



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

Minutes

Members Present (In person):	Jean Martin, Thomas Neely, Francis Miliano, Brad Shulenberger
Members Present (Virtual):	Keith Baker
Members Not Present:	John Biemiller, Jodi Pace, Heather Valudes
Staff and Guests:	Anna Ramos, Executive Director, Carrie McCullough, Assistant Director, Todd Truntz, Solicitor, Kim Lam, Communications Coordinator, Stephen Samaan, Fiscal Director, Brie Becker, Contract Administrator (virtual)

I. Welcome/Roll Call and Request for Public Comment

At 3:37 p.m., in the absence of the Chairperson, Vice Chairperson Brad Shulenberger 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

Mr. Shulenberger presented the Consent Agenda, which included the minutes of the February 4, 2025 Executive Committee meeting. He noted that members not present at meetings should be noted in the minutes for record keeping purposes.

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

RESOLVED, that the Consent Agenda is hereby approved, on condition that the February 4, 2025 meeting minutes will be amended to add Vice Chairperson Brad Shulenberger and John Biemiller as absent from the meeting.

(Motion carried unanimously. There were no abstentions.)

III. Fiscal Update

Fiscal Director Stephen Samaan presented the Finance Committee Executive Summary for February 2025 that summarized the financial reports.

After discussion and on motion duly made by Francis Miliano, and seconded by Thomas Neely, 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. Approval of Associated Builders and Contractors, Keystone Agreement (Girls Summer Camp)

LCWDB staff requested approval of an agreement with ABC Keystone for the provision of the “All 'bout Construction Girls Camp,” designed for female participants aged 14 to 19. The purpose of the camp is to support workforce development within the construction industry by providing exposure to career opportunities in the field. Program participants will receive mentorship and hands-on experience through project design and construction, jobsite visits, and career presentations delivered by industry professionals.

After discussion, and on motion duly made by Thomas Neely, and seconded by Francis Miliano, it is:

RESOLVED, that an agreement with ABC Keystone for the provision of All 'bout Construction Girls Camp in the amount of \$6,000.00 is hereby approved.

(Motion carried unanimously. Brad Shulenberger abstained from deliberation and voting on this item.)

V. Executive Director Report

Executive Director Anna Ramos provided updates on ongoing outreach efforts. Through intentional community engagement, Ms. Ramos aims to increase LCWDB's presence in the community, raising awareness of the meaningful workforce development initiatives being implemented.

Ms. Ramos shared that she recently met with the Lancaster STEM Alliance for the initial planning meeting of the 2025 STEM Summit. Last year's event was a great success, drawing over 300 attendees from

businesses, educational institutions, and community organizations. Insights gathered from the 2024 summit will be used to enhance local workforce development initiatives, strengthen workforce partnerships, and improve career readiness programs.

She also provided updates on the Workforce Alliance. As part of upcoming activities, organizations within each designated group will participate in deep-dive meetings to discuss priorities and services in greater detail.

Additionally, Ms. Ramos announced that the Northern Lancaster Chamber of Commerce has invited LCWDB to collaborate with the Economic Development Company of Lancaster County (EDC Lancaster) to present local economic data and workforce development initiatives at their Fall dinner event. Given the Chamber's strong presence in the community, this partnership presents a valuable opportunity to increase LCWDB's visibility and promote workforce support services to businesses in northern Lancaster County.

Ms. Ramos also updated the Committee on the planning of the upcoming Youth Conference in November. Youth Committee Chairperson Francis Miliano then provided additional details on the progress. The conference will be specifically designed for high school students in grades 10–12.

Ms. Ramos concluded her report with updates on LCWDB membership, new member nominations, and related discussions. She also informed the Committee about the upcoming two-day Workforce Board Directors Event, hosted by the Department of Labor and Industry. She and Ms. McCullough will represent LCWDB as one of 22 Pennsylvania workforce development boards, sharing insights on the Board's impact.

VI. Discussion Items

A. Audit Update

Mr. Samaan provided the Committee with updates on the audit process.

B. Workforce Advocacy

Ms. Ramos provided the Committee with updates on ongoing workforce advocacy efforts with legislators. She shared that the House Education and Workforce (E&W) Committee has scheduled a hearing on March 5, 2025 to focus on strengthening the Workforce Innovation and Opportunity Act (WIOA). Additionally, she noted that Ms. Vanessa Philbert, CEO of Community Action Partnership, has been in contact with Congressman Lloyd Smucker to advocate for local workforce development funding and initiatives. LCWDB staff are also reaching out to Congressman Smucker

for a detailed discussion on workforce development programs and initiatives in Lancaster County. A state representative has also been invited to participate in the meeting.

C. SWOT Analysis feedback

Ms. Ramos presented the results of the Strengths, Weaknesses, Opportunities, and Threats “SWOT” analysis exercise conducted during the LCWDB Board Meeting on February 20, 2025. She noted that the findings align with the LCWDB Strategic Plan, and the insights gathered will be incorporated into the communications plan, as well as used to refine strengths, weaknesses, opportunities, threats and core values moving forward.

Chairperson Neely highlighted that the exercise was a valuable opportunity to increase board member engagement. He also emphasized the importance of hearing firsthand perspectives from partners and vendors, which provided meaningful insights into their on-the-ground experiences.

VII. Adjournment

There being no further business before the Committee, Chairperson Neely accepted the motion of Francis Miliano, which was seconded by Jean Martin, and adjourned the meeting at 4:49 p.m. upon a unanimous vote.

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.