



Thursday, April 21, 2022

**7:30 a.m. - Hybrid Meeting (Zoom and in-person)
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

Minutes

Members Present: Arthur Ace, Keith Baker, Marlyn Barbosa, Kristi Casey, Michael Ford, Jean Martin, John McGrann, Francis Miliano, Shaun Murphy, Jodi Pace, Dan Pick, Angela Sanders, G. David Sload, Raymond Tshudy, Jill Sebest Welch, and Leslie Wireback

Members Not Present: Tom Baldrige, John Biemiller, Kyonna Bowman, James Morgan, Brian Paterniti, and Susan Richeson

Staff, Contractors and Guests: Anibal Aponte, Peter Caddick (member of the public), Amber Columbo (Equus), Valerie Hatfield, Tracy Kleban (EDSI), Angela Mayo, Larry Melf (EDSI), John Moser, Laura O'Neill (EDSI), Carissa Pinkard, Anna Ramos, Yanimer Serrano (Rapid Response Coordinator), Attorney Todd Truntz, and UJPA (unknown virtual attendee)

At 7:30 a.m., Chairperson 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. Call to Order / Roll Call

III. Presentation - EDSI

Larry Melf, Regional Director of Operations for Educational Data Systems, Inc. ("EDSI") provided a presentation that was out of the order listed on the Agenda, and followed the Board's action under Item IV, Consent Agenda. Mr. Melf provided a comprehensive report on EDSI's progress in WIOA Adult and Dislocated Worker Programs, Young Adult Programs, TANF Programs, Reentry Services, and Business Services. Mr. Melf provided a copy of his presentation, which was made available following the meeting. Mr. Melf, and his colleague, Faith Lex, Regional Director of Operations for EDSI, answered questions of Board Members that included pre-pandemic and CareerLink relocation comparisons, state prescribed performance goal attainment, and the appropriate mix of in-person, online, and outreach workforce development services.

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

A. LCWDB Meeting Minutes from February 17, 2022

G. David Sload asked if there were any comments on the February 17, 2022, meeting minutes. There were none.

B. Finance reports (including balance sheet) for February 2022

Anibal Aponte, Fiscal Director, presented the February 2022 finance reports.

- Mr. Aponte reported that some categories, such as contracted services, are over budget, and payroll will be substantially under budget, with the net result being that the overall 2022 WIB budget will be under budget.
- Mr. Aponte explained that the WIOA training percentage, listed on the Schedule of Obligations Report, is no longer required.

C. Approve the extension of the Title I Adult/Dislocated Worker/Youth/TANF Youth contracts.

D. Approve the extension of the EARN/Work Ready contract.

E. Approve de-obligation of funds for mobile van.

Chairperson Sload reviewed the items set forth in the Consent Agenda with information on each action item having been provided to the LCWDB Members prior to the meeting.

After discussion and on motion duly made by John McGrann and seconded by Fran 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.)

V. Action Items

A. Approve PY 21 PA CareerLink® Lancaster County Operating Budget Modification

Fiscal Director Anibal Aponte provided a summary of the background on this action item.

After discussion and on motion duly made by Raymond Tshudy and seconded by Keith Baker, it is:

RESOLVED, that the Program Year 2021 PA CareerLink® Lancaster County Operating Budget modification, reflecting a budget decrease in the amount of \$12,077.91, is hereby approved subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

B. Approve PY 22 PA CareerLink® Lancaster County Operating Budget

Mr. Aponte explained that 2022 is the first year that the PA CareerLink® Lancaster County operating budget will be based on Full Time Equivalents (FTE) instead of square footage of the center. The 2022 budget includes an estimate of \$250,000 for the One Stop Operator and totals \$817,263.03, but the actual FTEs will need to be adjusted.

LCWDB Member Jill Sebest Welch requested a follow-up discussion on the actual results of the change from a square footage-based operating budget to FTE.

After discussion and on motion duly made by Francis Miliano and seconded by John McGrann, it is:

RESOLVED, that the Program Year 2022 PA CareerLink® Lancaster County operating budget is hereby approved subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

VI. Discussion Items

A. Workforce 2030 Summit

Valerie Hatfield, Director of Compliance and Business Engagement, announced that Sandra Strunk, Executive Director of Lancaster County STEM Alliance, has extended an invitation to all LCWDB members to attend the “Workforce 2030 Summit!” on August 1-3, 2022, but she was not certain if the registration link is active at this time.

B. Youth Council Update

Carissa Pinkard, Youth Program Coordinator, reported that the Youth Council will be retitled as “Youth Committee” as part of a current restructuring. Meetings will be held quarterly, and work groups will meet monthly. Membership will become more inclusive to allow partnerships and will be diverse to match the community. There are plans for membership guidelines and an on-boarding program.

C. Initiatives Update

Anna Ramos, Chief Operating Officer, made a presentation on upcoming initiatives with Valerie Hatfield, Director of Compliance and Business Engagement, providing detail on specific events including positive feedback on mentoring training.

Career Ready Lancaster! (CRL!) and Inspire Lancaster training are being presented in six sessions throughout the County. Peter Caddick reported that four sessions have been completed and the feedback has been very positive. He said employers are looking for hints and tips as well as success stories.

Ms. Ramos thanked LCWDB Members Leslie Wireback and Shaun Murphy for attending the National Association of Workforce Boards (NAWB) conference in Washington D.C. last week. Ms. Wireback appreciated learning about the legal complexities of the workforce development system.

D. PA CareerLink® Lancaster County Update

Tracy Kleban, EDSI Interim CareerLink® Site Administrator, reported that the building signage has been completed. All staff (including LCWDB staff) has received fire safety training. More safety trainings are scheduled. Currently, she is updating policies and procedures.

Ms. Kleban provided a detailed summary of the Workforce Contractor Operations Updates report that was provided to the LCWDB Members prior to the meeting.

E. Reminder – Return Statement of Financial Interests

G. Dave Sload reminded members to return their Statement of Financial Interests.

F. Member feedback

Vice Chairperson Jodi Pace ask members who are interested in being nominated for LCWDB officers to notify her by May 6. Voting for officers will take place at the June 14, 2022 LCWDB meeting.

LCWDB Member Angela Sanders asked that future Executive Committee meetings be a hybrid of in-person and videoconference so she can observe future meetings remotely. LCWDB Member Leslie Wireback concurred with Ms. Sanders' request. Chairperson Sload said the future LCWDB Executive Committee meetings will be hybrid.

VII. Additional Action Item

Approve the resignation of John Zander, LCWDB Controller.

Chairperson Sload informed the Board that John Zander resigned his position as LCWDB Controller effective April 15, 2022

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

RESOLVED, that the April 15, 2022, resignation of John Zander as LCWDB Controller is hereby accepted.

(Motion carried unanimously. There were no abstentions.)

Chairperson Sload adjourned the meeting at 9:12 a.m.