



Thursday, October 20, 2022
7:30 a.m. - Hybrid Meeting (Zoom and in-person)
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601

Minutes

Members Present: Keith Baker, Marlyn Barbosa, John Biemiller, Kyonna Bowman, Michael Ford, Rhonda Kurtz, Jean Martin, Francis Miliano, Thomas Neely, Jodi Pace, Daniel Pick, Angela Sanders, Dr. Stuart Savin, Brad Shulenberger, Kurt Stillwagon, Tim Shenk, Erin Treese, Raymond Tshudy, Heather Valudes and Jill Sebest Welch

Members Not Present: Michael Berk, James Morgan, Susan Richeson and Chairperson G. David Sload

Staff, Contractors, and Guests: Anibal Aponte, Matthew Carey (Site Administrator), Commissioner Ray D'Agostino, Valerie Hatfield, Faith Lex (EDSI), Rae Miller, Carissa Pinkard, Anna Ramos, Solicitor Todd Truntz, and Melissa van Dorn (EDSI)

It was discovered and noted during the meeting that the link to the agenda that was posted on the LCWDB website 24-hours prior to the meeting was not functioning due to technical issues. The agenda had been timely posted at the principal office of LCWDB and at the meeting location in accordance with the Pennsylvania Sunshine Act. The agenda was sent to each member prior to the meeting, and paper copies were available to all who attended at the meeting. Due to the malfunctioning of the website link to the agenda, the action items stated below will be presented for ratification at the December 15, 2022 Board meeting following public comment.

I. Call to Order and Request for Public Comment

At 7:34 a.m., Vice Chairperson Jill Sebest Welch opened the meeting of the Lancaster County Workforce Development Board ("LCWDB") and made a request for public comment. There were no comments.

II. Roll Call and Introductions

Vice Chairperson Sebest Welch welcomed new members and conducted roll call through introductions by each member and staff person.

III. Consent Agenda (includes items previously approved by the LCWDB Executive Committee)

A. LCWDB Meeting Minutes from September 22, 2022

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Vice Chairperson Sebest Welch asked for comments on the September 22, 2022, meeting minutes. There were none.

B. Finance reports (including balance sheet) for August 2022.

Anibal Aponte, Fiscal Director, presented the August 2022 finance reports. There were questions on the expiration dates for the Business Education Partnership (“BEP”) contracts and the Lancaster-Berks Construction contract. It was determined that the Contracts Report will need to be revised to reflect the correct expiration dates.

Francis Miliano questioned the use of Rapid Response funds to which Valerie Hatfield, Director of Compliance and Business Engagement, explained.

Dr. Stuart Savin suggested improving the transparency of the Request for Proposal (“RFP”) process. He suggested announcing the names of the proposers, what the rankings were, as well as the identity of the successful proposer. Staff noted that this information is available for review at any time.

Commissioner D’Agostino suggested adding a synopsis of program contracts stating the goal of the funding in addition to a glossary that explains acronyms and other workforce terms.

Vice Chairperson Sebest Welch asked Executive Director Anna Ramos to explain the importance of the inset table located at the bottom left of the Schedule of Obligations report. Ms. Ramos explained that this is a breakdown of grant expenditures by program category.

Timothy Shenk suggested that additional columns be added to the Contracts Report for clarification purposes. He requested that categories showing the original contract amount and the contract amount as of the prior month be added to the report.

C. Balance Sheet

Timothy Shenk questioned the accounts payable and accounts receivable balances listed on the balance sheet. Mr. Aponte explained that this year a more efficient process has been implemented to address receipts and expenditures.

Dr. Stuart Savin expressed concern about the movement of funds, which Mr. Aponte explained.

D. Check Register for August 31, 2022 to September 28, 2022.

Vice Chairperson Sebest Welch confirmed her review of the Check Register.

Vice Chairperson Sebest Welch confirmed that the items set forth in the Consent Agenda with information on each action item was provided to the LCWDB Members prior to the meeting.

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

RESOLVED, that the actions set forth in the Consent Agenda are hereby approved and adopted as presented, subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

IV. Action Items

Vice Chair Jill Sebest Welch asked the Executive Director to provide an overview of the LCWDB's RFP process. Ms. Ramos provided details and noted the use of new software from Foundant Technologies, Inc. This discussion was supported with comments from Carissa Pinkard, Program Manager.

A. Approve the Business Services Team contract.

Ms. Pinkard provided an overview of the Business Services Team ("BST") contract. Ms. Pinkard referenced a synopsis sheet that was previously provided to the Members when introducing the details of this contract.

Ms. Pinkard explained that on-the-job-training ("OJT") will be directed by the BST and will be supported under other program contracts. OJT is provided to participants eligible under the WIOA Adult and Dislocated Worker program under agreements with participating employers.

Timothy Shenk asked about who is responsible for OJT outcomes. Ms. Hatfield explained that the BST will be responsible, but career navigators will be working directly with the participants and the BST will work with the participating employers.

Dr. Savin stated that the LCWDB should look at economies of scale when coordinating program contracts and providers. Dr. Savin expressed concern about salaries for program service providers and the amount of direct funding that is expended in the community.

Ms. Pinkard noted that Educational Data Systems, Inc. ("EDSI") and Equus Workforce Solutions ("Equus") bid on the BST contract. In the past, the BST was a part of the Adult and Dislocated Workers contract. Now the BST is under a separate contract. After careful consideration of each proposal, the Review Committee determined that EDSI is in the best position to provide BST services.

Ms. Ramos commented that the Department of Labor and Industry is looking at how PA CareerLink® BSTs are meeting the needs of employers, so there will be new performance metrics for BSTs established in the future. Commissioner D'Agostino requested that the community be brought into the RFP process.

After discussion and on motion duly made by Timothy Shenk and seconded by John Biemiller, it is:

RESOLVED, that based upon the recommendation of the Evaluation Committee and the LCWDB Executive Committee, the award of the Business Services Team contract to EDSI for the period beginning November 1, 2022 through June 30, 2024, having one-year renewal option and a remaining Program Year contract budget amount of \$490,000.00, is hereby approved, subject to the correction of line 11 of the WIOA Title I Business Services Budget Summary Sheet to reflect the correct amount budgeted to OJT, as well as any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

B. Approve the WIOA Adult and Dislocated Worker contract.

Ms. Pinkard provided an overview of the WIOA Adult and Dislocated Worker contract, which includes program services under the Reentry Employment Opportunities program. She noted that Equus and EDSI each submitted proposals and that EDSI's strong community connections resulted in higher scores from the Evaluation Committee.

Vice Chairperson Sebest Welch noted that EDSI's local partnerships and community-based locations were very important to the reviewers because of their one-on-one case management that reached into the community through libraries and other locations.

After discussion and on motion duly made by Timothy Shenk and seconded by Dr. Stuart Savin, it is:

RESOLVED, that based upon the recommendation of the Evaluation Committee and the Executive Committee, the award of the WIOA Adult and Dislocated Worker program services contract to EDSI for the period beginning November 1, 2022 through June 30, 2024, having one-year renewal option, with a remaining program year 2022 contract budget in the amount of \$1,445,404.47, is hereby approved, subject to any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

C. Approve WIOA Out-of-School Youth contract.

Ms. Pinkard provided an overview of the WIOA Out-of-School Youth contract, which will include paid work experience, GED training, and more. Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects, EDSI, and Equus were the bidders on this contract. The Review Committee noted that EDSI has a thorough understanding of the scope of work and satisfied all of LCWDB's requirements.

Dr. Stuart Savin inquired if the cycle for the In-School youth program matched the out-of-school program, which staff confirmed. Dr. Savin also asked about the funding process for youth participants. Ms. Pinkard reported that participants do not know the individual program source of the funding they receive.

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

RESOLVED, that based upon the recommendation of the Review Committee and the LCWDB Executive Committee, the award of the WIOA Out-of-School Youth program services contract to EDSI for the period beginning November 1, 2022 through June 30, 2023 having a one-year renewal option, with a remaining program year 2022 contract budget amount of \$612,301.00, is hereby approved, subject to any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

D. Approve EARN/Work Ready contract.

Ms. Pinkard provided an overview of the Employment Advancement and Retention Network ("EARN")/Work Ready contract. The Lancaster County Assistance Office refers all participants to the Pa CareerLink and are not solicited. Eckerd Connects, EDSI, and Equus bid on this contract, and the Review Committee determined that Eckerd Connects would be the best provider for the program services.

Dr. Stuart Savin asked about the rent cost for Eckerd Connects. Mr. Aponte explained that the rent is taken out up front and based on the number of Full Time Equivalent ("FTE") employees. Rent is adjusted every six months.

After discussion and on motion duly made by Jean Martin and seconded by John Biemiller, it is:

RESOLVED, that based upon the recommendation of the Review Committee and the LCWDB Executive Committee, the award of the EARN/Work Ready program services contract to Eckerd Connects for a two (2) year contract term beginning November 1, 2022 through June 30, 2024, having a one (1) one-year optional renewal, and having a remaining program year 2022 budget amount of \$906,465.00 for EARN and \$75,818.00 for Work Ready for a total program year 2022 budget of \$982,283.00, is hereby approved, subject to any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

E. Approve budget modification for TANF Youth Development Program contract

Ms. Pinkard reviewed the budget modification and explained the purpose of Temporary Assistance for Needy Families ("TANF") Youth Development program. The contract was awarded to EDSI, and funding proved to be insufficient. The budget modification will include program year 2021 carryover funding and will allow EDSI to fulfill the full scope of program work.

After discussion and on motion duly made by Raymond Tshudy and seconded by Jodi Pace, it is:

RESOLVED, that based upon the recommendation of the LCWDB Executive Committee, a budget modification for the TANF Youth Development Program contract in the amount of a \$143,388.43 increase is hereby approved, subject to any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. Dr. Stuart Savin and Timothy Shenk abstaining.)

V. Sunshine Law Presentation by Solicitor Todd Truntz

Solicitor Todd Truntz provided a hand-out and reviewed pertinent provisions of the Sunshine Act and the Public Official and Employee Ethics Act.

VI. Executive Director Update

Ms. Ramos provided a brief update to the Board.

VII. Discussion Items

Due to engaging discussion, the meeting went overtime, so the discussion items were tabled.

Vice Chairperson Sebest Welch adjourned the meeting at 9:22 a.m.