



Thursday, June 16, 2022

**7:30 a.m. - Hybrid Meeting (Zoom and in-person)
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

Minutes

Members Present: Keith Baker, Marlyn Barbosa, Kristi Casey, Michael Ford, Jean Martin, John McGrann, Francis Miliano, Jodi Pace, Dan Pick, Angela Sanders, G. David Sload, Raymond Tshudy, Jill Sebest Welch, and Leslie Wireback

Members Not Present: Tom Baldrige, John Biemiller, Kyonna Bowman, James Morgan, Brian Paterniti, and Susan Richeson

Staff, Contractors, and Guests: Peter Caddick (member of the public), Valerie Hatfield, Tracy Kleban (EDSI), Larry Melf (EDSI), John Moser, Laura O'Neill (EDSI), Carissa Pinkard, Anna Ramos, Solicitor Todd Truntz, and David Watson and Guest (member of the public)

At 7:30 a.m., Chairperson G. David Sload opened the meeting of the Lancaster County Workforce Development Board ("LCWDB") and made a request for public comment.

I. Welcome and Request for Public Comment

Blanding Watson, President of Lancaster NAACP introduced himself to the group.

II. Call to Order / Roll Call

III. Presentation – Lisa Ritter, Maher Duessel, Single Audit Overview

Ms. Ritter provided an overview of the Single Audit report to the Board.

After discussion, and upon motion made by John Biemiller and seconded by Raymond Tshudy, it is:

RESOLVED, that the Single Audit Report presented by Maher Deussel is hereby accepted by the LCWDB, and the submission of IRS Form 990 to the Internal Revenue Service, having been previously approved and signed by the Chairperson, is hereby approved and ratified.

IV. Board Member Recognition

Chairperson Sload thanked Thomas Baldrige and Dr. Brian Barnhart for their years of service to the Board. Both were presented with an “ecard” that several members signed and expressed gratitude for their service to LCWDB.

V. Consent Agenda (includes items previously approved by the LCWDB Executive Committee)

A. LCWDB Meeting Minutes from April 21, 2022

Chairperson Sload asked if there were any comments on the April 21, 2022, meeting minutes. There were none.

B. Finance reports (including balance sheet) for April 2022.

John Moser, Interim Executive Director, presented the April 2022 finance reports.

C. Approve Juneteenth closing of LCWDB and PA CareerLink.

D. Approve Executive Director Job Description.

E. Approve EO Complaint Process Policy – HR Policy 306.

F. Approve Fiscal Quarterly Report

Chairperson Sload reviewed the items set forth in the Consent Agenda with information on each action item having been provided to the LCWDB Members prior to the meeting.

After discussion and on motion duly made by John McGrann and seconded by Brian Paterniti, 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.)

VI. Action Items

A. Approve One Stop Operator Agreement

Valerie Hatfield, Director of Compliance and Business Engagement, reviewed the Request for Proposal (“RFP”) procurement process and proposal review process that was completed to recommend Arbor E&T, LLC d/b/a Equus Workforce Solutions as the One Stop Operator overseeing the PA CareerLink activities effective July 1, 2022 through June 30, 2024.

After discussion and on motion duly made by John Biemiller and seconded by both John McGrann and Jill Welch, it is:

RESOLVED, that based upon the recommendation of the Evaluation Committee and the Executive Committee, the award of the One Stop Operator contract to Arbor E&T, LLC d/b/a Equus Workforce Solutions for the period beginning July 1, 2022 through June 30, 2024 having two (2) one-year optional renewals, with an estimated 1-year contract budget amount of \$316,761.00, is hereby approved, subject to any corrections or modifications to the contract budget that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

B. Approve PY 22 LCWDB Budget

John Moser, Interim Executive Director, and Anna Ramos, Chief Operating Officer, reviewed the PY22 Budget and discussed the line item changes from previous year budget and how this year budget shows a more accurate reflection of WDB expenses versus PA CareerLink expenses. This budget represents a 6% decrease from last year's budget. Peter Caddick questioned the decrease in the training line-item and wanted to ensure that there were enough funds to cover future training opportunities for staff. Chief Operating Officer Anna Ramos explained that the line item included expenses from previous years, so this year it reflects the appropriate trainings identified for the next fiscal year as well as a professional development fund for each staff member.

After discussion and on motion duly made by Jean Martin and seconded by Raymond Tshudy, it is:

RESOLVED, that the proposed LCWDB Budget in the amount of \$1,091,718.00 for the period July 1, 2022 to June 30, 2023 is approved subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

C. Approve Design Data Contract

Mr. Moser explained that the new contract with Design Data Corporation, LCWDB's vendor for information technology ("IT") services, will reflect separate charges and billing for services provided to the LCWDB and to the PA CareerLink. In prior years, Design Data Corporation billed for IT services on a single invoice. Invoicing under the new contract will only reflect charges for services provided to the LCWDB.

After discussion and on a motion duly made by Brian Paterniti and seconded by Angela Sanders it is:

RESOLVED, that a contract in the amount of \$18,684.00, effective July 1, 2022, with Design Data Corporation for the provision of IT support services for LCWDB only is hereby approved.

(Motion carried unanimously. There were no abstentions.)

D. Approve Adult/Dislocated Worker contract extension budget

Ms. Hatfield presented a proposed budget for the four-month contract extension with Educational Data Systems, Inc. ("EDSI") for the provision of WIOA Title I Adult/Dislocated Worker services. LCWDB previously approved the contract extension at its April 21, 2022 meeting to allow additional time to complete the procurement process.

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

RESOLVED, that a budget in the amount of \$615,779.00 for the provision of WIOA Title I Adult/Dislocated Worker services by EDSI for the four-month contract extension period beginning July 1, 2022 through October 31, 2022 is hereby approved subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

E. Approve TANF Youth contract extension budget

Ms. Hatfield presented a proposed budget for the two-month contract extension with EDSI for the provision of Temporary Assistance for Needy Families (TANF) program services. LCWDB previously approved the contract extension at its April 21, 2022 meeting to allow additional time to complete the procurement process.

RESOLVED, that a budget in the amount of \$120,362.00 for the provision of TANF program services by EDSI for the two-month contract extension period beginning July 1, 2022 through August 31, 2022 is hereby approved subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

F. Approve WIOA Youth contract extension budget

Ms. Hatfield presented a proposed budget for the four-month contract extension with EDSI for the provision of WIOA Title I Youth program services. LCWDB previously approved the contract extension at its April 21, 2022 meeting to allow additional time to complete the procurement process.

After discussion and on motion duly made by Keith Baker and seconded by John Biemiller it is:

RESOLVED, that a budget in the amount of \$210,337.00 for the provision of WIOA Title I Youth program services by EDSI for the four-month contract extension period beginning July 1, 2022 through October 31, 2022 is hereby approved subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

G. Approve EARN/Work Ready contract extension budgets

Ms. Hatfield presented proposed budgets for the four-month contract extension with EDSI for the provision of Employment Advancement and Retention Network (EARN)/Work Ready program services. LCWDB previously approved the contract extension at its April 21, 2022 meeting to allow additional time to complete the procurement process.

After discussion and on motion duly made by Keith Baker and seconded by John McGrann it is:

RESOLVED, that a budget in the amount of \$406,370.00.00 for the provision of EARN program services, and a budget in the amount of \$22,579.00 for Work Ready programs services, each to be provided by EDSI for the four-month contract extension period beginning July 1, 2022 through October 31, 2022 is hereby approved subject to any corrections or modifications that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

H. Approve Contract for Ralph Wolf (Fiscal Support)

Mr. Moser presented a proposed consulting agreement with Ralph Wolf to provide fiscal support on a contracted basis.

After discussion and on motion duly made by Jean Martin and seconded by Brian Paterniti it is:

RESOLVED, that a consulting agreement with Ralph Wolf for eight (8) hours of fiscal support per week at a rate of \$60.00 per hour is hereby approved.

(Motion carried unanimously. There were no abstentions.)

I. Approve DocuSign Yearly Contract

Mr. Moser presented the yearly contract with DocuSign, Inc. which is a service to capture electronic signatures. In the past, LCWDB charged the One Stop Operator for its use of this service. Mr. Moser noted that after this year's agreement expires, it will be the responsibility of the One Stop Operator to budget for and purchase electronic signature services.

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

RESOLVED, that a contract with DocuSign, Inc. in the amount of \$12,338.00 for the period May 2, 2022 to May 1, 2023 for the provision of electronic signature services is hereby ratified, approved, and adopted.

(Motion carried unanimously. There were no abstentions.)

J. Approve Slate of new Board Officers

On behalf of the Nominating Committee, member Jill Sebest Welch announced the names of the members who the nominating committee presented as candidates who are willing and able to serve as Officers of LCWDB.

After discussion and on motion duly made by John Biemiller and seconded by Raymond Tshudy it is:

RESOLVED, that the following members are hereby elected as the Officers of LCWDB and shall serve a term of two (2) years commencing July 1, 2022 and extending until their successors are duly chosen and qualify:

Jodi Pace – Chairperson
Brian Paterniti – Vice Chairperson
John McGrann – Secretary/Treasurer

(Motion carried unanimously. There were no abstentions.)

VII. Discussion Items

A. Youth Committee update

Carissa Pinkard, Programs Coordinator, provided an update via a handout to the board members.

B. Board Membership snapshot and call to action

Ms. Ramos provided an overview of the Board makeup as it stands right now. There are several vacancies in the business and workforce categories to get the Board membership in compliance with WIOA. Over the next few weeks, several individuals will be appointed and reappointed by the Lancaster County Commissioners, but more work is needed, and current Members are asked to help with a recruiting strategy. Vice Chairperson Pace noted that the Nominating Committee will continue to work on membership recruitment and hold a future meeting. Ms. Ramos has been in communication with the State Monitor on this issue.

C. PA CareerLink® Lancaster County Update

Laura O'Neill, PA CareerLink® Site Administrator, provided a snapshot of foot traffic, data for business services, personalized services, etc.. Ms. O'Neill advised that next week representatives of the Pennsylvania Office of Unemployment Compensation will be at the CareerLink® center for appointments, and available time slots are already filling up.

D. Angela Mayo resignation

Mr. Moser shared with the Board that Angela Mayo has resigned as of June 10, 2022. Ms. Pinkard will be taking over most of her responsibilities and monitoring of all programs. Ms. Ramos will oversee and approve trainings submitted on the Eligible Training Provider List.

Chairperson Sload adjourned the meeting at 9:14 a.m.