



**LCWDB HYBRID Executive Committee Meeting**  
1046 Manheim Pike, Second Floor, Lancaster, PA 17601  
Tuesday, April 8, 2025, 3:30 p.m.

**Minutes**

Members Present (In person): John Biemiller, Jean Martin, Francis Miliano, Brad Shulenberger, Heather Valudes.

Members Present (Virtual): Keith Baker

Members Not Present: Thomas Neely, Jodi Pace.

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, Samantha Sweigert, Programs Coordinator, Danielle Shockley, Fiscal Coordinator, Rachel Ostrander, TANF Program Manager, Ana Hernandez, Eckerd Connects.

**I. Welcome/Roll Call and Request for Public Comment**

At 3:30 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 March 4, 2025 Executive Committee meeting.

After discussion and on motion duly made by Heather Valudes, and seconded by Francis Miliano, it is:

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

(Motion carried unanimously. There were no abstentions.)

### III. Fiscal Update

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

After discussion and on motion duly made by Francis Miliano, and seconded by John Biemiller, 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 PY25 DHS EARN/Work Ready Program Vendor Selection

LCWDB staff requested the approval of a vendor to administer the Employment, Advancement, and Retention Network (EARN) and Work Ready programs for program year 2025. These programs provide participants referred by the Lancaster County Assistance Office (CAO) with access to education and training opportunities, case management, career coaching, licensed counseling, and peer support to facilitate job placement, retention, and long-term career development. The current contract, held by Eckerd Connects since program year 2022, is set to expire on June 30, 2025. The new contract term will begin on July 1, 2025. An evaluation team composed of LCWDB staff and Board members reviewed proposals from three vendors. Based on the evaluation, the team recommended Educational Data Systems, Inc. (EDSI) as the selected provider for the EARN and Work Ready programs for program year 2025. The recommendation was presented to the Committee for approval.

After discussion, and on motion duly made by John Biemiller, and seconded by Heather Valudes, it is:

**RESOLVED**, that a contract with Educational Data Systems, Inc. for the provision of Earn and Work Ready program services for program year 2025, in an amount not to exceed \$1,268,193.76 contingent on funding, is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**B. Approval of PY24 PA CareerLink® Website Redesign Contract – QNTM Marketing**

LCWDB staff requested approval of a contract with QNTM for the redesign of the PA CareerLink® Lancaster County website ([www.jobs4lanaster.com](http://www.jobs4lanaster.com)). A formal Request for Quotes (RFQ) process was conducted to solicit competitive proposals for this project, and QNTM was selected based on the evaluation criteria established in the RFQ. Under the terms of the proposed contract, QNTM will be responsible for designing and developing a modern, user-friendly, and responsive website that aligns with the CareerLink® brand and enhances user experience (UX), accessibility, and overall functionality. The project budget will be cost-shared among the CareerLink® partners, and the contract will be held and administered by LCWDB to ensure consistency and continuity in service delivery.

After discussion, and on motion duly made by Keith Baker, and seconded by Heather Valudes, it is:

**RESOLVED**, that an agreement with Quantum Dynamix, LLC d/b/a QNTM in the amount of \$10,665.00 for the redesign of the PA CareerLink® Lancaster County website is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**C. Approval of PY25 One-Stop-Operator Contract Renewal**

LCWDB staff requested approval of the second, one-year renewal of the current contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions (Equus) as the One-Stop-Operator provider. In accordance with the requirements of the Workforce Innovation and Opportunity Act (WIOA), LCWDB is required to engage a qualified entity to provide One-Stop Operator services. The One-Stop Operator is responsible for coordinating the service delivery by the required WIOA partners to ensure integrated, efficient, and accessible employment, education, and training services through the PA CareerLink® Lancaster County center.

Equus has served as One-Stop Operator since program year 2022. Due to funding changes for the current program year, the contract amount for this renewal term has not yet been determined and will be finalized upon receipt of the official WIOA funding allocations.

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

**RESOLVED**, that a one-year contract renewal with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of One-Stop-Operator

services in an amount to be determined upon receipt of funding allocations is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**D. Approval of PY25 WIOA Out-Of-School Youth Contract Renewal**

LCWDB staff requested approval of a contract renewal with Equus for the provision of WIOA Out-of-School Youth program services. This program delivers career planning, occupational skills training, work experience, counseling and case management, and job placement services to eligible young adults aged 16 to 24 in alignment with the requirements of the WIOA.

Equus is the current provider of these services under a contract that commenced in program year 2024. The contract includes a single one-year renewal option, which would extend services through program year 2025.

After discussion, and on motion duly made by Francis Miliano, and seconded by Heather Valudes, it is:

**RESOLVED**, that a one-year contract renewal with Arbor E&T, LLC d/b/a Equus Workforce Solutions for the provision of WIOA Out-of-School Youth program services in an amount to be determined upon receipt of funding allocations is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**E. Approval of PY25 WIOA Adult/Dislocated Worker Contract Renewal**

LCWDB staff requested approval of the first one-year renewal of the current contract with EDSI for the provision of WIOA Adult and Dislocated Worker program services. These programs offer a range of services to eligible individuals, including job search assistance, workforce preparation, and career development support to promote successful employment outcomes.

EDSI is the current provider of these services under a contract that commenced in program year 2024. The contract includes two one-year renewal options. The maximum allowable renewal period under the existing contract terms extends through program year 2026.

After discussion, and on motion duly made by John Biemiller, and seconded by Francis Miliano, it is:

**RESOLVED**, that a one-year contract renewal with Educational Data Systems, Inc. for the provision of WIOA Adult and Dislocated Worker program services in an amount to be determined upon receipt of funding allocations is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**F. Approval of PY25 Business Services Team Contract Renewal**

LCWDB staff requested approval of the first one-year renewal of the current contract with Equus for the provision of Business Services program services. The Business Services program provides services to local businesses to include labor exchange activities (job postings and referrals), dissemination of labor market information, recruitment events, retention services, and sector strategies.

Equus is the current provider of Business Services under a contract that commenced in program year 2024. The contract includes two, one-year renewal options, which would extend services through program year 2026.

After discussion, and on motion duly made by Heather Valudes, and seconded by Keith Baker, it is:

**RESOLVED**, that a one-year contract renewal with Arbor E&T, LLC, d/b/a Equus Workforce Solutions for the provision of Business Services program services in an amount to be determined upon receipt of funding allocations is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**G. Approval of Incumbent Worker Training Policy Updates**

LCWDB staff requested approval of updates to the LCWDB Incumbent Worker Training Policy (PP 211). The current policy and accompanying guidelines were last revised in 2020. Since that time, a need has emerged to incorporate additional limits, stipulations, clarifications, and procedural instructions to enhance policy implementation. The proposed updates also include the addition of language related to the use of apprenticeship funding.

After discussion, and on motion duly made by Heather Valudes, and seconded by John Biemiller, it is:

**RESOLVED**, that the updated Incumber Worker Training Policy as presented to the Committee is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

**V. Executive Director Report**

Executive Director Anna Ramos provided a recap of the recent National Association of Workforce Boards (NAWB) Forum, noting that it was a success and offered valuable insights and networking opportunities for attendees. Looking ahead, future NAWB Forums are scheduled to be held in Las Vegas, Chicago, New York, and will eventually return to Washington, D.C. NAWB leadership has acknowledged feedback indicating that, although the organization serves as the national representative for workforce boards, its framework—established in 2002—has not fully kept pace with the rapidly evolving workforce development landscape. By hosting future forums in diverse regions across the country, NAWB aims to strengthen its relationships with local workforce boards, better align with regional needs and transform the workforce development delivery system.

Ms. Ramos emphasized that engaging local businesses with LCWDB's impact story remains critical, particularly in the context of potential changes to the WIOA reauthorization bill. To support this outreach, NAWB and the Pennsylvania Workforce Development Association (PWDA) have developed a template letter for workforce boards and community organizations to share with businesses as part of a broader advocacy strategy.

Additionally, Ms. Ramos highlighted the growing importance of diversifying funding streams and creatively leveraging existing resources to maintain employment services. Ongoing collaboration with community partners will be essential as LCWDB navigates a changing funding landscape.

Ms. Ramos mentioned that staff are currently working to bring a featured speaker from the NAWB Forum to participate in the upcoming Youth Conference, offering local stakeholders access to national-level expertise and perspectives.

Finally, Ms. Ramos reported that LCWDB staff are in communication with GlaxoSmithKline (GSK) to explore workforce support opportunities utilizing WEDnetPA funding to address the training needs of their employees.

## **VI. Discussion Items**

### **A. WDB Budget Review**

Ms. Ramos presented the Committee with the proposed LCWDB operating budget for program year 2025 for discussion and review.

### **B. PA CareerLink® Budget Review**

Mr. Samaan presented the Committee with the proposed PA CareerLink® Lancaster County operating budget for program year 2025, inviting discussion and feedback on projected funding and expenditures.

## **VII. Adjournment**

There being no further business before the Committee, Vice Chairperson Shulenberger accepted the motion of Francis Miliano, which was seconded by Heather Valudes, and adjourned the meeting at 4:28 p.m. upon a unanimous vote.