



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

Minutes

Members Present (In person): Thomas Neely, John Biemiller, Brad Shulenberger, Heather Valudes

Members Present (Virtual): Keith Baker, Francis Miliano

Staff and Guests: Anna Ramos, Carrie McCullough, Todd Truntz, Kim Lam, Mary Byrd, Brie Becker, Rebecca O'Shea (virtual)

I. Welcome/Roll Call and Request for Public Comment

At 3:36 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 November 5, 2024, and the November 18, 2024 Executive Committee meetings. No changes were noted.

After discussion and on motion duly made by Brad Shulenberger, and seconded by Heather Valudes, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Finance Reports

There are no fiscal updates to present, as the Board is currently undergoing a fiscal staffing transition. Staff are ensuring the timely payment of bills, fulfillment of contractual obligations, and compliance with all legal and regulatory requirements.

IV. Action items

A. Approval of TANF funds for The Mix

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, which include career exploration. The additional funding will enable The Mix to increase the number of youth served for the remainder of the program year. 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 John Biemiller, and seconded by Heather Valudes, it is:

RESOLVED, that a modification of the current Temporary Assistance for Needy Families ("TANF") youth program contract with Arbor Place d/b/a The Mix at Arbor Place for an increase in the amount of \$34,400.00, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

B. Approval of Insurance Renewal

LCWDB staff requested approval of a new agreement with its health insurance broker, AssuredPartners to provide medical, dental, vision, and life insurance benefits for the LCWDB full-time staff. The new agreement will result in an increased annual cost of \$8,468.88. The Executive Director and Assistant Director met with a representative from AssuredPartners to review plan options, which were subsequently reviewed by Vice Chairperson Brad Shulenberg.

After discussion and on motion duly made by Brad Shulenberg, seconded by Heather Valudes, it is:

RESOLVED, that an agreement with AssuredPartners, Inc. to provide the following health insurance benefits for seven (7) Lancaster County Workforce Development Board full-time employees, for the period beginning January 1, 2025 through December 31, 2025, is hereby approved:

| | |
|--|-------------|
| Highmark PPO Blue \$3,000 100/80 Gold: | \$80,958.54 |
| SunLife Dental Plan: | 3,890.76 |
| SunLife Vision Plan: | 877.68 |
| Total: | \$85,727.28 |

(Motion carried unanimously. There were no abstentions.)

C. Approval of Hybrid Work Policy

LCWDB staff requested approval of a new Hybrid Work Policy, which would update and replace the Remote Work Policy contained within the LCWDB Employee Handbook.

After discussion and on motion duly made by Francis Miliano, seconded by Keith Baker, it is:

RESOLVED, that the LCWDB Employee Handbook shall be amended by the deletion of the current Remote Work Policy, which shall be replaced by a reference to the new Hybrid Work Policy presented to the Committee.

(Motion carried unanimously. There were no abstentions.)

V. Executive Director Report

A. WIOA Reauthorization Update – Rebecca O’Shea, PWDA

On November 21, 2024, leaders in the U.S. Senate and the U.S. House of Representatives reached a bipartisan, bicameral agreement to reauthorize the Workforce Innovation and Opportunity Act (WIOA). The proposed legislation has raised concerns regarding operational requirements and funding allocations for local workforce development boards. In response, Executive Director Anna Ramos invited Rebecca O’Shea, Director of Workforce Initiatives at the Pennsylvania Workforce Development Association (PWDA), who provided the Committee with a detailed briefing on the WIOA reauthorization bill and PWDA’s ongoing advocacy efforts for its reconsideration. Ms. Ramos added that she would keep the Board and Committee informed of ongoing developments and any follow-up actions related to the WIOA reauthorization.

B. Workforce Alliance Update

Ms. Ramos and Heather Valudes, President & CEO of the Lancaster Chamber of Commerce, discussed the Workforce Alliance, which is a partnership between the LCWDB, Lancaster Chamber of Commerce, Community Action Partnership of Lancaster County (CAP), and the Economic Development Company of Lancaster County (EDC) to develop a county-wide strategic plan for workforce development. Ms. Ramos and Ms. Valudes provided an update on the next steps for the Workforce Alliance following the completion of an asset map. The asset map outlines available programs and organizations that support career readiness, industry skills training, career exploration, employment opportunities, barrier removal, and community workforce resources. The next phase involves facilitating discussions with each categorized group to identify opportunities and address barriers to enhance local workforce collaborations.

C. Strategic Plan Update

Ms. Ramos provided an update on the LCWDB Strategic Plan, which will align with the Local Management Plan to ensure cohesive implementation and strategic direction.

VI. Discussion Items

A. Staffing Updates

Assistant Director Carrie McCullough informed the Committee about the start dates for the new Fiscal Director and Fiscal Coordinator.

B. Kiosks Updates

Youth Program Coordinator Mary Byrd provided a report on the performance of the kiosks at local schools, which included a PowerPoint presentation, and shared recommendations for future placements.

C. Extra Give Report and Outreach Report

Communications Coordinator Kim Lam presented a report on the outreach efforts during the “Extra Give Day” event, which is a coordinated day of charitable giving, and proposed usage of unrestricted funds received by LCWDB pursuant to Extra Give Day. Ms. Lam also provided a brief overview of the outreach analytics, highlighting the performance of the Board’s social media and online channels.

D. Proposed LCWDB Staff Handbook Changes

Ms. McCullough presented suggested updates to the LCWDB Employee Handbook, which incorporated feedback from Executive Committee discussions.

VII. Adjournment

Chairperson Thomas Neely adjourned the meeting at 4:47 p.m. without objection.

VIII. Executive Session

Following adjournment, the Chairperson convened an executive session to discuss personnel matters. The executive session adjourned at 5:00 p.m. with no official action having been taken by the Committee.