



**Tuesday August 2, 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, John McGrann, Francis Miliano, Jodi Pace, Brian Paterniti, and Jill Sebest Welch

Staff, Contractors, Other: Anibal Aponte, Valerie Hatfield, Carissa Pinkard, Anna Ramos, Attorney Todd Truntz, L&I Monitor Victoria Smith

I. Call to Order and Request for Public Comment

At 3:31 p.m., 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 June 7, 2022

B. Special Executive Committee meeting minutes from June 30, 2022 and July 14, 2022

C. Finance Reports for June 2022

Fiscal Director Anibal Aponte reviewed the finance reports.

D. Balance Sheet

E. Check Register for June 3, 2022, to July 25, 2022

Chairperson Pace stated that she reviewed the check register prior to the meeting.

F. Balance sheet

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

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

RESOLVED, that the Consent Agenda items 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. Executive Session (3:49 pm to 4:11 pm)

The Committee discussed personnel matters during the Executive Session. No official action was taken by the Committee.

IV. Action Items

A. Approve Cost of Living/Salary Increases

After discussion and upon a motion duly made by Francis Miliano, and seconded by Vice Chairperson Brian Paterniti, it is:

RESOLVED, that the cost of living adjustment salary increases set forth on Exhibit A are hereby approved.

(Motion carried unanimously. There were no abstentions.)

B. Approve Creation of Program Coordinator position

After discussion, which included the decision to title the new position "Program Manager" instead of "Program Coordinator," upon a motion duly made by Vice Chairperson Brian Paterniti, and seconded by John Biemiller, it is:

RESOLVED, that the position of Program Manager is hereby created and established.

(Motion carried unanimously. There were no abstentions.)

C. Appointment of Program Manager

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

RESOLVED, that Carissa Pinkard is hereby appointed Program Manager of LCWDB under the terms set forth in Exhibit B.

(Motion carried unanimously. There were no abstentions.)

D. Approve TANF Youth Contract

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

RESOLVED, that upon the recommendation of the Youth Committee, a contract with Educational Data Systems, Inc. for the provision of Temporary Assistance for Needy Families (“TANF”) funded Youth Development Program services in the amount of \$484,000.00, for the program year beginning July 1, 2022 and ending June 30, 2021, with an option to extend the contract term for one (1) year, is hereby approved and recommended for final approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

E. Approve CEO-WDB Agreement

After discussion upon a motion duly made by Chairperson Brian Paterniti and seconded by Jill Sebest Welch, it is:

RESOLVED, that the Chief Elected Official and Local Workforce Development Board Partnership and Fiscal Agreement with the County of Lancaster provided to the Committee is hereby approved and recommended for final approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Board Membership Update

Executive Director Anna Ramos informed the Committee of the resignation of an LCWDB member. Ms. Ramos updated the Committee on coordination with the Lancaster County Commissioners for the reappointment of LCWDB members. Ms. Ramos notified the Committee that Commissioner Ray D'Agostino will be the liaison to LCWDB and remains in frequent communication with Commissioner D'Agostino to conclude the membership reappointments.

B. Executive Director 90 Day Action Plan presentation

Executive Director Ramos presented a brief overview of her 90-day plan for LCWDB. The presentation was information only with no deliberation or action taken by the Committee.

VI. Adjournment

Upon motion of Francis Miliano, seconded by John Biemiller, the meeting was adjourned at 4:47 p.m.

Exhibit A
to the August 2, 2022 Minutes of the
Meeting of the Executive Committee

<u>Position</u>	<u>Current Salary</u>	<u>5% COLA Increase</u>	<u>2022 Salary</u>
Administrative Assistant	\$45,562.40	\$2,278.12	\$47,840.52
Director of Compliance and Business Engagement	84,000.02	4,200.00	88,200.02
Fiscal Director	74,256.00	3,712.80	77,968.80

Exhibit B

**to the August 2, 2022 Minutes of the
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<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Program Manager	\$62,500.00	July 1, 2022