



**LCWDB Meeting**  
**Thursday, April 20, 2023**  
**1046 Manheim Pike, 2<sup>nd</sup> Floor, Lancaster, PA 17601**

**Minutes**

Members Present: Keith Baker, Marlyn Barbosa, Michael Berk, Kyonna Bowman, Michael Ford, Rhonda Kurtz, Jean Martin, Francis Miliano, Thomas Neely, Jodi Pace, Dan Pick, Angela Sanders, Timothy Shenk, Brad Shulenberg, Kurt Stillwagon, Erin Treese, Heather Valudes and Jill Sebest Welch

Members Not Present: John Biemiller, Todd Burgard, Salena Coachman, James Morgan, Susan Richeson, Dr. Stuart Savin

Staff, Contractors, and Guests: Anibal Aponte, Matthew Carey (Site Administrator), Valerie Hatfield, Anna Ramos, Solicitor Todd Truntz, Rosemarie Whiteley (Eckard Connects), and Antonio Morales (State Monitor)

**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 February 16, 2023**

The Chairperson asked for comments or revisions to the February 16, 2023, meeting minutes. There were none.

## **B. LCWDB Meeting Minutes from March 21, 2023**

The Chairperson asked for comments or revisions to the March 21, 2023, meeting minutes. There were none.

## **C. Finance reports for January and February 2023**

## **D. Balance Sheet**

## **E. Check register through February 2023**

After discussion and on motion duly made by Michael Berk and seconded by Thomas Neely, it is:

**RESOLVED**, that the Consent Agenda is 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 Dislocated Worker transfer of funds to Adult**

LCWDB Fiscal Director Anibal Aponte described the need to transfer funds from the Workforce Investment and Opportunity Act ("WIOA") Title I Dislocated Worker program fund account to the WIOA Title I Adult program fund account by request of the provider to increase Individual Training Account funding, which supports participants who are interested in training dollars. This would be a transfer of \$150,000. This transfer will also allow the LCWDB to keep obligations and funding levels needed to support budget modifications that are necessary to achieve 80% funding obligation requirements.

After discussion and on motion duly made by Jean Martin and seconded by Michael Berk, it is:

**RESOLVED**, that a transfer in the amount of \$150,000 from the WIOA Title I Dislocated Worker program fund account to the WIOA Title I Adult program fund account is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **B. Approve Adult/Dislocated Worker Budget Modifications**

LCWDB Assistant Director Valerie Hatfield introduced a proposed budget revision to allow for increased participant training requests within WIOA Title I Adult program funding through a decrease in training funds from WIOA Title I Dislocated Worker funding. This modification would reduce the Dislocated Worker budget by \$100,000 and increase Adult budget by \$100,000, with the

shifted funding to be used strictly for training. The new budgets would be Dislocated Worker (\$717,082.00) and Adult (\$728,322.47) for a combined program contract amount of \$1,445,404.47.

After discussion and on motion duly made by Tim Shenk and seconded by Thomas Neely, it is:

**RESOLVED**, that a budget modification for the transfer of \$100,000.00 from WIOA Title I Dislocated Worker program funding to WIOA Title I Adult program funding for the purpose of training for participants is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **C. Approve WDB Draft Budget**

LCWDB Executive Director Anna Ramos presented the 2023-2024 LCWDB Operating Budget for approval and submission to the Lancaster County Commissioners (the "Commissioners") for final approval. Pursuant to the terms of Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement (the "CEO Agreement") between LCWDB and the Commissioners, the responsibilities of the Commissioners include approving Board members and approval of the annual operating budget. The 2023-2024 budget has been presented to the Finance Committee and Executive Committee for vetting before being presented today. Once this budget is approved by the Commissioners, it will be presented at the June 2023 Board meeting for final approval.

This budget reflects a reduction from last year in the amount of \$61,436, which is largely attributable to reduced salary expenses due to staff vacancies. The LCWDB staffing compliment for fiscal year 2023 will be seven full-time staff. Some of the other budget changes from last year are in the expense categories, which staff reviewed and realigned where they should be reflected in the current budget. One main change is a realignment of the Travel/Training line to separate registrants and include training expenses with professional development.

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

**RESOLVED**, that the proposed LCWDB Operating Budget for fiscal year 2023-2024 is hereby approved subject to final approval by the Lancaster County Commissioners.

(Motion carried unanimously. There were no abstentions.)

### **D. Approve Organizational Chart/Job Descriptions**

LCWDB Executive Director Anna Ramos presented a revised organizational chart and job descriptions to address staffing positions created in the fiscal year 2023-2024 operating budget. The human resources consultant, Wireback Consulting, LLC, has been working with the Executive Director to revise the

organizational chart and job descriptions to support the needs of the organization. The open positions are: Youth Coordinator, Communications and Administrative Support Coordinator, Fiscal Coordinator and Contract Administrator.

After discussion and on motion duly made by Michael Berk and seconded by Jean Martin, it is:

**RESOLVED**, that the revised Organizational Chart and Job Descriptions are approved as presented.

(Motion carried unanimously. There were no abstentions.)

#### **E. Approve Kiosk purchase**

Assistant Director Valerie Hatfield explained that staff would like to purchase 30 kiosks to place in various locations throughout Lancaster County, including schools, libraries, and community-based organizations. The interactive kiosks will allow users to learn about and register for opportunities and youth services offered by the Lancaster County CareerLink® as well as additional community resources. This will be done in partnership with the Youth Committee input and Career Ready Lancaster! There are unused WIOA Title I Youth funds that will be utilized for this purchase and will allow LCWDB to meet required obligation rates. Approval for this purchase has been obtained from the State. LCWDB has consulted with the Lehigh Valley Workforce Board, as they were the first to introduce this kiosk program.

The purchase price for 30 kiosks is \$70,379.18. The services of a marketing company is required to design and create a "microsite" to house the kiosks' online content at a cost of \$16,500.00. Printing of user guides and supporting outreach materials will cost \$1,120.82. The total project will cost \$90,000.00. This action item was previously reviewed by the Executive Committee and recommended for full Board approval.

After discussion and on motion duly made by Thomas Neely and seconded by Tim Shenk, it is:

**RESOLVED**, that the purchase of 30 kiosks and related services and materials to promote the PA CareerLink® services and youth initiatives throughout Lancaster County utilizing Title I Youth program funds in an amount not to exceed \$90,000.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **F. Approve Youth Study**

Assistant Director Valerie Hatfield presented an item that was recommended by the Executive Committee for board approval to utilize up to \$150,000 of WIOA Youth funds to contract with a vendor to do a disconnected youth survey of Lancaster County. This was also vetted through the Youth Committee, who

provided the scope of work to be done by a qualified vendor. The information obtained would be used to determine what barriers are in place and what programs are missing to help connect Lancaster County youth with programs and work experience opportunities.

These funds will support the hiring of a vendor through a Request for Proposal ("RFP") process to perform the services detailed in the scope of work developed by the Youth Committee

After discussion and on motion duly made by Michael Berk and seconded by Brad Shulenberger, it is:

**RESOLVED**, that a study to identify disconnected youth within Lancaster County in an amount not to exceed \$150,000.00 in WIOA Title I Youth funding is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **G. Approve Lancaster Chamber Industry Tours**

Assistant Director Valerie Hatfield presented an action item vetted through the Executive Committee to contract with the Lancaster Chamber of Commerce to conduct Industry Tours for Educators in the amount of \$16,618.00. Industry Tours for Educators are intended to create opportunities for teachers to enhance classroom instruction, student learning, and career readiness for the workplace by connecting educators with local business and industry leaders and technical and career training centers.

After discussion and on motion duly made by Angela Sanders and seconded by Thomas Neely, it is:

**RESOLVED**, that a contract with the Lancaster Chamber of Commerce in the amount of \$16,618.00 to conduct Industry Tours for Educators is hereby approved.

(Motion carried unanimously. There were no abstentions. Heather Valudes left the meeting prior to this Action Item and did not participate.)

### **H. Approve IU13 Industry Tours – Educational tracking**

Assistant Director Valerie Hatfield presented an action item vetted through the Executive Committee to contract with Lancaster-Lebanon Intermediate Unit 13 ("IU 13") to provide support for the Industry Tours for Educators program by managing the registration process and providing the ACT 48 credits for participating educators. This contract would be in the amount of \$3,382.00.

After discussion and on motion duly made by Michael Berk and seconded by Jean Martin, it is:

**RESOLVED**, that a contract with IU13 in the amount of \$3,382.00 to manage the registration process and provide ACT 48 credits for participants for the Industry Tours for Educators program.

(Motion carried unanimously. Tim Shenk abstained.)

**I. Approve EDC Workforce Trends Analysis and Presentation(s)**

Assistant Director Valerie Hatfield presented an action item to contract with the Economic Development Company of Lancaster County ("EDC") to research and create a presentation for the LCWDB on local data trends from 2019-2022, including labor supply, employment, unemployment, workforce churn and labor issues since the pandemic. LCWDB will accompany EDC on the presentations to various stakeholders across the County. This project will be contracted with EDC for \$7,500.00.

After discussion and on motion duly made by Thomas Neely and seconded by Michael Berk, it is:

**RESOLVED**, that a contract with the EDC to conduct research and create a presentation on local data trends from 2019-2022 in the amount of \$7,500.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**J. Approve Project ACHIEVE Near Completer Partner Contracts**

Assistant Director Valerie Hatfield presented an action item to award 4 contracts to partner entities to facilitate the grant and recruit students. The Near Completer grant program assists Lancaster County residents who began post-secondary education but stopped prior to completing their degrees or certificates. The LCWDB was awarded a \$2.2M Near Completer Grant to work with local post-secondary institutions to help individuals gain a college degree who have dropped out. The project partners are: LCWDB, Millersville University (part of the Pennsylvania State System of Higher Education "PASSHE"), Elizabethtown College, Pennsylvania College of Art and Design, the Lancaster Chamber of Commerce, and PA CareerLink® Lancaster County.

The proposed contract awards are as follows:

1. Millersville University (15 learners) - \$218,690.
2. Elizabethtown College (35 learners) - \$978,285.00
3. Pennsylvania College of Art and Design - \$926,338.00
4. Lancaster Chamber (Grant Coordination) - \$18,150.00

After discussion and on motion duly made by Tim Shenk and seconded by Thomas Neely, it is:

**RESOLVED**, that contracts with Millersville University, Elizabethtown College, Pennsylvania College of Art Design, and the Lancaster Chamber of

Commerce to provide services to achieve the goals of the Near Completers Grant, in the amounts set forth above are hereby approved.

(Motion carried unanimously. There were no abstentions. Heather Valudes left the meeting prior to this Action Item and did not participate.)

**K. Approve Settlement Agreement and Release with Carissa Pinkard**

After discussion and on motion duly made by Michael Berk and seconded by Jean Martin, Action Item K is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

**V. Partner Presentation (Title 2)**

This item was postponed and will be rescheduled.

**VI. Executive Director Update**

Executive Director Anna Ramos shared a few operational updates. Staff continues to manage ongoing projects involving contracts, monitoring, RFPs, and grants. Ms. Ramos discussed Board membership including the appointment of two new Board members. Only one additional Board member is needed for full compliance. Ms. Ramos pointed out the importance of celebrating success along the way, which is crucial to the culture of the organization to reflect on all of its great accomplishments, such as the award of the \$2.2 million Near Completers Grant, and the starting of two new apprenticeship programs: Union Community Care for Medical Assistants and Thaddeus Stevens College of Technology for Software Developers.

**VII. PA CareerLink Update (Handout)**

A handout was provided in the meeting packet.

**VIII. Discussion Items**

Executive Director Anna Ramos mentioned that she and Board Chairperson will start looking at strategic priorities for next program year and will look for board involvement in those discussions at a later date.

**IX. Executive Session**

The Chairperson cancelled the Executive Session.

**VIII. Adjournment**

The Chairperson adjourned the meeting at 9:02 a.m. without objection.