



Executive Committee VIRTUAL Meeting

1046 Manheim Pike, Second Floor, Lancaster, PA 17601

Tuesday, April 2, 2024, at 3:30 p.m.

MEETING MINUTES

Members Present: Virtual: Angela Sanders, John Biemiller, Brad Shulenberger, Keith Baker, Jill Sebest Welch, Jean Martin, Todd Burgard

Staff, Contractors and Guests: Virtual: Anna Ramos, Brie Becker, Jonathan Zeigler, Tamara Garcia-Burkhart, Melissa Van Dorn, Ivy Berry, Brenda Meals, Todd Truntz, Anibal Aponte

I. Welcome/Roll Call and Request for Public Comment

Chairperson Jodi Pace called the meeting to order at 3:30 p.m. and opened the floor for public comment. No comment was given to the Committee.

II. Consent Agenda

A. Executive Committee Minutes from March 5, 2024

Following discussion, on motion duly made by Keith Baker 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

- A. Financial packet for February
- B. Balance Sheets
- C. Check Detail
- D. Income Statement
- E. Draft PY24 WDB Operating Budget

Finance Director Anibal Aponte presented the Finance Committee Executive Summary that summarized the finance reports. Executive Director Anna Ramos explained the proposed 2024 operating budget, and that it reflects a 13% increase over last year.

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

RESOLVED, that the Finance Reports are hereby accepted and recommended to the full Board subject to any minor adjustments that may be necessary through the course of an audit.

(Motion carried unanimously. There were no abstentions.)

IV. Executive Session

Chairperson Jodi Pace convened an executive session at 4:05 p.m. to discuss personnel matters. The executive session concluded at 4:22 p.m. with no official action having been taken by the Committee.

V. Action Items

A. Approval to Hire Assistant Director and Salary (Exhibit A)

Following discussion, on motion duly made by Brad Shulenberger seconded by Jean Martin, it is:

RESOLVED, that Carrie McCullough is appointed Assistant Director of LCWDB pursuant to the terms set forth on Exhibit "A" attached hereto, which shall include the fringe benefits available to LCWDB employees.

(Motion carried unanimously. There were no abstentions.)

B. Approval of Job Description and Wage for Program Monitor and Compliance Coordinator (Exhibit B)

Executive Director Anna Ramos explained the need for a part-time Program Monitor and Compliance Coordinator.

Following discussion, on motion duly made by Keith Baker seconded by John Biemiller, it is:

RESOLVED, that the Executive Director is authorized to hire a part-time Program Monitor and Compliance Coordinator at the hourly rate of \$33.40. The Executive Director is directed to publicly advertise the position as soon as practicable.

(Motion carried unanimously. There were no abstentions.)

C. Approval of Strategic Plan Provider – Align Ltd.

Executive Director Anna Ramos explained the request for quotes procurement process for a qualified contractor to develop a 3-year strategic plan. A panel reviewed five submitted proposals, who recommended Align, LTD to provide the strategic plan.

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

RESOLVED, that a contract in an amount not to exceed \$20,000.00 with Align, LTD for the provision of a 3-year strategic plan for LCWDB is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

Contract Administrator Brie Becker noted that the remaining action items are program contract recommendations made by the proposal evaluation panel. Ms. Becker reviewed the criteria and scoring results for each item. The Solicitor reminded the Committed that anyone having an actual or apparent conflict of interest with any of the proposers should abstain from deliberating and voting any action item that would create such a conflict.

D. Approval of PY24 WIOA Business Services Team Contract

Following discussion, on motion duly made by John Biemiller seconded by Jill Sebest Welch, it is:

RESOLVED, that a contract in an amount of \$500,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions, for a one-year term with two, one-year renewal options, for the provision of Business Services Team program services, is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

E. Approval of PY24 WIOA Adult/Dislocated Worker Contract

Following discussion, on motion duly made by Brad Shulenberger seconded by Jill Sebest Welch, it is:

RESOLVED, that a contract in an amount of up to \$1,380,000.00 with Educational Data Systems, Inc. (EDSI), for a one-year term with two, one-year renewal options, for the provision of WIOA Adult and Dislocated Worker program services, is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

F. Approval of PY24 WIOA Out-of-School Youth Contract

Following discussion, on motion duly made by Brad Shulenberger seconded by Jill Sebest Welch, it is:

RESOLVED, that a contract in the amount of \$593,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions, for a one-year term with a one-year renewal option, for the provision of WIOA Out of School Youth program services, is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

G. Approval of PY24 TANF Youth Contract (2)

Following discussion, on motion duly made by Brad Shulenberger seconded by Jill Sebest Welch, it is:

RESOLVED, that a contract in the amount of \$250,000.00 with Arbor E&T, LLC d/b/a Equus Workforce Solutions, for a one-year term with a one-year renewal option, for the provision of Temporary Assistance for Needy Families (TANF) Youth Development program services, is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

Following discussion, on motion duly made by Jean Martin seconded by Brad Shulenberger, it is:

RESOLVED, that a contract in the amount of \$250,000.00 with Arbor Place d/b/a The Mix at Arbor Place, for a one-year term with a one-year renewal option, for the provision of Temporary Assistance for Needy Families (TANF) Youth Development program services, is hereby recommended for presentation to the full Board for approval.

(Motion carried unanimously. There were no abstentions.)

VI. Discussion Items

A. June board meeting date

Executive Director Anna Ramos stated that the June 2024 Board of Directors meeting has been rescheduled for June 27, 2024. Staff will ensure that the meeting change is advertised to provide required public notice of the change.

B. Career Ready Lancaster!

Career Ready Lancaster! (CRL!) held its annual strategic plan meeting to update the goals and tactics of the partnership. Appreciation was extended to Armstrong World Industries and Salena Coachman for hosting the group. The CRL! Quarterly Connections meeting will be April 19, 2024 at 7:15 a.m. at Garden Spot Village in New Holland. The registration for this meeting closed because it had reached capacity with 90 businesses and community members attending. Special speakers will include Jennifer Gilburg of the Pennsylvania Department of Economic Development and Judd Pittman, Director of the Bureau of Career and Technical Education of the Pennsylvania Department of Education.

C. Nominating Committee Update

Executive Director Anna Ramos noted that the nominating committee would be providing the slate of LCWDB officer candidates at the April 18, 2024 Board of Directors Meeting.

D. Youth Committee

The Youth Committee has convened a small workgroup that is putting action steps together to address the transportation barriers affecting Lancaster County youth. The workgroup will be meeting April 12, 2024 at 8:00 a.m. and the Executive Director invited anyone interested in being a part of the workgroup to join the meeting.

VII. Adjournment

Chairperson Jodi Pace adjourned the meeting at 5:13 p.m. with no objection.