



**LCWDB HYBRID Board Meeting**  
1046 Manheim Pike, Lancaster PA 17601  
Thursday, October 17, 2024, 7:30 a.m.

**Minutes**

Members Present (In person): Jean Martin, Francis Miliano, Thomas Neely, Susan Richeson, Stuart Savin, Tim Shenk, Brad Shulenberger, William Troutman, Heather Valudes.

Members Present (Virtually): Keith Baker, Todd Burgard, Salena Coachman, Suzi Meyer, Kurt Stillwagon.

Staff and Guests: Anna Ramos, Carrie McCullough, Brie Becker, Mary Byrd, Kim Lam, John Moser, Christine Roggenbaum, Todd Truntz, David Genaro, Shane Howell, Jen Reiner, Larry Melf, Robert McKenzie.

**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 August 15, 2024 Board meeting. No changes were noted.

After discussion and upon motion duly made by Heather Valudes, and seconded by Stuart Savin, it is:

**RESOLVED**, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**III. Financial Update**

Executive Director Anna Ramos presented the financial reports dated as of August 2024. No discrepancies were noted.

After discussion and on motion duly made by Francis Milliano, and seconded by Brad Shulenberger, it is:

**RESOLVED**, that the Financial Reports 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 The Mix funding increase**

This action item was to approve a Temporary Assistance for Needy Families (“TANF”) funding modification for The Mix. The Mix currently delivers TANF youth program services through paid work experiences, including support for students who participated in the Momentum Coding Academy, hosted by Elizabethtown College, during the Summer of 2024. Full participation in this program led to the need for a budget adjustment. The proposed modification will utilize carryover TANF funds from Program Year 2023 (PY23). The Youth Committee has reviewed and supports this request.

After discussion and on motion duly made by Heather Valudes, and seconded by Stuart Savin, it is:

**RESOLVED**, that an increase to the Temporary Assistance for Needy Families (“TANF”) youth program contract with Arbor Place d/b/a The Mix at Arbor Place in the amount of \$15,600.00, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

##### **B. Approval of EDC Lancaster Contract – Workforce Trends for Lancaster County**

This action item was to approve an agreement with the Economic Development Company of Lancaster County (“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 these presentations were implemented. This proposed partnership aims to provide updated data, as well as workforce trends, presentations, and publications, to local organizations and businesses in need.

After discussion and on motion duly made by Francis Miliano, and 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 upon an agreement to be negotiated and approved by the Solicitor.

(Motion carried unanimously. John Biemiller abstained from deliberation and voting on this resolution.)

### **C. Approval of EDC Lancaster Scope of Work – Workforce Initiatives**

LCWDB staff requested approval of a preliminary scope of work for an initiative involving LCWDB and EDC Lancaster’s Center for Regional Analysis to develop a benchmark of economic indicators from collected workforce data. The initiative 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 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 and 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 3-year commitment to effectively understand the data collected, provide training for data input, and conduct data analysis.

This initiative would align with the strategic priorities outlined in LCWDB's strategic plan. Funding would be derived from a combination of Employer Assistance and Resource Network (EARN) Performance funds 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 Brad Shulenberger, and seconded by Stuart Savin, it is:

**RESOLVED**, that an agreement with the Economic Development Company of Lancaster County for the provision of services 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. John Biemiller abstained from deliberation and voting on this resolution.)

**D. Approval of BEP – Junior Achievement of South Central PA Scope of Work**

LCWDB staff requested approval of an agreement with Junior Achievement of South Central Pennsylvania, Inc. (“Junior Achievement”) to fund their Elementary School Coordinator Program. As detailed in the Business-Education Partnership (“BEP”) Grant proposal, this agreement will facilitate community partnerships for career exploration through a contract with Junior Achievement. The program serves over 4,000 students in Pre K-4 classrooms in the School District of Lancaster and Columbia School District, both of which are underserved and diverse communities. The total program cost exceeds the allowable funding request, but this agreement will allocate \$22,000 to support four (4) direct service staff and administrative personnel. The contract period will extend from January 1, 2024 through June 30, 2026 to align with the BEP funding.

After discussion and on motion duly made by Heather Valudes, and seconded by Tim Shenk, it is:

**RESOLVED**, that an agreement with Junior Achievement of South Central Pennsylvania, Inc. for the provision of staffing required for the Elementary School Coordinator Program in the amount of \$22,000.00 from Business-Education Partnership (“BEP”) grant funds, for a term commencing on January 1, 2024 through June 30, 2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**E. Approval of BEP – LCCTC Summer Camps Scope of Work**

LCWDB staff requested approval of a new agreement with the Lancaster County Career and Technology Center (“LCCTC”) to fund their 2025 Middle School Career Exploration Camps, as outlined in the Business-Education Partnership (“BEP”) Grant. These camps will expose over 120 Lancaster County students from 6th to 8th grade to careers in manufacturing, healthcare, visual communication, construction, culinary arts, and transportation and logistics. The program aims to increase student awareness of career and technical education options for 11th and 12th grade. The camps are free for students, and transportation will be provided as needed.

After discussion and on motion duly made by Tim Shenk, and seconded Brad Shulenberger, it is:

**RESOLVED**, that an agreement with the Lancaster County Career and Technology Center for the provision of a 2025 Middle School Career Exploration Camps program, in the amount of \$14,000.00 from Business-Education Partnership (“BEP”) grant funds, for a term commencing on January 1, 2024 through June 30, 2026, is hereby approved.

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

**F. Approval of BEP – MANTEC ‘What’s so cool about manufacturing’ Scope of Work**

This item was to approve an agreement with MANTEC to fund a "What's So Cool About Manufacturing" initiative for Lancaster County middle school students. As outlined in the Business-Education Partnership (“BEP”) grant, LCWDB continues its support of MANTEC's student video production contest. The goal for this year is to increase participation from 8 to 10 schools, which would expand service to approximately 100 students with engaging and educational content about the manufacturing industry.

After discussion and on motion duly made by Brad Shulenberger, and seconded Stuart Savin, it is:

**RESOLVED**, that an agreement with MANTEC, Inc. for the provision of program services in the nature of a "What's So Cool About Manufacturing" student video contest, in the amount of \$3,000.00 from the Business-Education Partnership grant funds, for a term commencing on January 1, 2024 and ending on June 30, 2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**G. Approval of Lancaster Chamber’s Discovering Paths Mentoring Program Contract**

LCWDB staff requested approval of a new agreement with the Lancaster Chamber for the allocation of Career Exploration funds in support of the Discovering Paths Mentoring Program. Under this program, participating students will engage in up to eight (8) individual learning sessions with professionals across Lancaster County. These sessions are designed to impart essential knowledge and experience in various business and industry sectors, thereby enhancing career pathways and fostering stronger community connections for students within the Lancaster area. Last year, this program

received Out of School Time Career Exploration grant funding; this year, funding will be provided from carryover funds.

After discussion and on motion duly made by Brad Shulenberger, and seconded by Stuart Savin, it is:

**RESOLVED**, that an agreement with The Lancaster Chamber of Commerce and Industry for the provision of program services in the nature of a Discovering Paths Mentoring Program, in the amount of \$25,746.29, is hereby approved.

(Motion carried unanimously. Heather Valudes abstained from deliberation and voting on this resolution.)

#### **H. Approval of updated Limited English Proficiency Plan**

LCWDB staff requested approval of a Limited English Proficiency (“LEP”) Plan for PA CareerLink® Lancaster County. This one-year plan aims to ensure access to services for participants having limited English proficiency. The LEP Plan is reviewed and updated annually in collaboration with the PA CareerLink® Lancaster County Site Administrator to meet evolving community needs and compliance standards.

After discussion and on motion duly made by Tim Shenk, and seconded Francis Miliano, it is:

**RESOLVED**, that the Limited English Proficiency (“LEP”) Plan for PA CareerLink® Lancaster County provided by LCWDB staff and the PA CareerLink® Lancaster County Site Administrator to ensure access to services for customers with limited English proficiency is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **V. Performance**

#### **A. Monitoring Report**

Program Monitor & Compliance Coordinator John Moser presented a quarterly program monitoring report on ongoing activities and program results. This is the first quarterly report that focused specifically on monitoring Workforce Innovation and Opportunity Act (WIOA) programs, with the goal of keeping Board members informed of current achievements and potential challenges to program success. The report provides insights into program performance metrics, highlights areas for improvement, and identifies any obstacles that may require additional resources or strategic adjustments to enhance outcomes and sustain progress.

## **VI. Executive Director Report**

### **A. Strategic Plan Draft**

Executive Director Anna Ramos presented a draft of the Strategic Plan, and delivered a brief overview of the plan's key pillars and associated action items. Ms. Ramos conveyed her enthusiasm for the plan's implementation, expressing confidence that it would position LCWDB as the leader in workforce development throughout Lancaster County.

### **B. Operation reports**

Assistant Director Carrie McCullough gave an update on staff operations, professional development, and outreach activities.

## **VII. PA CareerLink® Report**

Ms. Ramos referred the Board members to the written PA CareerLink® report that was provided prior to the meeting.

## **VIII. Discussion Items**

### **A. ExtraGive**

Assistant Director Carrie McCullough informed Board members of LCWDB's participation in the 2024 ExtraGive fundraising event.

### **B. CRL! Updates**

Executive Director Anna Ramos shared details about the upcoming CRL! Quarterly Connections event.

### **C. Youth Updates**

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

## **IX. Adjournment**

There being no further business before the Board, Chairperson Thomas Neely accepted the motion of Francis Miliano, which was seconded by Stuart Savin, and adjourned the meeting at 9:04 a.m. upon unanimous vote.