



LCWDB HYBRID Executive Committee Meeting
1046 Manheim Pike, Second Floor, Lancaster, PA 17601
Tuesday, June 4, 2024, 3:30 p.m.

Minutes

Members Present (In person):	John Biemiller, Brad Shulenberger, Jean Martin, Thomas Neely
Members Present (Virtually):	Jill Sebest Welch, Keith Baker, Francis Miliano, Angela Sanders
Staff and Guests:	Anibal Aponte, Anna Ramos, Carrie McCullough, Brie Becker, Mary Byrd, Greg Colton, Todd Truntz, Board Solicitor

It was noted that staff experienced technical difficulties with the videoconference system, which required an updated meeting invitation to be issued shortly after the scheduled start time. All participants who were present at the prior videoconference were provided with the updated invitation.

I. Welcome/Roll Call and Request for Public Comment

At 3:40 p.m., Chairperson Jodi Pace called the meeting of the Lancaster County Workforce Development Board (“LCWDB”) Executive Committee to order. Ms. Pace made a request for public comment. No public comment was presented.

II. Consent Agenda

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

RESOLVED, that the Consent Agenda containing the May 7, 2024 Executive Committee meeting minutes is hereby approved.

(Motion carried unanimously. There were no abstentions)

III. Finance Reports

Fiscal Director Anibal Aponte presented the Finance Committee Executive Summary that summarized the financial reports as of April 30, 2024.

After discussion and on motion duly made by John Biemiller, seconded by Thomas Neely, it is:

RESOLVED, that the Financial 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. Action Items

A. Approval of One-Stop-Operation (OSO) Contract

LCWDB staff recommended the exercise of the first of two one-year renewal options of the current OSO contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions (herein "Equus") for the 2024-2025 program year.

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

RESOLVED, that the exercise of a one-year renewal option of the existing contract between LCWDB and Equus for the provision of One-Stop Operator services in an amount not to exceed \$505,833.00 for a renewal term beginning July 1, 2024 through June 30, 2025, is recommended to the full Board for approval.

(Motion carried unanimously. There were no abstentions)

B. Approval of EARN Contract

LCWDB staff recommended approval of a one-year contract renewal option with Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects to provide Employer Assistance and Resource Network (EARN) program services in the form of case management, coaching, licensed counseling, and peer to peer experiences to assist participants to achieve job placement and job retention goals referred from the Lancaster County Assistance Office.

After discussion and on motion duly made by Francis Miliano and seconded by Thomas Neely, it is:

RESOLVED, that the exercise of a one-year renewal option of the existing contract with Eckerd Connects for the provision of EARN program services in an amount not to exceed \$1,310,610.54 00 for a renewal term beginning July 1, 2024 through June 30, 2025 is recommended to the full Board for final approval with the additional recommendation that Eckerd Connects be required to establish a performance plan and provide regular reports to the Board regarding its performance as required by the plan.

(Motion carried unanimously. No abstentions.)

C. Approval of Work Ready Contract

LCWDB staff recommended approval of a one-year contract renewal option with Eckerd Connects to provide Work Ready program services in conjunction with the EARN program services discussed above.

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

RESOLVED, that the exercise of a one-year renewal option of the existing contract with Eckerd Connects for the provision of Work Ready program services in an amount not to exceed \$114,658.50 for a renewal term beginning July 1, 2024 through June 30, 2025 is accepted and recommended to the full Board for final approval, with the additional recommendation that Eckerd Connects be required to establish a performance plan and provide regular reports to the Board regarding its performance as required by the plan.

(Motion carried unanimously. No abstentions.)

D. Approval of Hilltop Cleaning Service Contract

This action item is to approve the exercise of a one-year renewal option of the Janitorial Services Contract with Hill Top Cleaning Services, LLC for cleaning services for the LCWDB offices.

After discussion and on motion duly made by Thomas Neely and seconded by Brad Shulenberger, it is:

RESOLVED, that a one-year contract extension of the existing Janitorial Services Contract with Hilltop Cleaning Services, LLC for a renewal term beginning July 1, 2024 through June 30, 2025 in the amount of \$4,800.00, for the provision of janitorial services for the LCWDB offices, is hereby approved.

(Motion carried unanimously. No abstentions)

V. Discussion Items

A. Review of Draft Local Governance Policy Against Bylaws

Executive Director Anna Ramos discussed the revised draft of the new Local Governance Policy, which is the policy promulgated by the Bureau of Workforce Development Administration (BWDA) that governs the operation of local workforce boards.

B. Board Agenda Items

Executive Director Anna Ramos discussed several topics for the next full board meeting, including contract approvals, a tour of Rock Litz, and a presentation from the Lancaster Chamber of Commerce on their Direct Care Grant.

C. Strategic Plan Update

Executive Director Anna Ramos discussed strategic plan process and provided an update on focus groups and their timeline.

D. PY22 Fiscal Integrity, Audit, Local Monitoring, and One Stop Operator and Performance Monitoring Letter and Final Report/Response

Executive Director Anna Ramos reviewed the BWDA monitoring letter and final report and its response indicating the LCWDB is now in full compliance with State requirements.

E. 2024 LWDB Membership Review (Technical Assistance year)

Executive Director Anna Ramos reviewed the technical assistance provided by BWDA regarding membership.

VI. Adjournment

Chairperson Jodi Pace adjourned the meeting at 4:50 p.m. without objection, and immediately convened an executive session to discuss personnel matters, which concluded at 5:11 p.m. No official action was taken by the Committee during the executive session.