

# 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 4 , 2 0 2 2**



David J. Malone  
Chair





## BOARD OF DIRECTORS

**David J. Malone, Chair**  
Chairman and CEO, Gateway Financial

**Acklin, Kevin**  
Vice President and Chief Counsel  
Pittsburgh Penguins

**Allen, Will**  
Managing Partner  
Magrac Ventures

**Barcaskey, Richard**  
Executive Director  
Constructors Association of Western PA

**Bullock, Dr. Quintin**  
President  
Community College of Allegheny County

**Caplan, Debra**  
Executive in Residence  
The Forbes Funds

**Casoli, Rich**  
President  
Beemac Trucking

**Coplan, David A.**  
Executive Director  
Human Services Center Corp.

**Dalton, Erin**  
Director, Allegheny County DHS

**Dozier, Clarence**  
Managing Director, Litigation  
FedEx

**Ellsworth, Laura**  
*Partner4Work Vice Chair*  
Partner in-Charge of Global Community Service  
Jones Day

**Gittlen, Ike**  
Representative  
United Steelworkers

**Gonzalez, Gabriella**  
Program Officer  
Richard King Mellon Foundation

**Harris, Carey**  
Chief Executive Officer  
Literacy Pittsburgh

**Holt, Tim**  
Senior Director Human Resources  
UPMC Insurance Services Division

**Katona, Marci**  
District Administrator  
Office of Vocational Rehabilitation

**Kelly, Darrin**  
*Partner4Work Secretary*  
President  
Allegheny/Fayette Central Labor Council, AFL-CIO

**Massaro, Steve**  
*Partner4Work Treasurer* President  
Massaro Construction Group

**McEvelly, Katherine**  
US Head of Human Resource, Vice President  
Covestro

**McLaughlin, Caitlin**  
Chief People Person  
LaFayette Square (*pending reappointment*)

**Melcher, Tom**  
Business Manager  
Pittsburgh Regional Building Trades Council

**Mendoza, Brandon**  
Executive Director  
NAIOP Pittsburgh

**Nobers, Jeff**  
Executive Director  
Builders Guild of Western PA

**Pipitone, Scott**  
President and CEO  
Pipitone Group

**Pollard, Joshua**  
President and CEO  
Omicelo

**Rendulic, Mark**  
Market President  
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 Board of Directors' Meeting 8:30 a.m. June 24, 2022

Via Zoom: <https://us02web.zoom.us/j/84626786955?pwd=REVSdm9LOEliMXFLSkw3cnR5UkhFdz09>

### 1. Welcome and roll call

*David J. Malone, Chair*

### 2. General Business – Consent Agenda

- **APPROVE** Minutes from March 25, 2022
- **ACCEPT** \$90,000 from Jefferson Regional Foundation for Career Expansion Sites, Labor Market Data, and BankWork\$ Training
- **APPROVE** changes to the WIOA/TANF Youth Eligibility Policy
- **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
  - **Accept** Minutes from March 11, 2022 (<https://www.partner4work.org/document/executive-committee-agenda-and-materials-for-june-10-2022/>)
  - **Accept** funds received 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** the revised Individual Training Account, Eligible Training Provider, and Priority of Service policies and the new Complaint/Grievance policy
  - **Approve** contracts:
    - **Heath care 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

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

● 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
● 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 Soutions	\$250,000
● TANF	Jewish Family and Community Services	\$89,000

### Clean energy

● Pittsburgh Gateways Corporation	\$212,007
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# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

### 3. Committee Reports

#### a. Audit and Finance

*Steve Massaro and Kristin Kramer*

- i. **ACTION:** Approve the FY23 Budget

#### b. Youth Programs

*Debra Caplan and Dr. Carl Wesley*

### 4. Presentation and Discussion with Allegheny County Department of Human Services

*Erin Dalton*

### 5. CEO Report

*Rob Cherry, CEO*

### 6. Other Business

### 7. Open Forum and Public Comment

*Speakers are limited to three (3) minutes*

### 8. Adjournment

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

8:30 a.m. March 25, 2022

(The full recording can be found at <https://www.youtube.com/watch?v=0smSKaywHao>)

**Board Members Present**

Allen, Will  
Bullock, Dr. Quintin  
Caplan, Debra  
Coplan, Dave  
Dalton, Erin  
Dozier, Clarence  
Ellsworth, Laura  
Gittlen, Ike  
Gonzalez, Gaby  
Harris, Carey  
Katona, Marci  
McEvelly, Katherine  
Melcher, Tom  
Mendoza, Brandon  
Nobers, Jeff  
Pipitone, Scott  
Pollard, Joshua  
Rendulic, Mark  
Rupert, Duke  
Staszko, Frank  
Topoleski, Linda  
Washington, Dr. Nancy  
Williamson, Sam

**Board Members Absent**

Acklin, Kevin  
Barcaskey, Rich  
Casoli, Rich  
Holt, Tim  
Kelly, Darrin  
Malone, David  
Massaro, Steve  
Williamson, Sam

**Guests Present**

Burstein, Joel (BEAM Collaborative)  
Higgins, Kiara (Dynamic Workforce Solutions)  
Huey, Pete (OVR)  
Lampman, Chester (Labor & Industry)  
Leisten, Terri (Dynamic Workforce Solutions)  
Nestor, Jennifer (Labor & Industry)  
Sostek, Karen (Dynamic)

**Staff Present**

Cherry, Rob  
Kramer, Kristin  
Pajewski, Jennifer  
Puskar, Susie  
Watkins, Sharon

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

Vice-Chair Laura Ellsworth opened the meeting at 8:33 a.m. with a few announcements:

- A quorum was present.
- Staff, board members, and guests were asked to acknowledge their participation in the chat feature.
- A link to the agenda was posted in the chat.
- On a nomination by Partner4Work, Erin Dalton was selected as a member of the 2022 class of Women of Influence.
- Statement of Financial Interest forms were distributed via email and must be completed and returned by May 1.

## **CONSENT AGENDA**

The Consent Agenda included:

- **APPROVE** REVISED Minutes from September 17, 2021, and Minutes from December 17, 2021.
- **APPROVE** Form 990 submissions for TRWIB, Inc. (dba Partner4Work) and RWC (supporting non-profit)
- **APPROVE** Revisions to WIOA Adult/Dislocated Worker Eligibility Policy
- **APPROVE** Revisions to the WIOA/TANF Youth Eligibility Policy
- **APPROVE** Revisions to WIOA Adult/Dislocated Worker/Youth Supportive Services Policy
- **ACCEPT** \$250,000 from the Eden Hall Foundation to support Policy and Research activities.
- **ACKNOWLEDGE** The actions taken by the Executive Committee since the last Full Board meeting.
  - **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
- 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/  
Wilkinsburg 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 Children's 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

**APPROVE** 2021 Audit for TRWIB, Inc., and RWC

**APPROVE:** Transfer \$200,000 from City Dislocated Worker 2020 to City Adult 2020; transfer \$400,000 from City Dislocated Worker 2021 to City Adult 2021; transfer \$300,000 from County Dislocated Worker to County Adult 2020.

**APPROVE** Revised Procurement and Program Income policies

There were no questions, and no one wished to discuss any item in more detail for separate treatment.

The consent agenda was approved. There were no objections. Quintin Bullock, Carey Harris, Marci Katona, and Jeff Nobers abstained.

### **GOOD JOBS CHALLENGE**

Chief Program Officer Susie Puskar provided an update on the Good Jobs Challenge funding opportunity.

Ms. Puskar:

- Reminded that the funding is available through the federal EDA
- \$500 million is available to build pipelines and pathways in career occupations
- 509 applications were submitted to EDA
- 18 proposals were submitted from PA
- P4W proposal included the Southwest Region WDBs
- Employers identified urgent needs and forecasts for opportunities for the next five years and guaranteed more than 300 jobs after training and working with the regional WDBs to fill thousands more
- Backbone entities will pull together businesses within an industry – industries include IT, healthcare, construction, financial services, and manufacturing – to identify pathways and build opportunities within an industry
- Goals include training 2,000 individuals within Southwest PA
- Community colleges will be tapped to create new training for high-demand occupations and leverage existing opportunities
- Supportive service organizations will be leveraged to help small businesses and individuals
- A comprehensive outreach strategy will be developed with a third party; professional development opportunities for workforce development professionals will be built

The subsequent conversation focused on job quality; bringing minority and Black-owned businesses to the table; opportunities for expanding to include other educational entities, organizations, and businesses; moving forward with achieving proposal goals irrespective of an award.

### **BEAM COLLABORATIVE**

Black Economic Advancement and Mobility (BEAM) Collaborative CEO Joel Burstein discussed a concept to scale Black businesses in the region.

Mr. Burstein opened the presentation by outlining the problem facing Black-owned businesses in the region.

Revenue for the top Black-owned business in Cincinnati is \$500 million; Tampa is \$1.1 billion; St. Louis \$13 billion. Pittsburgh's largest Black business is \$25 million. Revenue for top Black-owned businesses in Pittsburgh does not total \$100 million.

Growing Black businesses helps employ Black workers and supports Black vendors.

The goals of BEAM are to create Black jobs, support a Black supply chain, and improve social determinants of health.

BEAM focuses on four core strategies:

- Build Black-owned businesses to support corporate partners in anticipation of future needs
- Expand established revenue and capabilities to create opportunities for smaller Black-owned businesses
- Attract new Black-owned businesses to the region to employ Black people
- Merge or acquire white businesses and transition them to Black-owned businesses

Dr. Lyons of Rutgers University has developed unique procurement strategies and the impact of supplier readiness and how it leads to social determinates of health. Dr. Lyons conducted a study of the Pittsburgh region to identify supply-chain opportunities.

Board members can support the work of BEAM by identifying corporate partners; identifying high-potential Black businesses; sharing expertise; identifying opportunities to motivate others.

The conversation following Mr. Burstein's presentation focused on learning from similar groups in other communities and bringing best practices to the region; identifying unique areas for opportunities in Pittsburgh such as electric vehicles; retaining high-performing Black talent; identifying market opportunities; understanding why Black businesses aren't growing after several years in business; and ensuring that Black businesses are foundationally stable.

### **CEO'S REPORT**

CEO Rob Cherry discussed:

- The shift in agenda to focus on strategic discussion
- P4W will deploy a hybrid meeting model in the future and an informal gathering is being planned for the summer
- Strategic planning is expected to begin with a third-party consultant during the summer
- Susie Puskar has been elevated to P4W's Chief Policy and Research Officer and will direct a newly formed department to lead research, policy, and strategy.
- Dr. Carl Wesley will join P4W on April 1 as Chief Program Officer overseeing adult, youth, and special workforce services.
- Results of a listening and learning tour with local and state elected officials to educate or re-educate leaders about the public workforce system, share employment and unemployment data specific to their districts and understand priorities and pain points relative to workforce and economic development.
- Continued conversations with the new administration at the City and expect to have more formal meetings in the coming weeks regarding Board composition and the Mayor's duties relative to Board appointments, fiscal agent agreements and MOUs, and other documentation required by the state.
- PR opportunities include Future Ready Partnerships Conference, Literacy Pittsburgh's Corporate Investor's event, and NAIOP's April Chapter event.

### **OTHER BOARD BUSINESS**

No other Board business

### **NEW BOARD BUSINESS**

No new Board business

### **PUBLIC COMMENT**

Jennifer Nestor of Labor & Industry encouraged the Board to review monitoring reports and to reach out to P4W staff with any questions or concerns. She further elaborated that she and P4W staff work closely on WIOA monitoring and in the development of promising practices. Given the conversation with BEAM, she encouraged the Board to review P4W's procurement policy to ensure fairness and transparency to ensure Black-owned businesses can compete. Successful outcomes in the Three Rivers workforce area can be replicated across the Commonwealth.

**Summary of Partner4Work Policy Updates:**

To ensure alignment with the Workforce Innovation and Opportunity Act (WIOA) and additional state and federal requirements, Partner4Work must develop program policies that guide how Partner4Work-funded Adult, Dislocated Worker, and Youth services are delivered in Pittsburgh and Allegheny County. Fiscal, administrative, and program policies must be voted on and approved by the Partner4Work Board of Directors prior to local implementation. Partner4Work staff have drafted the following for approval from the Board:

Program	Policy	Recommended Policy Changes
WIOA Adult and Dislocated Worker	P4W Individual Training Account Policy	<p><b>Policy Purpose:</b> 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><b>Recommended Changes (June 2022):</b></p> <p>Following the recommendation from PA Department of Labor &amp; 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><b><u>Approved by the Partner4Work Executive Committee on June 10, 2022.</u></b></p>
WIOA Adult, Dislocated Worker, and Youth	P4W Complaint and Grievance Policy	<p><b>Policy Purpose:</b> 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><b>Recommended Changes (June 2022): New Policy</b></p> <p><b><u>Approved by the Partner4Work Executive Committee on June 10, 2022.</u></b></p>

<p><b>WIOA Adult and Dislocated Worker</b></p>	<p><b>P4W Eligible Training Provider List (ETPL) Policy</b></p>	<p><b>Policy Purpose:</b> 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><b>Recommended Changes (June 2022):</b></p> <p>Following the release of <i>Workforce System Policy (WSP) - Eligible Training Providers &amp; 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><b><u>Approved by the Partner4Work Executive Committee on June 10, 2022.</u></b></p>
<p><b>WIOA Adult</b></p>	<p><b>P4W Priority of Service Policy</b></p>	<p><b>Policy Purpose:</b> 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><b>Recommended Changes (June 2022):</b></p> <p>Following the release of <i>Workforce System Policy (WSP) – Priority of Service (April 28, 2022)</i> by the PA Department of Labor &amp; 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><b><u>Approved by the Partner4Work Executive Committee on June 10, 2022.</u></b></p>
<p><b>WIOA and TANF Youth</b></p>	<p><b>WIOA/TANF Youth Eligibility Policy</b></p>	<p><b>Policy Purpose:</b> Provides the requirements for eligibility determination for Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Need Families (TANF) Youth programs.</p> <p><b>Recommended Changes (June 2022):</b></p> <p>Updates were made to TANF Youth income eligibility requirements, specifically language regarding how personal gross monthly incomes is to be determined, to align with changes within the <i>Pennsylvania TANF Youth Development Program Summer and Year-Round Policy and Procedures Manual (July 1, 2022 – June 30, 2023)</i>.</p>

## MEMORANDUM

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

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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**

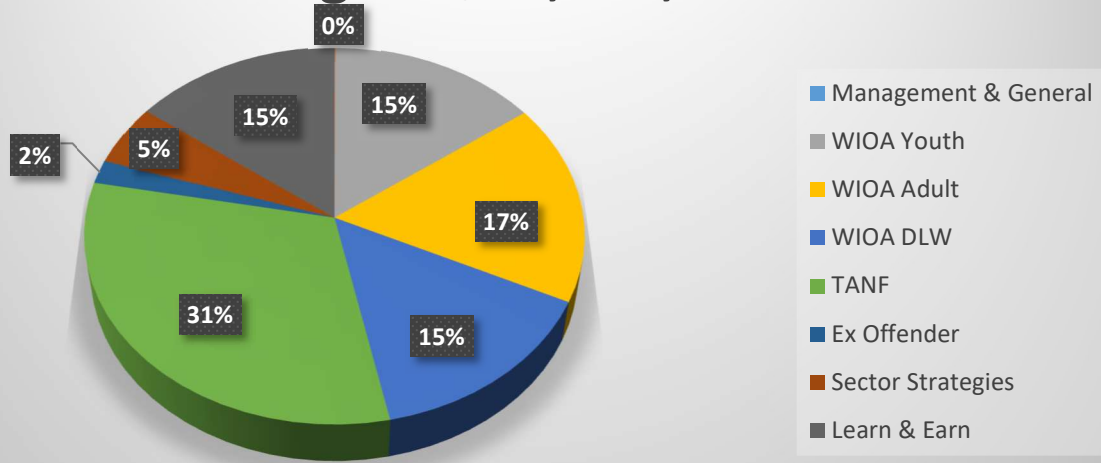
- We are budgeting a \$393K increase in this area for two reasons

- 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.

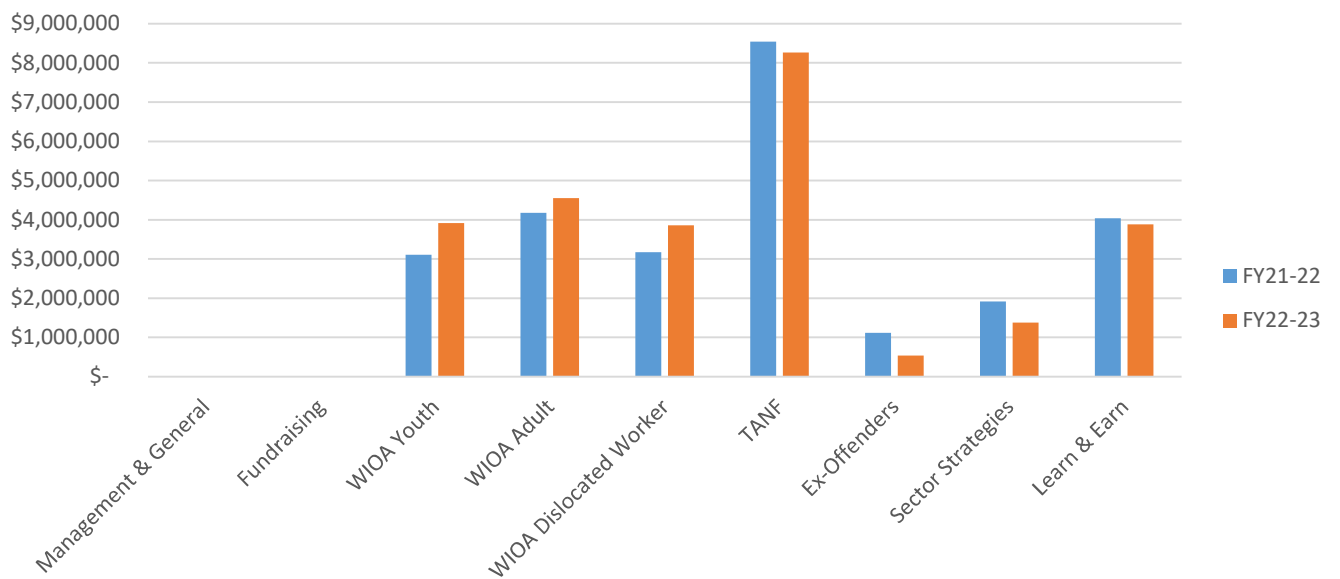
## Charts & Graphs

# Partner4Work Revenue for FY22-23

## Budget - \$26,401,538



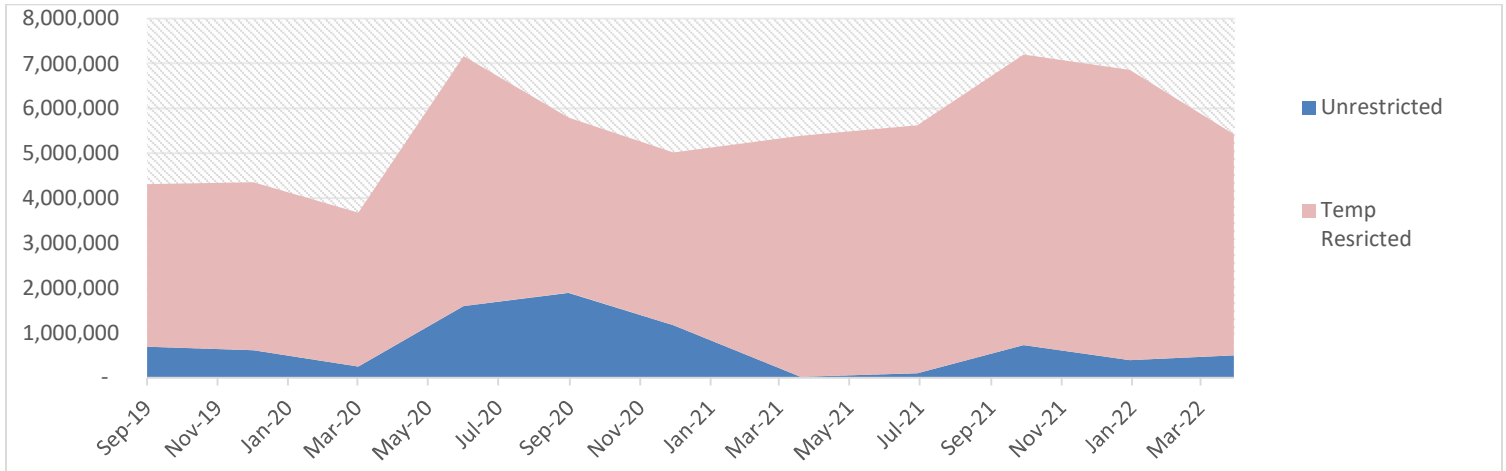
### Budget Comparison FY 21-22 vs. FY 22-23





## 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

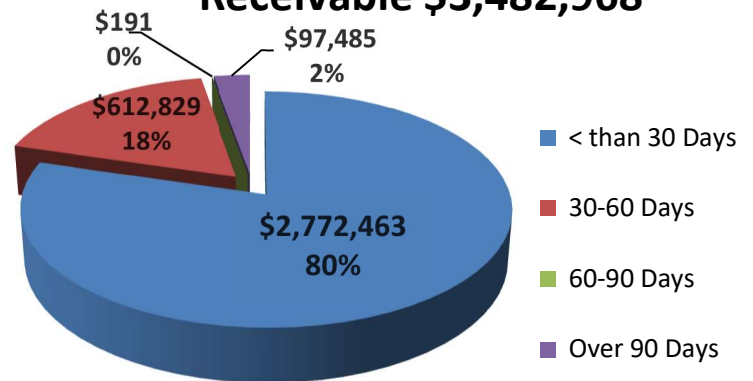
Temp Restricted Net Assets \$7,888,245\*\*

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

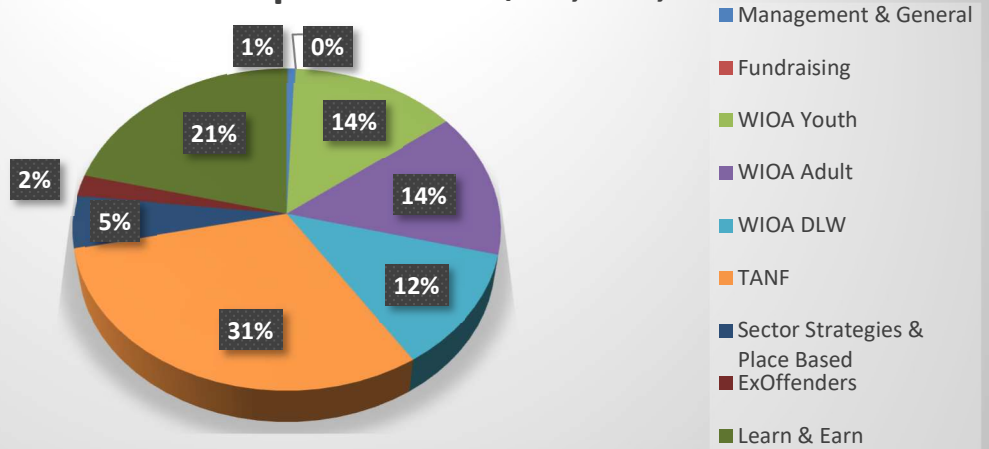
### Partner4Work Accounts Receivable \$3,482,968



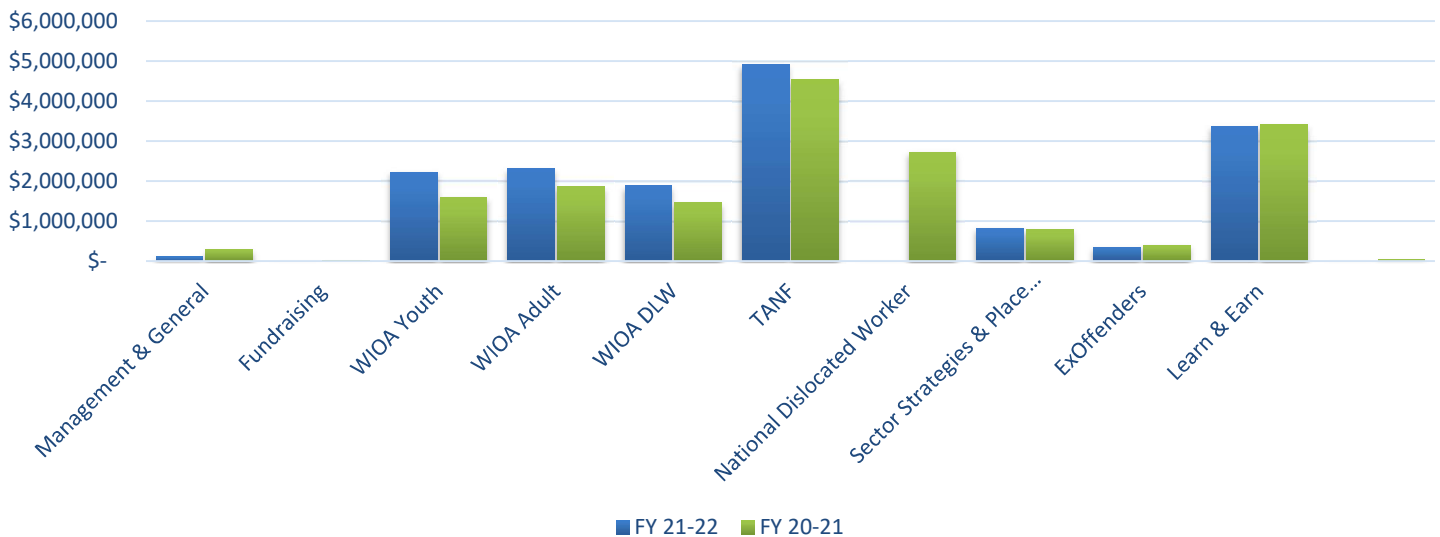
Items over 90+ days: Employ Milwaukee \$97,485

**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**  
**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
<b>Total Income</b>	<b>6,000</b>	<b>0</b>	<b>3,914,527</b>	<b>4,547,613</b>	<b>3,860,493</b>	<b>8,262,649</b>	<b>531,381</b>	<b>1,380,000</b>	<b>3,884,000</b>	<b>26,380,663</b>	<b>26,386,663</b>	<b>11,450</b>	<b>26,398,113</b>
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
<b>Total Expense</b>	<b>6,000</b>	<b>14,875</b>	<b>3,914,527</b>	<b>4,547,613</b>	<b>3,860,493</b>	<b>8,262,648</b>	<b>531,381</b>	<b>1,380,000</b>	<b>3,884,000</b>	<b>26,380,663</b>	<b>26,401,538</b>	<b>0</b>	<b>26,401,538</b>
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**

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

Ordinary Income/Expense	BUDGET FY21-22	BUDGET FY22-23	Change
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			
<b>Total Income</b>	<b>5,529</b>	<b>6,000</b>	<b>471</b>
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)
<b>Total Expense</b>	<b>5,528</b>	<b>6,000</b>	<b>472</b>
Net Ordinary Income	\$ 1	\$ 0	\$ (1)
	1	0	(1)

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## 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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650 Smithfield Street  
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*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.*

