##### Wednesday, January 4, 2022 at 3:30 p.m.

##### Virtual Meeting

**Minutes**

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| Members Present: | Tom Baldrige, John Biemiller, Michael Ford, Jean Martin, Francis Miliano, Jodi Pace, G. David Sload and Jill Sebest Welch |
| Staff and Contractors: | Valerie Hatfield, Angela Mayo, Rae Miller, Carissa Pinkard, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Attorney Todd Truntz, Judy Wechter and John Zander |
| Guests: | Derrick Donnell (PA Dept. of Labor and Industry) and Lisa Scheid (LNP) |

## At 3:31 p.m., G. David Sload opened the meeting of the Executive Committee of the Lancaster County Workforce Development Board (“LCWDB”) and made a request for public comment.

## Welcome and Request for Public Comment

No public comment was presented. It was confirmed that no attendees were present at the originally scheduled meeting location at 115 East King Street, Lancaster, Pennsylvania.

1. **Call to Order / Roll Call**
2. **Consent Agenda**

A. Executive Committee Meeting Minutes from December 7, 2021

B. Finance Reports for November 2021

Cathy Rychalsky reviewed the reportsand noted that an error regarding percentages of funds expended on the Contracts Report would be corrected.

C. Balance Sheet

D. LCWDB Check Register for the period December 7, 2021 to December 28, 2021

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

**RESOLVED,** the Consent Agenda items were reviewed and adopted as presented, subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously.)

1. **Action Items**

**A.** **Approve extension of Guaranteed Property contract**

After discussion upon a motion duly made by Tom Baldrige and seconded by Jean Martin, it is:

**RESOLVED,** that Modification #2 of the Vendor Agreement with Guaranteed Property Services, LLC for the provision of custodial services at 1046 Manheim Pike, Lancaster, Pennsylvania for a term ending February 28, 2022 in an amount not to exceed $2,375.00 per month, is hereby approved.

(Motion carried unanimously.)

**B.** **Approve revision of MartinCFS for moving services**

After d iscussion upon a motion duly made by John Biemiller and seconded by Jodi Pace, it is:

**RESOLVED,** that additional charges in the amount of $4,908.98 payable to MartinCFS for additional moving services provided is approved.

(Motion carried unanimously.)

**C.** **Approve professional service contract for Laura Schanz Consultants**

After discussion upon a motion duly made by Tom Baldrige and seconded by Jodi Pace, action upon a professional service contract for Laura Schanz Consultants is hereby tabled.

1. **Discussion Items**
   1. **PA CareerLink® Lancaster County Update**

Judy Wechter provided an update CareerLink operations. Jill Sebest Welch commented on the television commercial running on WGAL, and Judy Wechtor explained that the commercial serves as a catalyst to promote public awareness and participation.

* 1. **Youth Council Update**

Carissa Pinkard gave an update on the next meeting scheduled for January 11, 2022, and said that the meeting will focus on Equus Workforce Solutions and the upcoming Request For Proposal for 2022 youth program services. Focus groups are planned for February.

* 1. **Career Ready Lancaster! (“CRL!”) Update**

Anna Ramos provided the update referencing the marketing team as well as the new employer engagement team and the focus on Phase II of the ongoing employer demand survey regarding manufacturing and healthcare industries.

1. **Executive Session**

The meeting adjourned and the Committee convened into Executive Session at 3:45 p.m.