

# LCWDB Executive Committee Meeting Tuesday, November 7, 2023 at 3:30 p.m.

**1046 Manheim Pike, Lancaster, PA 17601**

**Minutes**

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| Members Present: | In person: John Biemiller, Jodi Pace, Angela Sanders, Jill Sebest Welch  Via Teams Video Conference: Keith Baker | |
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| Staff, Contractors, and Guests: | In person: Anibal Aponte, Brie Becker, Mary Byrd, Olivia Monnier-Giansanti, Anna Ramos, LCWDB Solicitor Todd Truntz  Via Teams Video Conference: State Monitor Antonio Morales | |

# Welcome/Roll Call and Request for Public Comment

At 3:32 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.

Solicitor Todd Truntz made note that two executive sessions were held by the Committee: October 18, 2023 from 1:00 p.m. to 1:50 p.m., and October 24, 2023 from 4:00 p.m. to 5:00 p.m., to discuss personnel matters. No action was taken by the Committee.

# Consent Agenda

# Anna Ramos, Executive Director, presented the minutes from the October 3, 2023 Executive Committee meeting. No discrepancies were noted.

# After discussion and on motion duly made by Jill Sebest Welch and seconded by Keith Baker, it is:

# RESOLVED, that the Consent Agenda is hereby approved.

# (Motion carried unanimously. There were no abstentions.)

# Finance Reports

Fiscal Director Anibal Aponte presented September’s financial statements, as well as the year-to-date financial statements. A discrepancy was noted on the All Funding Allocated Report, which will be promptly reconciled.

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

**RESOLVED,** that the financial reports are accepted subject to the reconciliation of total available funds set forth in the All Funding Allocated Report and are hereby recommended to the full Board for approval, subject to any minor adjustments made as the result of an audit.

(Motion carried unanimously. There were no abstentions.)

# Action Items

* 1. **Approve Contract with ABC Keystone Contractors**

As listed in a received Business-Education Partnership (BEP) Grant, LCWDB identified ABC Keystone as a recipient for its “All Bout Construction” camp for girls. The camp is intended to help diversify the construction industry. This camp has previously run successfully with funding from LCWDB for three years.

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

**RESOLVED,** that a contract with ABC Keystone funded by the BEP Grant in the amount of $6,000.00 to run the All Bout Construction Camp, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve Contract with Lancaster County Career and Technology Center**

LCWDB has identified Lancaster County Career and Technology Center’s (LCCTC) Middle School Career Exploration Camp as a recipient of BEP Grant funding. The camp is intended to help raise awareness of technical programs offered at LCCTC.

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

**RESOLVED**, that a contract with LCCTC funded by the BEP Grant in the amount of $11,500 to run the Middle School Career Exploration Camp, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve What’s So Cool Contract**

LCWDB has identified Mantec, Inc. as a BEP Grant recipient to support the “What’s So Cool About Manufacturing” video contest, intended to raise awareness of Career Ready Lancaster! in local middle schools.

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

**RESOLVED**, that a contract with Mantec, Inc. funded by the BEP Grant in the amount of $3,000 to run a “What’s So Cool About Manufacturing” video contest, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve RFP #23-04-OST Contract with Attollo Prep**

# A Request for Proposals (RFP) for the provision of a career exploration program for students during out-of-school time was issued on September 11, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and The Children Deserve a Chance Foundation d/b/a Attollo Prep was recommended to be awarded a contract in the amount of $68,750.00.

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

**RESOLVED,** that a contract with “Attollo Prep” of 8 West King Street, Lancaster, PA in the amount of $68,750.00 for the provision of out-of-school time (OST) career exploration program services, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve RFP #23-04-OST Contract with Lancaster Chamber**

# An RFP for the provision of career exploration program services for students during out-of-school time was issued on September 11, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and the Lancaster Chamber Foundation was recommended to be awarded a contract in the amount of $68,750.00.

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

**RESOLVED,** that a contract with the Lancaster Chamber Foundation in the amount of $68,750.00 for the provision of OST career exploration services, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve RFP #23-04-OST Contract with Millersville University**

# An RFP for the provision of career exploration program services for students during out-of-school time was issued on September 11, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and Millersville University was recommended to be awarded a contract in the amount of $68,750.00.

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

**RESOLVED,** that a contract with Millersville University in the amount of $68,750.00 for the provision of OST career exploration services, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve RFP #23-04-OST Contract with Junior Achievement**

# An RFP for career exploration program services for students during out-of-school time was issued on September 11, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and Junior Achievement of South Central Pennsylvania, Inc. was recommended to be awarded a contract in the amount of $43,750.00.

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

**RESOLVED,** that a contract with Junior Achievement of South Central Pennsylvania, Inc. in the amount of $43,750.00 for the provision of OST career exploration services, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve Increase in Eckerd EARN Contract**

After reviewing the budget for Program Year 2023, it was realized that there was an overage of funds in the amount of $146,319.46 in Employee Advancement and Retention Network (“EARN”) funds that were unobligated to any program. EARN contract provider Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects was approached to identify any additional program needs to apply the unobligated funds. LCWDB approved Eckerd Connects’ proposal to serve increased program enrollment and will receive $110,651.44 to hire two support staff.

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

**RESOLVED**, that an amendment of the existing contract with Eckerd Connects for the provision of EARN program services for an addition of $110,651.44 in unobligated EARN funds, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

* 1. **Approve Increase in EDSI TANF Youth Contract**

After an approved waiver from the Commonwealth of Pennsylvania, $160,388.99 in Temporary Assistance for Needy Families (“TANF”) youth program funds were released to LCWDB. LCWDB staff devised a spend down plan that includes increased work experience, credentials, and additional career services kiosks. It was determined that Educational Data Systems, Inc. d/b/a EDSI will receive $72,419.00 to expand upon current programs.

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

**RESOLVED**, that an amendment of the existing contract with EDSI for an additional $72,419.00 in unobligated EARN funds, is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

# Adjournment.

# The Chairperson adjourned the meeting at 4:30 p.m. without objection.

# Executive Session

# An executive session was held from 4:31 p.m. to 5:45 p.m. to discuss personnel matters. No official action was taken by the Committee