

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work
Executive Committee
8:00 to 9:30 a.m. June 13, 2025
Via Zoom:

<https://us02web.zoom.us/j/84944933629?pwd=I00SbRKM8b1FzIkhjKkfDdSPQs3Lis.1>

1. **Welcome and roll call**

Laura Ellsworth, Vice Chair

2. **General Business – Consent Agenda**

ACTION:

- **Approve** the minutes of the March 28, 2025 Partner4Work board meeting and the March 12, 2025 Executive Committee meeting.
- **Accept** all funds since the last Executive Committee meeting
 - \$500,000, RK Mellon Foundation
 - \$400,000, Supporting Healthcare Sector through Apprenticeships
 - \$400,000, Supporting IT Sector through Apprenticeships
 - \$250,000, Schools to Work
 - \$35,000, Chicago Women in the Trades
 - \$125,000, JP Morgan Chase Foundation
 - \$75,000, The Pittsburgh Foundation
 - \$65,000, The Heinz Endowments
 - \$53,000, Citizen's Bank
 - \$25,000, The Buhl Foundation
 - \$609,571, SNAP Jets
 - \$42,500, ARC ARISE
- **Approve** updates to policies:
 - WIOA Adult & Dislocated Worker Policy Guide
 - WIOA Youth Policy Guide
 - TANF YDP Policy Guide

○ **Approve** contracts

WIOA

| | | |
|---|-------------|----------|
| - Dynamic Workforce Solutions | \$2,200,000 | Adult/DW |
| - Jewish Family & Community Services | \$120,000 | Adult/DW |
| - Goodwill of Southwestern Pennsylvania | \$350,000 | Adult |
| - Auberle | \$600,000 | Youth |
| - Goodwill of Southwestern Pennsylvania | \$276,000 | Youth |
| - Phase 4 Learning Center | \$1,650,000 | Youth |
| - Pittsburgh Public Schools | \$184,000 | Youth |
| - Trade Institute of Pittsburgh | \$200,000 | Youth |

TANF

| | | |
|----------------------------|-----------|-------|
| - Auberle | \$122,498 | Youth |
| - Bloomfield-Garfield Corp | \$171,000 | Youth |

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

| | | |
|---|--------------|-------|
| - Boys & Girls Club of Western PA | \$150,000 | Youth |
| - Community Empowerment Assn | \$80,000 | Youth |
| - Crossroads Foundation | \$120,256.41 | Youth |
| - Goodwill of Southwestern Pennsylvania | \$129,035 | Youth |
| - Human Services Center Mon Valley | \$518,000 | Youth |
| - Jewish Family & Community Services | \$100,000 | Youth |
| - Latino Community Center | \$80,000 | Youth |
| - Neighborhood Learning Alliance | \$192,000 | Youth |
| - Youth Enrichment Services | \$300,000 | Youth |
| - City Charter High School | \$38,000 | Youth |

Industry Recognized Training Programs (IRTP)

| | |
|---------------------------------------|--------------|
| - APRI | \$140,000 |
| - Boys & Girls Club | \$100,864.05 |
| - Community Kitchen of Pittsburgh | \$75,000 |
| - FortyX80 | \$40,000 |
| - German American Chamber of Commerce | \$60,000 |
| - New Century Careers | \$105,000 |
| - Per Scholas | \$80,000 |
| - Phase 4 | \$38,174 |
| - PGH Gateways | \$245,000 |
| - Trade Institute of Pittsburgh | \$105,000 |
| - UPMC Freedom House | \$265,840 |

PACL RSA

| | |
|--|---------------------|
| - Arbor E & T, LLC dba Equus Workforce Solutions | up to \$511,500 RSA |
|--|---------------------|

Other

| | |
|--|-----------------|
| - The Hear Foundation | \$115,000 |
| - Phase 4 Learning Center (School to Work) | up to \$120,000 |
| - Correlation One (Supporting IT Sector thru RAPs) | \$294,250 |
| - UPMC - EVS RAP | \$30,000 |
| - UPMC – Dietary Tech RAP | \$30,000 |
| - UPMC - Ophthalmic RAP | \$40,000 |
| - Energy Innovation Center Institute | \$290,000 |
| - Dynamic Workforce Solutions (CNI) | \$72,000 |

3. Committee Reports

- **Audit and Finance** *Steve Massaro, Treasurer, and Kristin Kramer, CFO*
 - Budget and 3rd Qtr. Financials
- **Learn & Earn** *Debra Caplan, Chair*
- **Program Optimization Committee** *Cat McLaughlin, Chair*

4. CEO's report

Robert Cherry, CEO

- Federal and State landscape
- Local and Regional WIOA plan updates

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. March 28, 2025

ZOOM and Centre City Tower, 650 Smithfield Street

Board Members Present

Dave Malone, chair
Rich Barcaskey
Barãta Bey
Jmar Bey
Dr. Quintin Bullock
Debra Caplan
Dave Coplan
Clarence Dozier
Carey Harris
Tim Holt
Crystal Houser
Brian Gaudio
Ike Gittlen
Gabriella Gonzalez
Dan Lavallee
Steven Massaro
Steve Mazza
Katherine McEvilly
Cat McLaughlin
Nadyli Nuñez
Mark Rendulic
Alexis Russell
Joshua Stewart
Nancy Washington
Sam Williamson

Board Members Absent

Will Allen
Erin Dalton
Laura Ellsworth
Darrin Kelly
Terry Huey
Jeff Nobers
John Thomas
Marisol Valentin

Guests Present

Rich Acosta (Grant Associates)
Emily Adair (L&I)
Rose Alexander-Staples (PA CareerLink®)
Amy Blystone (PA CareerLink®)
Jeff Dick (L&I)
Melissa Handlovich (PA CareerLink®)
Daniel Hornbake (L&I)
Arnisha Keyes (PA CareerLink®)
Chester Lampman (L&I)
Leo Morrow (PA CareerLink®)
Leane Peterson (presenter for EARN)
Chris Upchurch (PA CareerLink®)

Staff Present

Rob Cherry, CEO
Jim Cain
Kristin Kramer
Dillon Moore
Susie Puskar
Dave Tinker
Dr. Carl Wesley
LaDonna Woods

Board Meeting Minutes

Chair Malone called the meeting to order at 8:30 a.m., and announced a quorum present. A link to the agenda was posted in the calendar invitation as well as on the Partner4Work website.

- Staff, board members, and guests joining remotely were asked to acknowledge their participation in the chat feature.

CONSENT AGENDA

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

ACTION:

- **Approve** the minutes of the December 12, 2024 Partner4Work board meeting and the December 5, 2024 Executive Committee meeting.
- **Acknowledge** the E-vote taken on January 23, 2025 to approve the following contracts
 - Professional Training Associates \$12,900
 - Trade Institute \$16,280
 - Outside Angle \$30,000
 - Eli Cloonan \$19,500
 - Re-Build TPS \$28,560
 - CCAC \$10,000
 - Dynamic \$71,200
 - Ajoy Vase (Event Horizons) \$140,000
- **Accept** all funds since the last Executive Committee meeting
 - \$51,000, McAuley Ministries Foundation
 - \$25,000, The Grantmakers of Western PA/Early Childhood Fund
 - \$20,000, CareerWork\$
 - \$16,579.74, Healthcare Expo support
 - \$50,000, National Fund for Workforce Solutions
- **Approve** updates to policies:
 - WIOA Adult DW & WIOA Youth Policy Guides (addressing eligibility requirements);
 - Procurement Policy;
 - Right to Know;
 - Complaint & Grievance
- **Approve** contracts
 - **WIOA**
 - \$5,000 Common Cause Consultants, LLC
 - **Industry Partnerships**
 - \$50,000 NEP Group
 - \$100,000 Pittsburgh Robotics Network (PRN)
 - \$10,000 CCAC
 - \$40,000 Module
 - \$60,000 AIU (Apprenticeship with Bloomboard)
 - \$20,000 DePaul School for Hearing and Speech (Apprenticeship)
 - \$100,000 UPMC (LPN to RN Apprenticeship)
 - \$40,000 PA Ambulance Authority (EMT Apprenticeship)
 - \$28,560 Re:Build TPS I, LLC (Hillman)
 - **BEP**
 - \$26,000 Consortium for Public Education
 - **Clean Energy**

ZOOM and Centre City Tower, 650 Smithfield Street

- \$5,995 Pennsylvania Solar Center

The consent agenda was approved on a motion by Cat McLaughlin, seconded by Tim Holt. Deb Caplan, Dan LaValle, and Tim Holt abstained from the UPMC contract vote; Dr. Quintin Bullock abstained from the CCAC contract vote; and Brian Gaudio abstained from the Module contract vote.

Governance and Learn & Earn Committee Reports

Debra Caplan provided the Governance Committee report. The Partner4Work Governance Committee reviewed board membership, planned upcoming meetings, and discussed board engagement. They approved updated charters for the Executive and other committees, aligning with recent bylaw changes. The committee explored ways to increase board engagement, such as presentations within members' organizations and improved communication. Future discussions will focus on board size, structure, and board engagement. Responses from board members on their interests are still pending, but the committee aims to involve all members in activities for broader participation.

Debra Caplan also continued with the Learn & Earn Committee report. The Learn and Earn Committee met in February to discuss updates for the 2025 program, including contract transitions, committee restructuring, budget updates, and provider recommendations. One major change is transitioning payroll services in-house to improve payment processing and efficiency. The committee received 24 proposals for the program, evaluated by a 21-member panel, and selected 22 providers based on various criteria. The new three-tier approach, based on age and career readiness, was highlighted as a significant improvement. The application process recently opened, with a good number of applications already submitted. The committee also discussed ensuring continuous engagement for youth beyond the program's duration and addressing geographic coverage and funding concerns. **On a motion by Gaby Gonzalez, seconded by Dan Lavalley the slate of contracted providers for Learn & Earn 2025 was approved as presented without objection or abstention.**

Program Optimization Committee Report

Cat McLaughlin provided the Program Optimization Committee Report which held its first meeting on March 6. This new committee was formed by merging two existing committees to improve effectiveness and responsiveness to employer and job seeker needs. The committee reviewed and approved its charter, making key revisions to ensure industry representation and voting rights for all members, regardless of board affiliation. They aim to align workforce services with both industry demands and service delivery insights. Cat McLaughlin went on to explain how the movement of funding is necessary to ensure resources are aligned with customer needs. **On a motion by Cat McLaughlin, seconded by David Malone, the transfer of \$1,050,000 from WIOA City Dislocated Worker to WIOA City Adult and \$400,000 from WIOA County Dislocated Worker to WIOA County Adult was approved without objection or abstention.**

Carl Wesley then presented efforts to integrate and co-locate the Earn and Work Ready programs within Title One programs at One Stop centers. This initiative aims to streamline services, enhance accessibility, and improve participant outcomes by aligning resources and reducing overhead costs. The process involved extensive research, collaboration with various stakeholders, and the launch of an Integration Task Force. Implementation will begin in July 2025, with services provided at Career Link locations and six community-based sites. A change management firm, Outside Angle, has been contracted to facilitate this transition, ensuring a human-centered approach to partner collaboration. **On a motion by Tim Holt seconded by Quintin Bullock, the contracts for EARN and Work Ready providers, EARN and Work Ready Transportation providers, and Adult Education for EARN and Work Ready were approved**

without objection. Carey Harris abstained from the contract vote for EARN and Work Ready Adult Education providers.

Following the report, Cat McLaughlin introduced the guest speaker, Leane Peterson, who overcame significant personal losses and built a dedicated career in customer service. After joining the EARN program in 2024, she received crucial support, including job referrals, application assistance, and emotional encouragement. This led to her to a new employment position where she will continue on her professional growth journey.

Policy Update

Susie Puskar provided the Policy Update, reporting ongoing federal workforce policy changes and funding shifts. A 2025 executive order to eliminate DEI programs was halted by an injunction, rescinding related DOL guidance. A Biden-era policy related to enrollment barriers was rescinded. Recent congressional budget actions cut discretionary funds for layoffs and removed earmarked spending, impacting local initiatives. Proposed WIOA reauthorization includes increased training mandates, reduced career services funding, and expanded Governor control over funds. It also allows more frequent workforce area redesignations, limiting local input. Partner4Work is monitoring these changes and advocating for workforce needs.

CEO Report

Rob Cherry provided the CEO report discussing various challenges and strategic responses amid significant changes, particularly in the first quarter. The organization faces turbulence and risk, including potential impacts from legislative changes, funding cuts, and job losses. There is a need for more collaboration and a comprehensive strategy to consolidate services, both locally and nationally, to navigate these challenges. We are navigating the impact of federal job cuts, with plans of hosting a hiring event for displaced workers. Additionally, efforts to secure national philanthropic funding are underway, with a focus on developing sustainable strategies, including a revolving training fund and K-12 initiatives. Participation in key external events will help to understand and respond to labor market needs.

Open Forum and Public Comment

Discussion included scheduling meetings with the Pennsylvania State Board of Higher Education and elected officials to discuss alignment.

There was no public comment.

The meeting adjourned at 10:06 am on a motion from Dave Malone.

Executive Committee Minutes from March 12, 2025

Attending: Joe Belechak, Debra Caplan, Erin Dalton, Darrin Kelly, Dave Malone, Cat McLaughlin

Absent: Laura Ellsworth, Steve Massaro

Staff Present: Rob Cherry, Susie Puskar, Carl Wesley, Brian Kreit, Dave Tinker, Kristin Kramer, LaDonna Woods

Others Present: Dan Hornbake

The meeting was called to order at 8:32 a.m. Quorum was achieved at 8:55. All votes were held until after quorum was met.

Consent Agenda

Consent agenda items included approval of minutes, acknowledgement of E-vote, accepting funds, and approving contracts. **On a motion by Dave Malone, the agenda presented was approved. There were no abstentions or objections.**

Audit and Finance Review

Kristin Kramer reviewed the most recent Financial Dashboard report highlighting a total cash balance of \$5.87M, with \$5.68M in temporarily restricted funds. While net income reflects a \$2.5M loss, primarily due to *Learn & Earn* expenditures, all receivables over 90 days have been paid. It was noted that Sector Strategies spending increased by \$494K from the prior year. Budget variances are expected to level out by year-end as funding adjustments are made. **On a motion by Debra Caplan, seconded by Erin Dalton, the Executive Committee approved the transfer of \$1,050,000 from WIOA Dislocated Worker City to Adult City and \$400,000 from WIOA Dislocated Worker County to Adult County. There were no abstentions or objections.**

Learn & Earn & Governance Updates

Debra Caplan provided Learn & Earn updates noting that the Learn & Earn Committee met on February 5, to review key updates for the 2025 program, including contract transitions, restructuring, and budget updates. With the previous contract expiring on January 31, Partner4Work is finalizing a new agreement with the City of Pittsburgh and Allegheny County. A major operational change for 2025 is bringing payroll services in-house to enhance efficiency and oversight. 24 of 22 providers were selected based on capacity, program quality, and geographic reach, while two proposals were not chosen due to feasibility concerns. The rationale for recommended contract amounts was discussed and Debra noted that decisions were based on funding available as well as anticipated participant counts in the various tiers. **On a motion by Cat McLaughlin seconded by Debra Caplan, the recommendation for approval of recommended providers for Learn & Earn 2025 was approved without any abstentions or objections.**

Debra Caplan also provided Governance Committee updates. Last month, the Partner4Work Governance Committee met to review membership, plan upcoming meetings, and enhance board engagement. The committee approved updated charters for the Executive, Governance, and Audit & Finance Committees to align with recent bylaw changes. Discussions also focused

on increasing board engagement through presentations on Partner4Work's impact, improved communication between meetings, and emphasizing long-term outcomes and storytelling.

Program Optimization Updates

Cat McLaughlin provided updates on the Program Optimization Committee, which held its first meeting on March 6th, approving its Program Charter with key edits to enhance industry representation and voting rights for all members. The committee reviewed recommendations for EARN and Work Ready providers, making recommendations based on improved accessibility and service alignment. This strategic move aims to streamline workforce services, enhance coordination, and ensure high-quality experience for participants. **On a motion by Erin Dalton seconded by Cat McLaughlin, the recommendation for approval of contracted providers for Earn and Work Ready, EARN transportation, and EARN adult education was approved without any abstentions or objections.**

CEO Report

Rob Cherry provided the CEO report covering key updates on federal, state, and local workforce developments. Lori Chavez-DeRemer was confirmed as the Labor Department Secretary, with no major fiscal impacts observed, though a \$2 million cut in state formula funds and reduced dislocated worker funding are concerns. Partner4Work is monitoring federal employee displacements, coordinating with the state rapid response team, and developing a national funding strategy to engage businesses and create flexible training funds. The WIOA regional plan is under state review, with revisions and public comment forthcoming before board approval.

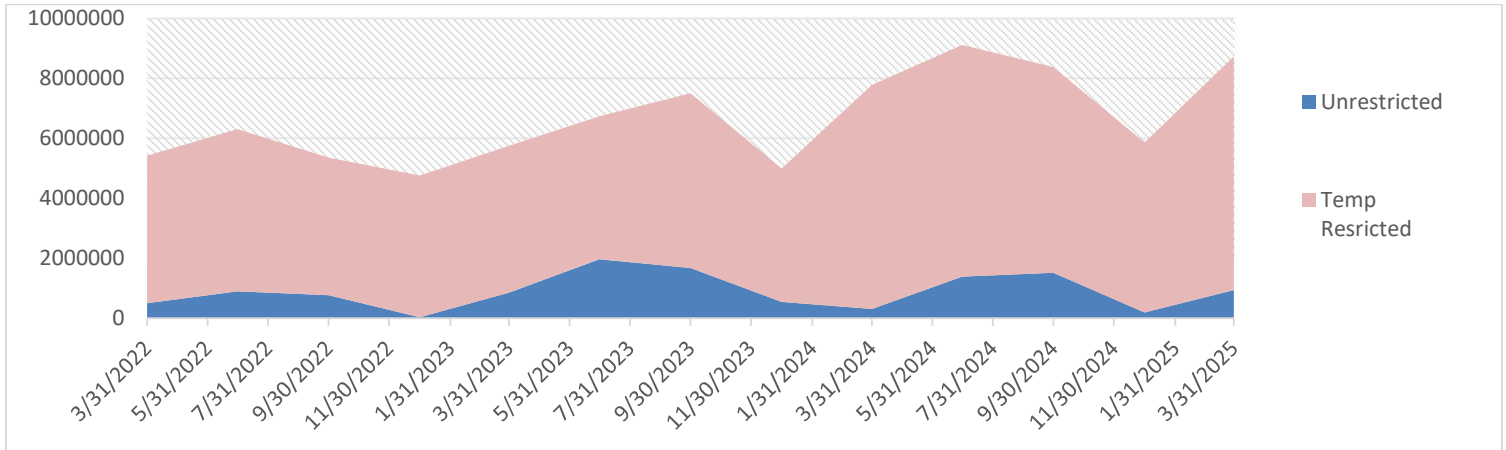
There was no public comment.

The meeting adjourned at 9:56 a.m. and was followed by an Executive Session discussion on a confidential issue.

March 31, 2025

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$7,806,827

Unrestricted \$936,064

Total Cash \$8,742,891

Line of Credit secured by Money

Market

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$31,274

Prepaid Insurance \$5,006

Unbilled Receivable \$56,259

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$92,044

Right of Use Asset – Operating Lease \$1,643,936

Liabilities

A/P \$3,587,172 (\$3,414,035 due to subrecipients)

Accrued Vacation/Payroll \$112,766

Accrued Contract Liability \$0

Right of Use Liability-Operating Lease (current & long term)\$1,695,505

Equity

Unrestricted Net Assets \$849,305

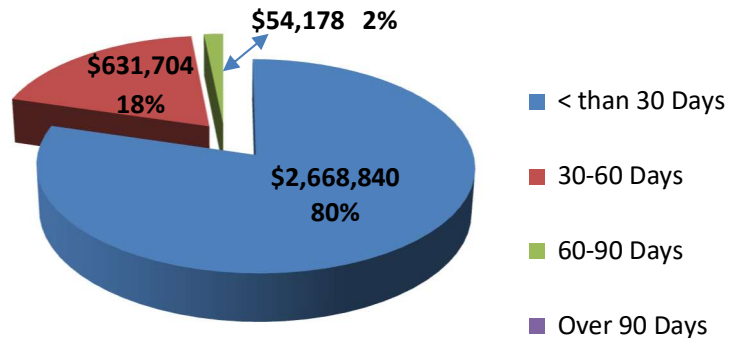
Temp Restricted Net Assets \$10,282,423**

Net Income (\$2,613,961)

**Career Link \$57,701; M&G \$131,660; Sector Strat. \$4,268,842; Adult TANF \$3,509,731; L&E \$2,314,489

This is reflective of activity through 7/1/2024

Partner4Work Accounts Receivable \$3,354,723

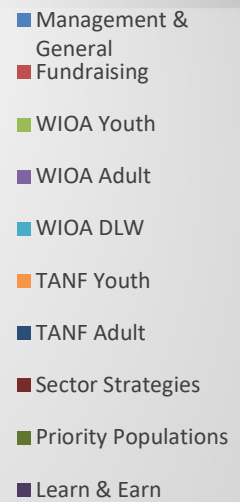
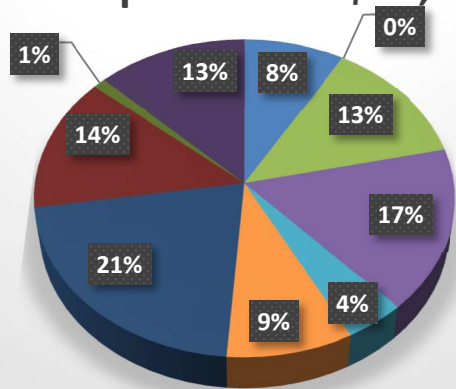


Items over 90+ days:

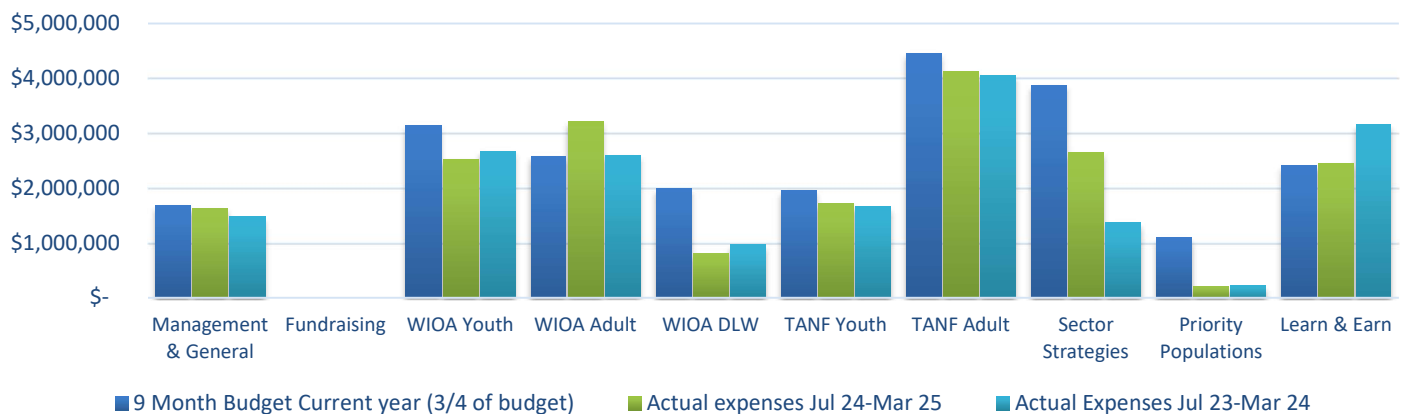
Dashboard Report Continued

Expense section

Total Partner4Work Expenditures \$19,339,795



9 Month Budget and Expense Comparison



Comments

WIOA Programs

- Youth: \$150K under the prior year and \$620K below budget, primarily due to decrease in number and value of provider issued contracts and spending lag.
- Adult: Over the prior year by \$610K, attributed to increased direct program costs and a reclassification of CareerLink expenses and additional Adult spending. Above budget by \$628K due to additional direct program expenses and salaries and benefits.
- Dislocated Worker: \$1.1M under budget due to provider underperformance and shifting of IRTF allocations. Some of these funds have been transferred to Adult to even out the spending trend.

TANF Programs

- Youth: \$239K under budget despite a \$62K increase over prior year primarily due to direct program expenses and salaries and benefits.
- Adult: \$324K below budget and \$71K above prior year. The shortfalls are in direct services and contractual spending.

Sector Strategies, Priority Populations and Learn & Earn

- Sector Strategies: \$1.3M increase over the previous year, but \$1.2M under budget. While there has been an increase from prior year, some of our programs have had a slower start.
- Priority Populations: \$897K under budget, largely due to lower-than-expected direct program spending and salary and benefits.
- Learn & Earn: \$703K below prior year and in line with budget. The bulk of expenses for this program happening during the first quarter of the year. We served less youth in 2024 (1,065) vs. 2023 (1,253)

Conclusion & Outlook

While the organization shows notable variances in several categories, most are explainable through timing, program shifts, or strategic cost management. The Finance team anticipates smaller budget gaps at year-end as delayed activities materialize, and expected revenues are realized. Continued vigilance is placed on expense allocations, especially within M&G lines.

Partner4Work
Statement of Activities
FY25-26 BUDGET

| Reimbursement Contracts | Restricted Grants |
|-------------------------|-------------------|
|-------------------------|-------------------|

| | Management & General | Fundraising | WIOA Youth | WIOA Adult | WIOA DLW | TANF Youth | TANF Adult | Priority Populations | Sector Strategies/IP's | Learn & Earn | Total Program | | Temporarily Restricted | TOTAL |
|--|----------------------|----------------|------------|------------|-----------|------------|------------|----------------------|------------------------|--------------------|----------------|--------------------|------------------------|-------------|
| | (Unrestricted) | (Unrestricted) | (Program) | (Program) | (Program) | (Program) | (Program) | (Program) | (Program) | (Program) | (Unrestricted) | Total Unrestricted | | |
| Ordinary Income/Expense | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | |
| 4000 · Public Funds/Government Grants | 0 | | 3,665,612 | 4,074,379 | 2,299,337 | 3,430,197 | 6,491,547 | 1,200,061 | 3,300,964 | 450,000 | 24,912,097 | 24,912,097 | | 24,912,097 |
| 4200 · Foundation & Private Contrib | 32,500 | | | 0 | 0 | | | 0 | | | 0 | 32,500 | 3,215,500 | 3,248,000 |
| 4300 · Interest | 100,000 | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 100,000 | | 100,000 |
| 4400 · Inter-Fund Transfer | 0 | | | 0 | 0 | (550,000) | | 0 | 0 | 550,000 | 0 | 0 | | 0 |
| 4710 · Other Income | 1,000 | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| 4800 · Assets Released frm Restriction | 25,000 | | | | 0 | | | 0 | 2,226,000 | 2,648,000 | 4,874,000 | 4,899,000 | (4,899,000) | 0 |
| Total Income | 158,500 | 0 | 3,665,612 | 4,074,379 | 2,299,337 | 2,880,197 | 6,491,547 | 1,200,061 | 5,526,964 | 3,648,000 | 29,786,097 | 29,944,597 | (1,683,500) | 28,261,097 |
| Expense | | | | | | | | | | Salaries for Youth | | | | |
| 5000 · Direct Program Expenses | 0 | | 2,910,000 | 2,948,894 | 1,157,223 | 2,058,533 | 5,333,158 | 798,600 | 4,312,450 | 2,509,547 | 22,028,405 | 22,028,405 | 0 | 22,028,405 |
| 5200 · Salary, Wages, and Benefits | 1,443,001 | | 494,476 | 767,422 | 773,623 | 468,016 | 339,276 | 238,139 | 559,429 | 458,918 | 4,099,299 | 5,542,300 | 0 | 5,542,300 |
| 5350 · Communication | 79,629 | | 0 | 7,500 | 7,500 | 7,500 | 7,500 | 3,500 | 10,000 | 11,000 | 54,500 | 134,129 | 0 | 134,129 |
| 6000 · Contracted Service | 248,910 | | 10,000 | 10,000 | 10,000 | 36,000 | 480,000 | 0 | 200,000 | 230,000 | 976,000 | 1,224,910 | 0 | 1,224,910 |
| 5750 · Depreciation Expense | 29,000 | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 29,000 | 0 | 29,000 |
| 5700 · Equipment Expense | 9,600 | | 0 | | | | | | | 0 | 0 | 9,600 | 0 | 9,600 |
| 5500 · Fiscal | 65,200 | | 0 | 0 | 0 | 0 | 1,500 | 0 | 0 | 0 | 1,500 | 66,700 | 0 | 66,700 |
| 5600 · Insurance | 25,920 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 25,920 | 0 | 25,920 |
| 6400 · Information Technical Service | 96,130 | | 2,000 | 11,000 | 11,000 | 5,000 | 2,000 | 2,000 | 2,000 | 27,000 | 62,000 | 158,130 | 0 | 158,130 |
| 6100 · Legal Expense | 25,000 | | 2,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 1,100 | 500 | 7,600 | 32,600 | 0 | 32,600 |
| 5800 · Materials / Supplies | 41,000 | | 3,500 | 10,000 | 10,000 | 10,000 | 10,000 | 3,500 | 12,000 | 2,500 | 61,500 | 102,500 | 0 | 102,500 |
| 5930 · Meeting Expense | 15,000 | | 12,000 | 12,000 | 12,000 | 5,000 | 5,000 | 3,500 | 5,000 | 2,000 | 56,500 | 71,500 | 0 | 71,500 |
| 6300 · Memberships | 45,305 | | 1,500 | 0 | 0 | 6,500 | | 0 | | 0 | 8,000 | 53,305 | 0 | 53,305 |
| 5350 · Postage / Messenger | 1,000 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 |
| 5360 · Publications | 1,500 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 1,500 | 0 | 1,500 |
| 5400 · Rent | 102,429 | | 22,946 | 35,612 | 35,899 | 21,718 | 15,744 | 11,051 | 25,960 | 21,296 | 190,226 | 292,655 | 0 | 292,655 |
| 6319 · Staff Administration | 21,280 | | 480 | 672 | 480 | 480 | 480 | 288 | 0 | 288 | 3,168 | 24,448 | 0 | 24,448 |
| 5320 · Telephone | 20,000 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 20,000 | 0 | 20,000 |
| 5900 · Travel & Conference | 35,848 | | 13,901 | 14,029 | 15,068 | 13,175 | 7,581 | 6,755 | 9,475 | 10,163 | 90,146 | 125,994 | 0 | 125,994 |
| 6999 · Distributed Costs | (2,147,252) | | 192,809 | 256,250 | 265,544 | 247,275 | 288,309 | 132,728 | 389,550 | 374,787 | 2,147,252 | (0) | 0 | (0) |
| Total Expense | 158,500 | 0 | 3,665,611 | 4,074,378 | 2,299,337 | 2,880,197 | 6,491,548 | 1,200,061 | 5,526,964 | 3,648,000 | 29,786,095 | 29,944,595 | 0 | 29,944,595 |
| Net Ordinary Income | (0) | 0 | 0 | 0 | (0) | 0 | (0) | 0 | 0 | 0 | 1 | 1 | (1,683,500) | (1,683,499) |
| Net Income | (0) | 0 | 0 | 0 | (0) | 0 | (0) | 0 | 0 | 0 | 1 | 1 | (1,683,500) | (1,683,499) |

Partner4Work
Statement of Activities Comparison
FY24-25 vs FY25-26 Budget

| | | BUDGET | | Change |
|-------------------------|------|---------------|---------------|----------------|
| | | FY 24-25 | FY 25-26 | |
| Management & General | 8% | \$ 2,254,029 | \$ 2,305,752 | \$ 51,723 |
| WIOA Youth* | 12% | 4,192,401 | \$ 3,472,803 | \$ (719,598) |
| WIOA Adult* | 13% | 3,442,705 | 3,818,128 | \$ 375,423 |
| WIOA Dislocated Worker* | 7% | \$ 2,668,705 | \$ 2,033,793 | \$ (634,912) |
| TANF Youth | 9% | \$ 2,619,076 | \$ 2,632,922 | \$ 13,846 |
| TANF Adult | 21% | \$ 5,929,008 | \$ 6,203,239 | \$ 274,231 |
| Priority Populations | 4% | \$ 1,473,095 | \$ 1,067,333 | \$ (405,763) |
| Sector Strategies IP's | 17% | \$ 5,171,113 | \$ 5,137,414 | \$ (33,699) |
| Learn & Earn | 11% | \$ 3,210,464 | \$ 3,273,212 | \$ 62,749 |
| Total | 100% | \$ 30,960,596 | \$ 29,944,596 | \$ (1,016,000) |

Partner4Work
Statement of Activities Comparison
FY24-25 vs FY25-26 Budget

| Ordinary Income/Expense | BUDGET FY 24-25 | BUDGET FY 25-26 | Change |
|--|--------------------|--------------------|-------------|
| Income | | | |
| 4000 · Public Funds/Government Grants | 28,444,093 | 24,912,097 | (3,531,996) |
| 4200 · Foundation & Private Contrib | 915,000 | 32,500 | (882,500) |
| 4300 · Interest | 22,502 | 100,000 | 77,498 |
| 4710 · Other Income | 1,000 | 1,000 | - |
| 4800 · Assets Released frm Restriction | 1,578,000 | 4,899,000 | 3,321,000 |
| Total Income | 30,960,595 | 29,944,597 | (1,015,998) |
| Expense | | | |
| 5000 · Direct Program Expenses | 23,225,787 | 22,028,405 | (1,197,382) |
| 5200 · Salary, Wages, and Benefits | 5,705,263 | 5,542,300 | (162,963) |
| 5350 · Communication | 200,000 | 134,129 | (65,871) |
| 6000 · Contracted Service | 778,648 | 1,224,910 | 446,262 |
| 5750 · Depreciation Expense | 25,000 | 29,000 | 4,000 |
| 5700 · Equipment Expense | 44,100 | 9,600 | (34,500) |
| 5500 · Fiscal | 57,000 | 66,700 | 9,700 |
| 5600 · Insurance | 25,920 | 25,920 | - |
| 6400 · Information Technical Service | 181,006 | 158,130 | (22,876) |
| 6100 · Legal Expense | 32,600 | 32,600 | - |
| 5800 · Materials / Supplies | 67,000 | 102,500 | 35,500 |
| 5930 · Meeting Expense | 70,500 | 71,500 | 1,000 |
| 6300 · Memberships | 43,750 | 53,305 | 9,555 |
| 5350 · Postage / Messenger | 1,000 | 1,000 | - |
| 5360 · Publications | 1,500 | 1,500 | - |
| 5400 · Rent | 287,222 | 292,655 | 5,433 |
| 6319 · Staff Administration | 32,300 | 24,448 | (7,852) |
| 5320 · Telephone | 28,500 | 20,000 | (8,500) |
| 5900 · Travel & Conference | 153,500 | 125,994 | (27,506) |
| 6999 · Distributed Costs | (0) | (0) | (0) |
| Total Expense | 30,960,596 | 29,944,595 | (1,016,000) |
| Net Income | 1,217 | 1 | |

Partner4Work
Management & General Budget
FY24-25 vs FY25-26 Budget

Ordinary Income/Expense

| | Income | FY 24-25 | FY 25-26 | Variance |
|---------------------|--|---------------|----------------|----------------|
| | 4000 · Public Funds/Government Grants | | | |
| | 4200 · Foundation & Private Contrib | | 32,500 | |
| | 4300 · Interest | 22,502 | 100,000 | 77,498 |
| | 4400 · Inter-Fund Transfer | | | |
| | 4710 · Other Income | 1,000 | 1,000 | 0 |
| | 4800 · Assets Released frm Restriction | 30,000 | 25,000 | (5,000) |
| | Total Income | 53,502 | 158,500 | 72,498 |
| Gross Profit | | 53,502 | 158,500 | 72,498 |
| | Expense | | | |
| | 5000 · Direct Program Expenses | | | |
| | 5200 · Salary, Wages, and Benefits | 1,384,975 | 1,443,000 | 58,025 |
| | 5350 · Communication | 106,500 | 79,629 | (26,871) |
| | 6000 · Contracted Service | 218,710 | 248,910 | 30,200 |
| | 5750 · Depreciation Expense | 25,000 | 29,000 | 4,000 |
| | 5700 · Equipment Expense | 20,600 | 9,600 | (11,000) |
| | 5500 · Fiscal | 55,500 | 65,200 | 9,700 |
| | 5600 · Insurance | 25,920 | 25,920 | 0 |
| | 6400 · Information Technical Service | 115,006 | 96,130 | (18,876) |
| | 6100 · Legal Expense | 25,000 | 25,000 | 0 |
| | 5800 · Materials / Supplies | 30,000 | 41,000 | 11,000 |
| | 5930 · Meeting Expense | 15,000 | 15,000 | 0 |
| | 6300 · Memberships | 38,750 | 45,305 | 6,555 |
| | 5350 · Postage / Messenger | 1,000 | 1,000 | 0 |
| | 5360 · Publications | 1,500 | 1,500 | 0 |
| | 5400 · Rent | 100,528 | 102,429 | 1,901 |
| | 6319 · Staff Administration | 25,040 | 21,280 | (3,760) |
| | 5320 · Telephone | 28,500 | 20,000 | (8,500) |
| | 5900 · Travel & Conference | 36,500 | 35,848 | (652) |
| | 6999 · Distributed Costs | (2,200,527) | (2,147,252) | 53,275 |
| | Total Expense | 53,502 | 158,500 | 104,998 |
| Net Ordinary Income | | \$ 0 | \$ 0 | \$ (32,500) |
| | | 0 | 0 | (32,500) |

MEMORANDUM

TO: Partner4Work Finance Committee
FROM: Kristin Kramer
DATE: June 6, 2025
RE: FY25-26 Budget

I am pleased to present the proposed FY25-26 Partner4Work budget. Below is a detailed narrative explaining the key components and considerations reflected in this proposal.

Income:

Public Funds/Government Grants

The proposed budget s a \$3.5M decrease in public funds. This change is primarily attributed to the following:

- \$2.2 million reclassified from Public funds to assets released from restrictions (placement).
- WIOA Allocations: A net decreased of \$980K, largely driven by the \$720K reduction in youth funding. This decrease reflected lower funding levels and ongoing efforts to rebalance the 50/50 cost structure. Overall, WIOA funding declined by 13%. Some of this loss has been mitigated by shifting funds between Dislocated Worker and Adult allocations.
- TANF
 - Youth is increasing by \$13K
 - Adult funding increased by \$273, primarily due to incorporating the CareerLink operating budget. The EARN/WR program has now been integrated into the CareerLink Centers.
- Priority Populations: Funding declined by \$400K, reflecting the conclusion of Pathways Home grants and sunset of State Ex-Offender. Partner4Work will transition out of its role as the lead board for the ARC grant beginning 10/1/25.
- Sector Strategies: Slight reduction of \$34K. Programs that started slowly in the current year have been carried forward into the current cycle.
- Learn & Earn: Increase of \$62K primarily due to new funding from the Heinz Endowments.

Foundation and Private

A decrease of \$882K mainly due to reclassification to released funds.

- Prior year included \$500K from Hillman, which is not in this year's new funding.

Assets released from restriction

- Learn & Earn (City of Pittsburgh & Allegheny County): \$2.2M
- Lean & Earn – Other: \$448K (JP Morgan Chase, BoA, Pgh Foundation, Taco Bell, Snee, PNC & Citizen's Bank)
- Bank Works Private Contributions: \$150K
- RK Mellon Filmworks: \$1.2M
- UPMC Direct Care Worker: \$700K
- Child Care Workforce fund: \$125K
- McAuley: \$51K

Expenses:

Direct Program Expense

The direct program expenditures are projected to decline by \$1.2M. Key shifts include:

- WIOA Youth: Down \$590K due a decrease in the number and value of provider contracts.
- WIOA adult and DLW: Down \$673K from the prior year, reflecting reallocation of some IRTP contract payments to other sources (\$270K in PA Smart for BankWorks) and a **\$300K** reduction in Title I contracts.
- TANF Adult: increase of \$273K, linked to the first year of integrated CareerLink operations.
- Priority Populations: Decrease of \$436K, following the conclusion of the Pathways home program and the sunset of the State Re-entry program. In addition Partner4Work will transition out of its role as the lead board for the ARC grant beginning 10/1/25.
- Sector strategies: Increase of \$331K, reflecting new potential programs (RK Mellon, Correlation One Tech Support) and the conclusion of others (Hillman, USW PA Manufacturing).
- Learn & Earn: Decrease of \$160K as payroll moves in-house. The program is also being restructured into a three-tier wage and experience model for youth.

Salaries, Wages and Benefits

Net decrease of \$162K:

- A 4% salary increase for staff is built in.
 - Staffing has been optimized, consolidating from 60 to 53 positions to better align with provider and organizational needs.

Additional Expenditures

- *Communications*: Down \$46K, largely due to the conclusion of Premo Consulting work funded by Hillman.
- *Contractors*: Up \$454K:
 - \$200K for Learn & Earn temp staff and in-house payroll.
 - \$200K for Sector Strategies (\$130K RK Consultants and \$70K for Pittsburgh Pictures).
 - \$25K for strategic planning and \$30K for Hivebrite (under IT prior year)
- *Equipment Expense & Materials & Supplies*: Net decrease of \$35K primarily due to shifting from equipment to materials & supplies.
- *Information Technology Services*: Decrease of \$23K, following Hivebrite's reclassification under contracted services.
- *Memberships*: Increase of \$9K due to higher US conference of Mayors membership and a \$3K increase for National Youth Employment coalition.
- *Travel & Conference*: Decrease of \$17K, reflecting a 30% reduction in travel.

Charts & Graphs

