



**Thursday, February 18, 2021
7:30 a.m. - Zoom Meeting**

Minutes

Members Present: Keith Baker, Marlyn Barbosa, Brian Barnhart, John Biemiller, Peter Caddick, Kristi Casey, Michael Ford, Jean Martin, John McGrann, James Morgan, Jodi Pace, Brian Paterniti, Susan Richeson, G. David Sload, Representative Mike Sturla (Francis Miliano and Greg Paulson, proxies), Raymond Tsudy and Jill Sebest Welch

Members Not Present: Tom Baldrige, Tom Cislo, Barry David, and Renee Sills

Staff and Contractors: Jim Black, Rebecca DeWitt, Valerie Hatfield, Lauren O'Neill, Larry Melf, Rae Miller, Anna Ramos, Lisa Ritter (MaherDuessel), Cathy Rychalsky, Attorney Robert Saidis, Tim Shenk, An'Dionne Smith, Attorney Todd Truntz and Judy Wechter

Special Guests from Leadership Lancaster Jennifer DeWalt, Danielle Figuera, Lance Green, Angie Papavasilion and Kris Zarnoch

At 7:30 a.m., G. David Sload opened the meeting with a request for public comment.

I. Welcome and Request for Public Comment

II. Call to Order / Roll Call

Dave Sload thanked Greg Paulsen for his years of service.

Greg Paulsen and Francis Miliano will be abstaining from voting due to delays with proxy signatures.

Dave Sload extended his sympathy and that of the LCWDB to Anthony Purcell's family.

III. Audit presentation by Lisa A. Ritter, CPA, CFE, CITP, MaherDuessel

Lisa started reviewing the Independent Auditors format. She reported this was a clean audit with no findings and resolution of prior findings. Lisa highlighted the Pending Change in Accounting Principle, the new lease standard, which when adopted is like a capital lease. She referenced the Risks and Uncertainty and federal expenditures and Independent Auditors Report on Uniform Guidance. The Management Letter had two recommendations:

- Strengthen IT Controls over devices that are taken home.
- Maintain accurate check signers.

IV. **Consent Agenda** (includes items approved by LCWDB Executive Committee)

- A. LCWDB Meeting Minutes from December 17, 2020
Prior to the meeting, Rae Miller apologized to Raymond Tsudy, new member, for omitting his name from the minutes.
- B. Finance reports including balance sheet for December 2020
Cathy Rychalsky reviewed the finance reports. She referenced the IT expenditures in Materials and Supplies and explained that these were not budgeted but paid with new grants. She highlighted incumbent worker training.
Jill Sebest Welch had a question on the reconciliation of the work experience funding on the Schedule of Obligations.
- C. Revision to attorney contract
- D. Approve Gold Level Exhibitor Commitment for Junior Achievement Inspire Virtual
Valerie Hatfield reported 48,000 students have registered for this virtual event which runs March through May.
- E. Approve cell phone reimbursement policy
Jill Sebest Welch asked if there will be a cell phone usage and funding policy, and Attorney Saidis confirmed that the issue has been addressed.
- F. Approve sole source documents for renewing Title I contracts and operator
- G. Budget modifications
 - i. Overall LCWDB budget transfer \$100,000 from DW to Adult
 - ii. LCWDB operating budget modification
- H. Approve distribution of Cares Act funds to execute services to individuals affected by COVID-19
 - i. CAP
 - ii. EDSI
 - iii. Lancaster Lebanon IU13
 - iv. SACA

On the quarterly reports to the Commonwealth, the date of the Executive Committee approval and LCWDB ratification will be listed.

After discussion and on motion duly made by Raymond Tsudy seconded by Jean Martin, it is:

RESOLVED, that the LCWDB ratified the consent agenda items from February 18, 2021.

(Motion carried unanimously.)

V. **Action**

- A. Accept the 2020 audit and authorize the Executive Director to execute the form 990 for submission to the IRS (Audit documents distributed in Jan. 20, 2021 email to members.)

After discussion and on motion duly made by Peter Caddick seconded by Jean Martin, it is:

RESOLVED, that the LCWDB accept the consent agenda items from February 18, 2021.

(Motion carried unanimously.)

VI. Discussion Items

- A. Statement of Financial Interests
- B. 15-minute coffee break/networking
Dave Sload suggested a networking happy hour at the end of the day.
- C. Update from Youth Standing Committee
Francis Miliano presented the update.
- D. PA CareerLink® Lancaster County update and dashboard
Judy Wechter said that all services can be provided virtually except for the use of computers, and this continues to create a barrier.
Jill Sebest Welch asked about the *Dress for Success* program. Judy reported that it is now called the *Professional Clothing Closet*, and it is available on an appointment basis. Cathy Rychalsky referenced the recent Barnstormer event.
- E. Join the Conversation

Keith Baker reported that the PA CareerLink of Lancaster County® reached out to 289 individuals who exhausted their UC benefits, and 71 responded to the PA CareerLink. This was an impressive 25% response.

VII. Adjournment

The meeting adjourned at 8:57 a.m.