

Partner4Work
Executive Committee
8:30 a.m. March 10, 2020
650 Smithfield Street, Suite 2600
Via conference call: (412) 430-0330; 529031

1. **Welcome and roll call**

Deb Caplan, Governance Committee

2. **Organizational restructure**

Jon Hoffman, Hoffman Consulting

3. **General Business – Consent Agenda**

ACTION:

- Approve Minutes from September 6, 2019
- Approve Minutes from December 8, 2019
- Approve Minutes from December 19, 2019, e-vote

ACTION:

- Award 27 Learn & Earn provider contracts for a total of as much as \$4,700,000. Of these contractors, 25 are existing Learn & Earn providers. Neighborhood Academy and Pittsburgh Learning Commons are new providers in 2020.
- Award 10 Learn & Earn application support center contracts for between \$2,000 and \$8,000 each. All contractors, including the Carnegie Library of Pittsburgh, are existing contractors.
- Award a contract to the Energy Innovation Center Institute for the implementation of the BankWork\$ training program. The contract will not exceed \$335,000 for as many as four cohorts.
- Award a \$215,000 contract to Community Kitchen Pittsburgh and a \$69,997 contract to Landforce for Transitional Jobs training
- Award a \$310,287 contract to Auberle and a \$50,000 contact to KidsVoice for state Re-Entry program between January 1, 2020- March 31, 2022

ACTION:

- Accept \$10,000 from First National Bank for the Financial Services Industry Partnership
- Accept \$75,000 from The Pittsburgh Foundation to support the Construction Industry Partnership and First Source work
- Accept \$17,500 from the Roy A. Hunt Foundation for the Intro to the Trades and the Construction Industry Partnership
- Accept \$12,000 from US Steel for the Manufacturing Industry Partnership
- Accept \$137,996.25, with an option for \$45,998.75 to be spent by June 30, 2020, in State/Local Internship Program funding to support Learn & Earn.

4. **Audit/Finance Committee**

Steve Massaro, Treasurer

ACTION: Approve the transfer of \$900,000 in city funding and \$350,000 in county funding from dislocated worker to adult.

ACTION: Approve the use of approximately \$50,000 in unrestricted funds to build out P4W's fundraising capacity in the next year.

5. **Program Update**

ACTION: Award sole-sourced contracts with Grant Associates and Goodwill for WorkReady for the period of July 1, 2020, through June 30, 2021.

6. **Strategy Update**

7. **Other Business**

8. **Open Forum and Public Comment**

Speakers are limited to three (3) minutes

9. **Adjournment**

Partner4Work Executive Committee Minutes

8:30 AM September 6, 2019

In person and conference call at (412) 430-0330; 529031

Participating: Joe Belechak, Debbie Caplan, Laura Ellsworth, Darrin Kelly, Lisa Kuzma, Dave Malone

Staff: Earl Buford, Ray Herron, McCrae Martino, Jennifer Pajewski

Guests: Jennifer Nestor, Labor and Industry

Chair Dave Malone opened the meeting at 8:30 a.m. with roll call and a review of the Minutes from July 29, 2019, and August 2, 2019.

With no additions or corrections, the minutes were accepted for the record.

TITLE I TRANSITION UPDATE

In a continued conversation, COO Ray Herron updated the group on a data integrity issue first raised in July when Grant Associates questioned past practice of United Labor Agency (ULA).

Since initial conversation, United Labor Agency requested access to CWDS to review case files. Partner4Work staff and ULA would sit side-by-side to review files. Final payments to ULA are on hold until any potential issues are resolved. Mr. Herron assured the group that proper processes and procedures would be followed to ensure compliance in resolving the issue.

NEGOTIATED PERFORMANCE MEASURES

P4W staff announced that P4W met or exceeded all negotiated performance measures for the previous year.

BOARD MEETING AGENDA SETTING

The group agreed that the September 27 meeting should focus on key accomplishments and best practices. Items to include: PartnerUp, BankWork\$, and Intro to the Construction Trades.

Other Business

The group discussed delaying strategic planning until the first quarter of 2020 to allow more time to assess the progress of the intermediate strategic plan (the transition plan).

Public comment

There was no public comment.

On a motion by Deb Caplan, seconded by Lisa Kuzma, the meeting adjourned at 9:03 a.m.

Partner4Work Executive Committee Minutes

8 a.m. Dec. 8, 2019 (postponed from November 13, 2019)

Via conference call: (412) 430-0330; 529031

Participants: Caplan, Cherna (portion), Kelly, Malone (portion), Sherrill

Guests: Jennifer Nestor, Labor and Industry

Staff: Buford, Herron, Martino, Pajewski

In the absence of Dave Malone and Laura Ellsworth (chair and vice chair), Governance Chair Deb Caplan called the meeting to order at 8 a.m. and announced that **a quorum was not present**, and **no action items were considered**.

The group discussed agenda items for the Dec. 18, 2019, full Board meeting. Those items included:

- Awarding a contract to Pipitone Group for creative services to support industry partnerships
- The appointment of new members including Kevin Acklin, Rich Casoli, Tom Croft, Duke Rupert, and Linda Topoleski; the reappointment of Dr. Nancy Washington; roll-off of Melissa Ferraro; and the nomination of Steve Massaro as treasurer.
- Proposing Board meeting dates for 2020: March 27, June 26, September 25, and December 11.
- Reviewing September 30, 2019, Financial Statements
- Discussion of signature programs including the Lower Hill Redevelopment project, BankWork\$ and the early childhood education work with the Kellogg Foundation and Heinz Endowments

There was no additional Board business.

There was no public comment.

The meeting adjourned at 8:32 a.m.

Partner4Work
Executive Committee
Special Electronic Vote

December 19, 2019

VOTE to add Earl Buford, CEO, as an Authorized Signatory of Partner4Work; Jack Mills, Interim CSO, as an Authorized Signatory of Partner4Work; add Kristin Kramer, Senior Director of Fiscal, as Authorized Check Signatory of PNC Operating Accounts; add Jennifer Pajewski, Senior Director of Special Relationships, as Authorized Check Signatory of PNC Operating Accounts; remove Ray Herron and McCrae Martino from all accounts.

Affirmative:

Debra Caplan
Marc Cherna
Laura Ellsworth
Majestic Lane
Dave Malone
Steve Massaro
LaTrenda Leonard Sherrill

Opposed:

None

No vote received:

Joe Belechak
Darrin Kelly

Motion passed.

Partner4Work
Statement of Financial Position
As of December 31, 2019

	Unrestricted	Temporarily Restricted	Total
ASSETS			
Current Assets			
Checking/Savings	\$ 614,258	\$ 3,740,190	\$ 4,354,448
Accounts Receivable	\$ 3,904,294	\$ 570,829	\$ 4,475,123
Other Current Assets	\$ 20,202	\$ -	\$ 20,202
Total Current Assets	\$ 4,538,754	\$ 4,311,019	\$ 8,849,773
Other Assets			
Fixed Assets (net of depreciation)	\$ 51,016	\$ -	\$ 51,016
Other Assets	\$ 6,067	\$ -	\$ 6,067
Total Other Assets	\$ 57,083	\$ -	\$ 57,083
TOTAL ASSETS	\$ 4,595,837	\$ 4,311,019	\$ 8,906,856
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Due to Subrecipients	\$ 3,117,904	\$ -	\$ 3,117,904
Accounts Payable	\$ 727,689	\$ -	\$ 727,689
Advance Payments	\$ -	\$ -	\$ -
Other Current Liabilities	\$ 163,289	\$ -	\$ 163,289
Total Current Liabilities	\$ 4,008,882	\$ -	\$ 4,008,882
Total Liabilities	\$ 4,008,882	\$ -	\$ 4,008,882
Net Assets			
Unrestricted	\$ 726,259	\$ -	\$ 726,259
Temporarily Restricted	\$ -	\$ 6,449,053	\$ 6,449,053
Current Period Activity	\$ (139,304)	\$ (2,138,033)	\$ (2,277,338)
Total Net Assets	\$ 586,955	\$ 4,311,019	\$ 4,897,974
TOTAL LIABILITIES & NET ASSETS	\$ 4,595,836	\$ 4,311,019	\$ 8,906,856

Partner4Work
Net Asset Rollforward
As of December 31, 2019

TEMPORARILY RESTRICTED FUNDS							
	Miscellaneous	Sector Strategies	National Fund	Place Based Strategies	Adult TANF	Learn & Earn	Total
Balances as of July 1, 2019	\$ 62,303	\$ 169,733	\$ -	\$ 79,491	\$ 3,612,035	\$ 2,525,491	\$ 6,449,053
Activity: July 1, 2019 to December 31, 2019							
CY Additions to Temp Restricted Fd:							
Restricted Grants Received:							
TANF Performance Bonus					178,900		178,900
Corporate Sponsorships		110,000		90,000		5,000	205,000
Foundations		175,000					175,000
National Fund Collaborative			25,000				25,000
PNC						10,000	10,000
Sub-Total		285,000	25,000	90,000	178,900	15,000	593,900
Reimb. received from Rest Grants:							
Urban Strategies CNI				1,332			1,332
State Grants		527,016				604,426	1,131,443
Sub-Total		527,016		1,332		604,426	1,132,774 (B)
Total Rest. Funds Received:		812,016	25,000	91,332	178,900	619,426	1,726,674
Expenses incurred this period related to these restricted programs:		(682,915)	(2,798)	(32,857)	(68,600)	(3,077,540)	(3,864,710) (A)
Net Activity: July 1, 2019 to December 31, 2019		129,101	22,202	58,475	110,300	(2,458,114)	(2,138,036)
Fund Balance Balance at 12/31/2019	\$ 62,303	\$ 298,834	\$ 22,202	\$ 137,966	\$ 3,722,335	\$ 67,377	\$ 4,311,017
AR Balance at December 31, 2019					(570,827)		(570,827)
TR Cash Balance at December 31, 2019	\$ 62,303	\$ 298,834	\$ 22,202	\$ 137,966	\$ 3,151,508	\$ 67,377	\$ 3,740,190
Assets Released from Restriction (as presented on the Statement of Activities):							
Expenses incurred this period related to these restricted programs							\$ (3,864,710) (A)
Less: Reimbursements received from Restricted Grants							\$ 1,132,774 (B)
Assets Released from Restriction							\$ (2,731,936)

**Partner4Work
Statement of Activities
July 1, 2019 through December 31, 2019**

	Reimbursement Contracts										Restricted Grants				Total	Total	Temporarily Restricted	TOTAL
	Mgmt & General (Unrestricted)	Fundraising (Unrestricted)	Midwest Urban Strategies (Program)	Allegheny Cty WIOA (Program)	City of Pgh WIOA (Program)	TANF (Program)	PA Coverlink (Program)	Federal WIOA (Program)	Sector Strategies (Program)	Place Based Strategies (Program)	Learn & Earn (Program)	National Fund (Restricted)	Program (Unrestricted)	Unrestricted				
Revenue																		
Public Funds/Govt Grants	\$88	\$0	\$1,186,791	\$1,497,424	\$1,041,820	\$2,575,195	\$503,493	\$398,109	\$577,016	\$1,332	\$604,426	\$0	\$8,335,607	\$8,335,695	\$203,900	\$8,539,595		
Foundation & Private Contrib	\$112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112	\$390,000	\$390,112		
Interest	\$3,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,448	\$0	\$3,448		
Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Prior Year Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Assets Released from Restriction	\$0	\$0	\$0	\$0	\$0	\$46,600	\$0	\$0	\$155,899	\$31,575	\$2,473,112	\$2,798	\$2,731,933	\$2,731,933	(\$2,731,933)	\$0		
Total Revenue	\$3,648	\$0	\$1,186,791	\$1,497,424	\$1,041,820	\$2,621,795	\$503,493	\$398,109	\$682,915	\$32,857	\$3,077,538	\$2,798	\$11,067,540	\$11,071,189	(\$2,138,033)	\$8,933,155		
Expenses																		
Direct Program Expenses	(\$4,900)	\$0	\$581,345	\$1,107,383	\$648,734	\$2,100,603	\$503,280	\$315,191	\$374,873	\$23,909	\$2,833,146	\$0	\$8,578,465	\$8,573,565	\$0	\$8,573,565		
Salary, Wages & Benefits	\$488,697	\$23,173	\$168,998	\$245,392	\$238,752	\$237,527	\$0	\$50,972	\$243,284	\$5,549	\$247,776	\$1,983	\$1,440,232	\$1,952,102	\$0	\$1,952,102		
Communication	\$8,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,405	\$0	\$208	\$0	\$3,614	\$12,566	\$0	\$12,566		
Contracted Service	\$17,324	\$0	\$246,328	\$12,096	\$12,096	\$14,400	\$0	\$165	\$28,875	\$0	\$4,500	\$0	\$318,460	\$335,784	\$0	\$335,784		
Depreciation Expense	\$4,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,490	\$6,950	\$0	\$6,950		
Equipment Expense	\$19,086	\$0	\$645	\$0	\$0	\$2,054	\$0	\$0	\$0	\$0	\$0	\$0	\$2,699	\$21,785	\$0	\$21,785		
Fiscal	\$32,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,327	\$0	\$32,327		
Insurance	\$10,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,371	\$0	\$10,371		
Information Technology Service	\$50,269	\$0	\$36	\$360	\$360	\$0	\$213	\$0	\$0	\$0	\$1,208	\$0	\$2,177	\$52,446	\$0	\$52,446		
Legal Expense	\$2,365	\$0	\$0	\$700	\$700	\$0	\$0	\$0	\$0	\$0	\$480	\$0	\$1,880	\$4,245	\$0	\$4,245		
Materials / Supplies	\$12,500	\$0	\$138	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$397	\$12,898	\$0	\$12,898		
Meeting Expense	\$6,872	\$88	\$1,692	\$167	\$206	\$496	\$0	\$2,641	\$262	\$52	\$3,848	\$0	\$9,365	\$16,325	\$0	\$16,325		
Memberships	\$17,342	\$0	\$17,342	\$0	\$0	\$0	\$0	\$0	\$220	\$0	\$0	\$0	\$220	\$17,562	\$0	\$17,562		
Other Miscellaneous	\$329	\$0	(\$0)	\$23	(\$6)	(\$0)	\$0	\$1	(\$26)	\$0	\$0	\$0	(\$9)	\$320	\$0	\$320		
Portage / Messenger	\$612	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$612	\$0	\$612		
Publications	\$264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264	\$0	\$264		
Rent	\$31,552	\$1,669	\$6,288	\$11,438	\$13,807	\$13,425	\$0	\$2,774	\$14,246	\$319	\$8,404	\$89	\$70,789	\$104,010	\$0	\$104,010		
Staff Administration	\$6,937	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$0	\$40	\$6,977	\$0	\$6,977		
Telephone	\$13,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,083	\$0	\$13,083		
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	\$14,764	\$170	\$4,570	\$2,802	\$2,887	\$2,062	\$0	\$87	\$3,782	\$29	\$538	\$539	\$17,296	\$32,231	\$0	\$32,231		
Total Expenses	\$737,278	\$25,099	\$1,010,039	\$1,380,362	\$917,536	\$2,460,568	\$503,493	\$371,831	\$688,961	\$29,857	\$3,102,859	\$2,610	\$10,448,116	\$11,210,493	\$0	\$11,210,493		
Distributed Costs	\$720,489	\$0	(\$176,752)	(\$117,062)	(\$124,284)	(\$183,227)	\$0	(\$26,279)	(\$13,954)	(\$2,999)	(\$75,743)	(\$188)	(\$720,489)	\$0	\$0	\$0		
Total Distributed Costs	(\$720,489)	\$0	\$176,752	\$117,062	\$124,284	\$183,227	\$0	\$26,279	\$13,954	\$2,999	\$75,743	\$188	\$720,489	\$0	\$0	\$0		
NET SURPLUS/(DEFICIT)	(\$13,141)	(\$25,099)	(\$0)	(\$0)	\$0	\$0	(\$0)	\$0	(\$0)	(\$0)	(\$101,064)	\$0	(\$101,064)	(\$139,304)	(\$2,138,033)	(\$2,277,338)		

Partner4Work
Statement of Activities Comparison by Program Category
December 31, 2019

	FY2020	12/31/2019	12/31/2018	
	Budget	Actual	Actual	Comparison
Management & General	\$ 3,500	\$ 16,789	\$ -	\$ 16,789
Fundraising	\$ -	\$ 25,099		
Midwest Urban Strategies (pass thru)	\$ -	\$ 92,375	\$ 26,523	\$ 65,852
Allegheny County WIOA	\$ 4,261,500	1,497,424	2,118,411	\$ (620,987)
City of Pittsburgh WIOA	\$ 3,877,051	\$ 1,041,820	\$ 1,356,807	\$ (314,987)
TANF	\$ 6,887,834	\$ 2,643,795	\$ 2,792,627	\$ (148,831)
Federal WIOA	\$ 6,368,691	\$ 1,492,526	\$ 284,198	\$ 1,208,328
Sector Strategies	\$ 1,212,022	\$ 682,915	\$ 323,576	\$ 359,339
Place Based Strategies	\$ 150,000	\$ 32,857	\$ 129,329	\$ (96,472)
Learn & Earn	\$ 3,173,100	\$ 3,178,602	\$ 2,150,294	\$ 1,028,308
National Fund	\$ -	\$ 2,798	\$ -	\$ 2,798
Total	\$ 25,933,698	\$ 10,707,000	\$ 9,181,764	\$ 1,500,137

To: Partner4Work Executive Committee

From: Susie Puskar, Chief Program Officer

Date: March 3, 2020

Subject: Employment Advancement and Retention Network (EARN) and Work Ready Program Changes

Summary of key changes to EARN and Work Ready Programs

Program changes are pending, effective July 1, 2020

	Current	As of 7/1/2020
Program Eligibility	Eligibility and suitability for the programs are determined by the CAO. Generally EARN clients are closer to being able to work. Work Ready clients tend to be pregnant, need a high school degree, or have a significant barrier to employment.	Eligibility will still be determined by the CAO. EARN will be for all clients not on extended TANF (ETANF--less than 60 months on TANF). Work Ready will be for all clients on ETANF.
Supplemental Nutrition Assistance Program (SNAP)	SNAP Able Bodied Adults Without Dependents (ABAWDs) are currently waived from work requirements.	SNAP ABAWDs will be referred to EARN.
Licensed Counselors	Clients are referred to counselors as needed.	A licensed counselor, social worker, therapist, or allied position must be onsite at least once a week, participant check-in once a month
Credentials	One possible performance payment for credential	Up to three possible performance payments for credentials if one is a GED/HSE
Placement (see below for more detail)	Clients placed in employment that equals 80 hours per month. No performance target.	70% of clients must be placed in employment that equals 80 hours per month at a rate that is \$2 more than state/fed min. wage.
Retention	Retention tracked for six months.	Retention tracked for 12 months.

New Client Numbers (Estimate)

SNAP referrals will be served by EARN starting July 1. A waiver was in place opting SNAP Able Bodied Adults Without Dependents (ABAWDs) out of work requirements for PY19-20. The waiver is expected to be removed for PY20-21. The EARN program can anticipate serving an additional 50-150 participants with this waiver lifted.

From discussion with the CAO, we estimate that approximately 30% of TANF participants are Extended TANF. Between Work Ready and EARN that comes out to about 300 participants in Allegheny County. However, the number of ETANF participants is not evenly distributed. According to provider estimates, Wilkinsburg EARN serves higher numbers of ETANF (30/35%) than McKeesport (20/25%) or downtown (20/25%).

Program	PY17 Enrollment	PY 18 Enrollment	Estimated 2020 Program Numbers
EARN	1012	920	800-900
Work Ready	315	182	200-300

New performance standards

EARN and Work Ready Performance standards have historically been related to timely acceptance of referrals, activity compliance rate, and other compliance related measures. The proposed new performance measures are higher than the current performance levels of virtually every EARN program in the state.

Proposed new standard	EARN TANF	EARN SNAP	WORK Ready	Current proxy for performance (Allegheny County estimate)
Assessment (7 days)	90%	85%	90%	54% referral to enrollment
IEP(14 days)	85%	85%	85%	n/a
Counselor check in	80%	x	80%	n/a
Credential	50%	50%	50%	6.1%
Placement	70%	50%	70%	40.1%
Retention	50% of placement	50% (90 days only)	50 of all placed	58.9% (6 months only)
Earned Income	75% of placement	x	75% of all placed	n/a

Funding History

	PY18	PY19	PY20
EARN Allocation	\$4,089,134	\$3,960,334	\$4,843,504*
Work Ready Allocation	\$612,572	\$612,572.00	\$1,829,005

*SNAP allocations are not included in this number. It may increase.

Recommendations:

Work Ready programs are changing dramatically and it is no longer enough to fund in a single location only. With changes going into effect on July 1, Partner4Work should implement sole source procurement under the justification that the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation and award of Work Ready contracts to Grant and Goodwill for services in Wilkinsburg and McKeesport, respectively. People who attend Work Ready programming are unlikely to travel downtown for those services. We would put a plan in place to procure for July 1, 2021.

Recommendation: Partner4Work should enter into sole-sourced contracts with Grant Associates and Goodwill for WorkReady for the period of July 1, 2020-June 30, 2021.