



**Tuesday October 4, 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, Jean Martin, Francis Miliano, G. David Sload and Jill Sebest Welch

Committee Members Not Present: Michael Ford

Staff, Contractors, Others: Jodi Pace, Matt Carey (One Stop Operator), Valerie Hatfield, Faith Lex (EDSI), Rae Miller, Carissa Pinkard, Anna Ramos, Solicitor Todd Truntz and Melissa Van Dorn (EDSI)

I. Call to Order and Request for Public Comment

At 3:33 p.m., Chairperson G. David Sload called the Lancaster County Workforce Development Board ("LCWDB") Executive Committee meeting to order and made a request for public comment.

No public comment was presented.

II. Consent Agenda

A. Executive Committee meeting minutes from August 2, 2022

Vice Chairperson Jill Sebest Welch requested a correction to the date listed in Section II.A of the August 2, 2022, meeting minutes.

B. Finance Reports for August 2022

Executive Director Anna Ramos reviewed the August 2022 finance reports. As expected, Contracted Services is over budget due to insurance policy invoices and legal expenses. Mrs. Ramos announced that the Lancaster-Berks Construction and TANF Youth funds carryovers were approved as indicated on the Summary of Grant Expenditures.

Secretary/Treasurer John Biemiller asked why One Stop Operator Equus Workforce Solutions is not listed on the Contracts Report. It was explained that the One Stop

Operator contract is funded by other partner sources and accounted for on a separate report.

Vice Chairperson Welch asked about reimbursement of certain contracted services. Mrs. Ramos explained the terms of insurance coverage and discussed the increase in contracted services.

Chairperson Sload asked why the Building/Rent category is over budget. Mrs. Ramos offered to get back to the Committee with further details.

C. Balance Sheet

D. Check Register for August 31, 2022, to September 28, 2022

Chairperson Sload reviewed the check register prior to the meeting.

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

RESOLVED, that the Consent Agenda items are hereby approved and adopted as presented, subject to the correction noted at Section II.A of the August 2, 2022, meeting minutes, and 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 Business Service Team contract

Program Manager Carissa Pinkard noted that all contracts for youth programs will be one-year contracts with the option to renew for one additional year. All other contracts will be two-year terms with the option to renew for one additional year. The purpose of this change is to stagger the Request for Proposal (RFP) process so all contracts are not simultaneously up for renewal.

Contract Administrator and Outreach Manager Valerie Hatfield confirmed that budget approval for all contracts will be done annually.

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

RESOLVED, that the recommendation of the Evaluation Committee to award Educational Data Systems, Inc. the Business Team Service Contract a two (2) year contract with a term beginning November 1, 2022, through June 30, 2024, having a one (1) one-year optional renewal, with an estimated 2-year initial contract budget amount of \$490,000.00, is hereby accepted and recommended for final approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

B. Approve WIOA Adult/Dislocated Worker contract

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

RESOLVED, that the recommendation of the Evaluation Committee to award EDSI a contract to provide WIOA Title I Adult, Dislocated Worker, and Workforce Re-Entry program services for a two (2) year contract term beginning November 1, 2022, through June 30, 2024, having an optional (1) one-year optional renewal is hereby accepted and recommended for final approval by the full Board upon provision of the final contract budget.

(Motion carried unanimously. There were no abstentions.)

C. Approve WIOA Out-of-School Youth contract

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

RESOLVED, that the recommendation of the Evaluation Committee to award EDSI a contract to provide WIOA Title I Out-of-School Youth program services for a one (1) year contract term beginning November 1, 2022, through June 30, 2023, having an optional (1) one-year optional renewal is hereby accepted and recommended for final approval by the full Board upon provision of the final contract budget.

(Motion carried unanimously. There were no abstentions.)

D. Approve EARN/Work Ready Contract

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

RESOLVED, that the recommendation of the Evaluation Committee to award Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects a contract to provide Employment Advancement and Retention Network ("EARN") and WorkReady program services for a two (2) year contract term beginning November 1, 2022, through June 30, 2024, having a one (1) one-year optional renewal, is hereby accepted and recommended for final approval by the full Board upon provision of the final contract budget.

(Motion carried unanimously. There were no abstentions.)

E. Approve Budget Modification for TANF Youth Development Program contract

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

RESOLVED, that a budget modification increase in the amount of \$143,388.43 for the Temporary Assistance for Needy Families ("TANF") Youth Development Program contract with EDSI for program year 2022, which will result in a total contract budget amount of \$507,026.43, is hereby approved and recommended for final approval by the full Board, 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

F. Nominating Committee to recommend officers to the Board

Solicitor Todd Truntz discussed the full Board's confirmation of G. David Sload as Chairperson at its September 22, 2022, meeting, having not been duly succeeded by Jodi Pace on July 1, 2022, since she was not, at the time, reappointed as a member by the Chief Elected Official. Mr. Truntz explained that Jill Sebest Welch was appointed Vice Chairperson and John Biemiller as Secretary/Treasurer, by the Chairperson per the LCWDB Bylaws since these offices were vacant because John McGrann and Brian Paterniti were not reappointed as members by the Chief Elected Official. Having been duly appointed and confirmed, any or all of the current officers could serve the balance of their terms or choose to resign their offices effective at a future date that is convenient for a nominating committee to be appointed and officer elections held at a Board meeting.

Chairperson Sload indicated that due to professional obligations, he is unable to continue a full term as Chairperson. Ms. Sebest Welch and Mr. Biemiller expressed that they would be willing to serve if needed, but they would prefer that successor officers be elected. Chairperson Sload, Vice Chairperson Sebest Welch, and Secretary/Treasurer Biemiller agreed that they would resign their respective offices effective December 31, 2022. Chairperson Sload stated that he would be appointing members to a nominating committee shortly for a slate of officer candidates to be voted at the December 15, 2022, full Board meeting.

Executive Director Ramos stated that she is working with Victoria Smith, PA Dept. of Labor and Industry regarding current membership status.

G. Agenda items for Board meeting

Executive Director Anna Ramos said the October 20, LCWDB meeting will include a Sunshine Law presentation by Solicitor Truntz. The Executive Director announced that six new members will be introduced at this meeting, and Commissioner D'Agostino would like to be included in the on-boarding process for new members.

A discussion ensued whereby Vice Chairperson Sebest Welch suggested a WIOA orientation and a presentation highlighting stories of participant success. Ms. Pace suggested providing a “cheat sheet” to new members with definitions of common workforce acronyms, and seat labels with the names of members. Secretary/Treasurer Biemiller suggested that staff provide brief description of program contracts when they are presented to the Board for approval.

H. Review of proposed new fiscal report format

Executive Director Ramos asked to defer the presentation of the new fiscal report formatting until the Fiscal Director is able to be present. Mrs. Ramos promised to distribute a draft report in the new format to the Committee.

I. Appointment of Member to the Executive Committee

Per the authority granted under the LCWDB Bylaws, Chairperson Sload appointed Member Jodi Pace to the LCWDB Executive Committee.

J. Discussion

Vice Chairperson Sebest Welch asked if there were any conclusions regarding the status and authority of the Executive Committee. Solicitor Truntz explained that he had discussions with a representative at the Bureau of Workforce Development Administration (“BWDA”) and provided a letter to support that executive committees composed solely of members and having authority to approve certain Board actions are permissible under WIOA and its companion regulations. While no affirmative conclusion was reached, the BWDA representative suggested that the Board continue operating under the status quo until additional guidance is provided.

Vice Chairperson Sebest Welch inquired about the impact of the U.S. Department of Labor’s discontinuance of the Industry-Recognized Apprenticeship Program (“IRAP”). Chairperson Sload commented from a construction perspective. Ms. Hatfield referenced the Keystone Apprenticeship Alliance perspective.

Executive Director Ramos provided an update regarding the security deposit for the Liberty Place lease termination.

IV. Adjournment

Chairperson Sload adjourned the meeting at 4:19 p.m.