



**LCWDB VIRTUAL Special Board Meeting
Tuesday, August 29, 2023 at 8:00 a.m.**

Minutes

Members Present: In person: Jill Sebest Welch

Via Teams Video Conference: Keth Baker, Michael Berk, John Biemiller, Kyonna Bowman, Salena Coachman, Francis Miliano, Jodi Pace, Susan Richeson, Angela Sanders, Timothy Shenk, Kurt Stillwagon, Erin Treese, Heather Valudes, William Troutman

Staff, Contractors, and Guests: In person: Anna Ramos, Olivia Monier-Giansanti

Via Teams Video Conference: Anibal Aponte, Brie Kulp, State Monitor Antonio Morales, Solicitor Todd Truntz

I. Welcome/Roll Call and Request for Public Comment

At 8:00 a.m., Chairperson Jodi Pace called the special 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. Action Items

A. Approve Out of School Youth Provider 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 duly made by Keith Baker and seconded by Michael Berk, 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.)

B. Approve LCWDB Employee Handbook

To stay within Equal Opportunity compliance, the LCWDB employee handbook needed to be updated. Through a team comprised of Board staff, Board members, our human resources consultant, and the LCWDB Solicitor, a revised employee handbook was drafted and presented to the Department of Labor and Industry Office of Equal Opportunity (“OEO”) for review and approval and was approved. The draft employee handbook was reviewed by the Executive Committee and is recommended for approval.

After discussion and on motion duly made by John Biemiller and seconded by Francis Miliano, it is:

RESOLVED, that the Employee Handbook Version 6 is hereby approved and adopted.

(Motion carried unanimously. There were no abstentions.)

C. Approve Equal Opportunity/Grievance Policy HR#306

To stay within Equal Opportunity compliance, the LCWDB Equal Opportunity and Grievance Policy HR#306 needed to be updated. The draft presented for approval has been reviewed by Solicitor and approved by the OEO and is recommended for approval by the Executive Committee.

After discussion and on motion duly made by Michael Berk and seconded by Francis Miliano, it is:

RESOLVED, that the Equal Opportunity and Grievance Policy, LCWDB HR Policy #306 is hereby approved and adopted.

(Motion carried unanimously. There were no abstentions.)

D. Approve/Ratify the Associated Builders and Contractors Contract

Anna Ramos, Executive Director, explained that this is a ratification of an existing Business Education Partnership (“BEP”) grant award contract. The contract award was subjected to LCWDB’s competitive procurement process, and Associated Builders and Contractors (“ABC”) was determined to be best suited to provide services as a subrecipient of BEP grant funding in the amount of \$13,000.

After discussion and on motion duly made by John Biemiller and seconded by Kurt Stillwagon, it is:

RESOLVED, that contract in the amount of \$13,000 awarded to ABC as subrecipient of a BEP grant is hereby approved and ratified.

(Motion carried unanimously. There were no abstentions.)

III. Adjournment

There being no further business before the LCWDB, the Chairperson adjourned the meeting at 8:21 a.m. without objection.