

### 1. GOAL

- a. Harborcreek Youth Services, a 501 c (3) charitable organization, is an affiliate agency of the Roman Catholic Diocese of Erie. The Diocese has a long history of providing charitable health and welfare services to children and their families residing in the 13 County area of Northwestern Pennsylvania. Subsequently, both the agency and the Diocese provide services without a “profit motive”.
- b. The Harborcreek Youth Services’ Board of Trustees Finance Committee has established three primary goals for 2015-2016 as follows:
  - i. Balance the agency budget and end the year with a small cash surplus.
  - ii. Preserve and grow the agency investment portfolio (endowment) at a level consistent with Standard and Poor’s industry averages, and;
  - iii. Maintain a positive cash flow position as measured on a monthly financial statement basis.

Consistent with these stated goals, the Agency maintains administrative costs at a rate of less than 11% for all agency contracts and service programs. Personnel expenses account for the majority of agency costs at 70% of budget. Operating expenses including equipment, supplies and professional services are projected at 19% budget.

### 2. OWNERSHIP

John Petulla, the agency Chief Executive Officer, is responsible for the Supplier Diversity Plan implementation. He can be reached at 814/899-7664, ext. 309.

### 3. ORGANIZATIONAL STRUCTURE

Oversight for reporting and monitoring activities is provided by upper-level agency administrative staff including the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) positions.

### 4. PROCUREMENT PROCESS

The agency regularly updates its website in order to announce prospective contract opportunities. Only rarely does the agency have a need to announce plans for major capital expenditures. In these cases, a formal Request for Proposal process is instituted with a specific strategy employed to reach a diverse group of applicants.

### 5. MONITORING

- a. The Board of Trustees receives regular monthly agency financial reports and measures performance against goals. The Board, as a matter of policy, also regularly reviews “Contracting and Contract Monitoring Procedures” established consistent with National standards as prescribed by the Council on Accreditation. Examples of such contracts include agreements with Managed Care Organizations and various governmental and regulatory bodies. In addition, the agency’s contracted services are required to comply with established procedures

with respect to tax law, wage and hour laws and other applicable employment and labor laws. All contracts are monitored on a yearly basis in regard to compliance, legal, professional and ethical requirements in addition to avoidance of financial risks. Also, contractor performance is evaluated to determine if an agreement should be reactivated for another term.

- b. Central to the process as described, is the agency commitment to supplier diversity in the areas of operational expense items and professional services as the agency supports practical utilization of certified Minority, Women and Disadvantaged Business Enterprises. Agency diversity practices and policies are available on the organization's website.

6. TRAINING

Both orientation period and ongoing training in cultural diversity are provided to agency staff. The agency meets/exceeds training program requirements as established by regulatory bodies and standard setting organizations in the practice and application of diversity principles in work with diverse stakeholder groups.

7. WEBSITE

The agency's Internet site is the most visible forum for the promotion of supplier diversity-related initiatives. It includes an outreach strategy designed to be inclusive in nature. The Harborcreek Youth Services' website is updated regularly and includes contact information for potential contractors/vendors.

8. GEOGRAPHIC SERVICE AREA(S)

Agency services are delivered from one (1) site within Erie County, Pennsylvania to clients who may be placed from any county within the Commonwealth of Pennsylvania.

Respectfully,



John Petulla  
Chief Executive Officer



Date