



**Wednesday, April 5, 2022, at 3:30 p.m.
Executive Committee Meeting
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

Meeting Minutes

Members Present: Tom Baldrige, Michael Ford (phone), Jean Martin, Francis Miliano, Jodi Pace, and G. David Sload

Members Not Present John Biemiller and Jill Sebest Welch

Staff and Contractors: Valerie Hatfield, Tracy Kleban (EDSI), Angela Mayo, Larry Melf (EDSI), Rae Miller, John Moser, Carissa Pinkard, Anna Ramos, and Attorney Todd Truntz

I. Call to Order and Request for Public Comment

At 3:34 p.m., Chairperson G. David Sload opened the Lancaster County Workforce Development Board ("LCWDB") Executive Committee meeting and made a request for public comment.

No public comment was presented, and there were no modifications to the agenda.

II. Consent Agenda

A. Executive Committee meeting minutes from March 1, 2022

B. Finance reports for February 2022

John Moser reviewed the finance reports and noted that the LCWDB program budget will be underspent in several areas, but all unused funds remain obligated. The remaining obligated program funds will count toward the State's 80% minimum obligation requirement, and are not in jeopardy of being required to be returned to the State.

John Moser reported that all estimated funding allocations have been received.

C. Balance sheet

D. LCWDB check register for the period of February 25, 2022, to March 24, 2022

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

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

(Motion carried unanimously. There were no abstentions.)

III. Action Items

A. Approve de-obligation of funds for mobile van

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

RESOLVED, that the de-obligation of funds in the amount of \$189,413.50 previously awarded pursuant to a Statewide Activities Grant for the purchase and development of a PA CareerLink mobile van is approved, with the said de-obligated funds to be returned to the Commonwealth of Pennsylvania.

(Motion carried unanimously. There were no abstentions.)

B. Approve Grievance process

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

RESOLVED, that the Lancaster County Workforce Development Board Grievance Hearing Procedure in the form presented by the Interim Executive Director is hereby approved.

(Motion carried unanimously. There were no abstentions.)

In starting the Request for Proposal (RFP) process to procure program service providers, John Moser noted that an updated grievance policy is required, and provided a form Grievance Hearing Procedure.

IV. Discussion Items

A. PA CareerLink® Lancaster County Update

Larry Melf, EDSI, introduced Tracy Kleban, Interim PA CareerLink® Lancaster County Site Administrator.

After introductions, Tracy Kleban noted that there are currently five applicants for the open PA CareerLink Site Administrator position. Currently, Ms. Kleban is working on a CareerLink® manual as well as an emergency preparedness plan. She is reviewing the customer tracking process. Ms. Kleban is planning to address staff requests for active shooter and Narcan training.

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On April 4, 2022, Ms. Kleban gave the Manheim Twp. Fire Department a tour of the building. There will be a fire drill at 2:15 p.m. on April 6, 2022, followed by fire extinguisher and automated external defibrillator (AED) training.

Ms. Kleban noted that February was a busy month showing a sizeable increase over January traffic. She said that workshops and the YouTube channel are proving to be valuable resources for customers.

Chairperson Sload asked if there were any other staff updates.

- Valerie Hatfield reported that the RFP for the One Stop Operator will be released on April 11. This will be the first RFP using the Foundant Technologies, Inc. proposal management program. Ms. Hatfield alerted the Committee to LCWDB recipients of upcoming Pennsylvania Workforce Development Association awards, and she plans to recognize the recipients at the June 16, 2022 LCWDB meeting.
- Anna Ramos noted that the 2006 Ford F250 truck was sold on the County of Lancaster's online auction for \$14,300. These funds will be returned to the EARN program.
- Francis Miliano reported that she is participating in Leadership Lancaster, and that her presentation topic is workforce development. Ms. Miliano and Cindi Moses did research on Career Ready Lancaster! (CRL!). Mrs. Miliano stated that she will share her presentation when it is completed.

The meeting adjourned at 4:10 p.m.