



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

**Minutes**

Members Present (In person): Marlyn Barbosa, John Biemiller, Salena Coachman, Jean Martin, Francis Miliano, Suzi Myer, Thomas Neely, Jodi Pace, Stuart Savin, Brad Shulenberger, Erin Treese, William Troutman.

Members Present (Virtually): Daniel Pick, Kurt Stillwagon, Heather Valudes.

Staff and Guests: Anibal Aponte, Anna Ramos, Carrie McCullough, Tamara Garcia-Burkhart, Mary Byrd (virtually), Kim Lam, John Moser, Christine Roggenbaum, Todd Truntz, Ivy Berry, Sarah Le Tourneau, David Genaro, Shane Howell, Megan Heinly, Jen Reiner.

**I. Welcome/Roll Call and Request for Public Comment**

At 7:34 a.m., Chairperson Thomas Neely 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. Consent Agenda**

Chairperson Thomas Neely presented the Consent Agenda, which included the minutes of the June 27, 2024 Board meeting. No changes were noted.

Following discussion and 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 June 2024. No discrepancies were noted.

After discussion and on motion duly made by Salena Coachman, 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 Maher Duessel contract

This action item was to approve a new contract with CPA firm Maher Duessel to provide audit and tax services for the LCWDB, in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS). A request for proposals was published, and Maher Duessel was the sole respondent. The new contract is quoted at a rate significantly higher than that of program year 2023 and includes provisions for further rate increases over the three-year term. LCWDB staff recommends approval of a new contract with Maher Duessel to provide audit and tax services only for program year 2024. Maher Duessel offers a significant amount of experience with workforce development boards and other nonprofit organization, however, their \$49,500.00 proposal for program year 2024 is significantly higher than in past years. For comparison, the audit fee for program year 2023 was \$22,600. LCWDB staff attributes the rate increase to inflationary pressures and payroll adjustments. A panel of five evaluators reviewed the Maher Duessel proposal, which was then reviewed by the Finance Committee and the Executive Committee. The review panel, the Finance Committee, and the Executive Committee each recommend approval of the proposed contract with Maher Duessel for program year 2024. The Executive Committee recommended that an RFP for audit services for the 2025 program year be issued in the hopes of obtaining a more economical rate.

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

**RESOLVED**, that a one-year contract in the amount of \$49,500.00 with Maher Duessel to provide audit and tax services for LCWDB for program year 2024 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**B. Approval of Lancaster County Career and Technology Center contract modifications**

This action item was to approve modifications to the program year 2023 Business Education Partnership (BEP) agreement with Lancaster County Career and Technology Center (LCCTC). LCWDB staff outlined an increase in funding from \$11,500 to \$17,500 and an extension of the contract term from June 30, 2024, to August 31, 2024. LCCTC leverages funds from various sources to offer summer camp programs. Initially, BEP funds in the amount of \$6,000.00 were awarded to Associated Builders & Contractors, d/b/a ABC Keystone. Due to ABC Keystone's inability to run their program this year, LCWDB obtained approval from the Department of Labor and Industry, Bureau of Workforce Development Administration (BWDA) to reallocate the unused ABC Keystone funds to be used for LCCTC's program.

The reallocated BEP funds will be used to cover staff salaries and fringe benefits at LCCTC campuses.

After discussion and on motion duly made by Brad Shulenberger and seconded by Jodi Pace, it is:

**RESOLVED**, that Amendment Number 1, by and between Lancaster County Workforce Development Board and Lancaster County Career and Technology Center, modifying existing Agreement No.PY23 BEP LCCTC (the "Agreement") to increase the total amount of the Agreement by \$6,000.00 to \$17,500.00, and extending the termination of the Agreement from June 30, 2024 to August 31, 2024 is hereby approved.

(Motion carried unanimously. Stuart Savin abstained from deliberation and voting on this item.)

**C. Approval of FrameWorks Consulting Contract for Career Ready Lancaster!**

LCWDB staff, in conjunction with the CRL! Partnership Steering Committee, requested approval of a one-year renewal of LCWDB's Vendor Agreement with FrameWorks Consulting, LLC to continue the provision of services as Career Ready Lancaster! (CRL!) Coordinator. This Agreement is partially funded with BEP funding, with the remainder provided by WIOA funds. As CRL! Coordinator, Frameworks Consulting, LLC's scope of work will include leading the execution of strategic goals, coordinating CRL! Steering Committee meetings and CRL! Connections meetings, cultivating partnerships with stakeholders, and supporting grant deliverables that are aligned with CRL! goals. This one-year renewal is provided under Section 4 of the Agreement.

After discussion and on motion duly made by Francis Milliano and seconded by Suzi Meyer, it is:

**RESOLVED**, that the renewal of the Vendor Agreement between LCWDB and FrameWorks Consulting, LLC dated August 17, 2023 for a twelve (12) month term from 7/1/2024 to 8/31/2025 in the amount of \$48,100.00 for services as Career Ready Lancaster! Coordinator is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **D. Approval of FrameWorks Consulting Contract for Career Pathways**

LCWDB staff requested approval of an agreement with FrameWorks Consulting, LLC for the provision of a career pathways training program for local businesses. The career pathways training program is free to businesses and will provide human resource professionals across a variety of industries with training to develop internal career pathways using competency models to identify skills needed for hiring entry level employees and to facilitate employee career advancement. FrameWorks Consulting, LLC is requested to execute this program. As the program's success and demand continue to grow, it may be offered again to meet the increasing needs of businesses.

After discussion and on motion duly made by Francis Milliano and seconded by John Biemiller, it is:

**RESOLVED**, that a contract with Frameworks Consulting, LLC for the provision of a "Career Pathways Training for Businesses" program in the amount of \$7,500.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **E. Approval of Saidis, Schultz and Fisher Agreement**

LCWDB staff requested approval of a professional services fee agreement with Saidis, Shultz, and Fisher to provide legal services as Board solicitors. Saidis, Shultz, and Fisher have been long-term trusted legal advisors to the LCWDB, playing a critical role through several organizational transitions.

After discussion and on motion duly made by Jean Martin and seconded Jodi Pace, it is:

**RESOLVED**, that a professional services agreement with Saidis, Shultz and Fisher at the hourly rate of \$250.00 for a term of three (3) years, beginning August 15, 2024 with the option to renew for an additional two (2) years is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**V. Executive Director Report**

Due to time constraints, Executive Director Anna Ramos provided a brief summary of the Executive Director report that will be shared with Board Members via email.

**A. Operations Report**

Board members were referred to the Operations Report that was provided in the information packet prior to the meeting.

**VI. PA CareerLink Report**

A written PA CareerLink® report was provided to each Board member prior to the meeting.

**VII. Discussion Items**

**A. Youth Committee Update**

Youth Committee member Francis Milliano gave a brief update on the ongoing activities and referred the Board to the written Youth Committee Report that was provided in the information packet prior to the meeting.

**B. Working Board Retreat with Align, LTD – September 6<sup>th</sup>, 8AM – 3PM**

Executive Director Anna Ramos briefly provided information and items that will be discussed on the Working Board Retreat from 8:00 AM to 3:00 PM on Friday, September 6<sup>th</sup>, 2024.

**VIII. Adjournment**

There being no further business before the Board, Chairperson Thomas Neely adjourned the meeting at 9:57 a.m. without objection.