



LCWDB Meeting
Thursday, February 16, 2023
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601

Minutes

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

Members Not Present: Michael Berk, John Biemiller and Francis Miliano

Staff, Contractors, and Guests: Anibal Aponte, Matthew Carey (Site Administrator), David Genaro (Equus), Valerie Hatfield, Jeramey Harrison (Equus), Rae Miller, Carissa Pinkard, Anna Ramos, Solicitor Todd Truntz, and Rosemarie Whiteley (Eckard Connects)

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

At 7:31 a.m., Chairperson Jodi Pace 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 Chairperson requested that participants enter their names in the “chat” function of the videoconference application for attendance.

III. Consent Agenda

The 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 January 26, 2023

The Chairperson asked for comments or revisions to the January 26, 2023, meeting minutes. There were none.

B. Finance reports for December 2022

Jill Sebest Welch asked about the status of LCWDB reaching its 80% program expenditure obligation as required by the Department of Labor and Industry. Fiscal Director, Anibal Aponte said he expected the LCWDB to be compliant by the end of the fiscal year.

C. Balance Sheet

D. Check register for December 28, 2022 to January 24, 2023

After discussion and on motion duly made by Keith Baker 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. Action Items

A. Approve Lancaster Chamber Career Ready Lancaster! (CRL!) social media contract

LCWDB Assistant Director Valerie Hatfield introduced this \$5,400.00 contract for the Lancaster Chamber to support CRL! social media efforts, including a baseline website and monthly blog posts.

Tim Shenk inquired about the threshold dollar amount for a LCWDB contract to require procurement through competitive proposals. Ms. Hatfield explained that competitive proposals are required for contracts of more than \$150,000, and that LCWDB sometimes employs this process for lesser amounts to ensure that LCWDB is receiving the best services possible.

After discussion and on motion duly made by Tim Shenk and seconded by Kurt Stillwagon 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 approved.

(Motion carried unanimously. Heather Valudes abstained.)

B. 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 and on motion duly made by Heather Valudes and seconded by Erin Treese 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 approved.

(Motion carried unanimously. There were no abstentions.)

C. Approve IU13 – Project Based Learning contract

This \$25,000 contract with 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 and on motion duly made by Dr. Stuart Savin and seconded by Jill Sebest Welch it is:

RESOLVED, that a contract in the amount of \$25,000.000 with the Lancaster-Lebanon Intermediate Unit 13 (IU 13) for the provision of Project Based Learning activities and training for Lancaster schools is approved.

(Motion carried unanimously. Tim Shenk abstained.)

D. Approve Registered Apprenticeship Navigator job posting

LCWDB Assistant Director Valerie Hatfield noted that this action item was not reviewed by the LCWDB Executive Committee. 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).

Chairperson Jodi Pace expressed concern about finding a person for this position.

Jill Sebest Welch asked about the grant period of March to March, which does not coincide with the LCWDB fiscal program year.

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

RESOLVED, that the position of part-time Registered Apprenticeship Navigator up to the amount of \$20,800.00 is approved. The Executive Director is hereby directed to post the position and request applications in the manner normally utilized for the hiring of LCWDB employees.

(Motion carried unanimously. There were no abstentions.)

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

Assistant Director Valerie Hatfield explained that unspent Out of School Time (“OST”) Program funds, which were provided by the Centers for Disease Control and Prevention, will add funds to previously approved contracts. The original OST contracts were awarded under Request for Proposal No. 22-07-OST-Career Exploration.

Jill Sebest Welch requested a report on all these projects. Ms. Hatfield said that a CRL! presentation is planned for the June LCWDB meeting, which will include program updates.

1. Approval of contract modification with Lancaster Recreation Commission

After discussion and on motion duly made by Tim Shenk and seconded by Heather Valudes it is:

RESOLVED, that an additional amount of \$5,036.25 to the Lancaster Recreation Commission to be utilized for staff salaries is approved.

(Motion carried unanimously. There were no abstentions.)

2. Approval contract modification with Junior Achievement of South-Central PA

After discussion and on motion duly made by Tim Shenk and seconded by Angela Sanders it is:

RESOLVED, that an additional amount of \$5,036.25 to Junior Achievement of South-Central PA to be utilized for staff salaries is approved.

(Motion carried unanimously. There were no abstentions.)

3. Approve contract modification with Patients R Waiting

After discussion and on motion duly made by Angela Sanders and seconded by Tim Shenk it is:

RESOLVED, that an additional amount of \$5,036.25 to Patients R Waiting to be utilized for staff salaries is approved.

(Motion carried unanimously. There were no abstentions.)

4. Approve contract modification with the Lancaster Chamber Foundation

After discussion and on motion duly made by Thomas Neely and seconded by Dr. Stuart Savin it is:

RESOLVED, that an additional amount of \$5,000.00 to the Lancaster Chamber Foundation to be utilized for staff salaries is approved.

(Motion carried unanimously. Heather Valudes abstained.)

5. Approve contract modification with the Boys and Girls Club of Lancaster

After discussion and on motion duly made by Jean Martin and seconded by Marlyn Barbosa it is:

RESOLVED, that an additional \$5,036.25 to the Boys and Girls Club of Lancaster to be utilized for staff salaries.

(Motion carried unanimously. There were no abstentions.)

F. 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.

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

RESOLVED, that a distribution of \$6,000.00 of Lancaster Berks Construction Connection industry partnership funds to ABC Keystone Apprenticeship Trust Fund to be utilized for Construction Work-Based Learning Activities is approved.

(Motion carried unanimously. Brad Shulenberger abstained.)

G. Approve Vetting Process for Active Shooter training

Executive Director Anna Ramos explained that CareerLink® Site Administrator Matthew Carey proposed a new vetting process for active shooter training that would be provided to PA CareerLink® Lancaster County staff, LCWDB members

and employees, and partners. Mr. Carey explained that the training will be hybrid and is planned to be presented sometime in March at the end of a business day (3 p.m. to 5 p.m.).

After discussion and on motion duly made by Jean Martin and seconded by Thomas Neely it is:

RESOLVED, that the vetting process for Active Shooter training proposed by Site Administrator Matthew Carey is approved.

(Motion carried unanimously. There were no abstentions.)

H. Approve Settlement Agreement and Release with Cathy Carl a/k/a Cathy Rychalsky

Solicitor Todd Truntz introduced this item.

After discussion and on motion duly made by Angela Sanders and seconded by Keith Baker it is:

RESOLVED, that the settlement agreement and release with Cathy Carl a/k/a Cathy Rychalsky is approved. The Chairperson and the Vice Chairperson are hereby authorized to execute the settlement agreement on behalf of LCWDB.

(Motion carried unanimously. There were no abstentions.)

V. Executive Director Update

Executive Director Anna Ramos explained that she meets monthly, and sometimes more frequently, with Lancaster Commissioner Ray D'Agostino, who is the Board of Commissioners liaison to LCWDB. Commissioner D'Agostino requested that compliance issues be discussed at LCWDB meetings.

Ms. Ramos provided an update on the following compliance matters:

A. Compliance Complaint dated December 21, 2022

Ms. Ramos explained that LCWDB is awaiting further direction and response from the Bureau of Workforce Development Administration (BWDA)

B. A Program Year 2020 & Program Year 21 WIOA Funding Level Requirements Finding

Ms. Ramos indicated that a comprehensive corrective action plan has been submitted to BWDA.

C. A Program Year 2022 WIOA Assets, Bonding and Program Compliance Letter dated December 27, 2022.

Ms. Ramos noted that the letter from BWDA indicates that LCWDB is in compliance with state and federal requirements with regard to safeguarding and bonding of assets procured with LCWDB.

D. Annual Audit Process and Draft

Ms. Ramos explained that the LCWDB audit is still in process. The draft will be reviewed by the Finance Committee. The audit is due March 30, 2023.

E. Operation update

Assistant Director Valerie Hatfield explained that she is working on updating the Local Plan as well as the Memorandum of Understanding (MOU) for four-year agreements that are renewing on July 1, 2023. In addition, Ms. Hatfield is working two grant applications. One application is for \$150,000.00 in Business-Education Partnership (BEP) funding to support CRL! Ms. Hatfield is also working with the Lancaster Chamber of Commerce to coordinate workplace tours as part of the Pennsylvania Department of Education Teacher in the Workplace program. In addition, Ms. Hatfield is also working on procuring an office cleaning contract which expires in June.

VI. Youth Committee Update

Program Manager Carissa Pinkard presented a PowerPoint presentation highlighting the Youth Committee's focus on going "back to basics" in adhering to its foundational components. One of the key efforts is making certain that Youth Committee membership reflects the look of the community. Ms. Pinkard discussed the scope of work for a Disconnected Young Adult Study, Kiosk content planning, WIOA statewide activity funds that may be available for students, and career readiness for young adults.

Jill Sebest Welch asked about qualifications for the two youth funding sources. Ms. Pinkard explained that to qualify for Temporary Assistance for Needy Families (TANF) Youth Development Program funding, participants must be 12 years old and have completed the 5th grade, and that TANF Youth Development Program eligibility continues through age 24. Ms. Pinkard further explained that WIOA youth program participants must be 16 to 24 years of age at time of enrollment. WIOA Out-of-School funds are available for young adults who are not in school and are focusing on GED or training for self-sufficiency.

VII. PA CareerLink® Lancaster County Update

PA CareerLink® Site Administrator Matthew Carey reported high traffic volumes in the PA CareerLink® Lancaster County, and the numbers are rising. Outside of scheduled appointments, 90% of the visitors have Unemployment Compensation (UC) related issues. On Tuesdays and Wednesdays, State UC representatives are on site.

Keith Baker, Assistant Regional Director, Department of Labor and Industry, explained that the equity grant provided by the United States Department of Labor to provide equitable access to UC Equity grant will end March 31, 2023, so the funding for onsite State UC representatives in the PA CareerLink® office will expire. The Unemployment Compensation division of the Pennsylvania Department of Labor and Industry (the UC Division) is currently meeting with State legislators to advocate for continued funding of on-site UC representatives as a budget item in the Commonwealth. During the second week in March, the UC Division will notify the public via social media and signs located in PA CareerLink® that the equity grant has come to an end and UC representatives will no longer be available on site.

Vice Chairperson Angela Sanders asked if the LCWDB could express the need for onsite UC representatives to State legislators. Mr. Baker said he will reach out to one of his other offices to get a sample letter that LCWDB members may consider sending to State legislators.

Mr. Carey reviewed his presentation highlighting the number of refugees mandated to come to the office as well as providing updates on the employers dislocating workers.

Tim Shenk had a question on the refugee increase. Rosemarie Whiteley of Eckard Connects explained that the refugee resettlement programs are capped out, so to receive assistance, refugees are required to come to the PA CareerLink®. Unfortunately, these folks are not job ready.

VIII. Discussion Items

Executive Director Anna Ramos asked for volunteers for a nominating workgroup to identify potential new LCWDB members. Raymond Tshudy retired, and seven members have terms expiring on June 30, 2023. Currently, the LCWDB membership is out of compliance for the workforce and business segments.

Jill Sebest Welch reminded the members to complete and return the Conflict of Interest forms as well as the 2022 Statement of Financial Interest forms to the Executive Director.

VIII. Adjournment

The Chairperson adjourned the meeting at 8:57 a.m. without objection.