

**LANCASTER COUNTY COMMISSIONERS' WORK SESSION AGENDA**  
**TUESDAY, JUNE 30, 2026**  
**10:00 a.m. – Conference Room #701, 7th Floor**

*The Work Session is being video recorded for public viewing and is available on the County's website.*

1. **Executive Session Announcement:**
2. **Minutes As Distributed:** Approval of the June 23, 2026 Work Session Minutes.
3. **Announcement:** Public hearings will be held to discuss the County's proposed Human Services Block Grant funding for Fiscal Year 2026-2027 in Room 701 on July 9, 2026 at 3:00 p.m. and July 14, 2026 at 10:00 a.m. with tentative adoption of the proposal on July 15, 2026 at 9:15 a.m.
4. **Public Session:**
  - a. **10:00 a.m. Workforce Development Board –**  
Anna Ramos, Executive Director

**Resolution No. 42 of 2026: Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement**

**Resolution No. 43 of 2026: Annual Operating Budget for Fiscal Year 2026-2027**

**Approval of Signatory Authorization Form**
  - b. **10:10 a.m. District Attorney's Office – Agreement with Witmer Public Safety Group**  
James Catigano, Buyer II, Purchasing Department  
Heather Adams, District Attorney
  - c. **10:15 a.m. Youth Intervention Center – Renewal Agreement with Odin Technologies**  
Tracy Kauffman, Business Administrator
  - d. **10:20 a.m. Behavioral Health and Developmental Services -**  
Tania Maser, Executive Director

**Amended Agreement with Playtime Therapy, LLC**

**New Agreement with Inchstones**

**Grant Renewal Agreement with HUD**

**Renewal Contracts**
  - e. **Other Discussion Items**
    1. **Board Appointments – Workforce Development Board**
    2. **July 1, 2026 Commissioners' Meeting Agenda**
5. **Business from Guests**
6. **Adjourn**

## RESOLUTION NO. 42 OF 2026

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, the Lancaster County Workforce Development Board (hereinafter "LCWDB") is a not-for-profit corporation with Directors appointed by the County of Lancaster (hereinafter, "County"); and

**WHEREAS**, pursuant to Resolution No.19 of 2023, the County and the LCWDB entered into a Chief Elected Official and Workforce Development Board Partnership and Fiscal Agreement which defined the roles and responsibilities of each party with regard to the local governance structure and fiscal responsibilities as defined in the Workforce Innovation and Opportunity Act of 2014 and any amendments thereto; and

**WHEREAS**, the term of this agreement having expired, the parties wish to enter into a new Chief Elected Official and Workforce Development Board Partnership and Fiscal Agreement;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA** to authorize the approval and execution of the Agreement setting forth the responsibilities of the County and LCWDB.

ADOPTED this \_\_\_<sup>th</sup> day of July 2026, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

\_\_\_\_\_  
Ray D'Agostino, Chairman

\_\_\_\_\_  
Lawrence M. George  
County Administrator/Chief Clerk  
County of Lancaster, PA

\_\_\_\_\_  
Joshua G. Parsons, Vice Chairman

\_\_\_\_\_  
Alice Yoder, Commissioner

\_\_\_\_\_  
Board of Commissioners of  
Lancaster County, PA

## CHIEF ELECTED OFFICIAL AND LOCAL WORKFORCE DEVELOPMENT BOARD PARTNERSHIP AND FISCAL AGREEMENT

### 1. Parties and Purpose

#### 1.1 Parties.

This agreement is made between the Lancaster County Board of Commissioners, the Chief Elected Officials, hereinafter referred to as the **County**, a political subdivision of the Commonwealth of Pennsylvania, and the **Lancaster County Workforce Development Board (LCWDB)**, a private not-for-profit corporation with Directors appointed by the **County**.

#### 1.2 Purpose.

The purpose of this agreement is to define the roles and responsibilities of the **County** and the **LCWDB** as they relate to the local governance structure and fiscal responsibilities as defined in the Workforce Innovation and Opportunity Act of 2014, and its amendments and any and all successor legislation then in effect. Such legislation regardless of name, shall be referred to as **WIOA** if it is the law then in effect.

#### 1.3 WIOA.

The term **WIOA** shall also include all directives of the Commonwealth of Pennsylvania, including but not limited to, the United States Department of Labor, the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Human Services, any and all regulations issued by the Commonwealth, the Workforce System Policy Directives, and any and all other requirements of the Commonwealth of Pennsylvania or any other governmental authority.

### 2. Term of Agreement

The term of this Agreement shall be retroactive from July 1, 2026 and will terminate on June 30, 2029. Either party may terminate or renegotiate this Agreement by giving the other party a written notice at least sixty (60) days in advance of its intention to do so. Any changes to the terms of the Agreement must be done in writing with the mutual agreement of both parties.

### 3. Roles and Responsibilities

The roles and responsibility of the **County** and **LCWDB** are set forth as follows:

#### 3.1.1 Appointment of Members of the Board

The WIOA Section 107(b) authorizes the Chief Elected Officials to appoint Directors to the **LCWDB** as required by WIOA. All Directors shall be appointed by the **County** as required by the WIOA.

#### 3.1.2 The **LCWDB** shall assist the **County** in ensuring the membership of the **LCWDB** is compliant with the WIOA. The **LCWDB** and the **County** agree to recruit board members and seek nominations from organizations and sectors of the Lancaster

County economy, and geographic regions of the **County**. The **LCWDB** and **County** shall provide the other with copies of any nominations received.

- 3.1.3** The **LCWDB** shall immediately notify the **County** if membership falls out of compliance with the WIOA. The **County**, with assistance from the **LCWDB**, shall take steps to appoint board members to bring the **LCWDB** back into compliance.
- 3.1.4** The **LCWDB** shall elect a chairperson in accordance with the WIOA and immediately notify the **County** of such appointment and provide the chairperson's contact information.
- 3.1.5** Shall it become necessary to remove a board member in accordance with the WIOA, either party shall notify the other immediately of the cause for removal. In accordance with the WIOA, the **County** retains the authority to remove members.

### **3.2 Employees**

It is expressly agreed and acknowledged that the County shall have no oversight, management or control over any of the employees of the LCWDB. The County shall not be considered a joint employer of any employee of the LCWDB up to and including the Director of the LCWDB.

### **3.3 Local Plan Development and Approval**

**3.3.1** The **LCWDB** will be responsible, in partnership with the **County**, for developing the strategic local board plan and other related plans for Workforce Innovation and Opportunity Act services. The **LCWDB** will utilize connections with local economic development entities to assist in the development of the plan. A draft of the Local Plan shall be submitted to the **County** for review and comment prior to adoption by the **LCWDB**. The draft plan will be presented by the **LCWDB** at a public meeting of the **County** Board of Commissioners.

**3.3.2** Any differences of opinion between the **County** and the **LCWDB**, whether on development of the plan or any required agreements or the oversight of activities will be resolved through consultation between the parties in the first instance, or if that is unsuccessful, through the assistance of an impartial conciliator agreed upon by the parties, which may include one or more representatives of the Commonwealth of Pennsylvania, Department of Labor and Industry, Bureau of Workforce Development Administration (herein "PA L&I").

### **3.4 Budget Development and Approval**

#### **3.4.1 Budget Development**

*Step 1* - **LCWDB** shall develop an annual operating budget. The budget will be based on fiscal year allocations of funds available.

### **3.4.2 LCWDB Budget Recommendation**

*Step 2* - The proposed budget shall be submitted by the **LCWDB** for review and recommendation for approval by the **County**.

### **3.4.3 Chief Elected Official Approval**

*Step 3* - Upon submittal of the proposed budget by the **LCWDB**, the **County** shall, in a public meeting, review and comment, on the budget and shall provide its approval or recommendations for any changes. If changes are made, the **LCWDB** will resubmit the revised budget for approval by the **County**.

### **3.4.4 LCWDB Approval**

*Step 4* - Upon approval by the **County**, the **LCWDB** shall take action at a public meeting to adopt the budget.

## **3.5 Workforce System Operator**

**3.5.1** The **LCWDB**, with agreement by the **County**, will procure the One-Stop Operator in alignment with any such regulations issued applicable to WIOA and with guidance from the PA Department of Labor & Industry (PA L&I). This procurement is completed in accordance with all regulations currently applicable.

**3.5.2** The **LCWDB** will conduct oversight and evaluation of services and activities conducted by the One-Stop Operator sufficient to judge its effectiveness in achieving required performance standards, including customer satisfaction, and its alignment with the Board's strategic objectives

## **4. Workforce Development Board Policy**

**4.1** The **LCWDB** has and will institute policy based on requirements of WIOA and subsequent clarifying regulations. Such policy is intended to establish a framework in which to provide services in compliance with the aforementioned laws and regulations.

**4.2** On occasion when it is recognized by the **LCWDB** that an existing policy needs to be updated or a new policy is required, the following process will be followed: The new policy/update will be drafted at the staff level. The suggested policy/update will be reviewed by the **LCWDB** Executive Committee for recommendation of approval by the **LCWDB**. Final **LCWDB** approval will occur at the next scheduled **LCWDB** meeting of the **LCWDB** directors.

## **5. Fiscal Agent**

The **County** has previously appointed the **LCWDB** as fiscal agent, and its appointment is hereby confirmed by this Agreement. (All references to fiscal agent shall mean the **LCWDB** as applicable, for the purposes of this Agreement.). The **County** reserves the right to remove with or without cause **LCWDB** as fiscal agents.

## 5.1 **Contracts**

The **LCWDB** as fiscal agent oversees the contracting process with service providers.

Contracts shall at minimum include:

- 5.1.1 A Statement of Work covering the services to be provided, measurable outcomes and penalty provisions.
- 5.1.2 Catalog of Federal Domestic Assistance title and number
- 5.1.3 Award name and number.
- 5.1.4 Federal agency and pass-through state agency.
- 5.1.5 Funding availability timeframes.

## 5.2 **Documents**

All documents shall be maintained in accordance with established records retention requirements of the **LCWDB**.

## 5.3 **Reporting**

As fiscal agent, the **LCWDB** is responsible for submitting accurate and timely financial status reports, making adjustments when necessary and ensuring reporting mechanisms are uniform. Additionally, the fiscal agent is responsible for ensuring expenditures are allocated against appropriate cost categories and with cost limitations as specified in federal and state statutes, regulations and policies.

## 5.4 **Reconciliation**

As fiscal agent, the **LCWDB** is responsible for:

- 5.4.1 Reconciling records and reports in a timely manner and at least on a quarterly basis.
- 5.4.2 Reviewing and updating, if necessary, its reconciliation process on an annual basis.
- 5.4.3 Ensuring that combined disbursements, receipts, accruals, obligations and cash balances of sub-grantees and the fiscal agent match those reported to the PA L&I.

## 5.5 **Monitoring**

As fiscal agent, the **LCWDB** is responsible for:

- 5.5.1 Overseeing and monitoring the fiscal activities of the local workforce development area, subrecipients, service providers and **contractors**.
- 5.5.2 Communicating all fiscal related audit findings, including any corrective actions, to the **LCWDB, the County**, and sub-recipients.
- 5.5.3 Providing technical assistance to service providers regarding financial issues.

## 6. **Memorandum of Understanding**

With regard to other programming issues, the **County** empowers the **LCWDB** to act on its behalf with an established process for reviewing all delegated matters, including:

- 6.1.1 Policy related to the portion of the statewide system within Lancaster County;
- 6.1.2 Oversight of the One-Stop system, youth activities, and employment and training activities for the area
- 6.1.3 The selection and certification of One-Stop operators;
- 7.1.4 Results of negotiations on local performance measures;

## 7. **Communication**

The **LCWDB** shall regularly inform the **County** on actions taken. This is accomplished through:

- 7.1.1 Providing the **County** with notice of all Board meetings when the yearly schedule is released and when any changes to the schedule are made.
- 7.1.2 Sending the minutes of the Board meetings to the **County**.
- 7.1.3 Meetings between the **County** and **LCWDB** representatives, which shall occur from time to time each year.
- 7.1.4 Transmitting annual audits and monitoring reports from agencies of the Commonwealth or federal Government to the **County**.

## 8. **Assurances**

8.1 As fiscal agent, the **LCWDB** assures that it:

- 8.1.1 Will receive and manage all federal, state or local funds allocated to the local workforce investment area.
- 8.1.2 Is responsible for the receipt, disbursement, accounting and reporting of all funds related to program operations based on the federal state or local funds allocated to the local workforce development area.
- 8.1.3 Will maintain adequate systems of internal control over cash to ensure compliance with rules and regulations, to include a description of the internal control system to be used. Changes to internal control duties shall be brought to the **County** for concurrence and approval per WIOA requirements.
- 8.1.4 Has processes in place to approve draw requests from and issue funding to sub-recipients and vendors.

8.2 The **LCWDB** will negotiate with the Governor, through PA L&I, to reach agreement on performance measures.

### 8.3 **Hold Harmless**

The **LCWDB** shall indemnify, defend and hold harmless the **County**, its employees, elected and appointed officials, attorneys and insurers of and from any and all claims, demands, actions, causes of action of any kind whatsoever by or on behalf of any employee or former employee of the **LCWDB** arising from their employment and/or separation of employment from the **LCWDB**. Moreover, the **LCWDB** shall name the **County** as an additional insured on any insurance policy providing coverage for any claim, demand, action, cause of action by or on behalf of any employee or former employee of the **LCWDB**

arising from their employment and/or separation of employment from the **LCWDB**. This provision shall apply regardless of whether it is determined that the **County** is a joint employer of any such employee.

- 8.4 The **County** and the **LCWDB** will continue to support the PA CareerLink<sup>®</sup> service delivery system in Lancaster County.
- 8.5 The **LCWDB** will promote private sector involvement in the statewide workforce development system.
- 8.6 The **LCWDB** will carry out regional planning activities required by the Commonwealth in accordance with WIOA, and any applicable clarification or regulations.
- 8.7 The **LCWDB** shall conduct business in a transparent manner by making available to the public information about its activities, including the local plan before submission; membership; designation of the One-Stop Operator; the awards of grants or contracts; and minutes of **LCWDB** Board meetings.

## 9. Amendments, change, or election.

- 9.1 Only the **County** or the **LCWDB** have the authority to amend or modify this Agreement. Any such amendments or modifications must be agreed to by both parties and in compliance with WIOA and any applicable clarification or regulations. Any such amendment or modification will become part of this Agreement.
- 9.2 Any amendment or modification, notice of an election/appointment of a new Board of Commissioners, or notice of an election/appointment of a new **LCWDB** chair will be maintained by **LCWDB** staff and made available for monitoring by PA L&I.
- 9.3 In the event of the election/appointment of a new Board of Commissioners and/or a **LCWDB** chairperson, the newly elected/appointed individual(s) must submit a written statement within 120 days of starting in office, to the acknowledging the following:
  - 9.3.1 That they have read, understand, and will comply with the current partnership and fiscal agreement; and
  - 9.3.2 That they reserve the option to request negotiations to amend the partnership and fiscal agreement at any time during the individual's tenure.

## 10. Severability

If any term or provision of this Agreement, or any application thereof, shall be held invalid or non-enforceable, the remaining terms and provisions of this Agreement, or the

application of such terms or provisions, which have been held valid or enforceable, shall not be affected thereby.

**11. Authority of the Parties**

**11.1 Authorized signatures.**

This agreement must be signed by the current Commissioners of Lancaster County, or their designee, and by the Chair of the Lancaster County Workforce Development Board representing the Board and the fiscal agent. This Agreement may be executed in any one or more counterparts, the originals of which, when taken together and bearing the signatures of all parties to this Agreement shall constitute one in the same Agreement. This Agreement is hereby executed by the parties on the date set forth below.

**11.2 Authority of chief elected official(s) and fiscal agent signatory.**

The individuals signing this agreement have the authority to commit the parties they represent to the terms of this Agreement and do so by signing below.

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

Approved:

**LANCASTER COUNTY**

BY: \_\_\_\_\_  
Commissioner Ray D' Agostino

BY: \_\_\_\_\_  
Commissioner Josh Parsons

BY: \_\_\_\_\_  
:Commissioner Alice Yoder

Approved:

**LANCASTER COUNTY WORKFORCE  
DEVELOPMENT BOARD**

BY: \_\_\_\_\_  
Brad Shulenberger, Chairperson

Attest:

\_\_\_\_\_  
Lawrence George, Chief Clerk

(Signature page to Chief Elected Official and  
Local Workforce Development Board Partnership and Fiscal Agreement)

## RESOLUTION NO. 43 OF 2026

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, on July 1, 2026, the County of Lancaster (County) and the Lancaster County Workforce Development Board (LCWDB) entered into a “Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement” (Agreement) which defines the roles and responsibilities of each party with regard to the local governance structure and fiscal responsibilities as defined in the Workforce Innovation and Opportunity Act of 2014 and any amendments thereto; and

**WHEREAS**, in accordance with the terms set forth in the Agreement, the LCWDB is responsible for developing an annual operating budget based on fiscal year allocations of funds available for concurrence and approval by the County following adoption by the LCWDB; and

**WHEREAS**, the LCWDB approved the LCWDB annual operating budget for Fiscal Year 2026-2027.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA** to authorize the approval of the LCWDB annual budget for Fiscal Year 2026-2027 as follows:

### Lancaster Workforce Development Board, Inc.

#### July 1, 2026 - June 30, 2027 Budget

WIB Operations:		2026-2027						
Personnel Expenditures	2025-2026	YTD as of 3/31/26	25-26 Projection	(Over)/Under	2026-2027 Budget	YoY Change	% Change	
Salaries	\$ 680,864	\$ 526,965	\$ 702,620	\$ (21,756)	\$ 719,481	\$ 38,617	5.7%	
Employee Benefits	\$ 200,391	\$ 89,524	\$ 119,366	\$ 81,025	\$ 180,547	\$ (19,844)	-9.9%	
<b>Sub-Total Personnel Expenditures</b>	<b>\$ 881,255</b>	<b>\$ 616,489</b>	<b>\$ 821,986</b>	<b>\$ 59,269</b>	<b>\$ 900,029</b>	<b>\$ 18,774</b>	<b>2.1%</b>	
<b>Operating Expenditures</b>								
Travel	\$ 20,475	\$ 9,596.52	\$ 12,795	\$ 7,680	\$ 25,060	\$ 4,585	22.4%	
Professional Development	\$ 23,000	\$ 7,445.28	\$ 9,927	\$ 13,073	\$ 24,000	\$ 1,000	4.3%	
Communications	\$ 8,500	\$ 6,686.74	\$ 8,916	\$ (416)	\$ 9,361	\$ 861	10.1%	
Memberships	\$ 12,924	\$ 9,121.42	\$ 12,162	\$ 762	\$ 14,000	\$ 1,076	8.3%	
Outreach	\$ -	\$ 0.00	\$ -	\$ -	\$ 3,000	\$ 3,000	#DIV/0!	
Information Technology	\$ 26,302	\$ 27,093.14	\$ 36,124	\$ (9,822)	\$ 25,902	\$ (400)	-1.5%	
Conferences Registration	\$ 18,553	\$ 18,430.93	\$ 24,575	\$ (6,022)	\$ 21,526	\$ 2,973	16.0%	
Utilities	\$ 6,500	\$ 4,489.19	\$ 5,986	\$ 514	\$ 6,285	\$ (215)	-3.3%	
Insurance	\$ 15,475	\$ 7,328.39	\$ 9,771	\$ 5,704	\$ 11,966	\$ (3,509)	-22.7%	
Materials and Supplies	\$ 15,000	\$ 12,025.49	\$ 16,034	\$ (1,034)	\$ 15,000	\$ -	0.0%	
Software	\$ 41,915	\$ 23,354.21	\$ 31,139	\$ 10,776	\$ 36,831	\$ (5,084)	-12.1%	
Contracted Services	\$ 90,600	\$ 79,629.83	\$ 106,173	\$ (15,573)	\$ 84,400	\$ (6,200)	-6.8%	
Building/Rent (including Taxes and CAM)	\$ 94,883	\$ 70,004.68	\$ 93,340	\$ 1,543	\$ 94,857	\$ (26)	0.0%	
<b>Sub-Total Operating Expenditures</b>	<b>\$ 374,127</b>	<b>\$ 275,206</b>	<b>\$ 366,941</b>	<b>\$ 7,186</b>	<b>\$ 372,188</b>	<b>\$ (1,938)</b>	<b>-0.5%</b>	
<b>TOTAL WIB Operations Expenditures</b>	<b>\$ 1,255,382</b>	<b>\$ 891,695</b>	<b>\$ 1,188,927</b>	<b>\$ 66,455</b>	<b>\$ 1,272,217</b>	<b>\$ 16,835</b>	<b>1.34%</b>	

ADOPTED this \_\_\_<sup>th</sup> day of July 2026, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

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Lawrence M. George  
County Administrator/Chief Clerk  
County of Lancaster, PA

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Ray D'Agostino, Chairman

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Joshua G. Parsons, Vice Chairman

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Alice Yoder, Commissioner

Board of Commissioners of  
Lancaster County, PA

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, as fiscal agent to the Lancaster County Workforce Development Board, to approve and process an amended Signatory Authorization Form for the 2026-2029 Local Workforce Development Grant Agreement, which is required by State and Federal mandates.

### Background

This action is necessary because the agreement in place with the Commonwealth was originally signed for 2021-2024 and because of the State's decision, they did two, one-year extensions of that agreement to 2026. That is why the previously signed form is from September of 2022.

To cover the Workforce Development Board for the last two months of this current agreement, state and federal governments are requesting a revised signatory form to cover the current agreement that ends 6/30/2026. Specifically, from the State, this is the request received: ***BWDA Director has requested that every LWDA completes an Authorized Signatory form for the current 2021-2026 grant agreement that ends on 6/30/26. For the next 2.5 months, as local areas sign grant documents such as grant modification requests and closeout reports, we want to make sure everyone is in compliance concerning authorized signatures for April – June 2026.*** That is why the 2021-2026 dates are listed. This is covering the whole timeframe of the agreement, going back to the beginning of 2021 and now covering us till 2026.



Email: \_\_\_\_\_

**(7) Organization type of the Fiscal Agent - that will act on behalf of the CEO**

- For Profit Organization
  - Sole Proprietorship
  - Partnership
  - Corporation

- Governmental (Select One)
  - County
  - Local
  - School Districts

Non-Profit Corporation

Other (Specify) \_\_\_\_\_

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**\*This form must be modified within thirty (30) days of a CEO change.**

**(a) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(b) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(c) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(d) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(e) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment E

**(f) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(g) Chief Elected Official (CEO) – serving as the Grant Recipient**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATORY AUTHORIZATION FORM**  
**Instructions**

Grant Number – No entry required. This will be completed by Bureau of Workforce Development Administration (BWDA) staff.

Modification – This form must be modified within thirty (30) days of a Chief Elected Official change. Indicate whether this submission is a modification and the date of the modification as MM/DD/YY.

- (1) Local Workforce Development Board – Enter the legal LWDB name.
- (2) Term of Grant – No entry required. This will be completed by BWDA staff.
- (3) Chief Elected Official (CEO) – This individual is authorized to sign all grants and/or amendments necessary to fulfill the terms of the plan of activities and is authorized to appoint a Fiscal Agent to act on behalf of the CEO/Grant Recipient for all grants and/or amendments necessary to fulfill the terms of the agreement. This signatory should be the chief elected official(s) for the local area. For those Workforce Development Boards with more than one county, additional signatures are required on page 2.
- (4) CEO designation of Fiscal Agent – CEO signature and legal name of the Fiscal Agent entity responsible for the receipt and disbursement of the funds and the day-to-day operation of the fiscal system. Include the Fiscal Agent doing business as name as identified in SAP, if applicable; Fiscal Agent Address as identified in SAP, Federal Employer Identification Number, SAP Vendor ID number, Unique Entity Identifier, and Indirect Cost Rate that will be in effect at the start of the agreement.
- (5) Authorized signatory of Fiscal Agent – Enter the name and title of the Fiscal Agent with the signature of the individual authorized to sign all grants and/or amendments necessary to fulfill the terms of the plan of activities and date. If applicable, enter a secondary name, title, signature, and date.
- (6) Contact person for Fiscal Agent – Enter the name, title, address, phone and email address of the individual to contact regarding the agreement.
- (7) Organization type of the Fiscal Agent – Place a check mark in the applicable space indicating the Fiscal Agent’s organization type. If “other,” please specify.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department and District Attorney's Office, to approve the following:

**Approval of Quote with:**

Witmer Public Safety Group, Inc.  
Coatesville, PA

**Purpose:**

To purchase ammunition for the SERT Team.

**Amount/Term:**

\$34,461.10.

**Funding:**

District Attorney's Office budget.  
COSTARS Cooperative Contract.

7/1/26

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Youth Intervention Center, to approve the following:

**Renewal Agreement With:**

Odin Technologies  
Woodbury, NJ

**Purpose:**

To provide security system maintenance and technical support services, including CCTV switcher interface, cameras and monitors at the Youth Intervention Center.

**Amount/Term:**

\$24,000.00, consisting of twelve (12) monthly payments of \$2,000.00 for the period July 1, 2026 through June 30, 2027.

The cost will be split between three programs with three different reimbursement rates which will also be submitted as part of the state budget.

Detention: \$12,000.00 reimbursement 50/50 split – State reimbursement \$6,000.00.

Shelter: \$9,000.00 reimbursement 90/10 split – State reimbursement \$8,100.00.

PULSE: \$3,000.00 reimbursement 80/20 split – State reimbursement \$2,400.00.

State Reimbursement: \$16,500.00

County Share: \$7,500.00

**Funding:**

No budgetary impact. This is budgeted for on an annual basis.

0% increase from 2025-2026 rate.

**Note:**

Approval is given to Bryan Hubbard, Director, to sign the Security System Warranty/Maintenance Agreement.

June 10th, 2026

To: Lancaster Youth Intervention Center

Attn: Bryan Hubbard

**Subject: Lancaster Youth Intervention Center Security System  
Warranty/Maintenance**

## 1. BACKGROUND

- a. The State of Pennsylvania has a requirement for maintenance and technical support services at the Lancaster Youth Intervention Center facility commencing on 07/01/2026 and ending on 06/30/2026. The facility is located at 235 Circle Avenue Lancaster, PA 17602.

## 2. SCOPE OF WORK/TASK AREAS

The maintenance support is for technical support services via our Help Desk 24-hour telephone support and on-site repair of the systems covered.

### a. Systems Covered

- i. CCTV System
- ii. Including CCTV switcher interface, camera(s), and monitor(s)
- iii. Access Control System
- iv. Primary Logic Control System

It will be Odin Technologies responsibility to correct any defect that arises in the Software or in its normal use and/or operation including software manufacturer released bug fixes and patches. **b. Exclusions**

### i. Existing Hardware Repair (not supplied by Odin)

At no cost to Lancaster Youth Intervention Center, every attempt should be made to repair or replace existing hardware. If hardware is deemed irreparable, out of warranty, or obsolete the hardware will be replaced with a charge to Lancaster Youth Intervention Center at no more than **10%** markup including S&H. Existing issues and breaks will be a separate proposal and charge. Odin is not responsible for any prior integrators' shortcomings.

*Nothing in these clauses shall oblige Odin to undertake any repairs in respect of any defect in the Hardware caused by an act of God, any negligence misuse or malicious damage 3.*

## CORRECTIVE MAINTENANCE

- a. Odin will provide corrective maintenance on the systems covered via telephone and on site to serve the needs of Lancaster Youth Intervention Center under this contract. Odin will coordinate all system maintenance activities with the appointed site managers to preclude any conflicts with customer needs.

## 4. HELP DESK SUPPORT

- a. Odin's Technical Assistant Center will provide unlimited telephone Help Desk support. Requests should be submitted by phone at 856-879-9200 or Email at
- b. [support@odintechllc.com](mailto:support@odintechllc.com) including after business hours, weekends, and holidays for problem identification and resolution. Upon notification of a problem, Odin's Help Desk technicians will respond to the Lancaster Youth Intervention Center's appointed site managers within 1 hour via telephone to begin troubleshooting. This troubleshooting will include fault isolation to determine whether the fault requires onsite support. If onsite support

is required, Odin will interface with field personnel to schedule a resolution of the problem.

Odin's field personnel will determine operational status of the faulted system, localize system problems, and with Lancaster Youth Intervention Center's

- c. appointed site managers to assess the impacts of any system problems on the overall mission.

## **5. ON-SITE SUPPORT**

- a. Odin Technologies field personnel will be on-site within 4 hours, including weekends and holidays in cases of mission critical system failure. In non-critical situations, Odin's field personnel will be on-site within 24 - 48 hours excluding weekends and holidays. Odin will provide diagnostic troubleshooting, fault isolation, and failure mode analysis services using both built-in and external software and hardware tests, techniques, methods, and procedures. Odin Technologies will work with Original Equipment Manufacturer, if necessary, to isolate the problem and will be responsible for ensuring and tracking overnight advance replacement of failed components. Odin Technologies personnel will work with Lancaster Youth Intervention Center personnel until all problems are successfully resolved. If Lancaster Youth Intervention Center personnel require on-site assistance for items not covered by this agreement, this may be arranged on a Time and Material basis.

## **6. ODIN TECHNOLOGIES RESPONSIBILITIES**

- a. Odin Technologies will be responsible for procurement of the support, delivery, planning, and project management of the services as listed in the enclosed Price Proposal.
- b. Odin Technologies will provide a single POC (Program Manager) for implementation of this agreement.

## **7. LANCASTER YOUTH INTERVENTION CENTER RESPONSIBILITIES**

- a. The Lancaster Youth Intervention Center Facility will assign roles and responsibilities for individuals that will be responsible for the planning, system administration, and coordination of activities.
- b. Lancaster Youth Intervention Center will provide secure storage for all equipment deliveries from Odin Technologies
- c. Equipment to be made Available by Lancaster Youth Intervention Center for the Purposes of Support:
- d. Class 1 Ladder (where necessary)
- e. Scissor lift or other hydraulic lift (where necessary)
- f. Any health and safety equipment required for working on site
- g. Full escorted access (where and whenever necessary)

## **8. SYSTEM AUDIT AND PREVENTATIVE MAINTENANCE**

- a. A quarterly system audit and preventative maintenance check will be facilitated in order to identify areas where preventative measures and essential investment should be undertaken. This contract and all subsequent renewals are and will continue to be contingent upon a system audit, and bi- laterally agreed system improvement schedule, known as an investment roadmap.

## **9. MAINTENANCE DOCUMENTATION**

- a. Odin Technologies will establish and maintain a database for all corrective maintenance

actions pertaining to Lancaster Youth Intervention Center. The database will consist of all



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maintenance records, inventory of the system, and repair information.

**10. PLACE AND PERIOD OF PERFORMANCE**

a. The place of performance will be at the Lancaster Youth Intervention Center facility located at 235 Circle Avenue Lancaster, PA 17602. **The maintenance support will begin 07/01/2026** and continue for a period of 12 months from that date.

**11. PAYMENT**

a. Payment to be made on a monthly basis. The payment of the Appropriate Fees is due prior to the commencement of each month while this agreement remains in force. b. If the Buyer fails to pay the fee by the due date its entitlement under this agreement will be suspended, but it may nonetheless renew its entitlement by paying the outstanding fee within two months of the date upon which the fee became due. If payment is not made by the end of the period of two months referred to, the Buyer shall have no further entitlement under this agreement.

**12. TERMINATION**

a. Either party may terminate this Agreement by written notice in the event that the other party commits any material or persistent breach of the Agreement and fails to remedy such breach within 30 days following receipt of a written notice specifying the breach.  
b. Lancaster Youth Intervention Center reserves the sole right to cancel their Agreement upon 30 days written notice to Odin Technologies. Odin shall be paid for services and or equipment provided and accepted by Delaware Valley Residential Care up to the Official Date of Termination.

**Odin Technologies Price.....\$24,000 / 12 Months (\$2,000.00 Monthly)**

**Customer Signature of Approval #1: \_\_\_\_\_ Date: \_\_\_\_\_**

**Customer Signature of Approval #2: \_\_\_\_\_ Date: \_\_\_\_\_**

**Customer Signature of Approval #3: \_\_\_\_\_ Date: \_\_\_\_\_**

**Scott A Pickering**

DocuSigned by:

*Scott Pickering*

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**President**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health and Developmental Services (BHDS), to approve the following:

**Amended Agreement With:**

Playtime Therapy, LLC  
Lancaster, PA

**Purpose:**

To adjust service line totals to reflect actual utilization.

To provide physical therapy services to children ranging in age from infant to three years old.

**Amount/Term:**

\$64,113.60 for the period January 1, 2025 through June 30, 2026.

**Funding:**

90% State Base Funding, 10% County Funding.

7/1/26

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health and Developmental Services (BHDS), to approve the following:

**New Agreement With:**

Inchstones  
Camp Hill, PA

**Purpose:**

To provide hearing special instruction services to families and caregivers of children from birth to three years of age.

**Amount/Term:**

\$29,954.00 for the period January 1, 2026 through June 30, 2027.

**Funding:**

90% State Base Funding, 10% County Funding.

7/1/26

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

**Renewal Agreement With:**

United States Department of Housing and Urban Development (HUD)  
Philadelphia, PA

**Purpose:**

To provide funding from the North Star Grant for housing and supportive services to 12 individuals with serious mental illness. Grant supports include subsidized rent based on income, and supportive services to assist in maintaining their housing over time.

**Amount/Term:**

\$190,023.00 for the period May 1, 2026 through April 30, 2027.

This is an increase of \$16,825.00, 9.71%.

**Funding:**

75% Federal funding and 25% cash or in-kind match via Human Services Block Grant.

7/1/26

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following for children & individuals being served by Early Intervention:

<b><u>Renewal Agreements With:</u></b>	<b><u>For:</u></b>	<b><u>Amount</u></b>	<b><u>% Increase/ Decrease</u></b>
Playtime Therapy, LLC Lancaster, PA	Physical therapy, family instruction/coaching services Birth to 3 years old	\$93,112.13	+45.23%
Helping Hands Therapy, Inc. Denver, PA	Speech pathology services, occupational, physical, behavioral special instruction, family instruction/coaching.	\$618,235.68	-02.28%
Excentia Human Services Lancaster, PA	Speech pathology services, occupational, physical, behavioral supports & family instruction/ coaching.	\$285,080.55	-25.84%
Theraplay Inc. dba IvyRehab for Kids White Plains, NY	Speech pathology, occupational & physical therapy, behavior & special instruction supports & family instruction/coaching.	\$123,836.68	+108.10%
J. Cornack Therapy Group, LLC Lititz, PA	Speech pathology services, occupational & physical therapy Social work services & family Instruction/coaching.	\$731,779.14	-00.22%
Grow With Me SLP, LLC Willow Street, PA	Speech pathology services & family instruction/coaching.	\$37,417.13	-28.50%
HealthPRO Pediatrics, LLC Greenville, SC	Speech pathology services, occupational & physical therapy behavioral services & family Instruction/coaching.	\$742,704.55	-00.65%
Progressive Pediatric Therapy, LLC Sinking Spring, PA	Speech pathology, special instruction, physical & occupational therapy evaluations.	\$191,397.98	+00.03%

7/1/26

-continued-

<b><u>Renewal Agreements With:</u></b>	<b><u>For:</u></b>	<b><u>Amount</u></b>	<b><u>% Increase/ Decrease</u></b>
JG Early Intervention Specialists, Inc. Pittsburgh, PA	Occupational therapy, physical therapy, speech pathology, nutrition services, behavior supports & family instruction/coaching	\$88,498.99	-4.56%
Schreiber Center for Pediatric Development Lancaster, PA	Hearing & speech services, physical & occupational therapy, behavior supports & family Instruction/coaching.	\$183,685.68	-27.84%
Pediatric Therapeutics, Inc. Newtown, PA	Speech pathology, occupational therapy, physical therapy, Special instruction, social Work services & family Instruction/coaching services.	\$400,660.88	+00.06%
Aspirations, LLC Mechanicsburg, PA	Vision, speech, physical, occupational therapies, social work services & family instruction/coaching.	\$302,437.21	+10.40%

**NOTES:** All terms are for the period July 1, 2026 through June 30, 2027.

All contracts are 90% State Base Funding and 10% County Funding.

Work Session June 30, 2026

## **Lancaster County Workforce Development Board**

The following reappointments are being requested to serve three-year terms from July 1, 2026 through June 30, 2029:

Suzi Meyer representing Business – first appointed in 2023.

Salena Coachman representing Business – first appointed in 2023.

Bill Troutman representing Labor/Apprenticeship- first appointed in 2023.

Jean Martin representing the Labor Council in Lancaster County – first appointed in 2017.

John Biemiller representing the Economic Development organization – first appointed in 2017.

Keith Baker representing the State (Wagner-Peyser Act) – first appointed in 2017.

Lancaster County residents.

**LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA**

**WEDNESDAY, JULY 1, 2026**

**9:15 a.m. – Conference Room #701, 7th Floor**

*The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website.*



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Ray D'Agostino.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the June 24, 2026 Commissioners' Meeting Minutes.
4. Announcement: Public hearings will be held to discuss the County's proposed Human Services Block Grant funding for Fiscal Year 2026-2027 in Room 701 on July 9, 2026 at 3:00 p.m. and July 14, 2026 at 10:00 a.m. with tentative adoption of the proposal on July 15, 2026 at 9:15 a.m.
5. Old Business:
6. New Business:
  - a. **Workforce Development Board –**  
Anna Ramos, Executive Director

**Resolution No. 42 of 2026: Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement**

**Resolution No. 43 of 2026: Annual Operating Budget for Fiscal Year 2026-2027**

**Approval of Signatory Authorization Form**

- b. **District Attorney's Office – Agreement with Witmer Public Safety Group**  
James Catigano, Buyer II, Purchasing Department  
Heather Adams, District Attorney
- c. **Youth Intervention Center – Renewal Agreement with Odin Technologies**  
Jon Keen, PULSE Program Director
- d. **Behavioral Health and Developmental Services -**  
Tania Maser, Executive Director

**Amended Agreement with Playtime Therapy, LLC**

**New Agreement with Inchstones**

**Grant Renewal Agreement with HUD**

**Renewal Contracts**

7. Business from Guests

8. Adjourn