



**LCWDB Executive Committee HYBRID Meeting  
Tuesday, August 8, 2023 at 3:30 p.m.  
1046 Manheim Pike, 2<sup>nd</sup> Floor, Lancaster, PA 17601**

**Minutes**

Members Present: In person: John Biemiller, Jean Martin, Jodi Pace, Angela Sanders

Via Microsoft TEAMS videoconference: Keith Baker, Francis Miliano, Jill Sebest Welch

Staff, Contractors, and Guests: In person: Anibal Aponte, Brie-Anne Kulp, Tamara Garcia-Burkhart, Olivia Monnier-Giansanti, Anna Ramos, Solicitor Todd Truntz,

Via Microsoft TEAMS videoconference: Mary Byrd, Antonio Morales, State Monitor

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

At 3:30 p.m., Chairperson Jodi Pace 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 comments were presented to the Committee. Two new staff members, Tamara Garcia-Burkhart (Fiscal Coordinator) and Brie Kulp (Contracts Administrator) were introduced to the Committee.

**II. Consent Agenda**

Anna Ramos, Executive Director, presented the minutes from the July 11, 2023 Executive Committee meeting. No discrepancies were noted. The Committee made note that the minutes from the June 6, 2023 Executive Committee meeting needed to be approved in a future meeting.

**A. Executive Committee Minutes from July 11, 2023**

After discussion and on motion duly made by Francis Miliano and seconded by Keith Baker, it is:

**RESOLVED**, that the Consent Agenda containing the minutes from the July 11, 2023 Executive Committee meeting are hereby approved.

(Motion carried unanimously. There were no abstentions.)

### III. Finance Reports

- A. Financial Packet for June
- B. Balance Sheets
- C. Check Detail
- D. Income Statement

Fiscal Director Anibal Aponte presented the previous month's financial statements, as well as the year-to-date financial statements coinciding with the end of program year 2022. Also presented was the money obligated for program year 2023.

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

**RESOLVED**, that the Financial Reports presented by the Fiscal Director for the month of June 2023 are accepted subject to any adjustments that may be necessary as a result of an audit, and are recommended for presentation to the full Board.

(Motion carried unanimously. There were no abstentions.)

### IV. Action Items

- A. Approve appointment of Equal Opportunity Officer

The Committee held an executive session from 4:30 p.m. until 4:57 p.m. to discuss personnel matters. No action was taken by the Committee during the executive session.

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

**RESOLVED**, that Valerie Hatfield is appointed Equal Opportunity Officer of Lancaster County Workforce Development Board in addition to her role as Assistant Director, which includes compensation for services as Equal Opportunity Officer as well as a market salary adjustment based on a compensation study in the amounts set forth in Exhibit "A" attached hereto.

(Motion carried unanimously. There were no abstentions.)

**B. Approve updated EO Policy and Documents**

The new EO Policy was not ready for presentation to the Committee, and the Executive Director suggested that the item be tabled.

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

**RESOLVED**, that the discussion of the new EO policy shall be tabled until the next Executive Committee meeting.

(Motion carried unanimously. There were no abstentions.)

The Executive Director presented the Administrative and Financial Agreement that is the form contract used by LCWDB with its Title I contactors and other program providers. This form was recently reviewed and updated by the Solicitor. The Department of Labor and Industry, Office of Equal Opportunity, is now requiring that the form agreement be approved by the LCWDB Board.

After discussion and on motion duly made by Angela Sanders and seconded by Francis Miliano, it is:

**RESOLVED**, that the form Administrative and Financial Agreement for Title I contractors and other program providers is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**C. Approve Local/Regional Plans Updates**

Executive Director Anna Ramos updated the Committee on the required updates to the Local and Regional Plans. The current Plans are each 4-year plans effective starting July 1, 2021 through July 1, 2024. The Workforce Investment and Opportunity Act requires that Local and Regional Plans be reviewed at the end of the first 2-year period and modified to reflect changes in in labor market and economic conditions or in other factors affecting the implementation of the Plans. As its regional partner in the South Central Workforce Development Planning Region, LCWDB worked with SouthCentral Workforce Investment Board d/b/a SCPa Works on the review and modification of the Regional Plan.

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

**RESOLVED**, that the required 2-year updates and modifications to both the Local Plan and the Regional Plan are hereby approved and

recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**D. Approve TANF Youth Contract**

A Request for Proposals (RFP) for the provision of youth program services pursuant to the Temporary Assistance for Needy Families (TANF) program was issued on June 23, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and Arbor Place d/b/a The Mix at Arbor Place was recommended as the TANF Youth Contract provider to be awarded a contract in the amount of \$184,039.00 with the potential to be renewed for an additional year.

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

**RESOLVED**, that a contract with Arbor Place d/b/a The Mix at Arbor Place in the amount of \$184,039.00 for the provision of TANF Youth Program services, subject to a one (1) year renewal, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**E. Approve In-School-Youth Contract**

The Executive Director explained that, due to the current state budget impasse, LCWDB staff is recommending that the WIOA In-School-Youth (ISY) program contract be put on hold. Accordingly, the Executive Director recommended that the Committee table this action item.

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

**RESOLVED**, that action on the ISY Contract is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

**F. Approve Out-of-School Youth Contract**

A RFP for the provision of WIOA Out-of-School Youth program services was issued on July 3, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals and Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects was recommended as WIOA Out-of-School Youth program provider for a contract in the amount

of \$250,000.00 with the potential to be renewed for an additional year.

After discussion and on motion made by Angela Sanders and seconded by Francis Miliano, it is:

**RESOLVED**, that a contract with Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects in the amount of \$250,000.00 for the provision of WIOA Out-of-School Youth Program services, subject to a one (1) year

renewal, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**V. Discussion Items**

**A. Site Administrator Update**

Executive Director Anna Ramos reported that a new Site Administrator has been recently reassigned by Equus Workforce Solutions to the CareerLink®. Christine Roggenbaum will be at the CareerLink® full-time starting September 4<sup>th</sup>, 2023.

**VI. Executive Session**

As noted in IV.A., the Committee held an executive session from 4:30 p.m. until 4:57 p.m. to discuss personnel matters.

**VII. Adjournment**

Upon motion from Angela Sanders that was seconded by Jodi Pace, the meeting was adjourned at 5:01 p.m. by unanimous vote of the Committee.

# Lancaster Workforce Development Board

## Exhibit B

to the August 8, 2023 Minutes of the  
Executive Board Meeting

<u>Position</u>	<u>Current Annual Salary</u>	<u>Adjusted Annual Salary</u>
Assistant Director/ EO Officer	\$96,600.00	\$110,000