



**Wednesday, December 7, 2021 at 3:30 p.m.
1046 Manheim Pike, Lancaster, PA as well as Virtual Meeting**

Minutes

Members Present: Tom Baldrige, John Biemiller, Michael Ford, Jean Martin, Francis Miliano, Jodi Pace, G. David Sload and Jill Sebest Welch

Staff and Contractors: Valerie Hatfield, Angela Mayo, Rae Miller, Carissa Pinkard, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Attorney Todd Truntz, Judy Wechter and John Zander

At 3:30 p.m., G. David Sload opened the meeting of the Executive Committee of the Lancaster County Workforce Development Board ("LCWDB") and made a request for public comment.

I. Welcome and Request for Public Comment

No public comment was presented.

II. Call to Order / Roll Call

III. Executive Session

Solicitor Todd Truntz reported that an Executive Session was held on December 2, 2021 from 3:00 p.m. to 4:40 p.m. discuss personnel matters. No action was taken.

IV. Consent Agenda

A. Executive Committee Meeting Minutes from November 2, 2021

Tom Baldrige noted a typographical error on the spelling of his name in the proposed minutes.

B. Finance Reports for October 2021

C. Balance Sheet

D. LCWDB Check Register for the period October 27, 2021 to December 6, 2021

After discussion upon a motion duly made by Francis Miliano and seconded by Jill Sebest Welch, it is:

RESOLVED, the Consent Agenda items were reviewed and adopted as presented, subject to the correction of the November 2, 2021 Meeting Minutes, and subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously.)

V. Action Items

A. Approve selection of Positive Pay Service from Orrstown Bank

After discussion upon a motion duly made by Tom Baldrige and seconded by Jodi Pace, it is:

RESOLVED, that that Executive Director is authorized to transition the LCWDB to Positive Pay Service through Orrstown Bank.

(Motion carried unanimously.)

B. Approve selection of automated clearing house (ACH) Service from Orrstown Bank for bill payment

After discussion upon a motion duly made by Francis Miliano and seconded by Jodi Pace, it is:

RESOLVED, that the Executive Director is authorized to transition LCWDB to ACH service for bill payment through Orrstown Bank

(Motion carried unanimously.)

C. Approve selection of Orrstown Bank as credit card provider

After discussion upon a motion duly made by Tom Baldrige and seconded by John Biemiller, it is:

RESOLVED, that that Executive Director is authorized to close two existing Bank of America credit cards and to open a new credit card account with Orrstown Bank.

(Motion carried unanimously.)

D. Approve 2022 meeting dates

After discussion upon a motion duly made by Tom Baldrige and seconded by Jean Martin, it is:

RESOLVED, that the 2022 LCWDB meeting dates are approved and are to be referred to the Board for consideration.

(Motion carried unanimously.)

E. Approve revision to Program Policies PP# 204 - Work-Based Learning

After discussion upon a motion duly made by France Miliano and seconded by Jodi Pace, it is:

RESOLVED, that the revisions to Program Policies PP#204 - Work-Based Learning to included WIOA funding of Registered Apprenticeships shall be referred to the full LCWDB Board for consideration and approval.

(Motion carried unanimously.)

F. Approve business mentoring program

After discussion upon a motion duly made by Jean Martin and seconded by Tom Baldrige, it is:

RESOLVED, that the continuation of the business mentoring program provided by Frameworks Consulting shall be referred to the full LCWDB Board for consideration and approval.

(Motion carried unanimously.)

G. Approve extending D. R. Styer & Associates coaching sessions

After discussion upon a motion duly made by Jean Martin and seconded by Francis Miliano, it is:

RESOLVED, that up to ten (10) additional coaching sessions to be provided by D.R. Styer & Associates to LCWDB staff at a cost of \$150.00 per session, is approved.

(Motion carried unanimously.)

H. Additional Agenda Item

Cathy Rychalsky requested an amendment to the Agenda for the Executive Committee to consider awarding a contract to Equus Workforce Solutions to provide out-of-school youth services for the period of December 1, 2021 to June 30, 2022. Upon receiving five (5) proposals in compliance with the LCWDB procurement policy, all of the proposals were reviewed and rated by four (4) members of the Youth Council. For

unforeseen reasons, the review and rating process took much longer than expected and was not completed in time for publication of the regular Agenda for the current meeting of the Executive Committee. However, the ratings of the final outstanding Youth Council reviewer were submitted to LCWDB later in the day prior to the current Executive Committee meeting, but too late to meet the 24-hour posting requirement for the Agenda. Staff was able to determine that the proposal of Equus Workforce Solutions received the highest score, and it was recommended that Equus Workforce Solutions be awarded the contract. Because the contract period began on December 1, 2021, LCWDB staff requested that the Agenda be amended so the Executive Committee could promptly consider recommending Equus Workforce Solutions as the contractor for provision of additional out-of-school youth services to the full LCWDB Board for consideration and approval.

After discussion upon a motion duly made by Tom Baldrige and seconded by Jodi Pace, it is:

RESOLVED, that the Agenda for the LCWDB Executive Meeting of December 7, 2021 is amended to include the following:

H. Additional Item - Approve Equus for OSY opportunities

(Motion carried unanimously.)

Following approval of the Amended Agenda, G. David Sload opened the floor for public comment on the additional item. No public comment was presented.

I. Additional Item - Approve Equus for OSY opportunities

After discussion upon a motion duly made by Tom Baldrige and seconded by Jodi Pace, it is:

RESOLVED, that the proposal of Equus Workforce Solutions for the provision of Out-of-School Youth services for thirty (30) participants for the period of December 1, 2021 to June 30, 2022 at a cost not to exceed \$250,000 shall be referred to the full LCWDB Board for consideration and approval.

(Motion carried unanimously.)

VI. Discussion Items

A. PA CareerLink® Lancaster County Update +

Judy Wechter provided a detailed update.

B. Youth Council Update

Francis Miliano gave an update on the next meeting date and said it will be a “team builder” with focus on discussions to support service providers.

C. Career Ready Lancaster! (“CRL!”) Update

Anna Ramos provided a detailed update.

VII. Adjournment

The meeting adjourned at 4:50 p.m.