



**Wednesday, June 7, 2022, at 3:30 p.m.
Executive Committee Hybrid Meeting
1046 Manheim Pike, 2nd 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, Tracy Kleban, Angela Mayo, Rae Miller, John Moser, Laura O'Neill, Carissa Pinkard, Anna Ramos 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 May 3, 2022

B. Finance reports for April 2022

Fiscal Director Anibal Aponte reviewed the finance reports. Contracted services continues to be trending high.

Interim Executive Director John Moser responded to Ms Pace's question regarding the remaining TANF and EARN funds.

Francis Miliano, LCWDB member, questioned the expiration dates for the DOC and LCCF Train*Retain*Grow grants. Director of Compliance and

Business Engagement, Valerie Hatfield, explained why these do not have expiration dates.

Mr. Aponte noted the new compliance reporting. Mr. Moser explained that today the final budgets were received for the four-month contract extensions.

Jill Sebest Welch, LCWDB member, asked if the reports reflect the transfer from dislocated worker to adult. Mr. Aponte said the transfer is on the report, and obligations are recalculated when funds are transferred.

Ms. Pace asked if there will be more payments by ACH. Mr. Aponte reported that if the vendor requests ACH, the LCWDB will comply.

C. Balance sheet

D. LCWDB check register for the period of April 29, 2022, to June 2, 2022

Ms. Pace and G. David Sload, LCWDB Chairperson, reviewed the check register prior to the meeting.

After discussion and upon a motion duly made by John Biemiller, LCWDB member, and seconded by Ms. 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 Juneteenth closing of LCWDB and PA CareerLink® Lancaster County, PACL

Mr. Moser reported that the Commonwealth will recognize Monday, June 20, 2022, for Juneteenth, so State employees will not be working at the PA CareerLink® Lancaster County that day. For this reason, Mr. Moser is requesting the LCWDB and PACL be closed on June 20, 2022.

After discussion and upon a motion duly made by Ms. Miliano and seconded by Jean Martin, LCWDB member, it is:

RESOLVED, that closing the LCWDB and PACL on June 20, 2022, is approved and adopted as presented.

(Motion carried unanimously. There were no abstentions.)

B. Approve One Stop Operator award

Ms. Hatfield reported two proposals were received in response to the One Stop Operator RFP. The two proposals were reviewed by the five-person Evaluation Committee. The Evaluation Committee recommended awarding Equus the One Stop Operator contract.

Mr. Moser said the contract budget has line items that support the LCWDB objective to build a better *firewall* between the LCWDB and PA CareerLink® Lancaster County.

The core of this contract is the \$274,000 to cover the salaries and fringe benefits for the site administrator, front-desk receptionist, and resource room support. The operator will run the program contracts. While the final budget numbers will be available for the LCWDB meeting, the \$849,178.00 listed on the action item is for the two-year contract.

Ms. Welch asked for a budget summary sheet to improve the presentation at the LCWDB meeting on June 16, 2022.

After discussion upon a motion duly made by Ms. Miliano and seconded by John Biemiller, LCWDB member, it is:

RESOLVED, the recommendation from the Evaluation Committee for Equus to be the One Stop Operator is hereby approved and recommended for final approval by the full Board pending final negotiations and a budget summary sheet.

(Motion carried unanimously. There were no abstentions.)

C. Approve WDB Budget

Mr. Aponte reported that one of the significant changes impacting the WDB budget is the reduction in staff size. Last year, the WDB budgeted for ten staff members. This year, the budget includes eight staff members, and Rae Miller is part-time. Salaries and fringe are charged against admin and the rest against programs. A 5% raise was considered.

After discussion upon a motion duly made by Ms. Miliano and seconded by Ms. Welch, it is:

RESOLVED, the WDB Budget is approved for recommendation for final approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

D. Approve Design Data contract

Mr. Moser explained that Design Data will be billing PA CareerLink® Lancaster County and the WDB separately this coming fiscal year. The contract presented is for the WDB's IT support.

After discussion upon a motion duly made by Mr. Biemiller and seconded by Ms. Miliano, it is:

RESOLVED, the Design Data agreement/contract for the LCWDB (only) has been approved.

(Motion carried unanimously. There were no abstentions.)

IV. Discussion Items

A. Audit results

a. Findings

Mr. Aponte explained the two process findings.

Chief Operating Officer, Anna Ramos, explained that the auditors measured compliance with policies. Going forward, any funds awarded will be monitored.

Lisa Ritter, Mahrer Duessel, will be providing an audit overview at the next LCWDB meeting.

Ms. Welch asked if there is enough staff to comply with the separation of duties. Mr. Aponte replied that there is sufficient staff.

Mr. Biemiller asked about the status of the Finance Committee. Mr. Moser said it is in process.

b. Additional costs

Ms. Ramos reported there were additional costs and audit delays. These were due to the new furniture invoices processed over two fiscal years as well as the loss of the Controller.

B. Recruitment for A/DW, BST/WR review workgroups

Mr. Moser asked members to volunteer for the three review workgroups.

Ms. Pace said the time commitment would be an hour/proposal and a day for the review committee interviews.

Mr. Biemiller volunteered for the Business Services Team workgroup.

Ms. Welch suggested circulating a sign-up sheet with dates.

C. Bylaws review process

Mr. Moser recently distributed the second draft of the LCWDB Bylaws to members. He asked for members' comments by next Tuesday, so the Bylaws can be submitted to Legal for review.

D. Workforce Alliance Survey update

Ms. Ramos reported that TPMI has blasted out a general survey. Over 238 responses to the over 300 surveyed. The next phase includes focus groups with varied individuals. Based on the survey, TPMA will be conducting a focus group on June 16. In July, there will be a retreat for a comprehensive workforce strategy for the County. The outcomes will impact the LCWDB strategic plans.

E. Board Membership update

Ms. Ramos reviewed the list of members who need to be reappointed and mentioned that Brad Shellenberger, VP from Warfel Construction, will become a new LCWDB member. Ms. Ramos cited the board needs, the WIOA compliance requirements and the need for support from the Nominating Committee, which consists of Mr. Biemiller, Ms. Martin, Ms. Wireback and Ms. Pace).

Ms. Welch suggested talking to Angela Sanders because of her SHRM role.

Mr. Todd Truntz, LCWDB solicitor, requested an Executive Session for Legal and Personal matters.