



**LCWDB HYBRID Executive Committee Meeting**  
1046 Manheim Pike, Second Floor, Lancaster, PA 17601  
Tuesday, October 1, 2024, 3:30 p.m.

**Minutes**

Members Present                      Brad Shulenberger, Jean Martin,  
(In person):                          Thomas Neely, Jodi Pace

Members Present                      Keith Baker, Francis Miliano  
(Virtually):

Staff and Guests:                      Anibal Aponte, Anna Ramos, Carrie McCullough,  
   Todd Truntz, Kim Lam, Ivy Berry, Brie Becker (virtually)

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

At 3:31 p.m., Chairperson Thomas Neely called the meeting of the Lancaster County Workforce Development Board ("LCWDB") Executive Committee 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 September 3, 2024 Executive Committee meeting. No changes were noted.

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

**RESOLVED**, that the Consent Agenda containing the September 3, 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.

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

**RESOLVED**, the Financial Reports are hereby accepted and recommended to the full Board for approval subject to any minor adjustments that may be necessary as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

#### **IV. Presentation – EDC Lancaster/Center for Regional Analysis**

Ezra Rothman, President of the Economic Development Company of Lancaster County (EDC Lancaster), and Rae Ann Miller, Manager of the EDC's Center for Regional Analysis, presented their plan to strengthen the partnership with LCWDB in workforce development data analysis. The collaboration aims to provide local organizations with a comprehensive dashboard of accurate, up-to-date data, collected from various sources, to support strategic planning and improve data utilization for informed decision-making.

#### **V. Action items**

##### **A. Approval of Whicked Result Agreement**

LCWDB staff requested approval of an agreement with “Whicked Results,” a local provider of professional consulting services to provide six (6) months of professional coaching services to the Executive Director, Anna Ramos. Funding for this contract will be sourced from the professional development budget line item. The LCWDB staff recommended Whicked Results following a thorough review of quotes from three different vendors.

After discussion and on motion duly made by Jean Martin, and seconded by Keith Baker, it is:

**RESOLVED**, that a contract with Sheila Jones, d/b/a Whicked Results for the provision of professional coaching services for the professional development of the Executive Director in an amount not to exceed \$5,900.00 for a term of six (6) months beginning on October 1, 2024, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

##### **B. Approval of EDC Lancaster – Workforce Trends Agreement**

This action item was to approve an agreement with the EDC Lancaster to deliver workforce trends presentations throughout the County. LCWDB has experienced a significant increase in requests from businesses for assistance, ranging from funding inquiries to hiring needs, since the implementation of these presentations. This proposed partnership aims to provide updated data, as well as workforce trends, presentations, and publications, to organizations and businesses in need.

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

**RESOLVED**, that an agreement with the Economic Development Company of Lancaster County for the provision of workforce development data presentations, in an amount not to exceed \$7,500.00 for a term commencing on October 1, 2024 through June 30, 2025, is hereby approved contingent subject to an agreement to be negotiated and approved by the Solicitor.

(Motion carried unanimously. There were no abstentions.)

**C. Approval of EDC/ Center for Regional Analysis – Partnership Agreement**

LCWDB staff requested approval of a preliminary scope of work for an initiative involving LCWDB and the EDC Lancaster Center for Regional Analysis that develop a benchmark of economic indicators from collected workforce data. The effort is designed to provide data for decisions regarding grant applications and resource alignment to better serve businesses and job seekers throughout the County.

The key responsibilities of EDC Lancaster for this initiative would include serving as a data analysis partner for LCWDB leadership and creating and maintaining an internal “dashboard” to reflect measurements of key outcomes for leadership and management.

Additionally, EDC Lancaster staff will be required to engage with LCWDB or agency personnel for data collection, input training, and understanding data to develop a comprehensive narrative of LCWDB’s work and impact. This agreement will necessitate a commitment of three (3) years to effectively understand the data collected, provide training for data input, and conduct data analysis.

This partnership would align with the strategic priorities outlined in the LCWDB's strategic plan. Funding would be derived from a combination of Employer Assistance and Resource Network (EARN) Performance and other LCWDB program sources. As grants and statewide activity funds become available, LCWDB will actively seek additional opportunities to leverage these resources.

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

**RESOLVED**, that an agreement with the Economic Development Company of Lancaster County for the provision of service consisting of collection and analysis of economic data to support workforce strategic initiatives and priorities, for a term of three (3) years, for a total amount not to exceed \$149,744, annualized as follows, is hereby approved:

Year one: \$47,500.00  
Year two: \$49,875.00  
Year three: \$52,369.00

(Motion carried unanimously. There were no abstentions.)

**D. Approve Solicitor Agreement (Term Correction)**

This action item was to approve an adjustment to the solicitor agreement with Saidis, Shultz and Fisher. The agreement was previously approved on August 15, 2024 for a three (3) year term commencing on August 15, 2024 with the option to renew for an additional two (2) years. However, it was discovered that the actual term of the agreement began effective July 1, 2024, and continues until terminated by either party.

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

**RESOLVED**, that the approval of the fee agreement with Saidis, Shultz and Fisher previously approved on August 15, 2024, is hereby modified to reflect a term beginning July 1, 2024 and continuing until terminated by either party.

(Motion carried unanimously. There were no abstentions.)

**VI. Discussion Items**

**A. Update on CAM Charges**

Executive Director Anna Ramos provided an update regarding the common area maintenance “CAM” charges for the 1046 Manheim Pike building. The Chairperson and Executive Director recently met with the property management company to address outstanding issues surrounding the reconciliation report. Adjustments resulting from the resolution of this issue will be implemented in the upcoming lease year.

**B. Strategic Plan Update**

Assistant Director Carrie McCullough provided an update on the strategic plan process. LCWDB staff has combined the strategic ideas generated during the Board Retreat on September 6, 2024, and developed objectives and tactics for internal discussion. Staff held a work session on September 27, 2024, and the finalized plan will be presented to the Board at its meeting on October 17, 2024.

**C. CRL! Updates**

Executive Director Anna Ramos provided an update regarding the upcoming Quarterly Connections meeting at St. Joseph’s University in

Lancaster. Due to the diligent outreach efforts of the staff, the event is expected to attract a significant number of participants.

Ms. Ramos provided a summary of the LCWDB's partnership with the Lancaster STEM Alliance for the Workforce 2023 Summit, held on September 25, 2024. The summit successfully brought together over 250 attendees to exchange innovative ideas on workforce development, making the event a great success.

**VII. Adjournment**

Chairperson Thomas Neely adjourned the meeting at 4:48 p.m. without objection.

**VIII. Executive Session**

Following adjournment, the Chairperson convened an executive session to discuss personnel matters. The executive session adjourned at 5:45 p.m. with no official action having been taken by the Committee.