



**Thursday, February 17, 2022**  
**7:30 a.m. - Hybrid Meeting (Zoom and in-person)**

### **Minutes**

Members Present: Arthur Ace, Keith Baker, Marlyn Barbosa, Brian Barnhart, Kyonna Bowman, Peter Caddick, Kristi Casey, Mike Ford, Jean Martin, John McGrann, Francis Miliano, Shaun Murphy, Jodi Pace, Brian Paterniti, Dan Pick, Susan Richeson, Angela Sanders, G. David Sload, Raymond Tshudy, Jill Sebest Welch and Leslie Wireback

Members Not Present: Tom Baldrige, John Biemiller, and James Morgan

Staff, Contractors and Guests: Anibal Aponte, Derrick Donnell, Valerie Hatfield, Angela Mayo, Larry Melf, Carissa Pinkard, Anna Ramos, Attorney Robert Saidis, Lisa Scheid (LNP), An'Dionne Smith, Victoria Smith, Liz Swirniuk, Attorney Todd Truntz, Judy Wechter and John Zander

At 7:30 a.m., G. David Sload opened the meeting of the Lancaster County Workforce Development Board ("LCWDB") and made a request for public comment.

#### **I. Welcome and Request for Public Comment**

No public comment was presented.

#### **II. Report on Prior Executive Session**

G. David Sload announced that the LCWDB held an Executive Session on February 1, 2022, from 7:30 a.m. to 8:36 a.m. to discuss personnel matters. No actions were taken, or decisions made.

#### **III. Introduction of John Moser, Interim Executive Director**

G. David Sload introduced John Moser as the Interim Executive Director for the LCWDB. When John Moser retired on January 4, 2022, he was the Assistant Executive Director for the Berks County Workforce Development Board.

#### **IV. Call to Order / Roll Call**

G. David Sload thanked Dr. Barry David and Dr. Brian Barnhart for their service to the LCWDB.

**V. Presentation on the PA CareerLink® Lancaster County Business Services Team**

Laura O'Neill, PA CareerLink® Lancaster County's Outreach and Project Manager, reviewed a list of services offered to businesses. All employers are encouraged to post jobs on the PA CareerLink® website and view the talent database at no cost. She noted that employers are on site Monday through Friday from 10 a.m. to 2 p.m. to recruit. Job fairs are still underway.

The Career Corner newsletter is distributed on Mondays. This weekly newsletter has a circulation of 10,000. The newsletter highlights a featured local employer, provides tips to potential employees, and much more.

The Business Services Team utilizes social media to promote employer needs. Ms. O'Neill reviewed the training, paid work experience, Metrix business licenses, job development, labor market information, employer webinars, and apprenticeship opportunities offered by her team. Ms O'Neill shared a participant success story and introduced her team.

**VI. Consent Agenda** (includes items previously approved by the LCWDB Executive Committee)

**A. LCWDB Meeting Minutes from December 16, 2021**

G. David Sload asked if there were any comments on the December 16, 2021, meeting minutes. There were none.

**B. Finance reports (including balance sheet) for December 2021**

John Zander reviewed the finance reports and noted that the cash position has been reduced.

Peter Caddick asked if funds would be expended in a timely manner.

After discussion and on motion duly made by Peter Caddick and seconded by John McGrann, it is:

**RESOLVED**, that the LCWDB hereby ratifies and approves the items set forth in the Consent Agenda subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

## **VII. Action Items**

### **A. Approve Guaranteed Property Services, LLC for the cleaning service contract**

Anna Ramos provided a summary of the background on this action item.

After discussion and on motion duly made by John McGrann and seconded by Jean Martin, it is:

**RESOLVED**, that a one-year contract with Guaranteed Property Services, LLC for office cleaning services to be performed at 1046 Manheim Pike, Lancaster, PA, is hereby approved with the option for renewal up to two years based on satisfactory performance.

(Motion carried unanimously. There were no abstentions.)

### **B. Approve transfer of Dislocated Worker funds to the Adult fund**

Anna Ramos referenced John Zander's response to Peter Caddick's question regarding timeliness of funding expenditures during the finance report review. Educational Data Systems, Inc. (EDSI), the contract vendor, previously presented a request to staff to provide additional Adult Program funding due to enrollment increases.

Jill Sebest Welch asked if there were any significant layoffs on the horizon. No one knew of any significant layoffs being reported for Lancaster County.

After discussion and on motion duly made by Peter Caddick and seconded by Raymond Tshudy, it is:

**RESOLVED**, that the transfer of \$75,000 of WIOA Title I Dislocated Worker funds to WIOA Title I Adult funding within the EDSI contracted training funds to be utilized for participant training activities is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **C. Approve TANF Youth dollars to EDSI for paid work experience**

Ann Ramos referenced this request from a recent meeting with EDSI where the continuation of paid work experience activities year-round was discussed as beneficial to Youth Program participants. John Zander reported that the funds for this request were not allocated.

After discussion and on motion duly made by Francis Miliano and seconded by Peter Caddick, it is:

**RESOLVED**, that a TANF Youth Program funding increase in the amount of \$60,000 for EDSI to provide year-round paid work experience is hereby approved.

(Motion carried unanimously. There were no abstentions.)

#### **D. Approve Interim Executive Director contract**

After discussion and on motion duly made by Peter Caddick and seconded by Francis Miliano, it is:

**RESOLVED**, that the month-to-month contract with John Moser to provide interim Executive Director services is hereby approved with G. David Sload authorized to sign on behalf of the LCWDB.

(Motion carried unanimously. There were no abstentions.)

### **VIII. Discussion Items**

#### **A. Appointment of Nomination Committee**

The Bylaws empower the Chairperson of the LCWDB to appoint a Nominating Committee for officers of the organization.

- G. David Sload stated that he will not run for another term as Chairperson.
- In accordance with Article V of the Bylaws, the Vice Chairperson shall succeed the office of Chairperson.
- Tom Baldrige will be retiring from the Lancaster Chamber of Commerce & Industry in June of 2022. Mr. Baldrige's term as Secretary and Treasurer will end on June 30, 2022, so these positions will be open.

G. David Sload appointed Jill Sebest Welch, John McGrann, and Leslie Wirebach to the Nomination Committee.

Jill Sebest Welch asked members if they have interest in serving in the Vice Chair, Treasurer, and Secretary positions.

#### **B. Request for Proposal Timeline**

John Moser would like to request a 90-day extension for contracts expiring on June 30, 2022. Since it is now February, he does not feel there is enough time to assemble quality statements of work, obtain committee approvals, publish RFPs, and complete reviews by the end of the current contract period. Mr. Moser noted that the One-Stop Operator Contract is limited to four years, and that the LCWDB was already granted a waiver for a one-year extension to five years. Mr. Moser will be preparing processes and procedures for the LCWDB.

Peter Caddick suggested asking for a 120-day extension. John Moser agreed.

Jean Martin asked how this extension request will work. Mr. Moser explained that existing contractors will have to submit a new budget on July 1, 2022, through October 31, 2022. November 1, 2022, will be the start of the term for the new contracts.

### **C. Annual Report highlights**

Valerie Hatfield cited the Annual Report that was provided to the Board Members in the meeting packet and focused on the seven highlights contained in the Annual Report.

### **D. Strategic Plan dashboard**

Valerie Hatfield reviewed the Strategic Plan dashboard, focusing on current data, trends, goals, and dollars. She listed the outstanding items and detailed trends.

There was a discussion on the transportation sector statistics.

There was a request for this report to be distributed monthly.

### **E. Grant status update**

Anna Ramos reviewed a PowerPoint presentation to illustrate ongoing projects and program updates.

Francis Miliano had a question on connecting with reentry program participants.

### **F. Youth Council update**

Francis Miliano provided the Youth Council update by reviewing a handout that was prepared by Carissa Pinkard.

### **G. PA CareerLink Lancaster County update**

Judy Wechter provided a written update that was previously provided to the LCWDB Members and provided highlights of the written update.

### **H. Reminder**

G. David Sload reminded members to return their Statement of Financial Interest forms.

### **I. Member feedback**

Peter Caddick asked for more information on LCWDB officer roles and responsibilities. G. David Sload promised to distribute information contained in the By-Laws so members can make informed decisions.

**VI. Adjournment**

G. David Sload adjourned the meeting at 8:59 a.m.