



**Thursday, December 15, 2022**

**7:30 a.m. - Zoom Meeting**

### **Minutes**

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

Members Not Present: Rhonda Kurtz

Staff, Contractors, and Guests: Anibal Aponte, Matthew Carey (Site Administrator), Gregory Hart (PA L&I), Valerie Hatfield, Crystal Houser, LaRock Hudson (NAACP), Faith Lex (EDSI), Rae Miller, Carissa Pinkard, Anna Ramos, Sandra List (PA L&I), Solicitor Todd Truntz, Melissa van Dorn (EDSI) and Blanding Watson (NAACP)

#### **I. Welcome and Request for Public Comment**

At 7:30 a.m., Chairperson Jill Sebest Welch opened the meeting of the Lancaster County Workforce Development Board ("LCWDB") and noted her succession as Chairperson of LCWDB upon the resignation of former Chairperson G. David Sload. Ms. Sebest Welch expressed gratitude on behalf of LCWDB for Mr. Sload's service to LCWDB, and for the support of his employer, ABC Keystone, Associated Builders and Contractors, of the apprenticeship program. Ms. Welch then made a request for public comment.

There were no comments.

#### **II. Roll Call and Introductions**

Chairperson Welch asked all participants to enter their names in the Zoom chat function.

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

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

**A. LCWDB Meeting Minutes from August 18, 2022**

**B. LCWDB Meeting Minutes from October 20, 2022**

Chairperson Welch asked for comments on the meeting minutes. There were none.

**C. Finance reports (including balance sheet) for October 2022.**

Fiscal Director Anibal Aponte reviewed the financial highlights. He referenced salary revisions to the WIB Budget, and noted that there are five new WIOA Statewide Activity grants: Year Round Career Exploration, Junior Achievement JA Inspire Grant, Career Ready Lancaster!, PA CareerLink Lancaster County Safety, and Expanding Career Pathways for Business. Mr. Aponte also explained five Title I (WIOA Adult Program) entries in detail.

Tim Shenk asked if grant money needed to be expended prior to respective contract end dates. Mr. Aponte explained that there are plans for expenditure of all grant funds, except for \$17,391 in Rapid Response grant funds, which will be de-obligated at the end of December 2022 and returned to the Commonwealth of Pennsylvania because these funds target a specific use and are unneeded.

**D. Balance Sheet**

Fiscal Director Aponte reviewed the balance sheet.

**E. Check Register for October 26, 2022, to November 28, 2022.**

Chairperson Welch acknowledged her review of the Check Register.

After discussion and on motion duly made by Tim Shenk and seconded by Stuart Savin, 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. Executive Session – Personnel Matters**

The LCWDB convened an executive session at 7:50 a.m. to discuss personnel and litigation matters. No official action was taken by the LCWDB during executive session, which concluded at 8:54 a.m.

**V. Action Items**

**A. Approve appointment of Assistant Director**

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

**RESOLVED**, that the Assistant Director appointment is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

### **B. Approve Slate of Board officers**

As a member of the Nominating Committee, John Biemiller reviewed the slate of proposed officers. He noted the need for a Finance Committee, and this will be the first committee to be reinstituted.

After discussion and on a motion duly made by Raymond Tshudy and seconded by Michael Berk, it is:

**RESOLVED**, that the following Members are hereby elected and approved as the Officers of LCWDB until June 30, 2023 and extending until their successors are duly chosen and qualify:

Chairperson	Jodi Pace
Vice Chairperson	Angela Sanders
John Biemiller	Secretary/Treasurer

(Motion carried unanimously. There were no abstentions.)

Former Chairperson Welch turned the gavel over to incoming Chairperson Jodi Pace, who was unable to preside over the remainder of the meeting due to another obligation. Accordingly, incoming Vice Chairperson Angela Sanders presided over the remainder of the meeting.

The Solicitor confirmed that, pursuant to Article VIII, Section 1 of the LCWDB Bylaws, the Members who remained present were able to continue to conduct LCWDB business until adjournment notwithstanding the withdrawal of a number of Members.

### **C. Approve the Process for Vetting Training**

Executive Director Anna Ramos explained that the Office of Equal Opportunity of the Pennsylvania Department of Labor and Industry has requested that any training provided to staff go through a vetting and approval process before the training is implemented.

Jill Sebest Welch suggested presenting the vetting process as part of the PA CareerLink® Lancaster County Strategic Plan.

After discussion and on a motion duly made by Heather Valudes and seconded by John Biemiller, it is:

**RESOLVED**, that the process for vetting training and the training proposal form provided to the Members prior the meeting is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**D. Approve contract with PA Media Group**

Contract Administrator and Outreach Manager Valerie Hatfield presented details on a six-month outreach campaign to attract jobseekers to careers in construction in the Lancaster and Berks County areas. This campaign is through the Lancaster-Berks Construction Connection, which is a Next Gen Industry Partnership between LCWDB and the Berks County Workforce Development Board. PA Media Group will produce four videos to run on four social media platforms. This action was approved by the LCWDB Executive Committee and recommended for LCWDB full board approval.

After discussion and on a motion duly made by Jean Martin and seconded by Tim Shenk, it is:

**RESOLVED**, that a contract with PA Media Group in the amount of \$39,396.00 to conduct a Careers in Construction Campaign for the period of December 30, 2022 through June 30, 2023 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 contract with Junior Achievement of South Central Pennsylvania**

Ms. Hatfield explained that the proposed contract would allow Junior Achievement of Central Pennsylvania to provide a virtual career fair. Ms. Hatfield noted that the Junior Achievement Inspire Virtual Career Fair is a staff recommendation, and that the grant request was submitted as part of a Statewide Request for Funds that identified Junior Achievement of South Central Pennsylvania as a sole source provider. Ms. Hatfield stated that the virtual career fair has been a great resource for students in South Central Pennsylvania and would be accessible in the Lancaster County Prison as part of the Pathway Home program.

After discussion and on a motion duly made by Keith Baker and seconded by Michael Berk, it is:

**RESOLVED**, that a contract with Junior Achievement of South Central Pennsylvania in the amount of \$250,000 for the provision of the Junior Achievement Inspire Virtual Career Fair 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.)

**F. Approve contract with Framework Consulting**

Ms. Hatfield explained that LCWDB staff recommends a contract with Framework Consulting to provide no cost training to local employers who wish to provide mentoring training to their supervisory staff to improve employee retention. This

grant was part of a Statewide Request for Funds which identified Framework Consulting as the sole source provider.

After discussion and on motion duly made by Heather Valudes and seconded by Jean Martin, it is:

**RESOLVED**, that a contract with Framework Consulting in the amount of \$14,800.00 for the provision of training services for the period beginning January 1, 2023 and ending June 30, 2023 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.)

**G. Approve 2023 meeting calendar**

After discussion and on a motion duly made by John Biemiller and seconded by Heather Valudes, it is:

**RESOLVED**, that the 2023 LCWDB meeting calendar is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**H. Approve Bylaws submission to Lancaster County Commissioners and State for review**

A draft of the revised Bylaws was offered for approval to forward to the Lancaster County Commissioners and the Bureau of Workforce Development Administration for review and comment. The Solicitor encouraged the Board to move this item along since it is a compliance issue.

Vice Chairperson Angela Sanders asked for a summary of the proposed Bylaw changes. The Solicitor explained proposed changes to the membership section to ensure WIOA compliance, a new provision to provide for remote meetings, revisions to the election of officers section, revisions to sections addressing committee membership, revisions to the dissolution section to comply with Section 501(c)(3) of the Internal Revenue Code, and the addition of a comprehensive indemnification section.

After discussion and on motion duly made by Raymond Tshudy and seconded by Francis Miliano, it is:

**RESOLVED**, that the Executive Director is hereby authorized to forward the current revised draft of the Bylaws of the Lancaster County Commissioners and to the Bureau of Workforce Development Administration for review and comment.

(Motion carried unanimously. There were no abstentions.)

**I. Approve Chief Elected Official (CEO) Agreement for submission to Lancaster County Commissioners**

Executive Director Ramos explained that an updated Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement (herein the “CEO Agreement”) has been drafted and reviewed by LCWDB and the Lancaster County Commissioners. Ms. Ramos noted that the CEO Agreement is based on template language provided by the Bureau of Workforce Development Administration. The CEO Agreement outlines the roles and responsibilities of the Lancaster County Commissioners as Chief Elected Official under WIOA and LCWDB as fiscal agent.

After discussion and on motion duly made by John Biemiller and seconded by Keith Baker, it is:

**RESOLVED**, the CEO Agreement is hereby approved, and the Chairperson is authorized to execute the CEO Agreement on behalf of LCWDB upon final approval and execution by the Lancaster County Commissioners.

(Motion carried unanimously. There were no abstentions.)

## **VI. Discussion Items**

### **J. Youth Committee Update**

Francis Miliano, Youth Committee Chair, provided the Youth Committee update. The first workgroup meeting is scheduled for January 13, 2023. The Youth Committee intends to start the year planning how the Youth Committee goals connect with the strategic plan.

### **K. One Stop Operator Update**

Matthew Carey, Site Administrator, reported that the PA CareerLink® Lancaster County will be introducing a triage approach to connect Unemployment Compensation (“UC”) customers to services. Funding is available through March of 2023 for UC representatives to be on site. In addition, Mr. Carey noted that workforce services partners have resumed providing on-site services.

### **L. Lancaster-Lebanon IU13 Collaborative Report**

Tim Shenk, Program Director of Community Education for the Lancaster-Lebanon Intermediate Unit 13, reported that adult education programs under WIOA Title II must provide a collaborative report, which will be presented at the April, 2023 LCWDB meeting.

Mr. Shenk congratulated Mr. Carey for visiting the three Lancaster-based adult education sites. Mr. Shenk noted that IU13 will be moving all Lancaster adult education classes to a single location.

### **M. Member Feedback**

Due to time constraints, there was no discussion.

## **VII. Executive Director Update**

To allow time for the discussion items, Executive Ramos deferred the Executive Director update to the end of the meeting. Ms. Ramos asked Members to volunteer for the following items:

- The review of Requests for Proposals.
- The review of the LCWDB Local Plan
- Local Businesses to be a part of Career Ready Lancaster!

Heather Valudes mentioned that the Lancaster Chamber of Commerce supports the Inspire Lancaster platform provided by the Lancaster STEM Alliance and is supportive of keeping the LCWDB as the backbone for Career Ready Lancaster!

Vice Chairperson Angela Sanders reiterated Peter Caddick's request to learn more about how the funds spent on Career Ready Lancaster! as well as the \$250,000 that was approved for Junior Achievement of South Central Pennsylvania Inspire Virtual Career Fair is used. Ms. Sanders requested backup documentation and regular updates.

**Vice Chairperson Sanders adjourned the meeting at 9:43 a.m. with no objection.**