



**Tuesday February 7, 2023, at 3:30 p.m.  
Executive Committee Hybrid Meeting  
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

**Meeting Minutes**

Committee Members Present: John Biemiller, Jean Martin, Francis Miliano, Angela Sanders and Jill Sebest Welch

Committee Members Absent: Michael Ford and Jodi Pace

Staff, Contractors, Others: Anibal Aponte, Valerie Hatfield, Antonio Morales (PA Dept of L&I), Carissa Pinkard, Anna Ramos, Solicitor Todd Truntz, and Leslie Wireback (Wireback Works, LLC)

**I. Welcome/Roll Call and Request for Public Comment**

At 3:30 p.m., Vice Chairperson Angela Sanders called the meeting of the Executive Committee of the Lancaster County Workforce Development Board (“LCWDB”) to order and made a request for public comment. No public comment was presented.

**II. Consent Agenda**

**A. Executive Committee meeting minutes from January 3, 2023**

There were no changes or corrections to the meeting minutes from January 3, 2023.

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

**RESOLVED**, that the Consent Agenda item is hereby approved and adopted as presented.

(Motion carried unanimously. There were no abstentions.)

**III. Action Items**

**A. Approve Contract Administrator and Outreach Manager job description**

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

**RESOLVED**, that the job description for the position of Contract Administrator and Outreach Manager is approved.

(Motion carried unanimously. There were no abstentions.)

### **B. Approval to post Contract Administrator and Outreach Manager position**

Committee members questioned where this job position will be posted. Staff responded that postings will be placed on the LCWDB website, Lancaster Newspapers, the Pennsylvania Workforce Development Association website, the National Association of Workforce Boards website, as well as various other social media outlets including LinkedIn.

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

**RESOLVED**, that LCWDB staff is hereby authorized to advertise the position of Contract Administrator and Outreach Manager in appropriate media outlets.

(Motion carried unanimously. There were no abstentions.)

### **C. Approve Assistant Director job description**

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

**RESOLVED**, that the job description for the position of Assistant Director is approved.

(Motion carried unanimously. There were no abstentions.)

### **D. Approve Lancaster Chamber CRL! social media contract**

LCWDB Assistant Director Valerie Hatfield introduced this \$5,400.00 contract with the Lancaster Chamber that would support Career Ready Lancaster! (CRL!) social media efforts, including a baseline website and monthly blog posts.

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

**RESOLVED**, that a contract in the amount of \$5,400.00 with the Lancaster Chamber of Commerce for the provision of social media content development for CRL! is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

### **E. Approve Pennsylvania College of Arts & Design How Cool is That? Contract**

LCWDB Assistant Director Valerie Hatfield introduced this \$10,250.00 contract with the Pennsylvania College of Arts & Design to produce a video production project for CRL! called “How Cool is That?” that would feature products and services produced by local employers to inspire jobseekers to work and learn in Lancaster County. The video creation itself would provide students with the opportunity to participate in the video production process through internships.

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

**RESOLVED**, that a contract in the amount of \$10,250.00 with the Pennsylvania College of Arts & Design for the production of video content for CLR! featuring local businesses is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

### **F. Approve IU13 – Project Based Learning contract**

LCWDB Assistant Director Valerie Hatfield explained that this \$25,000 contract with Lancaster-Lebanon Intermediate Unit 13 (IU13) would provide project-based learning activities and training for Lancaster schools. The initiative would connect classrooms and businesses to work together on projects so students can gain real-world experience. Ms. Hatfield reported there were no responses to LCWDB’s request for proposals, so the initiative was submitted and approved through a IU13 partnership with the Lancaster County STEM Alliance.

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

**RESOLVED**, that a contract in the amount of \$25,000.000 with IU 13 for the provision of Project Based Learning activities and training for Lancaster schools is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

### **G. Approval to hire Registered Apprenticeship Navigator – as outlined in the Apprenticeship Building Application**

This \$20,800.00 request is for the hiring of one-year contracted part-time registered apprenticeship navigator for the “Lancaster Builds Apprenticeships” project funded through the America Builds Apprenticeship—Pennsylvania grant. The position would be responsible for expanding apprenticeship awareness, assisting in meeting grant objectives, and stakeholder engagement. Ms. Hatfield said that this will build the

apprenticeship navigator program which will ultimately become part of the Business Service Team (BST).

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

**RESOLVED**, that the position of part-time Registered Apprenticeship Navigator up to the amount of \$20,800.00 as funded through the America Builds Apprenticeship—Pennsylvania Grant is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

**H. Approve Contract modifications for RFP #22-07-OST-Career Exploration – additional funds to previously approved contracts.**

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

**RESOLVED**, this Agenda Item H is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

**I. Approve ABC Keystone Construction Work-Based Learning contract**

Assistant Director Valerie Hatfield explained that this contract will fully expend all funds remaining in the Lancaster Berks Construction Connection industry partnership. This contract would provide work-based learning activities to middle school students and teenage female students to promote awareness of opportunities within the construction industry and provide parent involvement. Ms. Hatfield explained that while the contract totals \$6,000.00, there will be separate allocations of \$3,000.00 for each of two programs, and that this is a small contribution of funding received from the Keystone Chapter of Associated Builders and Contractors (ABC Keystone) member base.

After discussion, upon a motion duly made by Angela Sanders, and seconded by Fran Miliano, it is:

**RESOLVED**, that a distribution of \$6,000.00 of Lancaster Berks Construction Connection industry partnership funds to ABC Keystone Apprentice Trust Fund to be utilized for Construction Work-Based Learning Activities is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

#### **IV. Discussion Items**

##### **A. Compliance Complaint Letter – (letter attached)**

Executive Director Anna Ramos indicated that there has been no update since her last communication with the Bureau of Workforce Development Administration (BWDA).

##### **B. PY20 & PY21 WIOA Funding Level Requirements Finding**

Ms. Ramos reported that a Corrective Action Plan has been submitted by LCWDB staff.

##### **C. BWDA PY22 WIOA Assets, Bonding and Program Compliance Letter**

Ms. Ramos reported that BWDA has found that LCWDB is in compliance with state and federal requirements for bonding, inventory of assets, and its audit plan.

##### **D. Audit process and draft**

Ms. Ramos reported that the annual audit process is wrapping up.

##### **E. Addition of Wireback Works, LLC to the LCWDB Indemnification Insurance policy**

Ms. Ramos explained that Wireback Works, LLC has been added as an additional insured to LCWDB's liability insurance pursuant to its indemnification requirements set forth in its contract with Wireback Works, LLC.

##### **F. Board Nominating workgroup**

Ms. Ramos discussed the need to review the LCWDB membership list. The terms of (7) members expire on 6/30/23. LCWDB needs to consider members for reappointment and that one (1) member "terms out" as provided in the Bylaws.

#### **VI. Adjournment**

The Vice Chairperson adjourned the meeting at 4:35 p.m. with no objection.

#### **VII. Executive Session**

The Vice Chairperson convened an executive session at 4:35 p.m. to discuss personnel and ongoing litigation matters. The executive session was adjourned at 6:00 p.m. with no official action having been taken by the Committee.