



LCWDB HYBRID Executive Committee Meeting
1046 Manheim Pike, Second Floor, Lancaster, PA 17601
Tuesday, May 6, 2025, 3:30 p.m.

Minutes

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

I. Welcome/Roll Call and Request for Public Comment

At 3:37 p.m. Chairperson Thomas Neely 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 to the Committee.

II. Consent Agenda

The Chairperson presented the Consent Agenda, which included the minutes of the April 8, 2025 Executive Committee meeting.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Finance Reports

Fiscal Director Stephen Samaan presented the Finance Committee Executive Summary for April 2025, provided a detailed summary of each of the financial reports, and entertained questions by the Committee.

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

RESOLVED, that the Financial Reports for the month of April, 2025 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 CRL! Frameworks Agreement Renewal

LCWDB staff requested the renewal of its agreement with Frameworks Consulting, LLC for coordinator services for Career Ready Lancaster! (CRL!). Funding for this agreement is partially supported by the Business Education Partnership grant. Frameworks Consulting, LLC would continue to provide meeting and event coordination, management of volunteers, and generally promote CRL! and its mission throughout Lancaster County.

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

RESOLVED, that a contract with Frameworks Consulting, LLC for the provision of coordinator and management services for Career Ready Lancaster for the period of July 1, 2025 through June 30, 2026 in an amount not to exceed \$48,100.00, is hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. There were no abstentions.)

B. Approval of TANF PY25 Agreement Renewal

LCWDB staff requested approval of the renewal of LCWDB's agreement with Equus for the provision of Youth Development program services under the Temporary Assistance for Needy Families (TANF) program. Renewal of the agreement would continue program services to youth and young adults between the ages of 12 and 24 years, who are program eligible. Equus would continue to provide career planning, occupational skills training, work experience, counseling, case management, and job placement services for eligible participants.

After discussion, and on motion duly made by Heather Valudes, and seconded by Jodi Pace, 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 17, 2024 for the provision of TANF Youth Development 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 Disbursement of Additional TANF '23 Funds (North Museum and Back to School Event)

LCWDB staff requested approval of disbursement of \$10,000 to the North Museum of Nature and Science for the provision of career development service through its "Nurture @ North" early childhood development program. This program addresses Science, Technology, Engineering, and Mathematics (STEM) literacy needs of youth in Lancaster County. Staff also requested disbursement in the amount of \$10,000 to the Lancaster Recreation Commission for the provision of a Back to School Event serving the School Districts of Lancaster, Manheim Township, Hempfield, and Penn Manor. This event will provide services and supplies to students such as free haircuts and vision screenings, as well as community resources, food, games, and giveaways to make this an attractive event to provide students with back to school needs.

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

RESOLVED, that an agreement in the amount of \$ 10,000 with The North Museum Corporation d/b/a North Museum of Nature and Science for the provision of a "Nurture @ North" STEM development program and an agreement in the amount \$ _10,000_ with Lancaster Recreation Commission for the provision of a Back to School Event to aid in school preparation for local students, are hereby approved and recommended to the Board for final approval.

(Motion carried unanimously. Francis Miliano abstained.)

V. Executive Director Report

Executive Director Anna Ramos reported on her discussions with The Mix regarding the TANF Development Program and the transition to summer Paid Work Experience (PWE) opportunities. Ms. Ramos discussed the need for consolidation into a single TANF Youth program provider. Equus is in a better position to provide these services due to its model program.

Ms. Ramos reported that the transition of the Employment, Advancement and Retention Network (EARN) program providers is going smoothly. Most of the EARN staff has transitioned to the new vendor.

Ms. Ramos noted that the recent birth certificate program was a success, and that the recent Pennsylvania Workforce Development Association (PWDA) conference was productive.

Ms. Ramos acknowledged the one-year employment anniversary of Assistant Director Carrie McCullough, and expressed her appreciation for her ongoing contributions to LCWDB. Ms. McCullough provided a brief “year in review” report, acknowledging the changing legal and regulatory climate in the Workforce arena, yet the consistent mission of providing services and serving participants remains. Ms. McCullough noted her accomplishment of updating the payroll system, and expressed appreciation for the mentorship she receives from Ms. Ramos. Ms. McCullough appreciates the workforce system knowledge she has learned from Program Monitor and Compliance Coordinator John Moser, and assured the Committee that she will seek external grants to supplement WIOA funding, and to keep the organization on track.

VI. Discussion Items

A. Bylaws

Ms. McCullough provided a detailed review of the proposed Bylaws revisions. The next step would be presentation to the Lancaster County Board of Commissioners for review and approval.

B. Audit Update

Ms. Ramos and Mr. Samaan provided a detailed update on the status of the LCWDB annual audit. Completion is expected by July 31, 2025

VII. Adjournment

There being no further business before the Committee, Chairperson Neely accepted the motion of Jodi Pace, which was seconded by Keith Baker, and adjourned the meeting at 5:07 p.m. upon a unanimous vote.