



**LCWDB Hybrid Board Meeting  
Thursday, December 14, 2023 at 7:30 a.m.**

**Minutes**

Members Present: In person: John Biemiller, Salena Coachman, Jean Martin, Suzi Meyer, Thomas Neely, Jodi Pace, Susan Richeson Stuart Savin, Tim Shenk, Brad Schulenberger, Erin Treese, William Troutman, Heather Valudes, Jill Sebest Welch, Keith White

Via Teams Video Conference: Keith Baker, Michael Berk, Todd Burgard, Francis Miliano, Angela Sanders, Kurt Stillwagon, William Troutman

Staff, Contractors, and Guests: In person: Anibal Aponte, Brie Becker, Mary Byrd, Tamara Garcia-Burkhart, Valerie Hatfield, Olivia Monnier-Giansanti, Anna Ramos, Christine Roggenbaum, Todd Truntz

Via Teams Video Conference: Rosemarie Whiteley

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

At 7:31 a.m., Chairperson Jodi Pace called the 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. Suzi Meyer, Campus General Manager of Rock Lititz, was introduced as a new member representing the business sector.

**II. Consent Agenda**

Chairperson Jodi Pace presented the minutes of the November 9, 2023 meeting . No changes were noted.

Fiscal Coordinator Tamara Garcia-Burkhart presented the financial report package for October 2023 via the Executive Summary. No discrepancies were noted in the financial packet.

After discussion and on motion duly made by Stuart Savin and seconded by Thomas Neely, it is:

**RESOLVED**, that the consent agenda is hereby approved, with the financial reports being subject to any changes that may be required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

### III. Action Items

#### A. How Cool is That Video Project – PCAD

LCWDB has identified Pennsylvania College of Art and Design (PCAD) as a Business-Education Partnership (BEP) Grant recipient to support the “How Cool is That” video internship project. The video internship series is intended to raise awareness of Career Ready Lancaster! and local career pathways.

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

**RESOLVED**, that a contract with PCAD funded by the BEP Grant in the amount of \$12,000 to administer the “How Cool is That” video series internship project is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### B. Contract Increase – EDSI TANF Youth

A written provider request for additional funds (per LCWDB fiscal policy FP#121) was received from Educational Data Systems, Inc. (EDSI) for WIOA out of school youth individual training accounts (ITA) in the amount of \$15,000. Upon review of available funds, staff proposed an option of utilizing unobligated Temporary Assistance for Needy Families (TANF) funds for the increase. Usage of TANF funds would require the dual enrollment of youth participants. EDSI accepted this proposal and agreed to dual-enroll eligible youth.

After discussion and on motion duly made by Salena Coachman and seconded by Jean Martin, it is:

**RESOLVED**, that an amendment to the existing contract with EDSI to increase funding in the amount of \$15,000.00 in unobligated TANF Youth Development (YDP) funds is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### C. 2024 LCWDB Insurance Coverage

Coinciding with the end of the calendar year, the health insurance provided to LCWDB employees through Highmark Blue Shield was up for renewal. The previous year’s insurance cost was \$59,538.00 and has increased to \$64,388.88 for 2024, which reflects an 8.15% increase. Staff determined that the increase is within the market average reasonable. Staff noted that

the increase would have no impact on the current operating budget. The Board requested that staff research possible group benefit programs for better pricing in the future.

After discussion and on motion duly made by Stuart Savin and seconded by Erin Treese, it is:

**RESOLVED**, that a contract for the provision of employee health insurance coverage with Highmark Blue Shield in the amount of \$64,388.88, for the 2024 calendar year is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**D. 2024 Calendar Dates**

Executive Director Ramos presented the 2024 proposed meeting calendar to the Board. It was noted that the proposed calendar incorrectly reflected Finance Committee meetings as scheduled on Tuesdays instead of Wednesdays. Stuart Savin suggested that the agenda required official amendment to reflect the change in the proposed meeting calendar for Finance Committee meetings.

After discussion and on motion duly made by Michael Berk and seconded by John Biemiller, it is:

**RESOLVED**, that the Agenda is amended to reflect a revised LCWDB 2024 meeting calendar wherein all of the scheduled 2024 Finance Committee meetings shall take place on Wednesdays and not on Tuesdays.

(Motion carried unanimously. There were no abstentions.)

After discussion and on motion duly made by Michael Berk and seconded by Tim Shenk, it is:

**RESOLVED**, that the 2024 LCWDB meeting calendar, as amended to reflect that all Finance Committee meetings shall take place on Wednesdays, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**E. Establish Performance/Governance Committee of the Board**

Executive Director Ramos introduced the need for a Performance/Governance Committee to oversee the effectiveness and compliance of PA CareerLink® programs. Keith Baker is nominated as the Chairperson of the Performance/Governance Committee. The first meeting is to be scheduled in January 2024.

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

**RESOLVED**, that a Performance/Governance Committee is established and Keith Baker is appointed Chairperson.

(Motion carried unanimously. There were no abstentions.)

**F. PA CareerLink® Certification**

Fiscal Coordinator Tamara Garcia-Burkhart reported that the PA CareerLink® Lancaster County was recently assessed in accordance with the Department of Labor and Industry, Bureau of Workforce Development Administration (BWDA) one-stop operator certification policy, WSP No. 121-05. This three-year assessment evaluates the effectiveness, physical, and programmatic accessibility of the local one-stop delivery system operated by Equus Workforce Solutions. The assessment determined that PA CareerLink® Lancaster County is in compliance with the BWDA certification policy, and is certified as one-stop operator for the period of December 2023 through December 2026. A letter to Equus Workforce Solutions notifying of the recertification was presented for Board approval.

After discussion and on motion duly made by Stuart Savin and seconded by Tim Shenk, it is:

**RESOLVED**, that the recertification of the PA CareerLink® Lancaster County for the period of December 1, 2023 through December 31, 2026 is hereby approved. The Executive Director is authorized to issue a letter notifying Equus Workforce Solutions in the form presented.

(Motion carried unanimously. There were no abstentions.)

**IV. Executive Director Report**

Executive Director Ramos reflected on everything that has happened with LCWDB over the course of 2023. Ms. Ramos reported on what upcoming events will take place in 2024, including the 25<sup>th</sup> anniversary of LCWDB.

**V. Adjournment**

There being no further business before the LCWDB, the Chairperson adjourned the meeting at 8:45 a.m. without objection.