



**LCWDB Hybrid Board Meeting
Thursday, February 15, 2024 at 7:30 a.m.
1046 Manheim Pike, Lancaster, PA 17601**

Minutes

Members Present: In person: John Biemiller, Todd Burgard, Jean Martin, Francis Miliario, Thomas Neely, Jodi Pace, Angela Sanders, Brad Shulenberger, Jill Sebest Welch

Via Teams Video Conference: Marlyn Barbosa, Kyonna Bowman, Suzi Meyer, Daniel Pick, Susan Richeson, Tim Shenk, Kurt Stillwagon, Heather Valudes

Staff, Contractors, and Guests: In person: Anibal Aponte, Brie Becker, Ivy Berry (EDSI) Mary Byrd, Tamara Garcia-Burkhart, Tim Longenecker (Leadership Lancaster), Larry Melf (EDSI), Ryan Miller (Leadership Lancaster), Cat Minnerly (Leadership Lancaster) Olivia Monnier-Giansanti, Anna Ramos, Christine Roggenbaum, Shawn Strauss (Maher Duessel) Todd Truntz

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 comment was presented.

II. Audit Presentation

Shawn Strauss, CPA of the accounting firm Maher Duessel presented the audit of the LCWDB for the fiscal year ending June 30, 2023. Mr. Strauss noted that his firm has issued a clean audit report with no issues or findings.

After discussion and on motion duly made by John Biemiller and seconded by Brad Shulenberger, it is:

RESOLVED, that the LCWDB audit for fiscal year July 1, 2022 through June 30, 2023, is hereby accepted.

(Motion carried unanimously. There were no abstentions.)

III. Consent Agenda

Chairperson Jodi Pace presented the minutes of the December 14, 2023 meeting. No changes were noted.

Fiscal Director Anibal Aponte presented the financial report for November and December 2023 by way of an executive summary. No discrepancies were noted.

After discussion and on motion duly made by Angela Sanders 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.)

IV. Action Items

A. Framework Contract Extension/Modification for Apprenticeship Building America Grant

This action item is to extend the contract with Frameworks Consulting as the Project Manager of the Apprenticeship Building America Grant program, for one month. The current contract ends March 30, 2024. This action item would extend the contract until April 30, 2024.

After discussion and on motion duly made by Francis Miliano and seconded by Brad Shulenberger, it is:

RESOLVED, that the contract with Frameworks Consulting, LLC dated March 13, 2023 shall be extended until April 30, 2024. The Executive Director is hereby authorized to execute an appropriate extension agreement with Frameworks Consulting, LLC as approved by the Solicitor.

(Motion carried unanimously. There were no abstentions.)

B. Lancaster-Lebanon Intermediate Unit 13 Contract Industry Tour

As part of the Business Education Partnership Grant, the Educator Industry Tours program was outlined as one of the activities in partnership with the Lancaster-Lebanon Intermediate Unit 13 (IU13). IU13 will support the registration process and administer the Act 48 credits for the educators for a total cost of \$3,500.

After discussion and on motion duly made by Thomas Neely and seconded by Jean Martin, it is:

RESOLVED, that a contract with the Lancaster-Lebanon Intermediate Unit 13 in the amount of \$3,500.00 for the provision of the Educator Industry Tours program, which shall include registration and management of the Act 48 educator credit component, is hereby approved.

(Motion carried unanimously. Tim Shenk abstained.)

C. Economic Development Company/Center for Regional Analysis

Executive Director Ramos explained that LCWDB and the Economic Development Company of Lancaster County (“EDC”) partnered in 2023 to create presentations on Lancaster County’s labor market information, and how LCWDB’s work directly affects the local labor market. After the initial year of presentations, LCWDB saw an increase in requests from businesses for assistance.

A new agreement with EDC’s Center for Regional Analysis would include additional presentations along with the creation of a workforce achievement summary. This summary is a reporting tool to measure how key organizations in Lancaster County impact the workforce. The proposed new agreement with EDC would also include a publication to highlight local workforce data and program impact. Technical assistance to LCWDB also is included, *ad hoc*, at the rate of \$100 per hour.

After discussion and on motion duly made by Brad Shulenberger and seconded by Angela Sanders, it is:

RESOLVED, that a contract with the Economic Development Company of Lancaster County to measure local workforce data and create a new publication, in the amount of \$31,500, is hereby approved.

(Motion carried unanimously. John Biemiller abstained.)

V. Executive Director Report

A. Assistant Director Interview Update

Executive Director Ramos provided an update on the status of hiring a new Assistant Director. She expects a candidate to be identified by the end of February.

B. Request for Proposal Process

Contract Administrator Brie Becker updated the Board on the status of four requests for proposals that are currently active for Title I programs that serve Adult/Dislocated Workers, the Business Services Team, WIOA Youth, and TANF Youth programs. Information and a timeline of the process can be found on the LCWDB website: www.lancastercountywib.com

C. Kiosk Roll Out

Youth Coordinator Mary Byrd updated the Board on the status of the kiosk project. She shared a report that highlighted top searched pages and content from the kiosk data, Ms. Byrd is managing a team that will monitor kiosk usage and continue to grow and maintain content development.

VI. PA CareerLink Report

One Stop Operator Christine Roggenbaum presented a report on how PA CareerLink® Lancaster has been operating during December 2023 and January 2024. She shared that customer satisfaction has been over 90% during December and January.

VII. Discussion Item

A. Committee Updates

Executive Director Ramos presented updates on the status of Board committees, including the status on the newly formed Performance/Governance Committee and the Nominating Committee.

VIII. Adjournment

Chairperson Jodi Pace adjourned the meeting at 8:51 a.m. without objection