



**Tuesday November 1, 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, G. David Sload and Jill Sebest Welch

Staff, Contractors, Others: Anibal Aponte, Matthew Carey (One Stop Operator), Valerie Hatfield, Rae Miller, Antonio Morales (PA Dept of L&I), Carissa Pinkard, Anna Ramos, Victoria Smith (PA Dept of L&I), and Solicitor Todd Truntz

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 October 4, 2022

There were no changes or corrections to the meeting minutes from October 4, 2022.

B. Finance Reports for September 2022

Fiscal Director Anibal Aponte reviewed the September 2022 finance reports. Contracted Services was over budget, but the overall LCWDB budget is under budget because of open positions.

Mr. Aponte explained that the Summary of Grant Expenditures shows Rapid Response program funds as unused as there is currently no viable means for the proper expenditure of these funds.

The Schedule of Obligations lists program contracts issued for November 1, 2022 and will address work experience and incumbent worker training programs.

Executive Director Anna Ramos noted that program contract expenditures for the month of October 2022 will close out certain four-month contract extensions.

Jean Martin inquired about the status of the Lancaster-Berks Construction Connection grant. Executive Director Ramos explained that there has been little progress. Initially, this project was a partnership with Next Generation Sector Partnership, was initiated by Rhonda Kurtz, and is industry driven. Chairperson G. David Sload explained there are a variety of partners that are currently overwhelmed due to increased activity in the construction industry. Executive Director Ramos explained that LCWDB is looking at using Career Ready Lancaster! (CRL!) for credentialing and apprenticeships.

Jean Martin asked about the Pathway Home Grant, and Chairperson Sload asked if the prison partnership is working out. The response was positive.

C. Balance Sheet

Fiscal Director Anibal Aponte reviewed the Balance Sheet.

D. Check Register for September 29, 2022 to October 25, 2022

Chairperson G. David Sload confirmed that he reviewed the check register prior to the meeting.

After discussion and upon a motion duly made by Jean Martin, 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 required as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

III. Action Items

A. Approve Vetting Process for Proposed Training

Executive Director Anna Ramos explained that the Office of Equal Opportunity of the Pennsylvania Department of Labor and Industry suggested that LCWDB develop a process for vetting proposed training programs to be provided to PA CareerLink® Lancaster County staff. The purpose of the proposed vetting process is to ensure the review of training programs to determine whether they are appropriate for presentation to staff.

Chairperson G. David Sload inquired as to who would be performing the vetting process. Executive Director Ramos explained that the representatives of LCWDB partners would comprise the vetting team.

John Biemiller asked if LCWDB, and not the One Stop Operator, would be responsible for training approval. Executive Director Ramos explained that LCWDB is responsible for oversight of the One Stop Operator, and the vetting procedure is directed by the Department of Labor and Industry.

Vice Chairperson Jill Sebest Welch asked what types of training need to be vetted. Executive Director Ramos promised to seek clarification, but her understanding is that the focus is the appropriateness of training for PA CareerLink® Lancaster County staff.

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

RESOLVED, that the Vetting Process for Proposed Training is hereby approved and recommended for final approval by the full Board, subject to clarification by staff on the types of training, audience, and providers that would be subject to the Vetting Process.

(Motion carried unanimously. There were no abstentions.)

IV. Discussion Items

A. Fiscal report feedback

Fiscal Director Fiscal Director Anibal Aponte presented a new financial summary report and requested comments and suggestions. Executive Director Anna Ramos provided further explanation in that the Fiscal Director was asked to create a summary report of high-level financial data for use by the LCWDB members. John Biemiller suggested that the new report be presented to the new Finance Committee in January of 2023. Ms. Ramos asked for feedback in the meantime.

B. Career Ready Lancaster! (CRL!) sustainability

Executive Director Anna Ramos reported that the CRL! group has been meeting for three years. The LCWDB has actively sought grants to support CRL! and many of the initial goals of CRL! have now been reached. Executive Director Ramos explained that sustainability of CRL! and leadership succession are issues that have evolved and must be addressed along with leadership and strategy for creating career pathways across Lancaster County. Executive Director Ramos posed the question of how LCWDB will continue to build the workforce pipeline in Lancaster County. There is a need for LCWDB to formalize CRL! as the leader of the education partnership in Lancaster County. The Executive Director will formalize support request to LCWDB once a strategic plan is finalized.

C. Company Credit Card for Executive Director process

Executive Director Anna Ramos sought approval to obtain a company credit card.

Vice Chairperson Jill Sebest Welch recalled that there is a fiscal policy governing this process, which staff promised to forward following the meeting.

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

RESOLVED, that Executive Director Ramos is hereby authorized to obtain a company credit card in the name of LCWDB in accordance with all policies of the LCWDB governing the foregoing.

(Motion carried unanimously. There were no abstentions.)

Chairperson Sload adjourned the meeting to Executive Session at 4:19 p.m. with no objection.

V. Executive Session

The Committee convened an executive session at 4:27 p.m. to discuss personnel and litigation matters. No official action was taken by the Committee during executive session, which concluded at 5:42 p.m.