



**LCWDB HYBRID Board Meeting
OFFSITE LOCATION**

57 Laurel Street, Lancaster PA 17603
Thursday, April 18, 2024, 7:30 a.m.

Minutes

Members Present:

In person: Marlyn Barbosa, Kyonna Bowman, Salena Coachman, Jean Martin, Suzi Meyer, Thomas Neely, Jodi Pace, Tim Shenk, Erin Treese, Jill Sebest Welch
Virtual: Keith Baker, Rhonda Kurtz, Francis Miliano, Susan Richeson, Brad Shulenberger, Kurt Stillwagon

Staff, Contractors, and Guests:

In Person: In person: Anibal Aponte, Brie Becker, Mary Byrd, Tamara Garcia-Burkhart, David Genaro (EQUUS), Carrie McCullough, Larry Melf (EDSI), Anna Ramos, Christine Roggenbaum, Todd Truntz
Virtual: Pamela Baldwin, Rosemarie Whiteley, Terry Wilttrout, Commissioner Ray D'Agostino

I. Welcome/Roll Call and Request for Public Comment

At 7:06 a.m. Chairperson Jodi Pace called the meeting of the Lancaster County Workforce Development Board ("LCWDB") to order and thanked Marlyn Barbosa and Tec Centro for hosting the meeting. Tec Centro gave a short welcome to the Board. Chairperson Pace made a request for public comment. No public comment was presented.

II. Consent Agenda

Chairperson Jodi Pace presented the minutes of the February 15, 2024 meeting. No changes were noted.

Fiscal Director Anibal Aponte presented the financial reports for February 2024 via executive summary. No discrepancies were noted.

After discussion and on motion made by Francis Miliano 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. State Workforce Development Board Chair Remarks

Terry Wilttrout, President of the Pennsylvania State Workforce Development Board, joined the meeting virtually and shared remarks on the organization's priority and solicited feedback from the group, as well as offered his contact information for future communication.



IV. Finance Update

Executive Director Anna Ramos presented the 2024 program year draft operating budget and reviewed each line item. The Board accepted the budget and authorized its submission to the Lancaster County Commissioners for approval.

V. Action Items

A. Approval of Strategic Plan Provider – Align Ltd.

This action item was to approve a contract with Align Ltd. to provide LCWDB with services to develop a strategic plan.

After discussion and on motion duly made by Thomas Neely and seconded by Salena Coachman, it is:

RESOLVED, that a contract with Align, Ltd. for the provision of strategic plan development services in the amount of \$19,440.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

B. Approval of PY24 WIOA Business Services Team Contract

LCWDB staff implemented a Request for Proposals (RFP) procurement process for a Workforce Innovation and Opportunity Act (WIOA) Title I Business Services program provider for the 2024-2025 program year. Proposals were reviewed by an evaluation panel that recommended the proposal of Arbor E&T, LLC d/b/a Equus Workforce Solutions (Equus). The panel's recommendation was reviewed by the Executive Committee, which recommends the proposal to the Board for approval. The contract would begin on July 1, 2024.

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

RESOLVED, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Business Services in the amount of \$500,000.00 for a term beginning July 1, 2024 through June 30, 2025 having two (2) one-year renewal options, under final terms to be negotiated and finalized with LCWDB staff, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

C. Approval of PY24 WIOA Adult/Dislocated Worker Contract

LCWDB staff issued an RFP for a WIOA Title I Adult and Dislocated Worker program provider for the 2024-2025 program year. Proposals were reviewed by an evaluation panel that recommended the proposal of Educational Data Systems, Inc. (EDSI).



The panel's recommendation was reviewed by the Executive Committee, which recommends the proposal to the Board for approval.

After discussion and on motion duly made by Erin Treese and seconded by Marlyn Barbosa, it is:

RESOLVED, that a contract with Educational Data Systems, Inc. for the provision of WIOA Title I Adult and Dislocated Worker program services in the initial amount of \$1,380,000.00 for a term beginning July 1, 2024 through June 30, 2025 having two (2) one-year renewal options, under final terms to be negotiated and finalized with LCWDB staff, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

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

LCWDB staff issued an RFP for a WIOA Title I Out of School Youth program provider for the 2024-2025 program year. Proposals were reviewed by an evaluation panel that recommended the proposal of Equus. The panel's recommendation was reviewed by the Executive Committee, which recommends the proposal to the Board for approval.

After discussion and on motion duly made by Salena Coachman and seconded by Thomas Neely, it is:

RESOLVED, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Title I Out of School Youth program services in the amount of \$593,000 for a term beginning July 1, 2024 through June 30, 2025 having one (1) one-year renewal option, under final terms to be negotiated and finalized with LCWDB staff, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

E. Approval of PY24 TANF Youth Contract (2)

LCWDB staff issued an RFP for a Temporary Assistance for Needy Families (TANF) Youth Development program provider for the 2024-2025 program year. Proposals were reviewed by an evaluation panel that recommended the two separate proposals of Equus and Arbor Place d/b/a The Mix at Arbor Place ("The Mix"). The panel's recommendation was reviewed by the Executive Committee, which recommends the proposals to the Board for approval.

After discussion and on motion duly made by Suzi Meyer and seconded by Erin Treese, it is:

RESOLVED, that the following contracts for the provision of TANF Youth Development program services for terms beginning July 1, 2024 through June 30,



2025 having one (1) one-year renewal options, under final terms to be negotiated and finalized with LCWDB staff, are hereby approved:

- a. A contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in the amount of \$250,000; and
- b. A contract with Arbor Place d/b/a The Mix at Arbor Place in the amount of \$250,000.

(Motion carried. Kyonna Bowman and Tim Shenk abstained from deliberations and voting on this item.)

VI. Executive Director Report

Executive Director Anna Ramos gave an update on the strategic planning process and lead the group in an interactive exercise called “Roses, Thorns, and Buds.”

VII. PA CareerLink Report

Due to time restraints, no formal presentation was given. A PA CareerLink® report was provided in the Board Information packet.

VIII. Discussion Items

A. June board meeting date

Executive Director Ramos proposed a new Board meeting date of June 27, 2024, to which the Board agreed.

B. Career Ready Lancaster!

Executive Director Ramos and Board Member Salena Coachman shared the upcoming Career Ready Lancaster! meeting as well as an operational plan update.

C. Nominating Committee Update

Board Member Jill Sebest Welch shared an update and explained that the new slate of officers would begin their terms of office on July 1, 2024.

D. Youth Committee Update

Youth Coordinator Mary Byrd gave updates on the Youth programs and the Kiosk initiative.

VIII. Adjournment

Chairperson Jodi Pace adjourned the meeting at 9:03 a.m. without objection.



Next Meeting

Thursday, June 27, 2024

Mission - The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.

Vision - The Lancaster County Workforce Development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.