



LCWDB HYBRID Board Meeting
1046 Manheim Pike, Lancaster PA 17601
Thursday, December 19, 2024, 7:30 a.m.

Minutes

Members Present (In person): Marlyn Barbosa, John Biemiller, Todd Burgard, Salena Coachman, Francis Miliano, Suzi Meyer, Thomas Neely, Jodi Pace, Susan Richeson, Tim Shenk, Brad Shulenberger, William Troutman.

Members Present (Virtually): Keith Baker, Rhonda Kurtz, Daniel Pick, Kurt Stillwagon, Erin Treese, Heather Valudes.

Staff and Guests: Anna Ramos, Carrie McCullough, Brie Becker, Mary Byrd, Kim Lam, John Moser, Christine Roggenbaum, Todd Truntz, Stephen Samaan, Ivy Berry, Rachel Ostrander.

I. Welcome/Roll Call and Request for Public Comment

At 7:33 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 October 17, 2024 Board meeting. No changes were noted.

After discussion and upon motion duly made by Salena Coachman, and seconded by Jodi Pace, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Financial Update

Executive Director Anna Ramos provided a fiscal update and assured the Board that bills are being timely paid, contractual obligations are being fulfilled, and compliance with legal and regulatory requirements is being maintained during the current transition to new fiscal staff. Ms. Ramos’ report was followed by an

introduction of the new Fiscal Director, Stephen Samaan. Ms. Ramos also informed the Board of the upcoming Audit process in March, 2025.

IV. Action Items

A. Approval of LCWDB 2025 Meeting Schedule

The Executive Director presented a proposed calendar of LCWDB board and committee meetings scheduled for 2025. Efforts were made to avoid national holidays.

After discussion, on motion duly made by Keith Baker, and seconded by John Biemiller, it is:

RESOLVED, that the LCWDB 2025 calendar of regular meetings is hereby approved.

(Motion carried unanimously. There were no abstentions.)

B. Approval of 2025 Insurance Benefits

This action item was to approve a new agreement with health insurance broker, AssuredPartners to provide medical, dental, vision, and life insurance benefits for the LCWDB full-time employees. The new agreement would 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 Shulenberger. The Executive Committee has approved and recommended this request.

After discussion, on motion duly made by Suzi Meyer, and seconded by Salena Coachman, 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:	\$80,958.84
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 The Mix Contract Modification

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 Executive Committee has approved and recommended this request.

After discussion, on motion duly made by Francis Miliano, and seconded by John Biemiller, 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 contract amount of \$34,400.00, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

D. Approval of LCWDB Oversight Plan

LCWDB staff requested approval of an oversight plan that follows the requirements outlined in the State’s Oversight & Monitoring Policy. This plan includes procedures to monitor subrecipients and contracted service providers, ensuring they comply with the Workforce Innovation and Opportunity Act of 2014 (WIOA), as well as all related Federal, Pennsylvania, and local regulations and policies. Additionally, the oversight process helps assess whether programs are effectively achieving their goals and ensures that grant funds and other assets are properly protected.

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

RESOLVED, that the Oversight Plan for monitoring programs, performance goals, and service providers under the Workforce Innovation and Opportunity Act (WIOA), along with all applicable Federal, Pennsylvania, and local regulations and policies, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

V. Executive Report

In her Executive Report presentation, Executive Director Anna Ramos provided updates on her focus areas for the second quarter of Program Year 2024 (PY24), which included workplace environment, staff care, fiscal oversight, and upcoming

strategic goals. She highlighted recent team-building efforts and activities between leadership and staff to foster a supportive and progressive workplace culture. While key fiscal responsibilities continue to be managed by professional fiscal support, Ms. Ramos emphasized her commitment to personally handling daily fiscal tasks to ensure smooth organizational operations. She also announced that a new Fiscal Coordinator will begin on December 30, 2024.

Ms. Ramos summarized recent developments regarding the WIOA Reauthorization bill, which had been agreed upon in a bipartisan, bicameral manner by Congressional Committee leadership. She explained that the proposed mandates could have significantly restricted the Board's ability to fund career development and employment services for Lancaster County residents. However, through strong advocacy efforts in collaboration with nationwide workforce boards and state legislators, the bill was ultimately excluded from the Continuing Resolution passed on December 20, 2024, leaving WIOA's reauthorization status unresolved. Ms. Ramos emphasized the ongoing need to raise awareness of LCWDB's impact, particularly among legislators, to highlight the importance of workforce development investments and the regulatory challenges affecting service delivery.

She further provided an update on the Workforce Alliance Partnership involving the Lancaster Chamber of Commerce, Community Action Partnership of Lancaster County (CAP), and the Economic Development Company of Lancaster County (EDC). Additionally, she presented the Board with Career Ready Lancaster!'s new logo, branding message, and other collateral materials developed as part of the recent rebranding initiative.

VI. Operations Report

A. Equal Opportunity Resource – US Equal Employment Opportunity Commission (EEOC)

Assistant Director Carrie McCullough provided an update on staff operations, professional development, and outreach activities. She then gave a brief introduction to the FY 2021 Annual Report on the Federal Workforce, with a focus on the EEO Complaint Processing Activity report.

VII. Program Reports

A. PA CareerLink® Update

One-Stop Operator/Site Administrator Christine Roggenbaum provided a report on PA CareerLink® activities, outreach efforts, and community collaborations. She highlighted internal projects led by PA CareerLink® Lancaster County staff to support local residents beyond employment services. Ms. Roggenbaum concluded her report with an overview of recent

Rapid Response activities, a collaborative effort between State and local PA CareerLink® partners to deliver services and informational support to employees impacted by recent mass layoffs.

B. Youth Update

Youth Program Coordinator Mary Byrd and Youth Committee Chair Francis Miliano provided an update on the Youth Committee's activities, including the status of the kiosks and highlighting upcoming goals and projects for PY24.

VIII. Discussion Items

A. Monitoring Plan

Program Monitor John Moser informed the Board that the next Monitoring Report will be presented at the February 2025 Board Meeting.

B. ExtraGive

Communications Coordinator Kim Lam provided a brief report on the ExtraGive 2024 participation, highlighting key achievements and expressing enthusiasm for planning expanded and engaging outreach efforts for next year's event.

IX. Adjournment

There being no further business before the Board, Chairperson Thomas Neely accepted the motion of Jodi Pace, which was seconded by Francis Milliano, and adjourned the meeting at 8:50 a.m. upon unanimous vote.