



**Special Meeting of the Lancaster County  
Workforce Development Board**

**Via Teams Videoconference  
Thursday, November 9, 2023 at 8:30 a.m.  
1046 Manheim Pike, Lancaster, PA 17601**

**Minutes**

Members Present: In person: Tim Shenk, Brad Shulenberger  
  
Via Teams Video Conference: Michael Berk, Kyonna Bowman, Todd Burgard, Salena Coachman, Jean Martin, Francis Miliano, Thomas Neely, Jodi Pace, Daniel Pick, Susan Richeson, Angela Sanders, Kurt Stillwagon, Erin Treese, Jill Sebest Welch

Staff, Contractors, and Guests: In person: Anibal Aponte, Brie Becker, Olivia Monnier-Giansanti, Anna Ramos  
  
Via Teams Video Conference: Mary Byrd

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

At 8:33 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.

**II. Consent Agenda**

Anna Ramos, Executive Director, presented the minutes from the October 19, 2023 board meeting to the Board. No discrepancies were noted.

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

**RESOLVED**, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

### III. Finance Reports

Fiscal Director Anibal Aponte presented September's financial statements, as well as the year-to-date financial statements.

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

**RESOLVED**, that the Finance Reports are hereby approved, subject to any minor changes that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

### IV. Action Items

#### A. 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 Jill Sebest Welch and seconded by Daniel Pick 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.

(Motion carried unanimously. Todd Burgard and Brad Shulenberger abstained.)

#### B. Approve Contract with Lancaster County Career and Technology Center

LCWDB 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 Michael Berk and seconded by Salena Coachman, 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.

(Motion carried unanimously. There were no abstentions. Stuart Savin did not attend the Special Meeting.)

**C. 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, which is intended to raise awareness of Career Ready Lancaster in local middle schools.

After discussion and on motion duly made by Francis Miliano and seconded by Michael Berk, 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.

(Motion carried unanimously. Jodi Pace abstained.)

**D. Approve RFP #23-04-OST Contract with Children Deserve a Chance Foundation d/b/a Attollo Prep**

A Request for Proposals (RFP) for the provision of a career exploration program for students during out-of-school time (OST) was issued on September 11, 2023. A panel comprised of LCWDB staff and members of the Youth Committee reviewed the proposals, and "Attollo Prep" of 8 West King Street, Lancaster, PA was recommended to be awarded a contract in the amount of \$68,750.00.

After discussion and on motion duly made by Jean Martin and seconded by Thomas Neely, 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 career exploration program services, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

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

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 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 Michael Berk and seconded by Kyonna Bowman, 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.

(Motion carried unanimously. There were no abstentions. Heather Valudes did not attend the Special Meeting.)

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

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 Millersville University was recommended to be awarded a contract in the amount of \$68,750.00.

After discussion and on motion duly made by Michael Berk and seconded by Salena Coachman, 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.

(Motion carried unanimously. Francis Miliano abstained.)

**G. 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 Francis Miliano 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.

(Motion carried unanimously. There were no abstentions.)

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

After reviewing the budget for Program Year 2023, it was realized that there was an overage of Employee Advancement and Retention Network (“EARN”) funds in the amount of \$146,319.46 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 Francis Miliano and seconded by Kurt Stillwagon, it is:

**RESOLVED**, that an amendment of the existing contract with Eckerd Connects for the provision of EARN program services for an additional \$110,651.44 in unobligated EARN funds is hereby approved.

(Motion carried unanimously. Tim Shenk abstained.)

**I. 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 Tim Shenk 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.

(Motion carried unanimously. There were no abstentions.)

## **V. Adjournment**

Chairperson Jodi Pace adjourned the meeting at 9:01 a.m. without objection.