

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work

Executive Committee

8:30-10 a.m. June 10, 2022

Via Zoom: <https://us02web.zoom.us/j/84194442233?pwd=WVVVGdjdGYnFwTEVjMExRVFVwQnJoUT09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- **Accept** Minutes from March 11, 2022
- **Accept** all funds since the last Executive Committee meeting
 - \$265,000 from Eden Hall to support P4W’s research and policy department
 - \$125,000 from JP Morgan Chase to support Learn & Earn
 - \$8,000 from Citizens Bank to support Learn & Earn
 - \$50,000 from Highmark to support Learn & Earn (\$45,000 general; \$5,000 corporate)
- **Approve** contracts
 - Healthcare Industry Partnership
 - DB Grant Associates \$135,000
 - The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions \$150,000
 - K-12 Career Exploration
 - Imani Christian Academy \$15,000
 - Career Services Expansion
 - Chartiers Community Mental Health \$25,000
 - Monroeville Public Library \$25,000
 - Learn & Earn 2022 Providers
 - Allegheny County; Braddock Youth Project \$61,244
 - Auberle \$210,750
 - Bloomfield-Garfield Corp \$252,900
 - Boys & Girls Club of Western PA \$224,800
 - Center that CARES \$112,400
 - Communities in Schools, Pittsburgh - Allegheny County \$140,500
 - Community Empowerment Association \$98,350
 - Equus Workforce Solutions \$140,500
 - Goodwill of Southwestern PA \$365,300
 - Homewood Children's Village \$351,250
 - Jewish Family & Community Services \$140,500
 - Legacy Arts Project \$154,550
 - Neighborhood Learning Alliance \$421,500
 - Phase 4 Learning Center \$421,500
 - Pittsburgh Public Schools \$70,250
 - Student Conservation Association \$112,400
 - The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions \$70,250
 - Western Penn Hills Community Action \$70,250

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- Youth Enrichment Services \$238,850
- YouthPlaces \$42,150
- Transitional Jobs
 - Landforce \$84,679
- Contract Addendums
 - Phase 4 Learning Center, Inc. \$1,993,537 increase
 - Shift Collaborative \$69,850 increase

PY22 Contracts

PY22 EARN/Work Ready

- EARN Educational Data Sysems, Inc. \$1,200,000
- EARN DB Grant Associates \$1,900,000
- EARN/Work Ready Literacy Pittsburgh \$80,000
- EARN Goodwill of Southwestern PA \$650,000
- Work Ready Educational Data Sysems, Inc. \$495,000
- Work Ready Grant Associates \$500,000
- Work Ready Goodwill of Southwestern PA \$200,000
- Work Ready Travelers Aid Society of Pittsburgh \$100,000
- EARN Travelers Aid Society of Pittsburgh \$150,000

Industry-Recognized Training Providers

- Builders Guild of Western PA \$256,074
- Community Kitchen Pittsburgh \$100,000
- Swanco, Inc. dba All-State Career School \$150,000
- Tech Elevator \$100,750
- UPMC Center for High-Value Health Care \$301,573

WIOA Title I Adult/Dislocated Worker

- Dynamic Workforce Solutions \$1,675,000
- DB Grant Associates, Inc. \$1,625,000
- Jewish Family & Community Services \$120,000

WIOA and TANF Youth

- WIOA Equus Workforce Soutlions \$250,000
- TANF Jewish Family and Community Services \$89,000

Clean energy

- Pittsburgh Gateways Corporation \$212,007

3. Committee/Staff Reports

○ Audit and Finance

Steve Massaro, Treasurer, and Kristin Kramer, CFO

- *FY23 Budget and Dashboard report*

ACTION: *Recommend the Full Board accept the FY23 Budget as presented*

○ Governance

Debra Caplan, Chair

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- **Policy and Research**

Susie Puskar, Chief Policy and Research Officer

- *Review policy changes*

ACTION: *Approve the revised Individual Training Account, Eligible Training Provider, and Priority of Service policies and the new Complaint/Grievance policy*

4. **CEO's report**

Robert Cherry

5. **Other Business**

6. **Open Forum and Public Comment**

Speakers are limited to three (3) minutes

7. **Adjournment**

Minutes from March 11, 2022
Via Zoom

Attending: Belechak, Caplan, Dalton, Ellsworth, Kelly, Malone, Massaro
Staff: Cherry, Kramer, Pajewski, Puskar
Guests: Jennifer Nestor, Labor & Industry

Chairman Malone called the meeting to order at 8:32 a.m. and announced a quorum present.

Consent Agenda

- **Accept** REVISED minutes from September 3, 2021
- **Accept** minutes from December 3, 2021
- **Accept** minutes from the Feb. 15, 2022, Executive Session
- **Accept** all funds since the last Executive Committee meeting
 - PA DLI Business Education Partnership- \$150,000
 - PA DLI PA Industry Partnership (Tech) - \$250,000
 - PA DLI PA Industry Partnership (Healthcare) - \$250,000
 - Cities for Financial Empowerment Summer Jobs Connect - \$20,000 planning grant for 2022 and \$50,000 implementation for 2023
- **Approve** Contracts:
 - Early Childhood Education, Community College of Allegheny County, \$13,995
 - Early Childhood Education RA, Trying Together, \$117,825
 - Early Childhood Education, Literacy Pittsburgh, \$39,760
 - Employer Engagement, Keep It Simple, \$40,000
 - **Industry Recognized Training Program**
 - Pittsburgh A. Philip Randolph Institute, \$125,000
 - FortyX80, Inc., \$300,000
 - Resilient Coders, \$100,000
 - Per Scholas, Inc., \$100,000
 - **Learn & Earn Corporate**
 - Phase 4 Learning Center, Inc., \$254,906
 - **Learn & Earn (Application Support Centers)**
 - Auberle \$8,000
 - Bloomfield-Garfield Corporation, \$8,000
 - Boys & Girls Clubs of W PA, \$8,000
 - Carnegie Library of Pittsburgh, \$8,000
 - Goodwill of Southwestern PA, \$8,000
 - Focus on Renewal, \$8,000
 - Jewish Family & Community Services, \$8,000
 - Phase 4 Learning Center, Inc., \$8,000
 - Youth Enrichment Services, \$8,000
 - YouthPlaces, Inc., \$8,000
 - **Learn & Earn**
 - Launchpad Careers, Inc., \$26,154.32
 - **CareerLink Move**
 - Jones Lang LaSalle, \$43,000

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Career Services Expansion

- Veterans Leadership Program of W PA, \$25,000 Addendums
- Auberle, \$8,500 increase (TANF)
- Auberle, \$79,700 increase (WIOA)
- Goodwill, \$30,050 increase (WIOA)
- Equus, \$35,308 increase (WIOA)
- DB Grant Associates, \$5,000 increase (CSBG)
- Dynamic Workforce Solutions, \$5,000 increase (CSBG/CDBG)

Learn & Earn Providers

- Allegheny County Department of Human Services (Braddock Youth Project/ Wilkinsburgh Youth Project TBD)
- Auberle \$210,750
- Bloomfield Garfield Corporation \$224,800
- Boys & Girls Club of Western PA \$224,800
- Center That Cares \$112,400
- Communities in Schools \$140,500
- Community Empowerment Association \$98,350
- Kaiser Group, Inc. dba Dynamic Workforce Solutions) \$70,250
- Equus \$140,500
- Goodwill of Southwestern Pennsylvania, \$365,300
- Homewood Childrens Village, \$351,250
- Jewish Family and Community Services, \$112,400
- Legacy Arts Project, \$154,550
- Neighborhood Learning Alliance, \$421,500
- Phase 4 Learning Center, \$421,500
- Pittsburgh Public Schools SOS, \$70,250
- Student Conservation Association, \$98,350
- Western Penn Hills Community Action, \$70,250
- Youth Enrichment Services (YES), \$238,850

On a motion by Deb Caplan, second by Darrin Kelly, the committee approved the consent agenda. There were no objections or abstentions.

Committee Reports

Audit and Finance

Steve Massaro, Treasurer, and Kristin Kramer, CFO

Mr. Massaro and Ms. Kramer reviewed the second quarter financials, draft audit, and revised policies.

On a motion by Darrin Kelly, second by Laura Ellsworth, the 2021 Audit was approved. There were no objections or abstentions.

On a motion by Deb Caplan, second by Darrin Kelly, \$200,000 was transferred from City Dislocated Worker 2020 to City Adult 2020; \$400,000 was transferred from City Dislocated Worker 2021 to City Adult 2021; \$300,000 was transferred from County Dislocated Worker to County Adult 2020. There were no objections or abstentions.

On a motion by Deb Caplan, second by Darrin Kelly, the revised procurement policy was approved. There were no objections or abstentions.

On a motion by Darrin Kelly, second by Laura Ellsworth, the revised program income policy was approved. There were no objections or abstentions.

Governance

Debra Caplan, Chair

Ms. Caplan provided the group with an overview of P4W’s “high-risk” status for compliance as a result of turnover in key positions, the amount of funding received, and the number of repeat findings in a specified time period. This designation results in more frequent and more rigorous audits and evaluations, particularly of programmatic, fiscal, and governance compliance. In the first quarter of 2022, P4W already has received four requests for significant documentation, tools, responses, corrective action plans, and other materials for review and evaluation.

She reiterated the Board’s commitment to achieving clean monitoring reports and assured the group that the P4W team is working diligently internally to resolve issues. She also asked cooperation and assistance where possible to ensure that not only is routine paperwork completed thoroughly and on time, but for the committee to advocate on P4W’s behalf when appropriate and when called to do so to help us overcome bureaucratic barriers.

CEO’s report

Robert Cherry

Mr. Cherry’s reported on the following:

- BEAM Collaborative and its presentation at the March Board meeting
- Restructuring the organization, building out a policy and research department to be led by Susie Puskar and onboarding Dr. Carl Wesley of Wisconsin as P4W’s Chief Program and Innovation Officer
- Developing policy priorities with a key group of P4W board members and other stakeholders
- Deploying an RFQ for strategic planning to begin this summer

There was no new business from the Committee members. There were no public comments.

On a motion by Deb Caplan, seconded by Steve Massaro, the Committee adjourned at 9:32 a.m. There were no objections or abstentions.

MEMORANDUM

TO: Partner4Work Finance Committee
FROM: Kristin Kramer
DATE: June 3, 2022
RE: FY22-23 Budget

I have enclosed the proposed FY21-22 Partner4Work budget. The following represents a more detailed narrative surrounding the FY21-22 Budget Analysis.

Income:

- **Public Funds/Government Grants**

- The proposed FY22-23 budget shows a \$1M increase, which is caused by the following:
 - WIOA Allocations - The WIOA cluster (Youth, DLW, & Adult) overall has decreased \$740K funding from the State, however in our budget because our grants span 2 years, we have the flexibility of carrying forward money into the next program year, we have increased \$1.8M for the PY22-23 budget. This will help us to right size our carryforward for PY22 grants.
 - TANF – This program has decreased by about \$300K. We have not received final numbers from our funders on PY 22 allocations. We reduced Adult TANF slightly to align more with reduced numbers being served. The TANF Youth, we worked within the funding for 1 year, not assuming we will be allowed to carry forward PY21 funds. If we do indeed receive an exception to carry forward funds, the program team has a plan in place to increase providers contracts to accommodate the additional funds.
 - DOL Ex-Offenders – has a decrease of \$500K. This decrease is related to the end of the PA State Strive grants, which will wrap up on 6/30/22. The only award under ex-offenders is the MUS Pathways Home.
 - Sector Strategies – It is about \$500K less than prior year. This is comprised of a variety of funding. This year, there is anticipation of the PA Smart awards is about \$500K an last year was \$750K. we also have , National Fund Industry Partnership, National Fund Resilient Jobs Resilient Works Grant and Tech IP from RK Mellon. Last year we had listed Industry Partnership sponsorships for \$163K, which did not happen, so we removed it this year from the budget.
 - Learn & Earn – This program remains consistent from prior year.

Foundation and Private Fund Breakdown \$206,000

- Learn & Earn corporate contributions - \$76,000
- Bank Works Program (Career Work\$) - \$30,000
- Tech Quest - \$50,000
- National Fund Financial Industry Partnership - \$25,000
- National Fund Resilient Jobs Resilient Workers - \$25,000

The reduction from prior year is related to removing industry partnership sponsorships and other tech fund that did not repeat this year.

Expenses:

- **Direct Program Expense**

- The direct program expenditures remain consistent from prior year with a small increase of \$45K from last year. Our procurement for Youth & Adult will happen this fall for PY23 funding.

- **Salaries, Wages and Benefits**

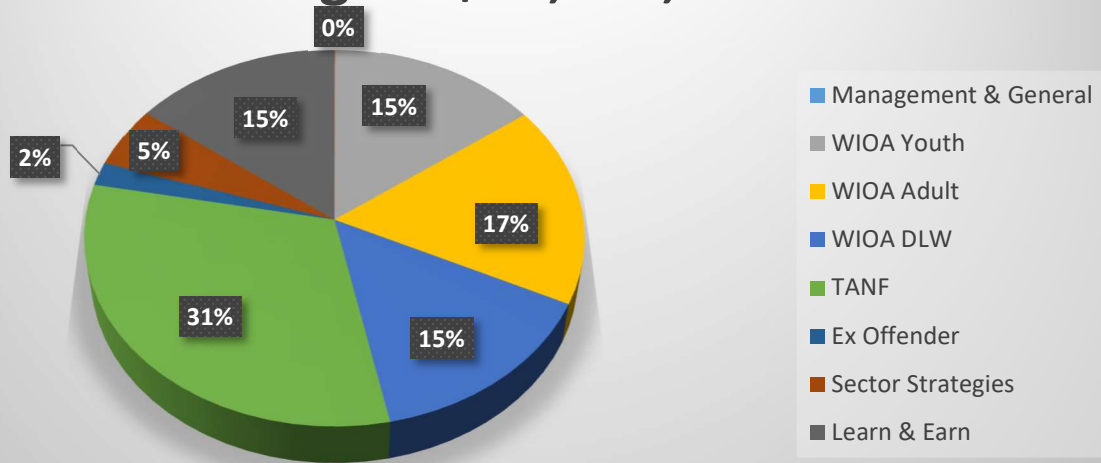
- We are budgeting a \$393K increase in this area for two reasons

- 6% Cost of Living increase built into the Salary – recommended by the finance committee
 - We have right sized some salaries over the past year and last year had the Chief Strategic officer budgeted for 10 months.
 - In addition, we have changed up some positions:
 - Positions removed:
 - 4 Industry Partnership positions
 - 2 part-time L&E summer positions
 - Positions Added:
 - 4 Project Managers
 - Learn & Earn Coordinator
 - Adult Coordinator
- **Communications**
 - The decrease of \$35,000 in communications is related to the Strategic Planning consultant. We did not use it last year and we moved the category from where it was on the budget in prior year.
- **Contractor**
 - This year \$63K in IT Consulting – moved Strategic planning prior year from Communication to Contracted expenditures and last year had IT at 7.5K and HR at 8K.
- **Depreciation Expense**
 - Depreciation decreased \$46K for this budget due to the leasehold improvements and furniture purchased for our new space. We are following GAAP (Generally Accepted Accounting Principles) guidelines by recognizing depreciation over the life of the lease, which we renewed 7/1/2020 and extended the lease 10 year, hence the lower costs.
- **Information Technology Services**
 - The increase of \$15K relates to Asana and Jobs EQ which is used by the program and data teams respectively.
- **Legal Expense**
 - Has increased \$8,000. This was budgeted based on trend but we do try to keep legal expenses low.
- **Staff Administration**
 - We have decreased Staff Administration by \$44K related to the DEI training that was included in prior year budget.

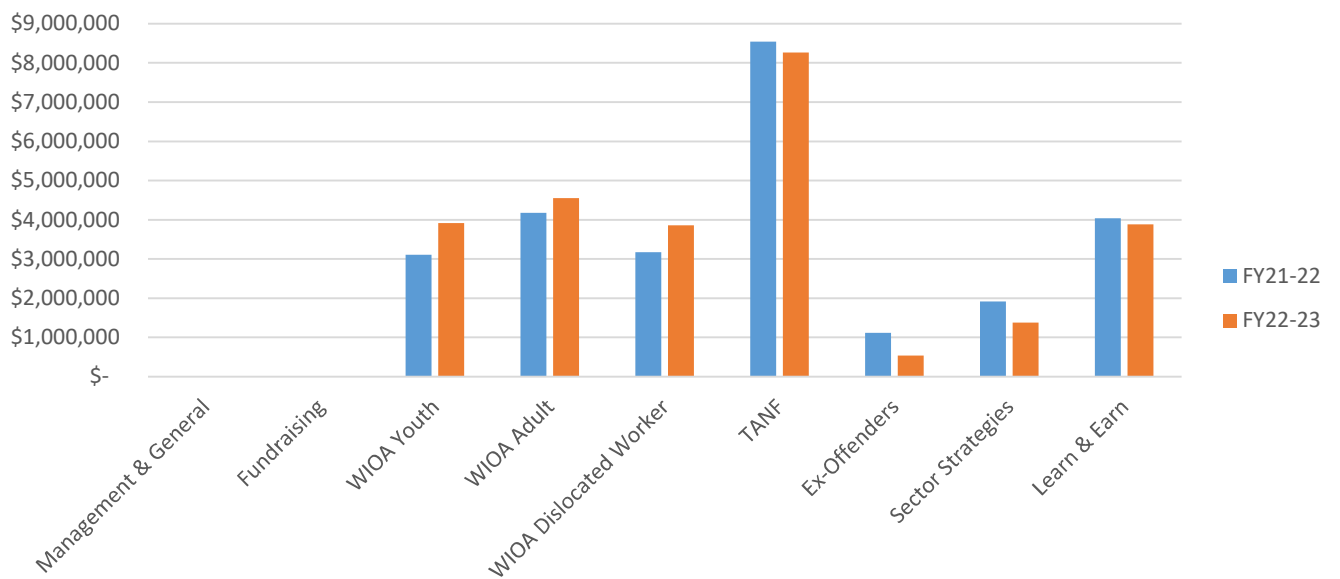
Charts & Graphs

Partner4Work Revenue for FY22-23

Budget - \$26,401,538



Budget Comparison FY 21-22 vs. FY 22-23



Partner4Work
Statement of Activities
 FY22-23 BUDGET

	Reimbursement Contracts						Restricted Grants					TOTAL	
	Management & General	Fundraising	WIOA Youth	WIOA Adult	WIOA DLW	TANF	Ex-Offenders	Sector and Placed Based Strategies	Learn & Earn	Total Program	Temporarily Restricted		
	(Unrestricted)	(Unrestricted)	(Program)	(Program)	(Program)	(Program)	(Program)	(Program)	(Program)	(Unrestricted)	Total Unrestricted		
Ordinary Income/Expense													
Income													
4000 - Public Funds/Government Grants	0		3,914,527	4,547,613	3,860,493	8,712,649	531,381	523,950	2,710,000	24,800,613	24,800,613	1,385,500	26,186,113
4200 - Foundation & Private Contrib	0			0	0		0	130,000	76,000	206,000	206,000		206,000
4300 - Interest	5,000			0	0	0	0	0	0	0	5,000		5,000
4400 - Inter-Fund Transfer	0			0	0	(450,000)	0	0	450,000	0	0		0
4710 - Other Income	1,000			0	0	0	0	0	0	0	1,000		1,000
4800 - Assets Released frm Restriction					0		0	726,050	648,000	1,374,050	1,374,050	(1,374,050)	0
Total Income	6,000	0	3,914,527	4,547,613	3,860,493	8,262,649	531,381	1,380,000	3,884,000	26,380,663	26,386,663	11,450	26,398,113
Expense													
5000 - Direct Program Expenses	0		2,982,302	3,506,647	3,007,147	6,866,305	162,628	467,112	3,058,543	20,050,684	20,050,684	0	20,050,684
5200 - Salary, Wages, and Benefits	1,250,775	14,875	428,445	541,834	479,521	656,850	262,175	679,947	436,478	3,485,250	4,750,900	0	4,750,900
5350 - Communication	40,500		0	7,500	7,500	7,500	2,500	9,000	6,000	40,000	80,500	0	80,500
6000 - Contracted Service	103,600		200,000	10,000	10,000	300,000	0	18,000	29,800	567,800	671,400	0	671,400
5750 - Depreciation Expense	23,250		0	0	0	0	0	0	0	0	23,250	0	23,250
J 5700 - Equipment Expense	44,000		0	5,000	5,000	5,000	1,000	2,500	5,000	23,500	67,500	0	67,500
5500 - Fiscal	59,500		0	0	0	0	0	0	0	0	59,500	0	59,500
5600 - Insurance	20,000		0	0	0	0	0	0	0	0	20,000	0	20,000
6400 - Information Technical Service	79,500		0	500	500	500	500	0	30,000	32,000	111,500	0	111,500
6100 - Legal Expense	25,729		2,000	1,000	1,000	1,000	0	1,100	4,900	11,000	36,729	0	36,729
5800 - Materials / Supplies	22,500		2,500	5,000	5,000	5,000	2,500	2,500	2,000	24,500	47,000	0	47,000
5930 - Meeting Expense	15,000		10,000	5,000	5,000	5,000	2,500	5,000	2,000	34,500	49,500	0	49,500
6300 - Memberships	35,000		0	0	0	0	0	0	0	0	35,000	0	35,000
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	110,670		20,407	25,808	22,840	31,286	12,488	32,386	20,790	166,005	276,675	0	276,675
K 6319 - Staff Administration	20,000		650	1,300	1,300	650	0	0	0	3,900	23,900	0	23,900
5320 - Telephone	28,500		0	0	0	0	0	0	0	0	28,500	0	28,500
5900 - Travel & Conference	22,000		5,000	7,000	7,000	9,000	3,500	10,500	2,500	44,500	66,500	0	66,500
6999 - Distributed Costs	(1,897,023)		263,223	431,024	308,684	374,557	81,590	151,955	285,989	1,897,023	0	0	0
Total Expense	6,000	14,875	3,914,527	4,547,613	3,860,493	8,262,648	531,381	1,380,000	3,884,000	26,380,663	26,401,538	0	26,401,538
Net Ordinary Income	(0)	(14,875)	0	0	0	0	(0)	(0)	0	1	(14,875)	11,450	(3,425)
Net Income	(0)	(14,875)	0	0	0	0	(0)	(0)	0	1	(14,875)	11,450	(3,425)

Partner4Work
Statement of Activities Comparison
FY21-22 vs FY22-23 Budget

	BUDGET		Change
	FY 21-22	FY 22-23	
Management & General	\$ 5,529	\$ 6,000	\$ 472
Fundraising	\$ -	\$ 14,875	\$ 14,875
National Dislocated Worker	\$ -	\$ -	\$ -
WIOA Youth	3,103,486	\$ 3,914,527	\$ 811,041
WIOA Adult	4,175,016	4,547,613	\$ 372,597
WIOA Dislocated Worker	\$ 3,171,601	\$ 3,860,493	\$ 688,891
TANF	\$ 8,542,794	\$ 8,262,648	\$ (280,146)
Ex-Offenders	\$ 1,117,730	\$ 531,381	\$ (586,349)
Sector Strategies	\$ 1,913,808	\$ 1,380,000	\$ (533,808)
Learn & Earn	\$ 4,034,000	\$ 3,884,000	\$ (150,001)
Total	<u>\$ 26,063,965</u>	<u>\$ 26,401,538</u>	<u>\$ 337,573</u>

Partner4Work
Statement of Activities Comparison
FY21-22 vs FY22-23 Budget

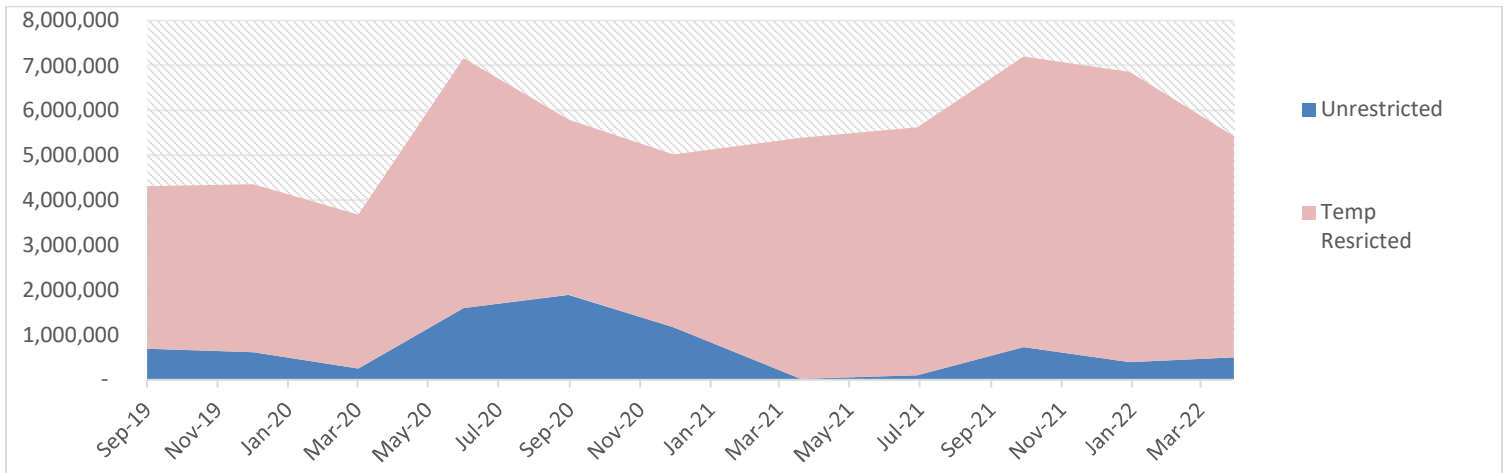
	BUDGET FY21-22	BUDGET FY22-23	Change
Ordinary Income/Expense			
Income			
4000 · Public Funds/Government Grants	23,774,628	24,800,613	1,025,985
4200 · Foundation & Private Contrib	460,533	206,000	(254,533)
4300 · Interest	4,529	5,000	471
4400 · Inter-Fund Transfer	-	-	-
4710 · Other Income	1,000	1,000	-
4800 · Assets Released frm Restriction	1,823,275	1,374,050	(449,225)
Total Income	26,063,965	26,386,663	322,698
Gross Profit	26,063,965	26,386,663	322,698
Expense			
5000 · Direct Program Expenses	20,005,821	20,050,684	44,863
5200 · Salary, Wages, and Benefits	4,358,162	4,750,900	392,737
5350 · Communication	115,500	80,500	(35,000)
6000 · Contracted Service	671,300	671,400	100
5750 · Depreciation Expense	69,600	23,250	(46,350)
5700 · Equipment Expense	67,500	67,500	-
5500 · Fiscal	56,000	59,500	3,500
5600 · Insurance	20,000	20,000	-
6400 · Information Technical Service	96,000	111,500	15,500
6100 · Legal Expense	28,500	36,729	8,229
5800 · Materials / Supplies	47,000	47,000	-
5930 · Meeting Expense	49,500	49,500	-
6300 · Memberships	35,000	35,000	-
5350 · Postage / Messenger	1,000	1,000	-
5360 · Publications	1,500	1,500	-
5400 · Rent	278,781	276,675	(2,106)
6319 · Staff Administration	67,800	23,900	(43,900)
5320 · Telephone	28,500	28,500	-
5900 · Travel & Conference	66,500	66,500	-
6999 · Distributed Costs	0	0	(0)
Total Expense	26,063,965	26,401,538	337,573
Net Income	(0)	(14,875)	

Partner4Work
Management & General Budget
FY21-22 vs FY22-23 Budget

Ordinary Income/Expense	FY21-22	FY22-23	Variance
Income			
4000 · Public Funds/Government Grants			
4200 · Foundation & Private Contrib			
4300 · Interest	4,529	5,000	471
4400 · Inter-Fund Transfer			
4710 · Other Income	1,000	1,000	0
4800 · Assets Released frm Restriction			
Total Income	5,529	6,000	471
Gross Profit	5,529	6,000	471
Expense			
5000 · Direct Program Expenses			
5200 · Salary, Wages, and Benefits	1,181,248	1,250,774	69,526
5350 · Communication	75,500	40,500	(35,000)
6000 · Contracted Service	25,500	103,600	78,100
5750 · Depreciation Expense	69,600	23,250	(46,350)
5700 · Equipment Expense	44,000	44,000	0
5500 · Fiscal	56,000	59,500	3,500
5600 · Insurance	20,000	20,000	0
6400 · Information Technical Service	64,000	79,500	15,500
6100 · Legal Expense	17,500	25,729	8,229
5800 · Materials / Supplies	22,500	22,500	0
5930 · Meeting Expense	15,000	15,000	0
6300 · Memberships	35,000	35,000	0
5350 · Postage / Messenger	1,000	1,000	0
5360 · Publications	1,500	1,500	0
5400 · Rent	111,512	110,670	(842)
6319 · Staff Administration	67,800	20,000	(47,800)
5320 · Telephone	28,500	28,500	0
5900 · Travel & Conference	22,000	22,000	0
6999 · Distributed Costs	(1,852,632)	(1,897,023)	(44,391)
Total Expense	5,528	6,000	472
Net Ordinary Income	\$ 1	\$ 0	\$ (1)
	1	0	(1)

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$4,924,159

Unrestricted \$501,036

Total Cash \$5,425,195

Line of Credit *secured by Money Market*

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$28,642

Prepaid Insurance \$11,897

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$138,759

Liabilities

A/P \$3,095,289 (\$3,083,083 due to subrecipients)

PA Unclaimed Property \$1,309 *remitted in April 2022

Accrued Vacation \$75,577

Deferred Rent \$22,425

A/R Clean Up \$128,927

Equity

Unrestricted Net Assets \$898,489

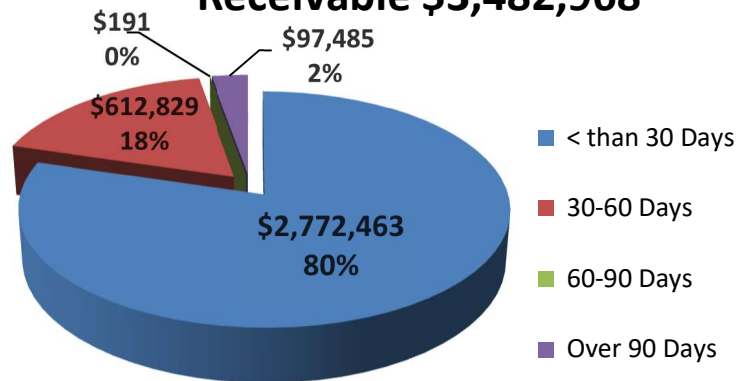
Temp Restricted Net Assets \$7,888,245**

Net Income (\$3,012,730)

**Career Link \$136,878; M&G \$2,733; Sector Strat. \$899,751; Adult TANF \$3,666,349; L&E \$3,182,533

This is reflective of activity through 7/1/2021

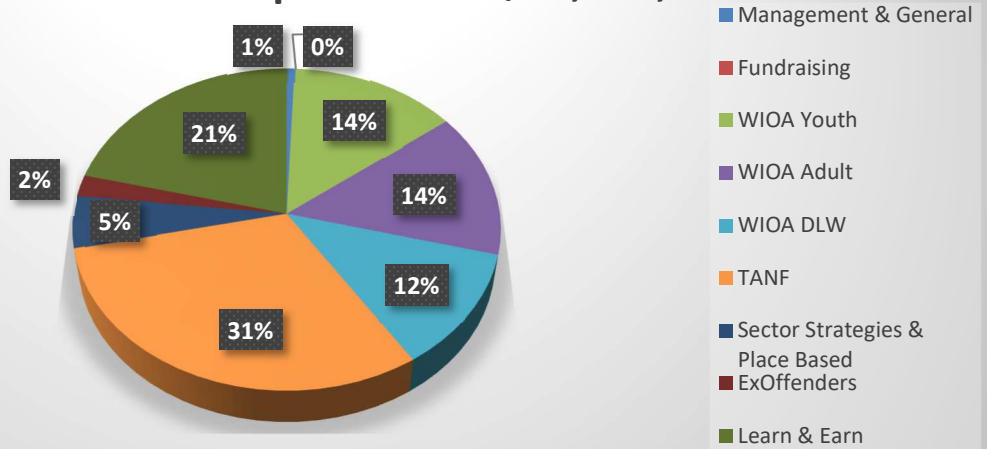
Partner4Work Accounts Receivable \$3,482,968



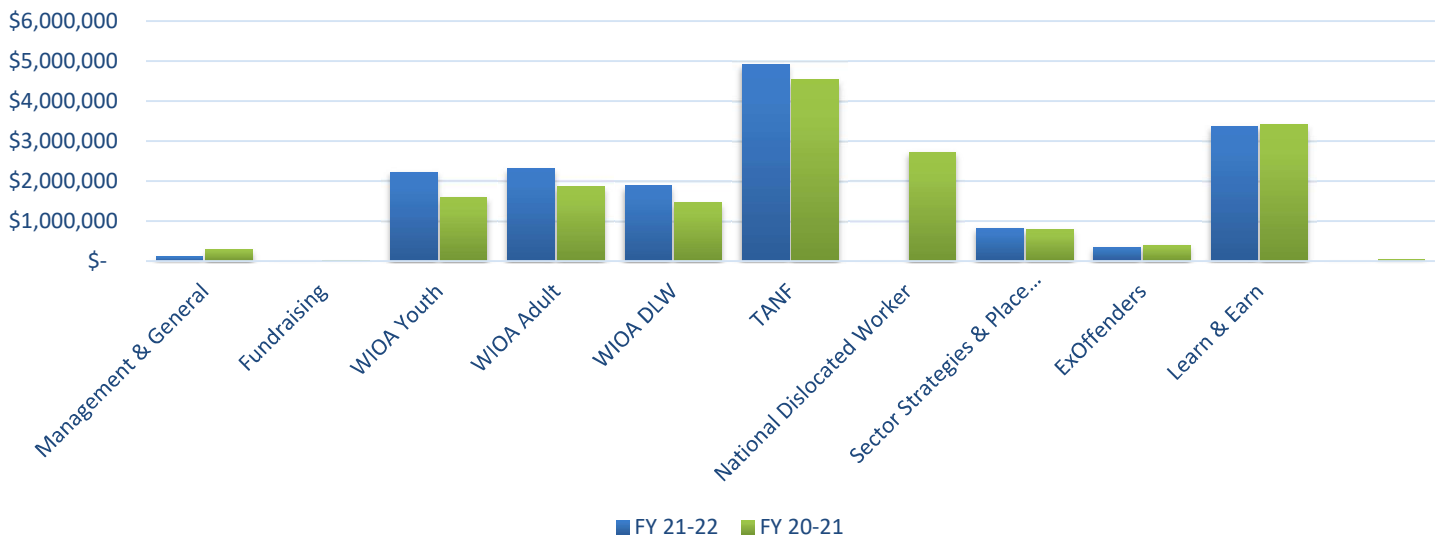
Items over 90+ days: Employ Milwaukee \$97,485

Expense section

Total Partner4Work Expenditures \$15,993,557



Expense Comparison FY 21-22 vs. 20-21



Comments

- WIOA Youth is \$619K above prior year. Providers were timelier in submitting invoices this fiscal year vs. prior year. I believe the impact we saw during COVID reduced spending in prior year across the board.
- WIOA Adult is \$448K above prior year and WIOA Dislocated Worker is \$422K above prior year. We have added additional Industry Recognized Training Program (IRTP) contracts to enhance our training portfolio. Additionally, we have increased our level of outreach and communications to job seekers in order to drive enrollment levels.
- TANF funding is \$394K more than last year. EARN and WR providers spent more money in the first half this year vs. prior year. Again, COVID played a large part in the reduced spending in prior year.
- National Dislocated worker is \$2.7M below prior year. The program ended March 31, 2021.

**Partner4Work Policy Changes for Board
June 2022**

Policy	Updates	Status
<p>P4W Individual Training Account Policy</p> <p>Link to Draft Policy</p>	<p>Policy Purpose: This policy describes the requirements for how Individual Training Accounts (ITAs) may be made available to eligible WIOA participants to attend training programs on the Eligible Training Provider List (ETPL).</p> <p>Changes (June 2022): Following the recommendation from PA Department of Labor & Industry monitoring, Partner4Work added language describing the payment structure for ITA funding, including 50% payment at enrollment/start of program and 50% payment upon program completion.</p>	<p>Drafted for Leadership Approval</p>
<p>P4W Complaint/Grievance Policy</p> <p>Link to Draft Policy</p>	<p>Policy Purpose: The purpose of this policy is to inform Workforce Innovation and Opportunity Act (WIOA) program participants of the policy and procedures for filing a complaint or grievance alleging violations of the WIOA Title I Program and/or other WIOA-related policies and regulations.</p> <p>Changes (June 2022): New Policy</p>	<p>Drafted for Leadership Approval</p>
<p>P4W Eligible Training Provider List (ETPL) Policy</p> <p>Link to Draft Policy</p>	<p>Policy Purpose: Partner4Work administers the Eligible Training Provider List (ETPL) in Pittsburgh and Allegheny County. This policy outlines the appeal procedures for programs rejected from the ETPL and training provider eligibility requirements.</p> <p>Changes (June 2022) Following the release of <i>Workforce System Policy (WSP) - Eligible Training Providers & Pennsylvania's Eligible Training Provider List (May 11, 2022)</i>, Partner4Work updated language in this policy to align with changes to Commonwealth policy. A summary of changes is available at the end of the draft policy.</p>	<p>Drafted for Leadership Approval</p>
<p>P4W Priority of Service Policy</p> <p>Link to Draft Policy</p>	<p>Policy Purpose: The purpose of this policy is to articulate how priority of service is to be applied to Workforce Innovation and Opportunity Act (WIOA) Title I Adult programs.</p> <p>Changes (June 2022) Following the release of <i>Workforce System Policy (WSP) – Priority of Service (April 28, 2022)</i> by the PA Department of Labor & Industry, Partner4Work updated language in this policy to align with changes to Commonwealth policy. A summary of changes is available at the end of the draft policy.</p>	<p>Drafted for Leadership Approval</p>

<p>P4W Right-to-Know Policy</p> <p>Link to Draft Policy</p>	<p>Policy Purpose: This policy outlines the process for submitting and responding to requests for public records of Partner4Work, in compliance with Commonwealth of Pennsylvania Right-to-Know law.</p> <p>Changes (June 2022) Partner4Work updated the link to the Right-to-Know request form from the Commonwealth’s Office of Open Records and updated the contact information for the P4W Open Records Officer.</p>	<p>Policy Changes in Progress</p>
<p>P4W WIOA/TANF Youth Eligibility Policy</p>	<p>Policy Purpose: This policy ensures every participant who receives Workforce Innovation and Opportunity Act (WIOA) Title I Youth program funded services is eligible and registered to receive those services and that all participants receiving Temporary Assistance for Needy Families (TANF) Youth program services are eligible and registered.</p> <p>Changes (June 2022) The P4W Youth Program Team has provided recommended changes to P4W’s definition of “requires additional assistance to complete an educational program or to secure or hold employment”. These recommendations are currently under review.</p>	<p>Policy Changes in Progress</p>