



LCWDB HYBRID Executive Committee Meeting
1046 Manheim Pike, Second Floor, Lancaster, PA 17601
Tuesday, February 4, 2025, 3:30 p.m.

Minutes

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

Members Present (Virtual): Keith Baker, Francis Miliano, Heather Valudes

Members Not Present: John Biemiller, Brad Shulenberger

Staff and Guests: Anna Ramos, Carrie McCullough, Todd Truntz, Kim Lam, Stephen Samaan, Danielle Shockley, John Moser, Brie Becker (virtual)

I. Welcome/Roll Call and Request for Public Comment

At 3:41 p.m., in the absence of the Chairperson and Vice Chairperson, committee member Jodi Pace 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

Ms. Pace presented the Consent Agenda, which included the minutes of the January 7, 2025 and January 20, 2025 Executive Committee meetings. No changes were noted.

After discussion and on motion duly made by Jean Martin, and seconded by Francis Miliano, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

Following the above action item, Chairperson Thomas Neely arrived and presided over the meeting.

III. Fiscal Update

Fiscal Director Stephen Samaan presented the Finance Committee Executive Summary that summarized the financial reports.

After discussion and on motion duly made by Francis Miliano, and seconded by Jodi Pace, it is:

RESOLVED, that 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. Action items

A. Modification of Board Calendar

LCWDB staff requested approval to amend the 2025 meeting calendar to incorporate the observance of the federal holiday, Juneteenth.

After discussion, on motion duly made by Jodi Pace, and seconded by Keith Baker, it is:

RESOLVED, that a modification of the LCWDB 2025 annual meeting calendar to include observance of the Juneteenth federal holiday is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

B. Approval of FrameWorks Agreement for Career Pathways Workshops

LCWDB staff requested approval of an agreement with FrameWorks Consulting, LLC to continue providing Career Pathways Workshops for businesses. The Career Pathways Workshops demonstrated success in 2024, with 26 participants representing 22 businesses and had a waitlist for each session. As a result of this success, LCWDB secured a grant to sustain and expand these workshops.

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

RESOLVED, that an agreement with FrameWorks Consulting, LLC for the provision of Career Pathways Workshops in the amount of \$12,500.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

C. Approval of IU13 Industry Tours Agreement

This item was to approve the scope of work and budget for an agreement with Lancaster-Lebanon IU13 to facilitate the 2025 Educators Industry Tours. Funding for this initiative has been allocated and budgeted under the Program Year 2024 Business-Education Partnership (BEP) grant fund.

After discussion, on motion duly made by Francis Miliano, and seconded by Jodi Pace, it is:

RESOLVED, that an agreement with the Lancaster-Lebanon Intermediate Unit 13 to facilitate 2025 Educators Industry Tours in the amount of \$4,601.60, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

D. Approval of Attendance Policy

LCWDB staff requested approval of a revised Attendance Policy following modifications to the LCWDB Handbook. The proposed policy was presented for review and discussion during the Executive Committee meeting held on January 7, 2025, during which the proposed policy was discussed, and the Committee provided recommendations.

After discussion, on motion duly made by Keith Baker, and seconded by Jodi Pace, it is:

RESOLVED, that the Attendance Policy presented to the Committee is hereby approved for immediate implementation.

(Motion carried unanimously. There were no abstentions.)

E. Recommendation for Board Member Removal

LCWDB staff requested approval for the Executive Committee to recommend the removal of Board member Keith White to the Board of Directors. Mr. White was appointed to the LCWDB Board on May 9, 2023, under the Labor category. However, his attendance at meetings has been inconsistent, and he has failed to complete the required Statement of Financial Interest and Conflict of Interest Form, which are mandatory for all members.

Multiple attempts have been made to contact Mr. White to obtain these documents and assess his continued interest in serving on the Board, but these efforts have been unsuccessful. Pursuant to LCWDB Bylaws,

Section 4(E) – Vacancies and Removal, Mr. White’s failure to fulfill his membership requirements permits the Executive Committee to recommend his removal to the Board of Directors and submit this recommendation to the County Commissioners.

After discussion, on motion duly made by Jodi Pace, and seconded by Francis Miliano, it is:

RESOLVED, that the recommendation for the removal of Board member Keith White is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

V. Executive Director Report

Executive Director Anna Ramos provided updates on her individual meetings with the Commissioners to gather feedback on the Local Plan. Chairperson Commissioner Parsons provided suggestions for the Local Plan. Thomas Neely accompanied Ms. Ramos to her meeting with Commissioner Ray D’Agostino. Mr. Neely shared Commissioner D’Agostino’s observations and feedback with the Committee, offering insights to enhance the Board’s operations. Commissioner D’Agostino also had feedback regarding the LCWDB Bylaws, which will be discussed further. A meeting with Commissioner Alice Yoder has been scheduled.

Ms. Ramos gave a brief summary of the CRL! Connections meeting held on Friday, January 24. The event saw strong attendance, with over 100 participants representing various businesses and organizations. The meeting focused on Registered Apprenticeships, featuring representatives from the Department of Labor & Industry, The Manufacturers’ Association, Benchmark Construction Company, Astro Machine Works, and Economic Development Company of Lancaster County (EDC), who provided valuable insights and resources on developing successful apprenticeship programs. The meeting concluded with an inspiring presentation from McCaskey High School juniors and seniors participating in the School District of Lancaster’s Educators Rising program. These students shared their journeys as they prepare for careers in education.

Ms. Ramos also reported on the partnership between LCWDB and EDC to analyze economic data in support of workforce strategic initiatives and priorities. The collaboration has officially commenced with the first team meeting, where discussions focused on data discovery and impact assessment.

Additionally, Ms. Ramos informed the Committee that the Board has submitted a nomination for the National Association of Workforce Board's Laurie Moran Partnership Award. This award recognizes workforce development boards (WDB) and local or regional chambers of commerce that have established significant partnerships to advance workforce and economic development. Given the strong and ongoing collaboration between LCWDB and the Lancaster Chamber, this nomination presents an opportunity to highlight our impact on a national scale.

Ms. Ramos concluded her report with an update on the Strategic Plan launch.

Program Monitor & Compliance Coordinator John Moser provided updates on the mid-program-year review meetings with providers of the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), TANF Youth, and Employment, Advancement, and Employer Assistance and Retention Network (EARN) programs. He stated that, in addition to mid-year monitoring meetings, the programs are also being monitored through monthly and quarterly reports to ensure compliance with common performance measures.

VI. Discussion Items

A. Local Plan Draft – review for feedback

Ms. Ramos presented the draft Local Plan and informed the Committee that after her upcoming meeting with Commissioner Alice Yoder and receiving her feedback, the Plan would be revised and submitted to the State for approval.

B. Obligations Report

Ms. Ramos provided the Committee with a January 7, 2025 letter from the State, which provided interim and final assessments of WIOA financial status for program years 2022 and 2023 as of June 30, 2024. The letter reported LCWDB's compliance with state and federal grant expenditure requirements. She added that the Finance Committee has reviewed the letter in detail and confirmed that the Board is in compliance.

C. Executive Orders impact

Ms. Ramos informed the Committee of the Executive Orders that made impact on the BEP grant and the apprenticeship grant. LCWDB staff are reviewing the scope of work and will keep the Board and Committee updated with any changes or modifications.

D. Bylaw Review Committee

Ms. Ramos discussed the necessity to review the LCWDB Bylaws and requested volunteers to form a review workgroup.

VII. Adjournment

There being no further business before the Board, Chairperson Thomas Neely accepted the motion of Keith Baker, which was seconded by Jodi Pace, and adjourned the meeting at 4:49 p.m. upon unanimous vote.