

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

**Partner4Work**  
**Executive Committee**  
**8-9 a.m. Dec. 4, 2023**

**Via Zoom:** <https://us02web.zoom.us/j/84194442233?pwd=WVVGdjdGYnFwTEVjMExRVFVwQnJoUT09>

1. **Welcome and roll call**

*David Malone, Chair*

2. **General Business – Consent Agenda**

**ACTION:**

- Approve minutes from the September 15, 2023, Executive Session of the Executive Committee
- **Approve** revisions/additions to the P4W Employee Handbook (attachment A)
- **Accept** all funds since the last Executive Committee meeting
  - \$45,000 from Citizens Bank to support BankWork\$
  - \$32,870 from the Department of Labor and Industry for the September Job Fair
  - \$55,000 from UPMC to support a P4W healthcare liaison
  - An additional \$13,200 from the National Fund for Workforce Solutions to support Resilient Jobs, Resilient Workers

- **Approve** contracts

**Management and General**

FreeBridge \$71,500

hivebrite \$87,967

**Department of Justice**

ACTION Housing \$78,000

**WIOA Adult/Dislocated Worker**

Operation Better Block \$449,300

**Hillman**

Jacobson Consulting Applications (JCA) \$37,196

**Jefferson Foundation**

Per Scolas \$39,310

**PASmart**

Dynamic Workforce Solutions \$25,000

**ARC-Inspire**

Q & A Consulting Training \$65,798

Tri-County WIB \$122,500

Westmoreland Fayette WIB \$122,500

Southwest Corner WDB \$112,500

**Addenda**

**WIOA Adult/Dislocated Worker**

Dynamic Workforce Solutions budget increase of \$61,953

3. **Committee Reports**

- **Audit and Finance**

*Steve Massaro, Treasurer, and Kristin Kramer, CFO*

# PARTNER WORK

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**ACTION:** Recommend the Full Board accept the Audit (Attachment B)

**ACTION:** Recommend the Full Board accept the Form 990 submission for TRWIB, Inc. and RWC (Attachment C&D)

- **Youth Advisory and Learn & Earn**
- **Governance**

*Debra Caplan, Chair*

*Deb Caplan, Chair*

**ACTION: Recommend the Full Board approve 2024 Full Board and Executive Committee meeting dates**  
**Full Board (8:30 to 10 a.m.)**

- March 29
- June 28
- September 27
- December 12 (Thursday)

**Executive Committee (8:30 to 10 a.m.)**

- March 15
- June 14
- September 13
- November 29

- **Program Optimization Committee**
- **Policy and Research**

*Cat McLaughlin, Chair*

*Susie Puskar, Chief Program and Research Officer*

**ACTION:** Approve policy recommendations

#### 4. **CEO's report**

*Robert Cherry*

#### 5. **Other Business**

#### 6. **Open Forum and Public Comment**

*Speakers are limited to three (3) minutes*

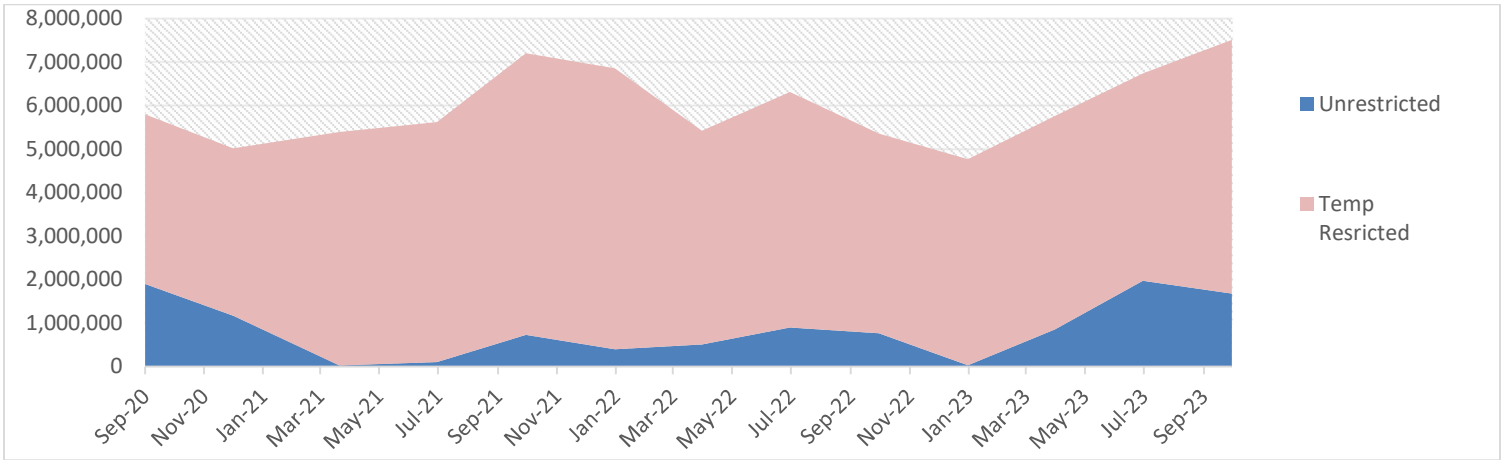
#### 7. **Adjournment**

**Partner4Work  
Executive Committee  
8:30-10 a.m.  
Via Zoom  
Attending: Caplan, Cherry, Ellsworth, Malone**

1. Welcome and call to order *David Malone*
2. P4W Accomplishments *Rob Cherry*
3. Meeting closed for an Executive Session to discuss personnel matter  
**No action will be taken by the Executive Committee**
4. Reconvene for public comment.
5. Adjournment *David Malone*

# Dashboard Report

## Cash Flow Unrestricted and Temp Restricted Funds



## Current Assets, Liabilities & Equity

### Cash:

Temp Restricted \$5,844,340  
Unrestricted \$1,671,194

**Total Cash \$7,515,787**

**Line of Credit** secured by Money Market  
\$0 of \$500,000

### Other Current Assets

Prepaid Expenses \$27,081  
Prepaid Insurance \$11,010  
Security Deposit \$6,067  
Fixed Assets Net of Depreciation \$114,705  
Right of Use Asset – Operating Lease \$1,869,813  
Right of Use Asset – Finance Lease \$37,733

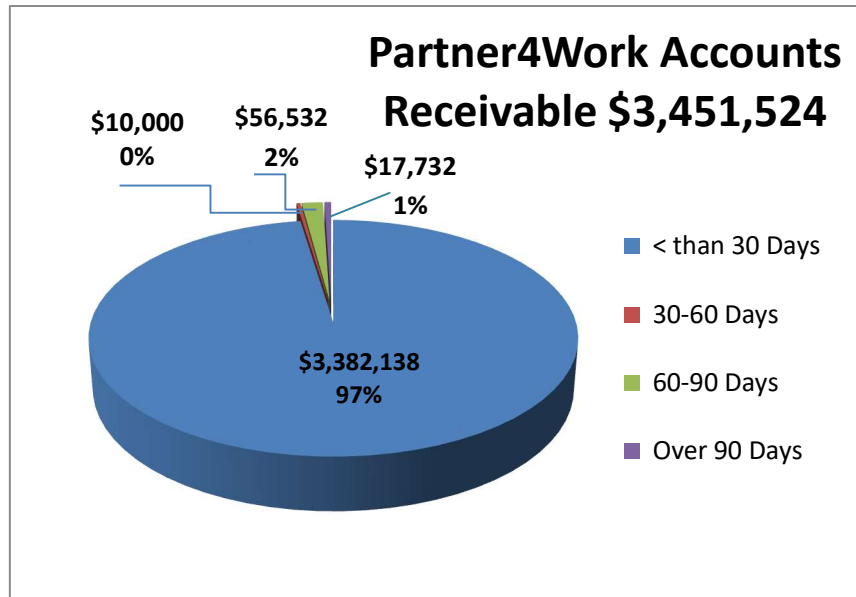
### Liabilities

A/P \$4,038,566 (\$3,714,949 due to subrecipients)  
Accrued Vacation/Payroll \$108,722  
A/R Clean Up \$128,927  
Accrued Contract Liability \$39,310  
Right of Use Liability – Operating Lease (current & long term) \$1,908,478  
Right of Use Liability – Finance Lease (current & long term) \$39,305

### Equity

Unrestricted Net Assets \$856,877  
Temp Restricted Net Assets \$7,164,336\*\*  
Net Income (\$1,236,004)

\*\*Career Link \$57,701; M&G \$2,733; Sector Strat. \$1,122,468; Adult TANF \$3,509,731; L&E \$2,471,703  
This is reflective of activity through 7/1/2023

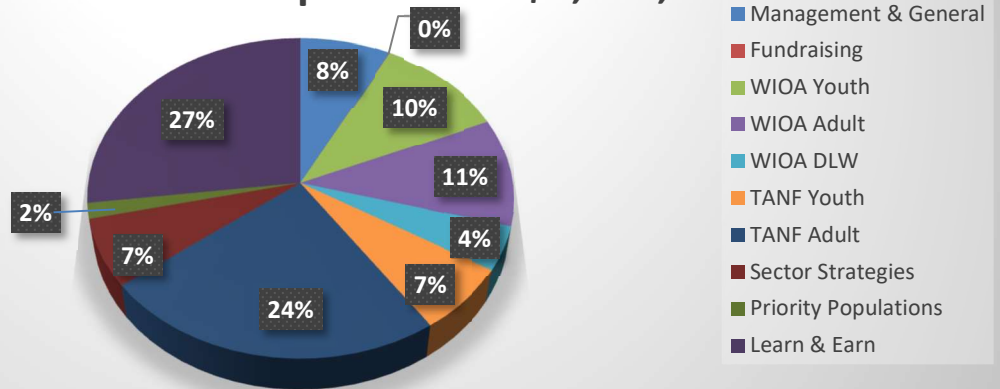


Items over 90+ days: National Fund \$13,200 \*; State DCED \$4,523.02  
\*marked as paid

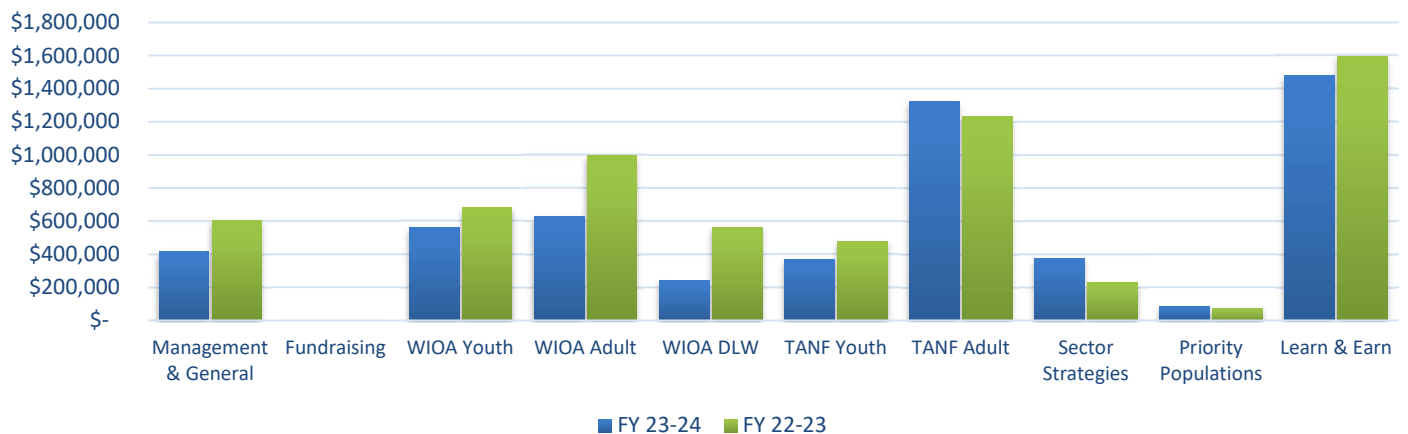
# Dashboard Report Continued

## Expense section

### Total Partner4Work Expenditures \$5,477,665



### Expense Comparison FY 22-23 vs. 21-22



## Comments

- Management & General is down \$189K from the previous year. There are several factors at play here. Salary, Wages & Benefits, contracted Service, Fiscal, and Supplies have all decreased. However, this will level out a bit moving into Q2.
- WIOA Youth is slightly below last year by \$121K. This is primarily related to direct program expenses. We have several new WIOA Youth providers this year and overall, everyone is off to a slower start.
- WIOA adult and WIOA dislocated worker programs are \$366K and \$325K below the prior year, respectively. We have one main title I provider this year whereas last year, we had two main title I providers. We issued an award this year of \$2.8 million vs. the prior year of \$3.5 million.
- TANF Youth is \$108K below last year. This is primarily related to direct program expenses. We have several new TANF Youth providers this year. Many providers did not invoice a July invoice and are off to a slower start.
- TANF Adult is \$92K above the prior year. There have been more individuals with language need being served. This July has had an up tik in referrals vs. prior year.
- Sector Strategies is \$145K above prior year. This increase is related to direct program expenses, salaries & wages and contracted services. This funding varies year to year.
- Learn & Earn is \$119K below the prior year, which is a timing issue. By the second quarter, these expenses will have caught up to the prior year and may exceed the prior year.

**October through Nov. 28, 2023, earned media** (*highlighted articles do not reference P4W specifically but reference P4W-related projects/programs*)

[Intersections](#), KDKA-TV, Oct. 7, 2023

[Best Places to Work WPA 2023](#), Pittsburgh Business Times, Oct. 16, 2023

[Best Places to Work WPA 2023](#), WPXI-TV, Oct. 20, 2023

[Our Region's Business](#), WPXI-TV, Oct. 29, 2023

[‘We’re not wasting a minute’: Innamorato announces transition team after winning race for Allegheny County executive](#), Pittsburgh Post-Gazette, Nov. 8, 2023

[Jill Biden touts Bidenomics in Pittsburgh](#), Pennsylvania Capital Star, Nov. 8, 2023

[First Lady Jill Biden highlights Western Pa. workforce development efforts during Pittsburgh stop](#), Tribune Review, Nov. 8, 2023

[First Lady Jill Biden visits Pittsburgh to tout plan to create 1,000 new jobs](#), KDKA-TV, Nov. 8, 2023

[First Lady Jill Biden returns to spotlight Pittsburgh Workforce Hub](#), WTAE-TV, Nov. 8, 2023

[First Lady Dr. Jill Biden visits Pittsburgh to check out technology hub](#), WPXI-TV, Nov. 8, 2023

[Innamorato transition team suggests new administration's priorities for Allegheny County](#), WESA-FM, Nov. 9, 2023

[Jill Biden visits Pittsburgh to observe workforce hub progress](#), WESA-FM, Nov. 9, 2023

[First Lady Jill Biden touts ‘Bidenomics’ during Pittsburgh visit](#), Pittsburgh Post Gazette, Nov. 9, 2023

[This new EDA grant will establish a LifeX Life Science Startup Hub](#), Technical.ly, Nov. 10, 2023

[Robert Cherry and Partner4Work prepare Pittsburgh for jobs of the future](#), NEXTPittsburgh, Nov. 16, 2023

[Sunday Business Page: County Executive Transition Team](#), Sunday Business Page, KDKA-TV, Nov. 19, 2023

[Don't discount soft skills, these Pittsburgh workforce development pros say. Here's why](#), Technical.ly, Nov. 21, 2023

[Allegheny County, UPMC and Partner4Work collaborate on workforce development program](#), Pittsburgh Business Times, Nov. 28, 2023

[Apprenticeship initiative helps connect people to health care jobs](#), WTAE-TV, Nov. 28, 2023