



**Thursday, January 26, 2023**  
**7:30 a.m. - Virtual Meeting**  
**1046 Manheim Pike, 2<sup>nd</sup> Floor, Lancaster, PA 17601**

### **Minutes**

Members Present: Keith Baker, Marlyn Barbosa, Michael Berk, Kyonna Bowman, Michael Ford, Jean Martin, Francis Miliano, Thomas Neely, Dan Pick, Susan Richeson, Angela Sanders, Dr. Stuart Savin, Kurt Stillwagon, Tim Shenk, Erin Treese, Raymond Tshudy, and Jill Sebest Welch

Members Not Present: John Biemiller, Rhonda Kurtz, James Morgan, Jodi Pace, Brad Shulenberger, and Heather Valudes

Staff, Contractors, and Guests: Anibal Aponte, Matthew Carey (Site Administrator), Valerie Hatfield, Faith Lex (EDSI) Rae Miller, Antonio Morales (PA Dept of L&I), Carissa Pinkard, Anna Ramos, Joy Tien, Solicitor Todd Truntz, and Rosemarie Whiteley (Eckard Connects)

#### **I. Welcome, Call to Order, and Request for Public Comment**

At 7:31 a.m., Vice Chairperson Angela Sanders called the meeting of the Lancaster County Workforce Development Board ("LCWDB") to order and made a request for public comment. No public comments were presented to the Board.

#### **II. Roll Call**

The Vice Chairperson requested that all participants enter their names in the "chat" function of the Zoom videoconference application for recording of attendance.

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

The Vice Chairperson reviewed the items set forth in the Consent Agenda with information on each item having been provided to the LCWDB Members prior to the meeting.

##### **A. LCWDB Meeting Minutes from December 15, 2022**

The Vice Chairperson asked for comments or revisions to the December 15, 2022, meeting minutes. There were none.

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**B. Finance reports for November 2022**

Anibal Aponte, Fiscal Director, presented the November 2022 finance reports.

**C. Balance Sheet**

**D. Check register for November 29, 2022 to December 27, 2022**

Jill Sebest Welch asked if the check register will be reviewed by the Finance Committee, which was confirmed.

The Vice Chairperson requested information on the role of Ralph Wolf, the LCWDB finance contractor. It was explained that Mr. Wolf provides contracted services to support the LCWDB fiscal department.

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

**RESOLVED**, that the Consent Agenda items were reviewed and 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 - Personal matters and pending litigation**

The Vice Chairperson convened an executive session at 8:00 a.m. for discussion of personnel matters and pending litigation. No official action was taken by the Board, and the public meeting resumed at 8:30 a.m.

**V. Action Items**

**A. Appointment of Assistant Director**

Executive Director Anna Ramos explained the search committee's process to recruit and hire an Assistant Director.

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

**RESOLVED**, that Valerie Hatfield is hereby appointed Assistant Director pursuant to the terms and conditions attached to these minutes as Exhibit A.

(Motion carried unanimously. Kyonna Bowman abstained.)

## **B. Approve updated Chief Elected Official Agreement**

Executive Director Anna Ramos explained recent revisions to the Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement made by the Lancaster County Commissioners. Solicitor Todd Truntz explained that the Commissioners requested certain indemnification language and insurance coverage. The Vice Chairperson inquired about language in Section 8.4 that was previously deleted that indicated the Commissioner's and LCWDB support of the local PA CareerLink<sup>®</sup> System. The Solicitor confirmed that this section would be reinserted.

After discussion and on motion duly made by Jill Sebest Welch and seconded by Raymond Tshudy, it is:

**RESOLVED**, that the revised Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement is hereby approved subject to the proposed revisions as indicated. The Chairperson is hereby authorized to execute the said agreement on behalf of LCWDB upon final approval and adoption by the Lancaster County Board of Commissioners.

(Motion carried unanimously. There were no abstentions.)

## **C. Approve Design Data Corporation proposal**

The Executive Director noted that there are a number of deficiencies with the current audio-visual equipment located in the LCWDB Board room that make videoconference meetings difficult. Design Data Corporation, LCWDB's current information technologies service provider, has proposed the creation of a "Microsoft Teams Room" that will make the videoconference system more user friendly. Funding would be provided by administrative dollars.

Keith Baker asked if maintenance is included and noted that the current audio is difficult to hear. The Executive Director explained that the improvements would address usability and function, as well as support.

Dr. Stuart Savin asked how the LCWDB would recoup what was invested in the original videoconference system. The Executive Director indicated that the current system will be utilized in another location within the building.

After discussion and on motion duly made by Keith Baker and seconded by Kurt, Stillwagon it is:

**RESOLVED**, that the proposal of Design Data Corporation in the amount of \$11,229.90 for the creation of a Microsoft Teams Room for improved videoconference functionality 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 proposal for Alternative HR, LLC for human resources investigative services**

The Board directed the procurement of a human resources consultant to provide investigative services for LCWDB. Services will be funded using administrative dollars on an as needed basis.

Tim Shenk asked if there will be a cap on the contract and the Vice Chairperson replied that costs would be managed internally.

After discussion and on motion duly made by Tim Shenk and seconded by Francis Miliano, it is:

**RESOLVED**, that the proposal of Alternative HR, LLC for the provision of human resources investigative services in the amount of \$100 per hour for virtual support and \$125 per hour for onsite support is hereby approved. Staff is directed to consult with the Board in the event that fees for services exceed the amount of \$10,000.

(Motion carried unanimously. There were no abstentions.)

**E. Approve Wireback Consulting, LLC contract for human resources consulting services**

The Board directed the procurement of a human resources consultant to provide general human resources services for LCWDB. Services will be funded using administrative dollars on an as needed basis. The Executive Director explained that Wireback Consulting Services, LLC will be onsite two hours on a bi-weekly basis. This need will be revisited after six months.

After discussion and on motion duly made by Tim Shenk and seconded by Jill Sebest Welch, it is:

**RESOLVED**, that the proposal of Wireback Consulting Services, LLC for the provision of human resources consulting services in the amount of \$150 per hour is hereby approved. Staff is directed to consult with the Board in the event that fees for services exceed the amount of \$10,000.

(Motion carried unanimously. Dr. Stuart Savin abstained.)

**F. Approve Scheffey, Inc. for public relations services**

The Board directed the procurement of a consultant to provide public relations services for LCWDB. Services will be funded using non-program dollars on an as needed basis.

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

**RESOLVED**, that the proposal of Scheffey, Inc. for the provision of public relations consulting services in the amount of \$150 per hour is hereby approved, for a total amount not to exceed \$9,000.00 without further approval of the Board.

(Motion carried unanimously. There were no abstentions.)

**G. Approve contract extension – Guaranteed Property Services, LLC**

Assistant Director Valerie Hatfield reported that the contract with Guaranteed Property Services, LLC for cleaning of the LCWDB offices expires on February 28, 2023. The Assistant Director requested an extension until June 30, 2023, so that the contract term is aligned with the program year budget. The current contract price will remain the same. Future requests for proposals will seek separate cleaning contracts for the LCWDB offices and the PA CareerLink® facilities.

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

**RESOLVED**, that the extension of the current cleaning services contract with Guaranteed Property Services, LLC until June 30, 2023 at the current contract rate 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.)

In the interest of time, the Vice Chairperson requested that discussion of the following action items be abbreviated and approved in a single motion since all are funded under LCWDB Request for Proposal No. 22-01 – OST Career Exploration.

**H. Boys & Girls of Lancaster**

A twelve-week Club to Career—Workforce Ready Youth career exploration program to serve 25 youth participants in grades three through seven. The total contract amount is \$24,855.00

**I. Junior Achievement of South-Central PA**

A one-day program at the “JA BizTown” facility in York, Pennsylvania serving multiple Lancaster County schools. The program will provide fifth and sixth graders with lessons in civics, personal finance, business planning, workforce skills, and the job acquisition process. The total contract amount is \$10,000.

**J. Foundation of Lancaster Chamber of Commerce**

A program providing mentorships to high school juniors by Lancaster County business professionals. Up to eight learning session are provided throughout the school year that will explore various industries and help students develop self-

awareness, communications, and collaboration skills. The total contract amount is \$15,000.

#### **K. Lancaster Recreation Commission**

A program through the Lancaster County Recreation Commissions "Career X" program that provides age -appropriate career exploration for school aged children. The total contract amount is \$25,000.

#### **L. Patients R Waiting**

The "Pipeline Dreams High School Health Career Exploration Program" provided by Patients R Waiting for 50 high school juniors and seniors is a 12-week out of school videoconference program with three in-person enrichment experiences. The program exposes students to various medical and health career fields. The total contract amount is \$25,000.

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

**RESOLVED**, that each of Agenda Items H through L set forth above are hereby approved, subject to any corrections or modifications to any contract budgets that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

Jill Sebest Welch expressed that she would like to hear updates from these organizations as the programs progress.

#### **VI. Executive Director Update**

The Executive Director promised to forward her slide presentation to the members. At the end of March, LSC Communications will be laying off over 600 individuals. There will be a job fair with over 70 employers just for these affected individuals. The Executive Director also reported that layoffs at the Johnson and Johnson plant in Lancaster will be coming.

#### **VII. Member Feedback**

Dr. Stuart Savin expressed concern about the length of Board meetings and that there has not been time for member feedback.

#### **VIII. Adjournment**

The Vice Chairperson adjourned the meeting at 9:11 a.m. without objection.