



**LCWDB HYBRID Board Meeting**  
1046 Manheim Pike, Lancaster PA 17601  
Thursday, April 17<sup>th</sup>, 2025, 7:30 a.m.

**Minutes**

Members Present (In person):	John Biemiller, Oleg Levin, Jean Martin, Edward McCauley, Francis Miliano, Suzi Meyer, Jodi Pace, Thomas Neely, Tim Shenk, Erin Treese, William Troutman.
Members Present (Virtually):	Keith Baker, Marlyn Barbosa, Salena Coachman, Kurt Stillwagon, Daniel Pick, Heather Valudes.
Members Not Present:	Todd Burgard, Susan Richeson, Brad Shulenberger, Keith White.
Staff and Guests (In person):	Anna Ramos, Carrie McCullough, Brie Becker, Kim Lam, John Moser, Stephen Samaan, Danielle Shockley, Samantha Sweigert, Christine Roggenbaum, Todd Truntz, Ivy Berry, Rachel Ostrander, Christopher Torres, David Genaro, Larry Melf, Robert McKenzie, Holly Simmons, Iraida Cabasquin, Yesenia Cortes.
Staff and Guests (Virtually):	Alicia Bromwell, Michelle Eckroth.

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

At 7:34 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.

Executive Director Anna Ramos introduced two new members to the Board, Oleg Sevin and Edward McCauley. The new members then gave a brief self introduction.

**II. Consent Agenda**

Chairperson Neely presented the Consent Agenda, which included the minutes of the February 20<sup>th</sup>, 2025 Board meeting. No changes were noted.

After discussion, and on motion duly made by Francis Miliano, 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**

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

After discussion, and on motion duly made by John Biemiller, and seconded by Erin Treese, it is:

**RESOLVED**, that the financial reports presented by the Fiscal Director are hereby accepted and approved, 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 (LCAO) 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 comprised 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 provider for the EARN and Work Ready programs for program year 2025. The Executive Committee had approved the selection and recommended EDSI to Board for final approval.

After discussion, on motion duly made by Francis Miliano, and seconded by Jodi Pace, 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.

(Motion carried unanimously. Tim Shenk abstained from deliberation and voting on this item.)

### **B. 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 service 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 among the required WIOA partners to ensure integrated, efficient, and accessible employment, education, and training services through the PA CareerLink® Lancaster County (CareerLink®) 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 John Biemiller, and seconded by Suzi Meyer, it is:

**RESOLVED**, that a one-year extension of that certain agreement with Arbor E&T, LLC d/b/a Equus Workforce Solutions dated June 30, 2022 for the provision of One-Stop-Operator services in an amount not to exceed the actual funding allocation to be provided by the Commonwealth of Pennsylvania, Department of Labor and Industry (L&I) for Program Year 2025-2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **C. 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 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 Erin Treese, and seconded by Jodi Pace, it is:

**RESOLVED**, that the exercise of the one-year extension option of that certain agreement with Arbor E&T, LLC d/b/a Equus Workforce Solutions dated June 17, 2024 for the provision of WIOA Out-of-School Youth program services in an amount not to exceed the actual funding allocation to be provided by L&I for Program Year 2025-2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **D. 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 (2) 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 Francis Miliano, and seconded by Suzi Meyer, it is:

**RESOLVED**, that the exercise of the first one-year renewal option of the contract with Educational Data Systems, Inc. for the provision of WIOA Adult and Dislocated Worker program services dated July 1, 2024 in an amount not to exceed the actual funding allocation to be provided by L&I for Program Year 2025-2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **E. 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 (2) one-year renewal options, which would extend services through program year 2026.

After discussion, and on motion duly made by Jodi Pace, and seconded by Tim Shenk, it is:

**RESOLVED**, that the exercise of the first one-year renewal option of the contract with Arbor E&T, LLC, d/b/a Equus Workforce Solutions for the provision of Business Services program services dated June 17, 2024 in an amount not to exceed the actual funding allocation to be provided by L&I for Program Year 2025-2026, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **F. 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. The updated policy was previously reviewed by the Executive Committee and approved for recommendation to the full Board for approval.

After discussion, and on motion duly made by Francis Miliano, and seconded by Erin Treese, it is:

**RESOLVED**, that Incumbent Worker Training Policy PP 211 as revised and recommended for approval by the Executive Committee is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **G. Approval of ABC 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 Tim Shenk, and seconded by Jodi Pace, it is:

**RESOLVED**, that an agreement with Keystone Chapter, Associated Builders and Contractors d/b/a ABC Keystone for the provision of a workforce development program for 14 to 19 year old girls entitled "All 'bout Construction Girls Camp" in the amount of \$6,000.00 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

## **V. Discussion Items**

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

Executive Director Anna Ramos provided the Board with an overview of the LCWDB budget summary and detailed breakdown. She invited discussion and feedback from members. Following this review, the budget will be submitted to the County Commissioners for approval. Once approved, it will be returned to the Board for final approval.

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

Ms. Ramos provided the Board with a detailed breakdown of the PA CareerLink® Budget and invited discussion and feedback from members.

## **VI. Organizational Reports**

### **A. Executive Director**

Executive Director Ramos began her report by sharing a recent encounter with an employer at the High Center Business Forum 2025. The employer had received funding through the Incumbent Worker Training grant to enhance the skills of their employees and expressed sincere appreciation to the Board for its continued support of local businesses and workforce development efforts.

Ms. Ramos then provided a recap of staff participation at the National Association of Workforce Boards (NAWB) Forum 2025. She highlighted the team's advocacy work during the forum, particularly efforts to raise awareness around local workforce development priorities and the reauthorization of WIOA. A key message that resonated throughout the conference was the urgency for the workforce development system to remain relevant by working together and embracing change.

She noted that while the Board is doing meaningful and impactful work, there is a need to strengthen our narrative and increase public awareness. Ms. Ramos stressed the importance of elevating the Board's visibility—highlighting that the organization has long served as the backbone of workforce development in Lancaster County. This is not simply about receiving recognition, she added, but about establishing a clear identity, communicating our impact, and engaging the community with language that is accessible and relatable.

Ms. Ramos also mentioned the upcoming meeting with Congressman Smucker, underscoring the critical role of Board members in advocating for local flexibility in workforce programming. She emphasized that each local area has distinct

geographic, demographic, and economic characteristics that require tailored workforce solutions. A one-size-fits-all system risks creating unnecessary barriers and undermining local efforts to drive economic development.

## **B. Performance/Monitoring**

Program Monitor and Compliance Coordinator John Moser presented the Bi-Monthly Monitoring Report for the current program year. He noted that the reporting schedule was adjusted from quarterly to bi-monthly to align with Board meeting dates, allowing for more timely updates and informed decision-making. Mr. Moser also reported that all required reports are now being submitted through the Commonwealth Workforce Development System (CWDS), in compliance with new state guidelines.

## **C. Operations**

Assistant Director Carrie McCullough presented the Operations Report. She noted that the Board has submitted a request to hire a Paid Work Experience program participant who will assist with communications efforts.

Ms. McCullough also shared that one of the adult program participants will be recognized with a Governor's Achievement Award at the upcoming Pennsylvania Workforce Development Association's 41st Annual Conference. Board staff will attend this event, as well as the 41st Annual Conference of the National Association of Workforce Development Professionals. These conferences provide valuable opportunities for staff to network with workforce professionals from across the state and nation.

Ms. McCullough emphasized that staff remain actively engaged in professional development and leadership training and are eager to apply their learning to strengthen the Board's visibility and impact within the community.

## **D. PA CareerLink®**

One-Stop Operator and Site Administrator Christine Roggenbaum presented the CareerLink® Operations Report. She announced an upcoming milestone event—the first-ever on-site birth certificate event, hosted in partnership with the Pennsylvania Department of Vital Records and the Department of Labor & Industry. This event aims to assist up to 20 individuals in obtaining their birth certificates on-site, removing a common barrier to employment and access to services.

Ms. Roggenbaum also shared that Alice's Kitchen, the on-site community pantry, continues to receive positive feedback and is frequently used by clients visiting CareerLink® for employment-related services.

### **E. Youth Program**

Ms. McCullough presented the Youth Program Report, highlighting several upcoming initiatives, including the Educator Industry Tours scheduled for June, the development of a Youth Services Directory, and ongoing preparations for the Youth Conference taking place in November.

Youth Committee Chair Francis Miliano emphasized the importance of Board member involvement in these efforts and encouraged members to volunteer at the Youth Conference to support its success.

### **F. Career Ready Lancaster! (CRL!)**

Ms. Ramos presented the CRL! report. She announced that the next CRL! Connections meeting will take place at Cocalico High School on April 25.

Ms. Ramos introduced the newly developed High5 Scenarios Cards—a set of more than 50 real-life, relatable situations designed to support the development of workplace behaviors and soft skills. These cards are intended as a practical resource for students, jobseekers, and employers engaged in professional development.

Additionally, Ms. Ramos shared that the first edition of the CRL! newsletter will be distributed following the April Connections meeting. The newsletter will focus on strengthening business-education partnerships and sharing relevant tools and resources.

## **VII. Adjournment**

There being no further business before the Board, Chairperson Neely accepted the motion of Francis Miliano, which was seconded by John Biemiller, and adjourned the meeting at 8:51 a.m. upon a unanimous vote.