



**LCWDB HYBRID Board Meeting
OFFSITE LOCATION**

201 Rock Lititz, Lititz PA 17543
Thursday, June 27, 2024, 7:30 a.m.

Minutes

Members Present (In person): Marlyn Barbosa, John Biemiller, Salena Coachman, Jean Martin, Francis Miliano, Suzi Myer, Stuart Savin, Tim Shenk, Brad Shulenberger, Erin Treese, William Troutman, Heather Valudes, Jill Sebest Welch.

Members Present (Virtually): Todd Burgard, Thomas Neely, Daniel Pick, Susan Richeson, Angela Sanders, Kurt Stillwagon.

Staff and Guests: Anibal Aponte, Anna Ramos, Carrie McCullough, Brie Becker, Tamara Garcia-Burkhart, Mary Byrd, Kim Lam, Christine Roggenbaum, Kimberley Patrick, Ashley Glensor, Maya Fenner, Jonathan Ziegler (virtually)

I. Welcome/Roll Call and Request for Public Comment

At 7:33 a.m., Secretary/Treasurer John Biemiller called the meeting of the Lancaster County Workforce Development Board (“LCWDB”) to order. Board member Suzi Myer gave welcoming remarks to the Board. Secretary/Treasurer John Biemiller made a request for public comment. No public comment was presented.

II. Consent Agenda

Secretary/Treasurer John Biemiller presented the Consent Agenda, which included the minutes of the April 18, 2024 and May 9, 2024 Board meetings. No changes were noted.

Following discussion, upon motion duly made by Stuart Savin and seconded by Jean Martin, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Financial Update

Fiscal Director Anibal Aponte presented the financial reports dated as of April 2024. No discrepancies were noted.

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

RESOLVED, that the financial reports presented by the Fiscal Director are hereby accepted and approved, subject to any minor adjustments that may be necessary as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

IV. Action Items

A. Approval of EARN/Work Ready contracts

This action item was to approve a one-year renewal option of LCWDB's existing contract with Eckerd Connects to provide Employer Assistance and Resource Network (EARN) program services to participants to achieve job placement and job retention goals referred from the Lancaster County Assistance Office. In addition, approval was requested to exercise the one-year renewal option of LCWDB's existing contract with Eckerd Connects to provide Work Ready program services.

Jonathan Ziegler, Vice President of Operation of Eckerd Connects, joined the meeting virtually and shared remarks on the company management changes, and explained how changes will affect the current operating situation of EARN programs.

After discussion and on motion duly made by Heather Valudes and seconded by Salena Coachman, it is:

RESOLVED, that the following one-year contract renewal options with Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects are hereby approved:

1. renewal of the contract for EARN program services in the amount of \$1,153,535.26; and
2. renewal of the contract for Work Ready program services in the amount of \$114,658.50.

(Motion carried unanimously. Tim Shenk abstained from deliberation and voting on this item.)

B. Approval of On-Stop-Operator (OSO) Contract

LCWDB staff requested a one-year renewal of the current contract with Equus Workforce Solutions (Equus) for OSO services.

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

RESOLVED, that the exercise of a one-year renewal option of the contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA One Stop Operator services is hereby approved.

(Motion carried unanimously. There were no abstentions.)

C. Approval CRL! Branding vendor contract (BEP Funds)

This action item was to approve a branding strategy proposal to increase brand awareness for Career Ready Lancaster! (CRL!). The goal of the branding initiative for CRL! is to devise strategies to enhance brand awareness and refine messaging to effectively approach the target audience. Additionally, the branding strategy will aim to determine suitable tactics and outreach channels for implementation. LCWDB staff recommended Alpha Dog Advertising following a review of proposals from three different vendors.

After discussion and on motion duly made by Heather Valudes and seconded by Marlyn Barbosa, it is:

RESOLVED, that a contract with Alpha Dog Advertising, LLC in an amount not to exceed \$20,000.00 for the provision of marketing and branding services for Career Ready Lancaster! is hereby approved.

(Motion carried unanimously. Jill Sebest Welch abstained from deliberation and voting on this item.)

D. Approval of renewal of Design Data contract

LCWDB requested a one-year renewal of LCWDB's contract with Design Data for information technology (IT) services, which would include an upgrade to cyber security, detection, and response through the implementation of "NextGen NGES Pro". The upgrade will result in a cost increase of \$1,860.00.

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

RESOLVED, that the exercise of a one-year renewal of the existing contract with Design Data Corporation in the amount of \$18,660.00 for the provision of information technology and cyber security support and services is hereby approved.

(Motion carried unanimously. There were no abstentions.)

E. Approval of PY24 WDB Operating Budget

This action item is to approve the operating budget for LCWDB, which was approved by the Lancaster County Commissioners on June 5, 2024.

After discussion and on motion duly made by Marlyn Barbosa and seconded Heather Valudes, it is:

RESOLVED, that the LCWDB operating budget for program year 2024-2025 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

F. Approval of Slate of Officers

On behalf of the Nominating Committee, member Jill Sebest Welch announced the names of the members who the nominating committee presented as candidates who are willing and able to serve as Officers of LCWDB.

After discussion and on motion duly made by Jill Sebest Welch and seconded by Stuart Savin it is:

RESOLVED, that the following members are hereby elected as the Officers of LCWDB and shall serve a term of two (2) years commencing July 1, 2024 and extending until June 30, 2026, or until their successors are duly chosen and qualify:

Thomas Neely – Chairperson
Brad Shulenberger – Vice Chairperson
John Biemiller – Secretary/Treasurer

(Motion carried unanimously. There were no abstentions.)

V. Direct Care Grant: Presentation from Lancaster Chamber of Commerce

Heather Valudes, President & CEO, and Ashley Glensor, Programs & Workforce Strategies Manager, of the Lancaster Chamber of Commerce, presented a proposal for the Direct Care Worker Job Quality (DCWJQ) Grant. The grant is provided by the Pennsylvania Department of Labor & Industry and focuses on working with agencies and employers to create better places to work. The goal of the DCWJQ grant is to advance direct care workers' job quality through a number of specific principles.

VI. Executive Director Report

A. Thank You to Outgoing Members

Executive Director Anna Ramos expressed deep appreciation for the service of Chairperson Jodi Pace, Vice Chairperson Angela Sanders, and senior Board and Executive Committee member Jill Sebest Welch to LCWDB, as well as for the support each of them provided to her as Executive Director.

VII. PA CareerLink Report

Board members were referred to the PA CareerLink® report that was provided in the information packet prior to the meeting.

VIII. Discussion Items

A. CareerLink Report.

As stated above, a written PA CareerLink® report was provided to each Board member prior to the meeting.

B. Career Ready Lancaster!

Board members were referred to the CRL! report that was provided in the information packet prior to the meeting. Executive Director Anna Ramos shared that the Workforce 2030 Summit would be held on September 25, 2024 from 8:00 a.m. to 4:00 p.m. at the Lancaster-Lebanon IU13 Conference Center located at 1020 New Holland Avenue.

C. Nominating Committee Update

Executive Director Anna Ramos gave an update on the recruitment of new LCWDB Board members. The current vacancies on the Board are two (2) positions for business members and one (1) position for a legal member.

D. Youth Committee Update

Board members were referred to the written Youth Committee report that was provided in the information prior to the meeting.

E. Working Board Retreat with Align, LTD – September 5th, 8AM – 3PM

Executive Director Anna Ramos announced the upcoming business retreat for the Board from 8AM – 3PM on September 5th.

IX. Adjournment

There being no further business before the Board, Secretary/Treasurer John Biemiller adjourned the meeting at 9:03 a.m. without objection.