



**Wednesday, May 3, 2022, at 3:30 p.m.  
Executive Committee Hybrid Meeting  
1046 Manheim Pike, 2<sup>nd</sup> Floor, Lancaster, PA 17601**

**Meeting Minutes**

Committee Members Present: John Biemiller, Michael Ford, Jean Martin, Francis Miliano, Jodi Pace, and Jill Sebest Welch

Committee Members Not Present: Tom Baldrige and G. David Sload

Board Members: Angela Sanders

Staff and Contractors: Anibal Aponte, Valerie Hatfield, Angela Mayo, Rae Miller, John Moser, Carissa Pinkard, and Attorney Todd Truntz

**I. Call to Order and Request for Public Comment**

At 3:30 p.m., Vice Chairperson Jodi Pace opened the Lancaster County Workforce Development Board (“LCWDB”) Executive Committee meeting and made a request for public comment.

No public comment was presented.

**II. Consent Agenda**

**A. Executive Committee meeting minutes from April 5, 2022**

**B. Finance reports for March 2022**

Fiscal Director Anibal Aponte reviewed the finance reports. John Biemiller asked why the Contracted Services line item was over budget. Mr. Aponte explained that contracted services for the interim Executive Director and other contracted services are new expenses.

Vice Chair Jodi Pace and Jill Sebest Welch discussed funds remaining under Summary of Grant Expenditures. Mr. Aponte noted that the financial reports do not reflect the budget modification that was approved by the full Board at its April 21, 2022, meeting.

Interim Executive Director John Moser suggested removing the line item labeled "Training (WDB) 30%" since the Commonwealth of Pennsylvania no longer requires this funding designation. Mr. Moser also reminded the Committee that as long as program funds are obligated by June 30, 2022, the Commonwealth's 80% program funding obligation rate requirement will be met. Future Contract Reports will reflect revised contract dates for October for the new program providers once budgets are in place and provider contracts are issued.

### **C. Balance sheet**

### **D. LCWDB check register for the period of March 25, 2022, to April 28, 2022**

Jodi Pace and G. David Sload reviewed the check register prior to the meeting. Vice Chairperson Pace requested that more payments be made by Automated Clearing House "ACH" payment processing.

After discussion and upon a motion duly made by Francis Miliano and seconded by John Biemiller, 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 Executive Director Job Description**

John Biemiller introduced the Search Taskforce members and explained the Executive Director candidate search process that it has undergone with the assistance of Samaritan Counseling Center. The Search Taskforce determined that the prior job description for the Executive Director position was considered too task oriented. Mr. Biemiller explained that the new job description was created based on interviews completed by Scott Snyder of the Samaritan Counseling Center, the LCWDB Bylaws, as well as job descriptions from other workforce development boards.

Once the job description is approved, Scott Snyder, Samaritan Counseling Center, will initiate a search for candidates for the Executive Director position.

After discussion and upon a motion duly made by Jill Sebest Welch and seconded by John Biemiller, it is:

**RESOLVED**, that based upon the recommendation of the Search Taskforce, the job description for the position of Executive Director is approved and adopted as presented.

(Motion carried unanimously. There were no abstentions.)

### **B. Approve Executive Director Salary Range**

John Biemiller noted that the prior executive director's salary was approximately \$113,000. The Search Taskforce considered a January 2020 National Association of Workforce Boards ("NAWB") Workforce Development Board Compensation Study that analyzed several different employment segments. Mr. Biemiller indicated that the Search Taskforce considered the effects of inflation occurring since the NAWB compensation study was issued. Based on its evaluation, the Search Taskforce recommended a salary range of \$120,000 to \$160,000 for compensation of the Executive Director.

After discussion upon a motion duly made by Jill Sebest Welch and seconded by John Biemiller, it is:

**RESOLVED**, that based upon the recommendation of the Search Taskforce, the Executive Director salary range of \$120,000-160,000 is hereby approved and recommended for final approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

### **C. Approve Contract for Fiscal Support**

John Moser reminded the Committee that John Zander recently resigned as LCWDB Controller. During his exit interview, Mr. Zander expressed his opinion that the position of Controller was not necessary in addition to the Fiscal Director. In the interim, Mr. Moser suggested retaining an independent contractor with fiscal compliance experience under WIOA to act as Interim Controller. Ralph Wolf is recommended based upon his expertise and would perform eight hours of fiscal consulting services per week at \$60.00 per hour. The Solicitor has reviewed the Consulting Agreement between Mr. Wolf and LCWDB that was drafted by staff. This contracted position would report to the Interim Executive Director and possibly stay on until the new Executive Director makes a final staffing decision.

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

**RESOLVED**, that a Consulting Agreement between LCWDB and Ralph Wolf for contracted fiscal services as Interim Controller at the rate of \$60.00 per hour is hereby approved and adopted as presented. The Interim Executive Director is authorized to negotiate and execute a Consulting Agreement with Mr. Wolf and to take other actions that may be convenient or necessary to accomplish the foregoing.

(Motion carried unanimously. There were no abstentions.)

### **D. Approve DocuSign Yearly Contract**

John Moser explained that electronic signature capability is very helpful for staff and participants. The contract with DocuSign will be renewed for one more year, with the cost to be apportioned among service providers. Subsequent DocuSign

contracts will be direct between DocuSign and contracted program services providers.

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

**RESOLVED**, that a contract with DocuSign in the amount of \$12,338.00 for the period May 2, 2022, to May 1, 2023, for the provision of electronic signature services is hereby approved and adopted as presented. The Interim Executive Director is authorized to negotiate and execute an agreement with DocuSign and to take other actions that may be convenient or necessary to accomplish the foregoing.

(Motion carried unanimously. There were no abstentions.)

#### **E. Approve EO Complaint Process Policy – HR Policy 306**

John Moser reported that the LCWDB is undergoing a review by the Office of Equal Opportunity of the Pennsylvania Department of Labor and Industry. Pursuant to the provisions of the Workforce Innovation and Opportunity Act (“WIOA”) and its component regulations, all workforce development boards are required to have an Equal Opportunity complaint processing policy in place that is approved by the board of directors. The proposed Equal Opportunity complaint processing policy would apply to anyone dealing with the LCWDB and would be added to the LCWDB Employee Handbook.

Francis Miliano requested that diversity, equity and inclusion information be added to the Employee Handbook because the LCWDB Youth Council has requested it, as have others.

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

**RESOLVED**, that the Equal Opportunity and Complaint Processing Policy presented by the Interim Executive Director is hereby approved and adopted.

(Motion carried unanimously. There were no abstentions.)

#### **F. Approve Fiscal Quarterly Report**

Fiscal Director Anibal Aponte explained how money is moved within budget line items as needed to make certain that funds within the same funding stream are fully spent. Mr. Aponte reported that the quarterly fiscal reports reflect adjustments of budget amounts to match actual expenses.

Jill Sebest Welch asked Mr. Aponte why the fiscal reports reference a “seventh quarter.” Mr. Aponte explained that program contracts have two-year terms comprised of eight quarters and are reflected as such in fiscal reports.

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

**RESOLVED**, that the Fiscal Quarterly Report is hereby accepted and approved, subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

#### **IV. Discussion Items**

##### **A. Bylaws review process**

John Moser was asked to review the Bylaws, which he and Chief Operating Officer Anna Ramos reviewed and provided comments to the Chairperson. Mr. Moser suggested forming a workgroup comprised of two to three Board members to provide suggested revisions to the LCWDB Bylaws. Mr. Moser suggested that the revised Bylaws provide updated structure for committees.

Jill Sebest Welch reminded the Committee that LCWDB is a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, which makes the LCWDB different from the Berks County Workforce Development Board.

Francis Miliano asked Mr. Moser to provide an outline of the Bylaws workgroup responsibilities. Mr. Moser explained that the anticipated commitment would involve one or two meetings and a handful of hours. Jill Sebest Welch, Francis Miliano, and Jodi Pace volunteered for the Bylaws review workgroup.

The Committee's goal is to complete the Bylaws revision before the new Executive Director is hired.

##### **B. Transgender workshop for PA CareerLink® Lancaster County**

Angela Mayo hopes this is the first of many discussions about diversity, equity and inclusion ("DEI"). Last year, Angela Harnish, an instructor for program provider Educational Data Systems, Inc. ("EDSI"), took the initiative to respond to customer need, assembled workshop information, and presented a proposal to EDSI for a workshop that would provide guidance for the unique challenges of transgender job seekers. EDSI has asked the LCWDB for approval to conduct a workshop for transgender job seekers.

Ms. Mayo announced that Ms. Harnish will present an overview of the transgender job seeker workshop at the LCWDB full Board meeting on June 16, 2022.

John Moser mentioned that there is a need for LCWDB to have a committee and procedures in place for vetting of workshops and training programs. Such a committee is not currently required under WIOA or state law.

After a motion duly made by Jean Martin and seconded by John Biemiller, the meeting was adjourned at 4:32 p.m.