full-time employees and large volunteer base)
- Outcomes including employment, GEDs, level-gains, and post-secondary education (considering effects of COVID)
- The Transition Committee process with workforce development in priority industries; integrated and contextualized credentialing for industry (APRI, Intro to the Trades, etc.); basic skill instruction with employers (Rivers Casino and manufactures); career planning and preparation support; expanding instructional capacity which expands digital literacy and embedded workforce skills.
- Highlights of student success
- COVID pivots and commitment to collective economic recovery

Jeff Nobers, Executive Director of the Builders Guild of WPA, discussed employment in the construction trades.

- As of May 29, employment resumed to about 70 percent.
- Guidance on protective measures and exceptions to social distancing close to full employment by the end of the summer and will be dependent on the project
- The Cracker Plant in Beaver County has about 1,000 onsite workers. The completion date has been extended 8-10 months.
- The Airport project has been delayed as traffic has stalled due to the virus.
- US Steel Mon Valley project has slowed.
- Intro to the Trades classes starts June 1 with 20 students, 80 percent minority, and 16 from Allegheny County. The class was split into two for social distancing. The majority of the class participants reside in Penn Hills.
- Pittsburgh Works Together, a labor-management group, focuses on diversity, workforce development, policy, etc. with a policy agenda on job creation, diversity and inclusion, uses resources in the region and positioning the region as the epicenter of rebuilding the economy post-COVID.

*ZOOM*

OTHER BOARD BUSINESS

None.

PUBLIC COMMENT

There was no public comment.

On a motion by Dave Coplan, seconded by Deb Caplan, the meeting adjourned at 9:40 a.m. and an Executive Session of the Executive Committee convened to discuss a personnel matter. No action was taken.

| Partner4Work Fund Development Report  |           |                          |                                    |                         |   |        |
|---|-----------|--------------------------|------------------------------------|-------------------------|---|--------|
| Program Year  | 2019-2020 | Dates                    | 10-15-2019 through 06-18-2020      |                         |   |        |
| Quarter   | 3-4       | Staff Lead               | Jack Mills, Chief Strategy Officer |                         |   |        |
| Grants Secured to Date  |           |                          |                                    |                         | Grants Secured for Greater Pittsburgh Community             |        |
| \$7,845,563   |           |                          |                                    |                         |   |        |
|   | Number    | 2019 Budget Implications |                                    | Future Year Implication |   |        |
| Grants Approved   | 15        | \$916,732                |                                    | \$1,268,226             |   |        |
| Grants Pending  | 8         | \$25,000                 |                                    | \$2,915,612             |   |        |
| Grants Declined to Date   | 6         | \$0                      |                                    | \$0                     |   |        |
| Non Grant-Based Fund Development<br>(Board Participation, Gifts, Corporate Sponsorship) | 8         | \$140,000                |                                    | \$851,667               |   |        |
| Detail Q3-Q4  |           |                          |                                    |                         |   |        |
| New Grants Awarded  |           |                          |                                    |                         |   |        |
| Grantor   | Award     | 2019 Budget allocation   | Future Year Allocation             | Partners                |   | Months |
| CDBG (City)   | \$100,000 | \$0                      | \$100,000                          | PACL, Neighborhood      | COVID-19 Career Services E                                  | 11     |
| CDBG (County)   | \$450,000 | \$225,000                | \$225,000                          | L&E Partners            | Learn & Earn Funding  | 4      |
| Hillman Foundation  | \$500,000 | \$250,000                | \$250,000                          | PGH Workforce Fu        | funding to advance Industry Partnerships thro               | 6      |
| BEP - PA Department of Labor  | \$161,958 | \$53,446                 | \$108,512                          | PPS, City of Pittsb     | Funding to develop an emplo                                 | 18     |
| Hillman Foundation  | \$100,000 | \$50,000                 | \$50,000                           | L&E Partners            | Learn & Earn Covid-19 Trans                                 | 4      |
| RK Mellon Foundation  | \$150,000 | \$0                      | \$150,000                          | UPMC, PACL              | Funding to hire 1-2 workforc                                | 12     |
| Chase Foundation  | \$125,000 | \$62,500                 | \$62,500                           | L&E Partners            | Learn & Earn Funding  | 4      |
| Pittsburgh Foundation - YSIF  | \$330,000 | \$165,000                | \$165,000                          | L&E Partners            | Learn & Earn funding for you                                | 4      |
| Miller Foundation   | \$10,000  | \$5,000                  | \$5,000                            | L&E Partners            | Learn & Earn funding  | 4      |
| Pittsburgh Foundation   | \$100,000 | \$50,000                 | \$50,000                           | L&E Partners            | Learn & Earn funding for you                                | 4      |
| Pittsburgh Foundation   | \$75,000  | \$14,286                 | \$60,714                           | CIP employers, BU       | To support further development of the construction industry | 12     |
| McAuley Ministries  | \$50,000  | \$25,000                 | \$25,000                           | L&E Partners            | Learn & Earn funding  | 4      |



|  |                |  |                                     |   |                             |               |
|--|----------------|--|-------------------------------------|---|-----------------------------|---------------|
| Grable Foundation                            | \$25,000       | \$12,500                               | \$12,500                            | L&E Partners  | Learn & Earn funding for CO | 4             |
| Citizens Bank Foundation                     | \$8,000        | \$4,000                                | \$4,000                             | L&E Partners  | Learn & Earn Corporate fund | 4             |
| <b>Pending</b>                               |                |  |                                     |   |                             |               |
| <i>Grantor</i>                               | <i>Request</i> | <i>Potential Impact on 2019 Budget</i> | <i>Potential Future Allocations</i> | <i>Partners and Project Scope</i>   |                             | <i>Months</i> |
| Highmark Foundation                          | \$50,000       | \$25,000                               | \$25,000                            | Learn & Earn Funding  |                             | 4             |
| Heinz Endowments                             | \$220,000      | \$0                                    | \$220,000                           | Funding to support the ECE Apprenticeship work in partnership with CCAC, Trying Together, Carlow University and Literacy Pittsburgh   |                             | 12            |
| Aspen Insitute                               | \$125,000      | \$0                                    | \$125,000                           | between Allegheny County DHS and P4W that would focus on building system connection between DHS programming for families and P4W's Indutry Partnerships. Would support efforts to improve employers' family-focused |                             | 24            |
| Kaufman Knowledge Challenge                  | \$25,000       | \$0                                    | \$25,000                            | MUS project to support female and/or minority entrepenuers. Funding to place Hill residents, especially those who are discloated workers, into enterneurship training programs.                                     |                             | 12            |
| Victims of Human Trafficking (SVHT) - US DOJ | \$67,500       | \$0                                    | \$67,500                            | MUS in partnership with P4W, Employ Milwaukee, Jones Day and Fresh Start Learning applied to improve workforce development system for victims of human trafficking and to serve those who have been trafficked.     |                             | 36            |
| Pathways Home - US DOL - Lead Applicant: MUS | \$850,000      | \$0                                    | \$850,000                           | MUS applied in partnership with P4W and 3 other cities to expand reentry job training, including reach-in, pre-release services   |                             | 42            |

|   |                |     |   |   |    |
|---|----------------|-----|---|---|----|
| YARP - US DOL - Lead Applicant: MUS   | \$880,000      | \$0 | \$880,000   | MUS applied in partnership with P4W and 3 other cities to expand reentry job training opportunities for young adults 16-24. Goal of project is to connect participants to community college coursework, especially short-term credentialing opportunities. Locally, P4W will partner with Auberle and CCAC as well as employers.        | 42 |
| Youth Apprenticeship Expansion - US DOL - Lead Applicant: MUS   | \$723,112      | \$0 | \$723,112   | MUS applied with P4W and 3 other cities to develop and/or expand youth apprenticeship opportunities   | 48 |
| YARP - Lead Applicant: State Apprenticeship Office  | \$0            | \$0 | \$0   | PA's Apprenticeship and Training Office (ATO) applied to develop and/or expand youth apprenticeship opportunities, with a focus on bringing more employers to apprenticeship as well as developing and/or expanding pre-apprenticeship opportunities. Funding amounts are not set yet, can expect somewhere between \$400,000-\$800,000 | 48 |
| <b>Not Awarded</b>  |                |     |   |   |    |
| <i>Grantor</i>  | <i>Request</i> |     |   | <i>Partners</i>   |    |
| PAsmart (IP) - PA Department of Labor*  | \$885,000      |     |   | Employers in the following sectors: construction, financial services, healthcaer, manufacturing, r  |    |
| PAsmart (Apprenticeship) - PA Department of Labor   | \$650,000      |     |   | AHN, Builders Guild   |    |
| Teacher in the Workplace - PA DLI and PA Dept. of Education*  | \$389,005      |     |   | AIU, Catalyst Connection, Challenge Program, Consortium for Public Education, Nazareth Prep. S  |    |
| PNC Foundation  | \$20,000       |     |   | Learn & Earn funding  |    |
| Parent Pathways - PA DHS and PA Department of Education   | \$100,000      |     |   | PA DHS, CCAC, Action Housing, AIU   |    |
| SIG - PA Department of Labor & Industry*  | \$300,000      |     |   | EICI, PA Bankers Association  |    |
| <b>Note: * = funding redacted, chance funding will be returned in part or whole.</b>                    |                |     |   |   |    |
| <b>Corporate Giving, Special Initiatives and Other Fund Development Revenue (Non Grant Based Funds)</b> |                |     |   |   |    |
| <i>Area</i>   | <i>Amount</i>  |     | <i>Description</i>  |   |    |
| PA L&I Rapid Response Funding   | \$701,667      |     | Funding to support efforts to best serve clients through PACL system during and after the health crisis |   |    |
| Janet and Bill Hunt Gift Fund   | \$150,000      |     | Funding from Janet and Bill Hunt Gift Fund to cover general operating costs                             |   |    |
| First National Bank   | \$10,000       |     | BankWork\$ Funding  |   |    |

|  |                                |  |
|--|--------------------------------|--|
| PNC Financial Services Group, Inc.             | \$25,000                       | BankWork\$ Funding   |
| Sheri and Les Biller Foundation                | \$30,000                       | BankWork\$ Funding   |
| First Commonwealth Financial Corpora           | \$25,000                       | BankWork\$ Funding   |
| Northwest Bank                                 | \$35,000                       | BankWork\$ Funding   |
| Citizens Bank                                  | \$10,000                       | BankWork\$ Funding   |
| Mars Bank                                      | \$5,000                        | BankWork\$ Funding   |
| <b>Upcoming Identified Grant Opportunities</b> |                                |  |
| <i>Grantor</i>                                 | <i>Grant Max</i>               |  |
| National Science Foundation                    | \$50,000 (part of partnership) | In partnership with the University of Pittsburgh (Lead Applicants), P4W will leverage L&E and possibly other partners to connect researchers to low-income bus riders. |
| RK Mellon Foundation                           | \$250,000                      | To be determined, but focused on developing economic development strategies to support employers in the region   |

## MEMORANDUM

**TO:** Partner4Work Board of Directors  
**FROM:** Kristin Kramer, CFO  
**DATE:** June 26, 2020  
**RE:** FY20-21 Budget

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The following includes the proposed FY20-21 Partner4Work budget. The following represents a more detailed narrative surrounding the FY20-21 Budget Analysis.

### Income:

- **Public Funds/Government Grants**

- The proposed FY20-21 budget shows a \$3M increase, which is caused by the following:
  - Midwest Urban Strategies – This program is set to end this year (meaning FY 20-21) and has a reduction of \$2M in revenue from prior year.
  - P4W WIOA Allocations decreased for Program Year 2020 under Allegheny County WIOA by \$500K, however in our budget, we are increasing \$700K (this is due to having left over money from PY19)
  - P4W WIOA Allocations decreased for Program Year 2020 under City of Pittsburgh by \$222K, however in our budget we are increasing \$500K (this is due to having left over money from PY 19)
  - TANF – Adult TANF have increased \$2.5M (Increased Work Ready and Earn grant this year and in addition to the increase of the overall grant, they increased our % of Earn reimbursement from 65% to 75%).
  - DOL Ex-Offenders – remains consistent with a slight increase of \$288K. The original re-entry grant ended December 2019; however, we received a new State Ex-Offender grant that is offsetting the loss.
  - Sector Strategies (which is combining Sec. Strategies, Pgh Works and Place Based into one category) is about \$400K above prior year due to Hillman Foundation award and other smaller awards.
  - Learn & Earn – increased by \$900K due to including the County CDBG direct funding of program in P4W budget (\$650K). In past, these funds were directly managed by other providers, however this year we are bringing them in house. We also have SLIP funding that was not included in the L&E numbers last budget (\$180K).

### Expense:

- **Direct Program Expense**

- The \$3 million increase relates to the increase/decrease of funding sources identified above:
  - Midwest Urban Strategies – Decreased by \$2M
  - Allegheny County WIOA – Increased by \$500K
  - City of Pittsburgh WIOA – Increased \$600K
  - DOL Ex-Offenders – Increased by \$250K
  - Adult TANF – Increased \$2.5M
  - Sector Strategies – Increased \$300K

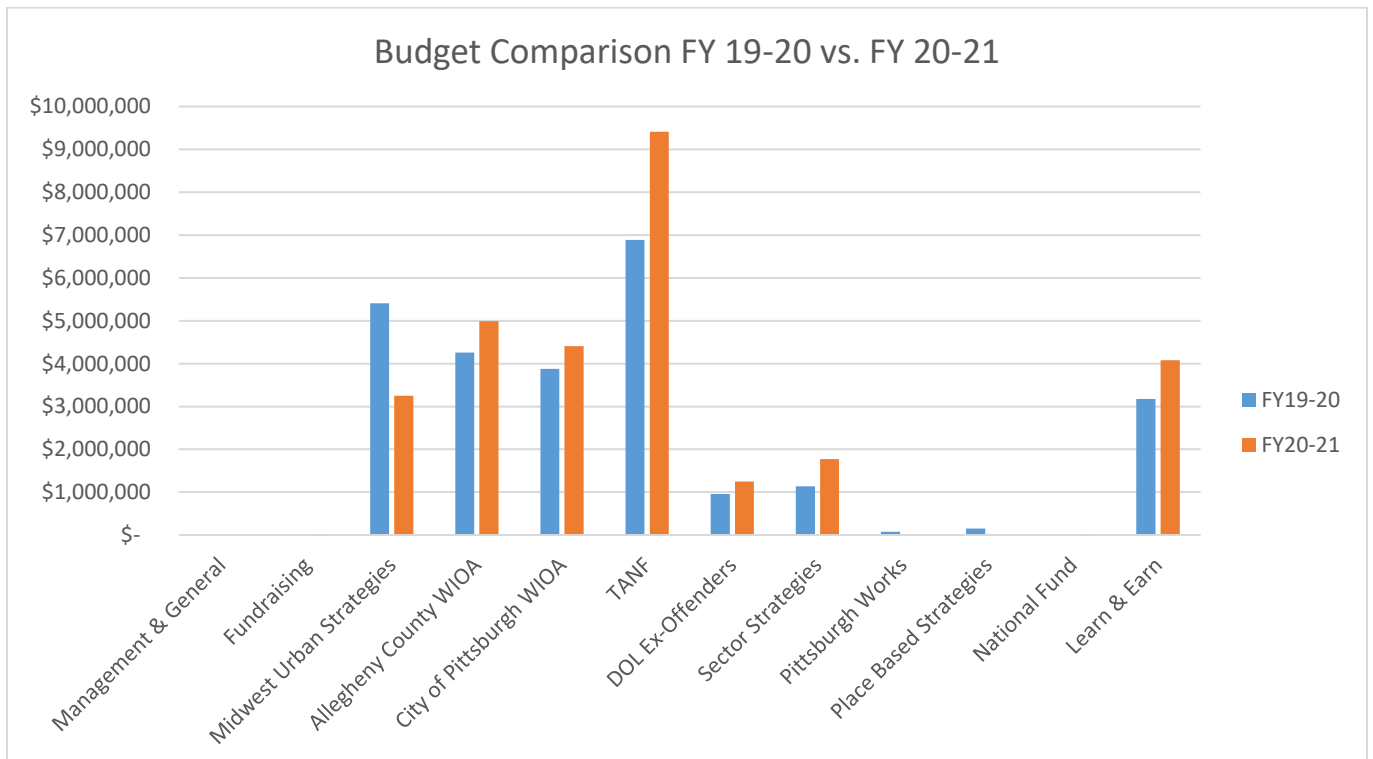
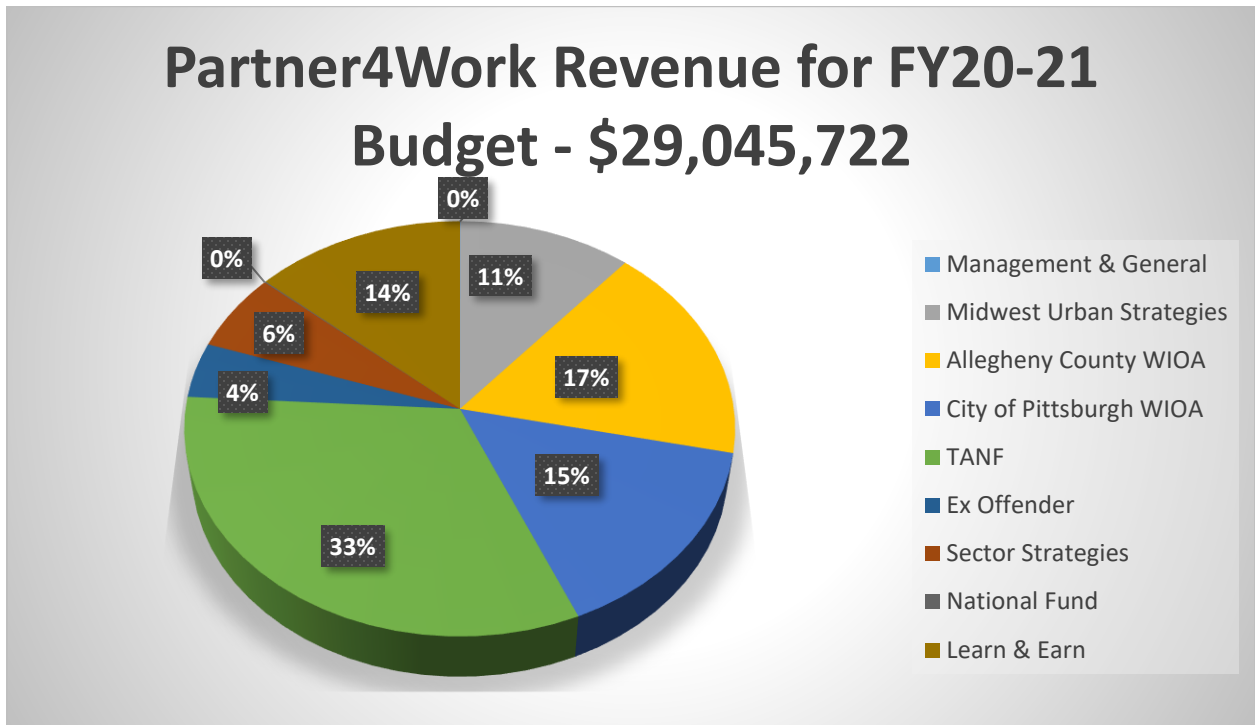
- Learn and Earn – Increased by \$900K due to running the County CDBG funds through our budget. \$744K is being passed to providers
- **Salaries, Wages and Benefits**
  - We are budgeting a \$160K increase in this area for two reasons
    - 3% Cost of Living increase built into the Salary
    - In FY2020, we will continue to build the infrastructure to right-size the organization by adding three additional positions primarily in the following areas:
      - Three new positions, some starting mid year (Communications Manager, IP Developer, IT Public Sector Developer)
- **Contracted Services**
  - The increase of \$140K is primarily related to Midwest Urban Strategies. During this fiscal year, a budget mod was proposed for MUS, which shifted some direct program expense to contracted services.
- **Information Technology Services**
  - The decrease of \$60K relates to Management & General. We currently have budgeted BlackBaud - \$12,000; Parley Pro Contract Database of \$22,000, Program Outcomes System \$50,000, CRM System \$40,000; Performance Evaluation System \$5,000; Cloud based solutions \$10,000 and other \$15,000.
- **Meeting Expense**
  - Has decreased \$27,500 due to reduction in Midwest Urban Strategies Meeting expense. The core meetings for MUS have already happened in the PY 19-20 fiscal year.
- **Rent**
  - The increase of \$25,000 relates to increase in square footage from \$18.54 to \$19.10 starting in September, plus the additional Operating Expenses and Real Estate Taxes (\$14,979.60 and \$614.76 respectively). \*\*See breakdown below
- **Travel & Conference**
  - P4W budgeted an increase of \$31K. A portion of this is to focus on staff development and another portion is to support M&G travel for our Chief Strategy & Innovation Officer.

**Learn & Earn is showing \$140,000 loss due to raising money to cover indirect for the CDBG Money. We anticipate raising the funds but choose to show the loss so it is at the forefront and not forgotten.**

**\*\*Rent Breakdown**

|                             |                  |
|-----------------------------|------------------|
| Base Rent – July – August - | \$35,003.52      |
| Base Rent – Sept – June     | \$180,304.00     |
| Additional Storage          | \$2,100.00       |
| Add'l Operating Expense     | \$14,979.60      |
| Add'l Real Estate Taxes     | \$614.76         |
| <br>Total Budgeted Rent     | <br>\$233,001.88 |

# Charts & Graphs



**Partner4Work**  
**Statement of Activities**  
 FY20-21 BUDGET

|  | Reimbursement Contracts |                |                          |                       |                         |                  | Restricted Grants |                                    |               |                  | Total Program     | Total Unrestricted |
|--|-------------------------|----------------|--------------------------|-----------------------|-------------------------|------------------|-------------------|------------------------------------|---------------|------------------|-------------------|--------------------|
|  | Management & General    | Fundraising    | Midwest Urban Strategies | Allegheny County WIOA | City of Pittsburgh WIOA | TANF             | DOL Ex-Offenders  | Sector and Placed Based Strategies | National Fund | Learn & Earn     |                   |                    |
|  | (Unrestricted)          | (Unrestricted) | (Program)                | (Program)             | (Program)               | (Program)        | (Program)         | (Program)                          | (Program)     | (Program)        |                   |                    |
| Ordinary Income/Expense                |                         |                |                          |                       |                         |                  |                   |                                    |               |                  |                   |                    |
| Income                                 |                         |                |                          |                       |                         |                  |                   |                                    |               |                  |                   |                    |
| 4000 · Public Funds/Government Grants  | 0                       |                | 3,250,000                | 4,986,758             | 4,406,622               | 9,323,887        | 1,250,000         | 782,000                            | 0             | 2,833,994        | 26,833,261        | 26,833,261         |
| 4200 · Foundation & Private Contrib    | 0                       |                |                          | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 57,500           | 57,500            | 57,500             |
| 4300 · Interest                        | 4,677                   |                |                          | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 4,677              |
| 4400 · Inter-Fund Transfer             | 0                       |                |                          | 0                     | 0                       | (466,231)        | 0                 | 0                                  | 0             | 466,231          | 0                 | 0                  |
| 4710 · Other Income                    | 1,000                   |                |                          | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 1,000              |
| 4800 · Assets Released frm Restriction | 0                       |                |                          | 0                     | 0                       | 550,126          | 0                 | 988,750                            | 25,408        | 585,000          | 2,149,284         | 2,149,284          |
| <b>Total Income</b>                    | <b>5,677</b>            | <b>0</b>       | <b>3,250,000</b>         | <b>4,986,758</b>      | <b>4,406,622</b>        | <b>9,407,782</b> | <b>1,250,000</b>  | <b>1,770,750</b>                   | <b>25,408</b> | <b>3,942,725</b> | <b>29,040,045</b> | <b>29,045,722</b>  |
| Expense                                |                         |                |                          |                       |                         |                  |                   |                                    |               |                  |                   |                    |
| 5000 · Direct Program Expenses         | 0                       |                | 2,656,754                | 4,075,209             | 3,546,714               | 7,949,630        | 1,002,130         | 856,544                            | 0             | 3,222,090        | 23,309,071        | 23,309,071         |
| 5200 · Salary, Wages, and Benefits     | 1,182,651               | 26,772         | 246,212                  | 527,835               | 483,933                 | 562,202          | 152,234           | 636,727                            | 21,844        | 335,034          | 2,966,022         | 4,175,445          |
| 5350 · Communication                   | 50,006                  |                | 2,500                    | 7,500                 | 7,500                   | 7,500            | 2,500             | 6,056                              |               | 7,500            | 41,056            | 91,062             |
| 6000 · Contracted Service              | 22,500                  |                | 200,000                  | 40,000                | 40,000                  | 350,000          | 0                 | 21,917                             | 0             | 50,000           | 701,917           | 724,417            |
| 5750 · Depreciation Expense            | 10,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 10,000             |
| 5700 · Equipment Expense               | 38,000                  |                | 0                        | 5,000                 | 5,000                   | 5,000            | 1,000             | 2,500                              | 0             | 5,000            | 23,500            | 61,500             |
| 5500 · Fiscal                          | 55,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 55,000             |
| 5600 · Insurance                       | 15,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 15,000             |
| 6400 · Information Technical Service   | 154,000                 |                | 0                        | 500                   | 500                     | 500              | 500               | 0                                  | 0             | 30,000           | 32,000            | 186,000            |
| 6100 · Legal Expense                   | 11,000                  |                | 2,000                    | 1,000                 | 1,000                   | 1,000            | 0                 | 1,100                              |               | 2,900            | 9,000             | 20,000             |
| 5800 · Materials / Supplies            | 25,000                  |                | 2,500                    | 5,000                 | 5,000                   | 5,000            | 2,500             | 2,500                              | 0             | 5,000            | 27,500            | 52,500             |
| 5930 · Meeting Expense                 | 25,000                  |                | 10,000                   | 5,000                 | 5,000                   | 5,000            | 2,500             | 5,000                              |               | 5,000            | 37,500            | 62,500             |
| 6300 · Memberships                     | 40,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 40,000             |
| 5350 · Postage / Messenger             | 2,000                   |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 2,000              |
| 5360 · Publications                    | 1,500                   |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 1,500              |
| 5400 · Rent                            | 93,200                  |                | 11,605                   | 24,879                | 22,810                  | 26,499           | 7,175             | 30,011                             | 1,030         | 15,791           | 139,800           | 233,000            |
| 6319 · Staff Administration            | 15,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 15,000             |
| 5320 · Telephone                       | 24,000                  |                | 0                        | 0                     | 0                       | 0                | 0                 | 0                                  | 0             | 0                | 0                 | 24,000             |
| 5900 · Travel & Conference             | 85,000                  |                | 5,000                    | 9,500                 | 9,500                   | 9,000            | 3,500             | 10,500                             |               | 2,500            | 49,500            | 134,500            |
| 6999 · Distributed Costs               | (1,843,180)             |                | 113,429                  | 285,335               | 279,665                 | 486,450          | 75,961            | 197,895                            | 2,534         | 401,910          | 1,843,180         | (0)                |
| <b>Total Expense</b>                   | <b>5,677</b>            | <b>26,772</b>  | <b>3,250,000</b>         | <b>4,986,758</b>      | <b>4,406,623</b>        | <b>9,407,782</b> | <b>1,250,000</b>  | <b>1,770,750</b>                   | <b>25,408</b> | <b>4,082,725</b> | <b>29,180,046</b> | <b>29,212,494</b>  |
| Net Ordinary Income                    | 0                       | (26,772)       | 0                        | 0                     | (0)                     | 0                | (0)               | (0)                                | (0)           | (140,000)        | (140,001)         | (166,772)          |
| Net Income                             | 0                       | (26,772)       | 0                        | 0                     | (0)                     | 0                | (0)               | (0)                                | (0)           | (140,000)        | (140,001)         | (166,772)          |

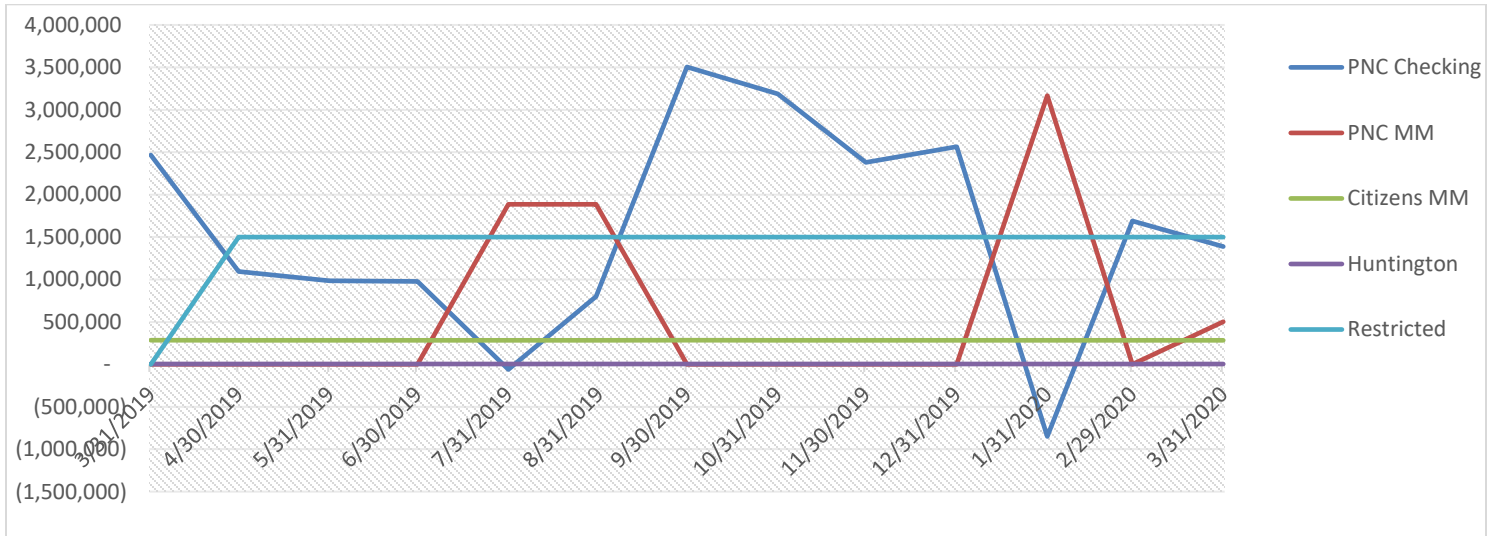
**Partner4Work**  
**Statement of Activities Comparison**  
**FY19-20 vs FY20-21 Budget**

| Ordinary Income/Expense                | BUDGET<br>FY19-20 | BUDGET<br>FY20-21 | Change    |
|--|-------------------|-------------------|-----------|
| Income                                 |                   |                   |           |
| 4000 · Public Funds/Government Grants  | 23,660,068        | 26,833,261        | 3,173,193 |
| 4200 · Foundation & Private Contrib    | -                 | 57,500            | 57,500    |
| 4300 · Interest                        | 3,500             | 4,677             | 1,177     |
| 4400 · Inter-Fund Transfer             | -                 | -                 | -         |
| 4710 · Other Income                    | -                 | 1,000             | 1,000     |
| 4800 · Assets Released frm Restriction | 2,270,130         | 2,149,284         | (120,846) |
| Total Income                           | 25,933,698        | 29,045,722        | 3,112,024 |
| Gross Profit                           | 25,933,698        | 29,045,722        | 3,112,024 |
| Expense                                |                   |                   |           |
| 5000 · Direct Program Expenses         | 20,285,521        | 23,309,071        | 3,023,550 |
| 5200 · Salary, Wages, and Benefits     | 4,012,427         | 4,175,445         | 163,018   |
| 5350 · Communication                   | 80,000            | 91,062            | 11,062    |
| 6000 · Contracted Service              | 583,250           | 724,417           | 141,167   |
| 5750 · Depreciation Expense            | 15,000            | 10,000            | (5,000)   |
| 5700 · Equipment Expense               | 76,000            | 61,500            | (14,500)  |
| 5500 · Fiscal                          | 55,000            | 55,000            | -         |
| 5600 · Insurance                       | 15,000            | 15,000            | -         |
| 6400 · Information Technical Service   | 248,500           | 186,000           | (62,500)  |
| 6100 · Legal Expense                   | 25,000            | 20,000            | (5,000)   |
| 5800 · Materials / Supplies            | 52,500            | 52,500            | -         |
| 5930 · Meeting Expense                 | 90,000            | 62,500            | (27,500)  |
| 6300 · Memberships                     | 40,000            | 40,000            | -         |
| 5350 · Postage / Messenger             | 2,500             | 2,000             | (500)     |
| 5360 · Publications                    | 2,500             | 1,500             | (1,000)   |
| 5400 · Rent                            | 207,500           | 233,000           | 25,500    |
| 6319 · Staff Administration            | 20,000            | 15,000            | (5,000)   |
| 5320 · Telephone                       | 20,000            | 24,000            | 4,000     |
| 5900 · Travel & Conference             | 103,750           | 134,500           | 30,750    |
| 6999 · Distributed Costs               | (750)             | (0)               | 749       |
| Total Expense                          | 25,933,698        | 29,212,494        | 3,278,796 |
| Net Income                             | (0)               | (166,772)         |           |



## Dashboard Report

### 12 Month Cash Flow



### Current Assets, Liabilities & Equity

#### Cash:

PNC Restricted – \$1,500,100  
 PNC Money Market – \$500,563  
 PNC Checking – \$1,386,914  
**Total PNC - \$3,387,577**

#### Other Savings Accounts

Citizens Bank Money Market - \$284,791  
 Huntington Bank - \$4,219  
**Total Other Savings - \$289,010**

#### Line of Credit

\$0

#### Other Current Assets

Prepaid Expenses - \$15,848  
 Prepaid Insurance - \$11,407  
 Security Deposit - \$6,067  
 Other Receivables - \$822

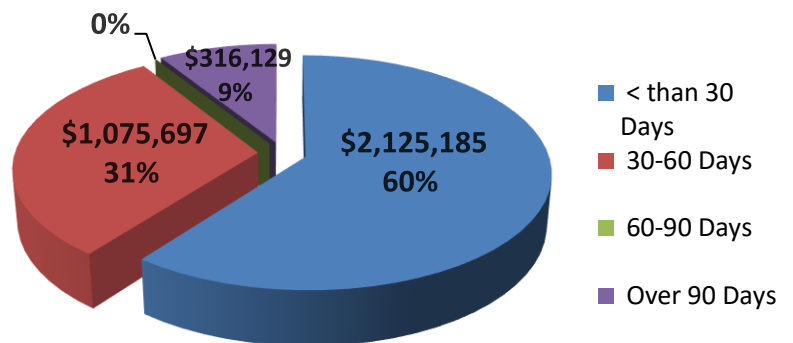
#### Liabilities

A/P- \$2,415,137 (\$2,283,802 due to subrecipients)  
 PA Unclaimed Property - \$1,309  
 Accrued Vacation - \$62,385  
 Deferred Rent - \$27,368

#### Equity

Unrestricted Net Assets - \$764,096  
 Temp Restricted Net Assets- \$6,449,053\*\*  
 Net Income – (\$2,419,520) \*\*\*majority portion from temp restricted funds being released

### Partner4Work Accounts Receivable as of 3/31/2020

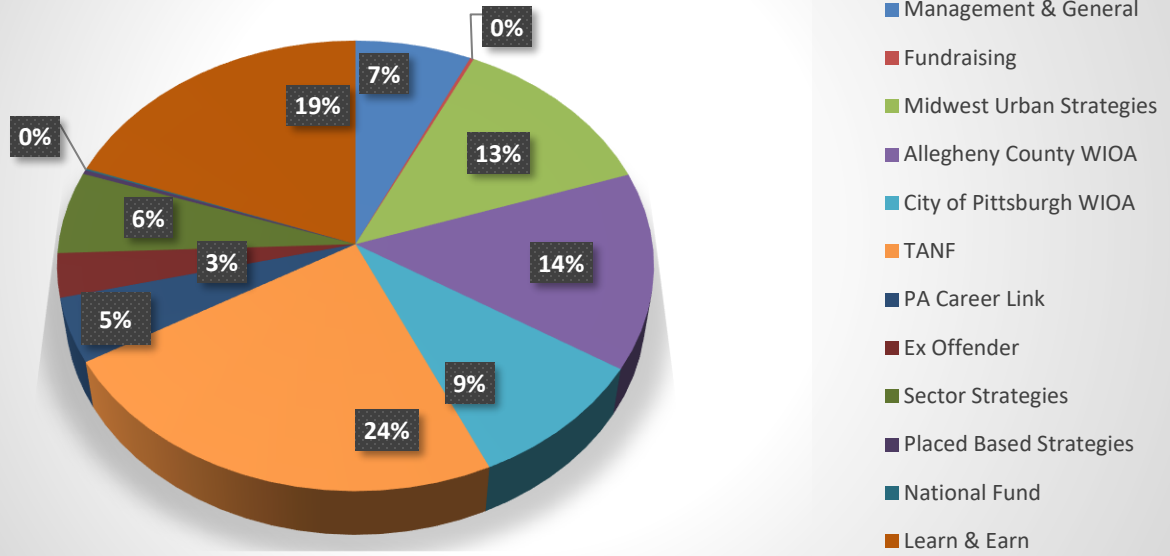


\*Items over 90+ days: Learn & Earn - \$39,000; PA Dept of L&I \$29,277  
 PA Career Link - \$103,989; MUS - \$46,375; Employ Milwaukee - \$97,485

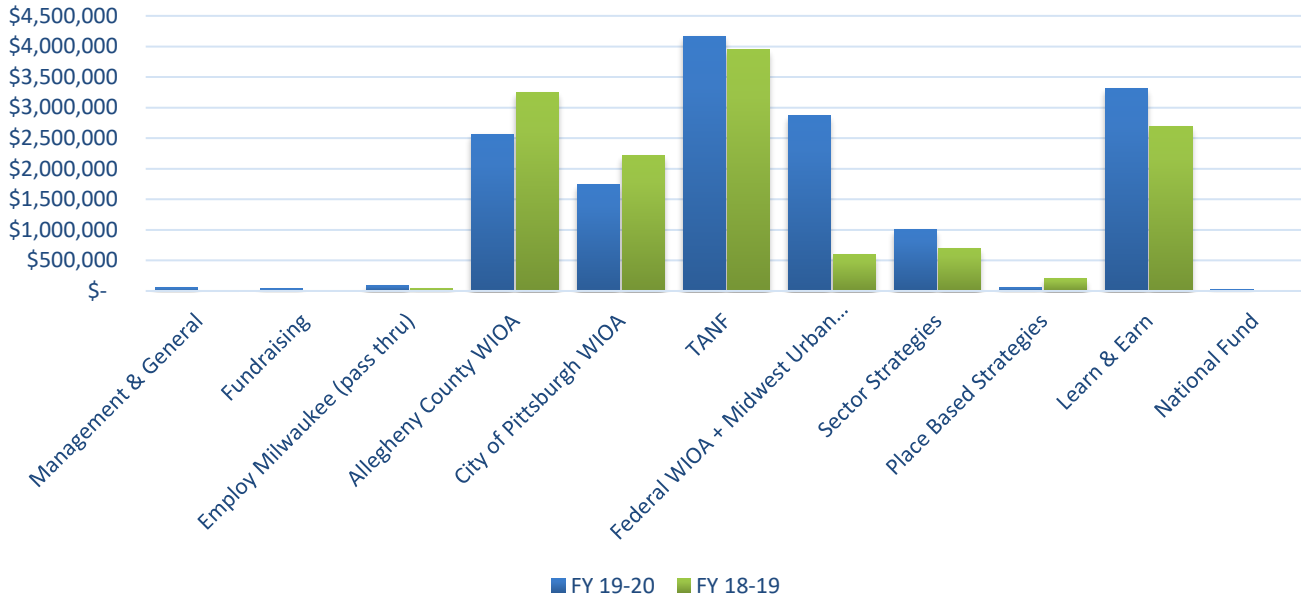
\*\*Misc - \$62,303; Sector Strat.- \$169,733; Place Based Strat - \$79,491; Adult TANF - \$3,612,035; L&E - \$2,525,491  
 This is reflective of activity through 7/1/2019

**Income and Expenses**

**Total Partner4Work Expenditures \$16,708,003 through 3/31/20**



**Expense Comparison FY 19-20 vs. 18-19**



-WIOA grants are about \$1.1 less than prior year due to receiving the Federal Dislocated Worker Grant. We have paid for most of our dislocated worker expenses from the federal grant. -Federal WIOA & MUS grants have increased \$2.2 due to MUS DLW grant and our Strive Grant which started 7/1/18. -Sector Strategies increased slightly due to addition of PA Smart Grants. -L&E program increased primarily due to TANF fund (prior year not recorded under L&E)

Comments: Cash balance remains consistent. We are working on collecting A/R items > 90 days. Net Income is at a loss, primarily due to the release of \$2.5M for Learn & Earn 2019 Summer Program release. Management & General expenditures remain at 7%.

**Partner4Work**  
**Statement of Activities**  
**July 1, 2019 through March 31, 2020**

|                                  | Reimbursement Contracts       |                            |                                    |                              |                            |                    |                         | Restricted Grants             |                             |                                  |                        |                            | Total Program (Unrestricted) | Total Unrestricted  | Temporarily Restricted | TOTAL                |
|----------------------------------|-------------------------------|----------------------------|------------------------------------|------------------------------|----------------------------|--------------------|-------------------------|-------------------------------|-----------------------------|----------------------------------|------------------------|----------------------------|------------------------------|---------------------|------------------------|----------------------|
|                                  | Mgmt & General (Unrestricted) | Fundraising (Unrestricted) | Midwest Urban Strategies (Program) | Allegheny Cty WIOA (Program) | City of Pgh WIOA (Program) | TANF (Program)     | PA CareerLink (Program) | Federal Ex-Offender (Program) | Sector Strategies (Program) | Place Based Strategies (Program) | Learn & Earn (Program) | National Fund (Restricted) |                              |                     |                        |                      |
| <b>Revenue</b>                   |                               |                            |                                    |                              |                            |                    |                         |                               |                             |                                  |                        |                            |                              |                     |                        |                      |
| Public Funds/Govt Grants         |                               | \$0                        | \$2,376,786                        | \$2,577,187                  | \$1,748,867                | \$3,918,562        | \$768,825               | \$581,695                     | \$725,916                   | \$1,332                          | \$642,462              | \$0                        | \$13,341,631                 | \$13,341,631        | \$411,500              | \$13,753,131         |
| Foundation & Private Contrib     | \$112                         | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$112               | \$479,500              | \$479,612            |
| Interest                         | \$6,414                       | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$6,414             | \$0                    | \$6,414              |
| Other Income                     | \$1,698                       | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$1,698             | \$0                    | \$1,698              |
| Prior Year Adjustments           | \$47,628                      | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$47,628            | \$0                    | \$47,628             |
| Assets Released from Restriction | \$0                           | \$0                        | \$0                                | \$0                          | \$0                        | \$251,601          | \$0                     | \$0                           | \$273,217                   | \$54,931                         | \$2,574,941            | \$22,215                   | \$3,176,906                  | \$3,176,906         | (\$3,176,906)          | \$0                  |
| <b>Total Revenue</b>             | <b>\$55,852</b>               | <b>\$0</b>                 | <b>\$2,376,786</b>                 | <b>\$2,577,187</b>           | <b>\$1,748,867</b>         | <b>\$4,170,163</b> | <b>\$768,825</b>        | <b>\$581,695</b>              | <b>\$999,133</b>            | <b>\$56,263</b>                  | <b>\$3,217,403</b>     | <b>\$22,215</b>            | <b>\$16,518,537</b>          | <b>\$16,574,389</b> | <b>(\$2,285,906)</b>   | <b>\$14,288,483</b>  |
| <b>Expenses</b>                  |                               |                            |                                    |                              |                            |                    |                         |                               |                             |                                  |                        |                            |                              |                     |                        |                      |
| Direct Program Expenses          | (\$4,900)                     | \$0                        | \$1,540,190                        | \$1,959,775                  | \$1,182,099                | \$3,493,647        | \$768,826               | \$436,538                     | \$491,207                   | \$44,659                         | \$2,843,646            | \$0                        | \$12,760,588                 | \$12,755,688        | \$0                    | \$12,755,688         |
| Salary, Wages & Benefits         | \$713,600                     | \$32,456                   | \$248,500                          | \$350,308                    | \$329,918                  | \$360,774          | \$0                     | \$75,855                      | \$408,118                   | \$6,015                          | \$324,461              | \$6,284                    | \$2,110,233                  | \$2,856,289         | \$0                    | \$2,856,289          |
| Communication                    | \$11,445                      | \$0                        | \$0                                | \$75                         | \$75                       | \$49               | \$0                     | \$0                           | \$6,662                     | \$0                              | \$354                  | \$0                        | \$7,216                      | \$18,661            | \$0                    | \$18,661             |
| Contracted Service               | \$87,695                      | \$0                        | \$306,923                          | \$16,384                     | \$16,384                   | \$17,400           | \$0                     | \$6,049                       | \$42,375                    | \$0                              | \$6,000                | \$9,947                    | \$421,461                    | \$509,156           | \$0                    | \$509,156            |
| Depreciation Expense             | \$5,946                       | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$3,320                | \$0                        | \$3,320                      | \$9,266             | \$0                    | \$9,266              |
| Equipment Expense                | \$22,165                      | \$0                        | \$645                              | \$0                          | \$0                        | \$2,054            | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$2,699                      | \$24,864            | \$0                    | \$24,864             |
| Fiscal                           | \$52,330                      | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$52,330            | \$0                    | \$52,330             |
| Insurance                        | \$13,013                      | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$13,013            | \$0                    | \$13,013             |
| Information Technology Service   | \$70,408                      | \$0                        | \$569                              | \$1,312                      | \$1,312                    | \$759              | \$0                     | \$266                         | \$266                       | \$0                              | \$26,056               | \$0                        | \$30,541                     | \$100,948           | \$0                    | \$100,948            |
| Legal Expense                    | \$6,155                       | \$0                        | \$0                                | \$1,609                      | \$1,609                    | \$0                | \$0                     | \$0                           | \$1,427                     | \$0                              | \$1,080                | \$0                        | \$5,725                      | \$11,879            | \$0                    | \$11,879             |
| Materials / Supplies             | \$22,030                      | \$0                        | \$138                              | \$222                        | \$222                      | \$148              | \$0                     | \$0                           | \$0                         | \$0                              | \$1,553                | \$0                        | \$2,284                      | \$24,313            | \$0                    | \$24,313             |
| Meeting Expense                  | \$21,154                      | \$508                      | \$1,739                            | \$4,333                      | \$274                      | \$603              | \$0                     | \$2,641                       | \$5,453                     | \$52                             | \$5,716                | \$0                        | \$20,810                     | \$42,472            | \$0                    | \$42,472             |
| Memberships                      | \$23,208                      | \$0                        | \$0                                | \$0                          | \$0                        | \$2,500            | \$0                     | \$0                           | \$220                       | \$0                              | \$0                    | \$0                        | \$2,720                      | \$25,928            | \$0                    | \$25,928             |
| Other Miscellaneous              | \$447                         | (\$0)                      | (\$0)                              | \$23                         | (\$6)                      | (\$0)              | \$0                     | \$1                           | (\$26)                      | \$0                              | \$0                    | \$0                        | (\$9)                        | \$438               | \$0                    | \$438                |
| Postage / Messenger              | \$1,186                       | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$1,186             | \$0                    | \$1,186              |
| Publications                     | \$585                         | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$585               | \$0                    | \$585                |
| Rent                             | \$44,664                      | \$2,241                    | \$10,894                           | \$17,890                     | \$20,057                   | \$20,925           | \$0                     | \$4,152                       | \$25,162                    | \$345                            | \$12,922               | \$408                      | \$112,755                    | \$159,660           | \$0                    | \$159,660            |
| Staff Administration             | \$10,596                      | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$40                        | \$0                              | \$209                  | \$0                        | \$249                        | \$10,845            | \$0                    | \$10,845             |
| Telephone                        | \$18,286                      | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$18,286            | \$0                    | \$18,286             |
| Temporary Service                | \$0                           | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$0                 | \$0                    | \$0                  |
| Training                         | \$4,070                       | \$0                        | \$0                                | \$0                          | \$0                        | \$0                | \$0                     | \$0                           | \$0                         | \$0                              | \$0                    | \$0                        | \$0                          | \$4,070             | \$0                    | \$4,070              |
| Travel & Conference              | \$29,095                      | \$202                      | \$9,540                            | \$7,477                      | \$7,725                    | \$4,402            | \$0                     | \$309                         | \$6,074                     | \$43                             | \$577                  | \$2,681                    | \$38,827                     | \$68,125            | \$0                    | \$68,125             |
| <b>Total Expenses</b>            | <b>\$1,153,178</b>            | <b>\$35,407</b>            | <b>\$2,119,137</b>                 | <b>\$2,359,407</b>           | <b>\$1,559,668</b>         | <b>\$3,903,262</b> | <b>\$768,826</b>        | <b>\$525,813</b>              | <b>\$986,978</b>            | <b>\$51,113</b>                  | <b>\$3,225,894</b>     | <b>\$19,319</b>            | <b>\$15,519,418</b>          | <b>\$16,708,003</b> | <b>\$0</b>             | <b>\$16,708,003</b>  |
| <b>Distributed Costs</b>         |                               |                            |                                    |                              |                            |                    |                         |                               |                             |                                  |                        |                            |                              |                     |                        |                      |
| Distributed Costs                | \$1,100,717                   | \$0                        | (\$257,647)                        | (\$207,780)                  | (\$189,199)                | (\$266,901)        | \$0                     | (\$55,492)                    | (\$23,079)                  | (\$5,150)                        | (\$92,572)             | (\$2,896)                  | (\$1,100,717)                | \$0                 | \$0                    | \$0                  |
| <b>Total Distributed Costs</b>   | <b>(\$1,100,717)</b>          | <b>\$0</b>                 | <b>\$257,647</b>                   | <b>\$207,780</b>             | <b>\$189,199</b>           | <b>\$266,901</b>   | <b>\$0</b>              | <b>\$55,492</b>               | <b>\$23,079</b>             | <b>\$5,150</b>                   | <b>\$92,572</b>        | <b>\$2,896</b>             | <b>\$1,100,717</b>           | <b>\$0</b>          | <b>\$0</b>             | <b>\$0</b>           |
| <b>NET SURPLUS/(DEFICIT)</b>     | <b>\$3,391</b>                | <b>(\$35,407)</b>          | <b>\$0</b>                         | <b>\$10,000</b>              | <b>(\$0)</b>               | <b>\$0</b>         | <b>(\$0)</b>            | <b>\$390</b>                  | <b>(\$10,924)</b>           | <b>(\$0)</b>                     | <b>(\$101,064)</b>     | <b>\$0</b>                 | <b>(\$101,598)</b>           | <b>(\$133,614)</b>  | <b>(\$2,285,906)</b>   | <b>(\$2,419,520)</b> |

**Partner4Work**  
**Statement of Financial Position**  
**As of March 31, 2020**

|   | <b>Unrestricted</b> | <b>Temporarily<br/>Restricted</b> | <b>Total</b>        |
|---|---------------------|-----------------------------------|---------------------|
| <b>ASSETS</b>                             |                     |                                   |                     |
| Current Assets                            |                     |                                   |                     |
| Checking/Savings                          | \$ 248,805          | \$ 3,427,783                      | \$ 3,676,588        |
| Accounts Receivable                       | \$ 2,781,648        | \$ 735,363                        | \$ 3,517,011        |
| Other Current Assets                      | \$ 26,581           | \$ -                              | \$ 26,581           |
| Total Current Assets                      | \$ 3,057,034        | \$ 4,163,146                      | \$ 7,220,180        |
| Other Assets                              |                     |                                   |                     |
| Fixed Assets (net of depreciation)        | \$ 48,699           | \$ -                              | \$ 48,699           |
| Other Assets                              | \$ 6,067            | \$ -                              | \$ 6,067            |
| Total Other Assets                        | \$ 54,766           | \$ -                              | \$ 54,766           |
| <b>TOTAL ASSETS</b>                       | <b>\$ 3,111,800</b> | <b>\$ 4,163,146</b>               | <b>\$ 7,274,946</b> |
| <b>LIABILITIES &amp; NET ASSETS</b>       |                     |                                   |                     |
| Liabilities                               |                     |                                   |                     |
| Current Liabilities                       |                     |                                   |                     |
| Due to Subrecipients                      | \$ 2,283,802        | \$ -                              | \$ 2,283,802        |
| Accounts Payable                          | \$ 131,335          | \$ -                              | \$ 131,335          |
| Advance Payments                          | \$ -                | \$ -                              | \$ -                |
| Other Current Liabilities                 | \$ 104,017          | \$ -                              | \$ 104,017          |
| Total Current Liabilities                 | \$ 2,519,154        | \$ -                              | \$ 2,519,154        |
| Total Liabilities                         | \$ 2,519,154        | \$ -                              | \$ 2,519,154        |
| Net Assets                                |                     |                                   |                     |
| Unrestricted                              | \$ 726,259          | \$ -                              | \$ 726,259          |
| Temporarily Restricted                    | \$ -                | \$ 6,449,053                      | \$ 6,449,053        |
| Current Period Activity                   | \$ (133,614)        | \$ (2,285,906)                    | \$ (2,419,520)      |
| Total Net Assets                          | \$ 592,645          | \$ 4,163,147                      | \$ 4,755,791        |
| <b>TOTAL LIABILITIES &amp; NET ASSETS</b> | <b>\$ 3,111,799</b> | <b>\$ 4,163,147</b>               | <b>\$ 7,274,945</b> |

## Relocation Cost Policy at Partner4Work

The purpose of this policy is to provide a standard procedure for the relocation of newly hired and transferring exempt level staff from locations elsewhere in the United States to Pittsburgh PA. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the new hire or employee. The provisions of this policy will apply only to relocations that are planned to exceed 12 months. The move is for the benefit of the employer.

Partner4Work will reimburse reasonable amounts or provide advance assistance of expenses incurred as a result of the relocation of staff for distances that exceed fifty miles from their current place of residence and assigned work location.

Partner4Work will audit expenses against relocation agreements and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the CEO and Finance Committee and will be looked at on a case-by-case basis.

All relocation expenses must be incurred within 180 days of the date the written relocation agreement is signed. Expenses incurred after this period will not be reimbursed. Some expenses will be paid directly by Partner4Work to the vendor. For all other reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with company reimbursement request forms. Partner4Work will not reimbursement above employee's actual expenses up to and not to exceed \$5,000.

### Approved Expenses – Standard Policy

- (1) The costs of transportation of the employee, members of his or her immediate family and his household, and personal effects to the new location.
- (2) The costs of finding a new home, such as advance trips by employees and spouses to locate living quarters and temporary lodging during the transition period, up to maximum period of 30 calendar days. **This policy is limited to 1 advanced trip.**
- (3) Closing costs, such as brokerage, legal, and appraisal fees, incident to the disposition of the employee's former home. These costs, together with those described in (4), are limited to 8 per cent of the sales price of the employee's former home.
- (4) The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home,

such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.

(5) Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

(c) Allowable relocation costs for new employees are limited to those described in paragraphs (b)(1) and (2) of this section. When relocation costs incurred incident to the recruitment of new employees have been charged to a Federal award and the employee resigns for reasons within the employee's control within 12 months after hire, the non-Federal entity must refund or credit the Federal Government for its share of the cost. However, the costs of travel to an overseas location must be considered travel costs in accordance with § 200.474 Travel costs, and not this § 200.464 Relocation costs of employees, for the purpose of this paragraph if dependents are not permitted at the location for any reason and the costs do not include costs of transporting household goods.

(d) The following costs related to relocation are unallowable:

- (1) Fees and other costs associated with acquiring a new home.
- (2) A loss on the sale of a former home.
- (3) Continuing mortgage principal and interest payments on a home being sold.
- (4) Income taxes paid by an employee related to reimbursed relocation costs.

### **Repayment Provision**

If the employee resigns due to circumstances within his or her control, as determined by Partner4Work, within 12 months of the date assigned to the transferred facility, the employee agrees to and will be subject to repayment of costs associated with the move.

### **Tax Considerations**

Prior to or at the time the written relocation agreement is signed, the employee will meet with Accounts Payable staff to review the federal and state tax implications of all costs reimbursed by the company and its impact on the employee's W-2 taxable income. The employee will be given a written estimate of costs for tax planning purposes.

**07(a) CASH DISBURSEMENTS**

Partner4Work prepares payments and reimbursements once a week. Most of our payments are made through electronic payment system called Cash Flow InSight at PNC Bank. If we need to cut a physical check, the preparation is similar, and both processes are detailed below.

**ePayments**

Partner4Work uses primarily ePayments / Bank Payments. Vendors/Providers are invited to the banking website to enter their own banking information via email invitation through Cash Flow InSight with PNC Bank. Partner4Work cannot see their routing or bank account number if entered by provider for security purposes. Our accountant prepares the weekly checks to be processed on Friday, then prepares an EFT register and emails to the CEO and CFO for approval. Once both parties have approved, payment information is logged into the banking system for payment. Payments are usually uploaded on Friday and will be processed 3-7 days depending on payment method from the bank. 3 days for ePayments and 7 days for check payment. Cash Flow InSight emails a register of payment to be processed with estimated arrival dates, which is forwarded back to the CEO and CFO for confirmation and double check.

A finance committee member's approval is required for payments over \$10,000 and on payments made to the CEO or CFO with the following exceptions:

- payments over \$10,000 for existing contracted services do not require a finance members approval.

**Check Preparation**

Most payments are processed through EFT payment, however if a check is needed, it is the policy of TRWIB, Inc. to print checks on Thursday and payments are mailed on Monday the following week. The Accountant prepares checks; independent of those who are authorized check signers. Certain times of the year, the check-printing schedule may be adjusted during shortened weeks resulting from holidays. An example of when a check would be needed is if a form needs to be mailed along with payment.

*All vendor and expense reimbursements will be produced in accordance with the following guidelines (1-4 applies to both payment methods):*

1. Expenditures must be supported in conformity with the purchasing, accounts payable, and travel and business entertainment policies described in this manual
2. Timing of disbursements should generally be made to take advantage of all early payment discounts offered by vendors
3. Generally, all vendors will be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services
4. Total cash requirements associated with each check run is monitored by the CFO in conjunction with available cash balance in bank prior to the release of any checks
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer
6. Checks will be utilized in numerical order (unused checks are stored in a locked office in the accounting department)

7. Checks will never be made payable to “bearer” or “cash”
8. Checks will never be signed prior to being prepared
9. Upon the preparation of a check, vendor invoices and other supporting documentation will immediately be stamped “paid” in order to prevent subsequent reuse.

### **Check Signing**

*All checks require two signatures.* No checks will be signed prior to the check being completed in its entirety (no signing of blank checks).

All other checks will be signed by the CEO and CFO, unless unavailable, then Chief of Staff or Chief Strategic and Innovation officer will sign.

This policy is subject to review upon the change of the CEO or CFO

*It is the policy of TRWIB, Inc. that an individual other than the one who approved the transaction for payment will sign each check.*

Authorized signers on all bank accounts of TRWIB, Inc. are:

- Chief Executive Officer
- Chief Financial Officer
- Chief of Staff
- Chief Strategic and Innovation Officer

### **Voided Checks and Stop Payments**

Checks or EFT payments may be voided due to processing errors by making proper notations in the bank register and defacing the check by clearly marking it as “VOID”. All voided checks will be retained to aid in preparation of bank reconciliations. The Accountant is responsible for voiding the checks in the accounting system.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by the Accounting Manager. Bank fees associated with the Stop Payment will be recorded with the bank statement reconciliation.

### **Record-Keeping Associated with Independent Contractors**

TRWIB, Inc. will obtain a completed Form W-9 or equivalent substitute documentation from all 1099-designated vendors to whom payments are made. A record will be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors will be accumulated over the course of a calendar year.

### **Draw Downs**

The finance department will prepare a report on federal and state draws that includes detailed documentation on incurred expenses. The CFO will review and approve all draws.



## PA CareerLink® reopening plans

Since mid-March, PA CareerLink® has been delivering services to job seekers and employers remotely, strengthening virtual resources for customers, and making plans for when and how to reopen the one-stop centers in Pittsburgh and Allegheny County to the public. Although much progress has been made toward enhancing remote service delivery, some customers are either not able or willing to engage with PA CareerLink® virtually, despite needing assistance.

With continued monitoring of state and local guidelines, as well as close partner coordination, PA CareerLink® staff in Pittsburgh and Allegheny County began a partial return to their offices within the one-stop centers located in Downtown Pittsburgh and Forest Hills on Monday, June 22. During this time, and in subsequent days, PA CareerLink® management will be preparing for additional staff members to re-enter the one-stop centers, with the objective of opening the centers to the public on July 6 for a limited set of services, available by appointment only. Remote service delivery will still be the preferred method of interaction with all customers. However, if a customer cannot engage in a service or program that is being delivered remotely, they may contact PA CareerLink® to discuss scheduling an appointment to meet with a staff person at one of the one-stop centers. Per a Commonwealth decision, in-person assistance with Unemployment Compensation claims and access to the dedicated Unemployment Compensation phone will not be available. The Commonwealth has released a press release indicating this: <https://www.media.pa.gov/Pages/Labor-and-Industry-Details.aspx?newsid=460>

All local, state, and federal guidelines regarding building and worker safety, in-person service delivery, and contingency planning will be followed during the limited re-opening phase.

To communicate the limited re-opening of one-stop centers in Pittsburgh and Allegheny County, Partner4Work is coordinating with PA CareerLink® management and the PA Department of Labor & Industry to develop communication materials and strategies, which will be released in late June or early July.

## Youth Program reopening plans

### *Year-round programs*

Year-round in- and out-of-school youth serving programs began serving youth participants through virtual means when the Governor's stay-at-home order was implemented in mid-March. Students were able to access social and emotional supports through provider phone calls and digital check-ins, with in-person, socially distant support offered when necessary and safe. Per Federal Department of Labor guidance, WIOA youth who had begun work experience prior to closures were able to continue to be paid throughout the stay-at-home order. In May and June, providers supported youth in creating plans for after the stay-at-home order was lifted, including planning to attend post-secondary education in the fall, and assistance with job searching.

Year-round youth providers have begun to return to their offices and are turning their attention toward shifting programming for PY20-21 to meet safety requirements and meet the needs of youth. Providers who normally begin recruitment for the PY20-21 year in the spring have created new plans to enroll youth, WIOA providers have been trained on enrolling youth using online tools, and plans are underway to continue building out the tools being developed for Learn & Earn for year-round programs. It is expected that most of the 17 year-round youth providers will offer blended online and in-person services this upcoming program year. Providers continue to create contingency plans for fully digital programs should they be required this fall.

### *Learn & Earn*

More than 1,700 youth have been offered jobs through Learn & Earn this summer. At least 1,600 have accepted the positions. Participants began their online work readiness training on June 22, 2020. Work experience will begin on June 29, 2020. Most work experiences for the summer will be digital, but 30-35% of placements will be in person with proper social distancing in place. Most in-person placements will occur outside.

Digital work experience will include:

- Digital projects for providers, including helping to reimagine Learn & Earn for the summer of 2021 and projects to help providers build more engaging and inclusive programming.
- Digital projects for businesses, including a Mental Health Cohort of providers, including the Jewish Healthcare Federation, Up Street, Opening Doors, and Children's Hospital. Participants will work as consultants/researchers to help assess the impact of COVID-19 on youth in the areas of: school, community, and health (mental health specifically).
- Digital occupational skills training that leads to credentials, including entrepreneurial skills training, customer service, and more.
- Academic enrichment, including the College in High School program, where 160 high school students will earn college credits from CCAC or Carlow University.

Forty-eight Corporate interns began their work readiness training on June 15, 2020. Interns are placed with UPMC, Allegheny County DHS, the City of Pittsburgh, Presbyterian Senior Care, PJ Dick, the Mattress Factory, and more. Most Corporate interns will have a blended online and in person internship this summer.

## Unemployment Compensation Claims Data (Allegheny County)

The Center for Workforce Information and Analysis (CWIA) provided Partner4Work with demographic data for the initial Unemployment Compensation (UC) claims during the COVID pandemic and continued claims. These demographics, along with those of Adults and Dislocated Workers (DW) enrolled by the PA CareerLink Title I providers in Allegheny County during the last six months of 2019, are included in the table below.

### UC Claims – Demographics (Allegheny County)

| Demographics |                            | Initial UC Claims<br>(Weeks of 3/7/20 - 6/13/20) |         | Continued Claims<br>(Weeks of 5/23/20 - 6/13/20) |         | Adult/DW Clients<br>(July 2019 - December 2019) |         |
|--------------|----------------------------|--|---------|--|---------|---|---------|
|              |                            | Total  | Percent | Total  | Percent | Total   | Percent |
| Gender       | Male                       | 75,131   | 51.3%   | 169,191  | 47.7%   | 318   | 64.8%   |
|              | Female                     | 71,382   | 48.7%   | 185,603  | 52.3%   | 173   | 35.2%   |
| Race         | White                      | 113,247  | 77.3%   | 262,564  | 74.0%   | 230   | 46.5%   |
|              | Black                      | 20,549   | 14.0%   | 60,329   | 17.0%   | 221   | 44.6%   |
|              | Hispanic                   | 2,857  | 1.9%    | 6,973  | 2.0%    | 11  | 2.2%    |
|              | American Indian or Alaskan | 291  | 0.2%    | 664  | 0.2%    | 2   | 0.4%    |
|              | Pacific Islander or Asian  | 3,842  | 2.6%    | 9,315  | 2.6%    | 8   | 1.6%    |
|              | Unknown                    | 5,727  | 3.9%    | 14,949   | 4.2%    | 23  | 4.6%    |
|              | Age                        | 24 and Under                                     | 21,884  | 14.9%  | 45,106  | 12.7%   | 56      |
|              | 25-34                      | 36,890   | 25.2%   | 90,263   | 25.4%   | 132   | 26.8%   |
|              | 35-44                      | 27,223   | 18.6%   | 66,596   | 18.8%   | 93  | 18.9%   |
|              | 45-54                      | 23,690   | 16.2%   | 57,530   | 16.2%   | 111   | 22.6%   |
|              | 55-64                      | 24,826   | 16.9%   | 62,121   | 17.5%   | 78  | 15.9%   |
|              | 65 and older               | 11,627   | 7.9%    | 33,047   | 9.3%    | 22  | 4.5%    |
|              | Unknown                    | 373  | 0.3%    | 131  | 0.0%    | 0   | 0.0%    |

### UC Claims – Industries (Allegheny County)

| Industry                     | Initial UC Claims (Weeks of 3/7/20 - 6/13/20) |         | Continued Claims (Weeks of 5/23/20 - 6/13/20) |         |
|------------------------------|---|---------|---|---------|
|                              | Total   | Percent | Total   | Percent |
| Construction                 | 14,907  | 10.2%   | 24,601  | 6.9%    |
| Education and Health Service | 19,345  | 13.2%   | 46,703  | 13.2%   |
| Financial Activities         | 3,564   | 2.4%    | 11,216  | 3.2%    |
| Information                  | 1,949   | 1.3%    | 5,411   | 1.5%    |
| Leisure and Hospitality      | 34,068  | 23.3%   | 100,818                                       | 28.4%   |
| Manufacturing                | 8,045   | 5.5%    | 16,320  | 4.6%    |

|                                      |        |       |        |       |
|--------------------------------------|--------|-------|--------|-------|
| Natural Resources and Mining         | 476    | 0.3%  | 1,581  | 0.4%  |
| Other Services                       | 8,486  | 5.8%  | 23,708 | 6.7%  |
| Professional and Business Services   | 15,419 | 10.5% | 41,662 | 11.7% |
| Public Administration                | 3,893  | 2.7%  | 8,899  | 2.5%  |
| Trade, Transportation, and Utilities | 28,900 | 19.7% | 69,646 | 19.6% |
| Unclassified Industry                | 7,461  | 5.1%  | 4,229  | 1.2%  |

**Earl Buford**  
*Chief Executive Officer*

**Matt Aelmore**  
Program Evaluation Manager

**Jack Bailey**  
Database Specialist

**Crystaline Barger**  
Manager of Youth Work Experience

**Mayada Christiansen**  
Director of Youth  
Programs

**David Conway**  
Apprenticeship Manager

**Dillon Corbridge**  
Data Coordinator

**John Crowe**  
Program Coordinator, EARN Work  
Ready

**Kayleigh Del Cotto**  
Learn & Earn Manager

**Ryan Dodson**  
Junior Accountant

**Bonnie Evans**  
PULSE Fellow

**Carolyn Ford**  
Contract Administrator

**Nancy Frederick**  
Assistant Grants Manager

**Julia Gagosian**  
Youth Program Coordinator

**Markie Harrison**  
Youth Program Coordinator

**Jasmine Herrera**  
Executive Assistant

**Kristen Hochreiter**  
Compliance Specialist

**Raihan Izimbetova**  
TANF Program Manager

**Nic Jaramillo**  
Operations Manager

**Katrina Kadisevskis**  
Adult Workforce Programs  
Coordinator

**Dylan Knutson**  
Manager of Strategic Initiatives

**Kristin Kramer**  
Chief Financial Officer

**Erin Kucic**  
Program Manager, Adult Workforce  
Services

**Edgar Largaespada**  
Industry Partnership Manager

**Sophia Leissa**  
PULSE Fellow

**Markese Long**  
Community Relations Manager

**Kristine Masta**  
Director of Development

**Cory Matz**  
IT Specialist.

**Kelly McGuire**  
Communications Coordinator

**Jesse McLean**  
Youth Programs Manager

**Jack Mills**  
Chief Strategy and Innovation  
Officer

**Dillon Moore**  
Director of Policy

**Franklin Mosley**  
Receptionist

**Jennifer Pajewski**  
Chief of Staff

**Susie Puskar**  
Chief Program Officer

**Katy Rittle**  
Director of Workforce Innovation

**Kris Roper**  
Accounting Manager

**Jonathan Ross**  
Compliance Specialist

**Andy Smith**  
Director of Adult Workforce Programs

**Tony Townsend**  
Industry Partnership Developer

**Rebecca Varo**  
Compliance Specialist

**Sharon Watkins**  
MUS Compliance Manager

**Wendy Weiskircher**  
Director of Human Resources

**Spencer Witt**  
Junior Accountant

**Eva Wright**  
Grants Management Specialist

**Monique Yost**  
Program Coordinator, Adult  
Workforce Services

## 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**

Wood Street  
Commons  
301 Wood Street  
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**

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Fax: (412) 552-7091  
[www.partner4work.org](http://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](mailto:info@partner4work.org) with your request.*

