



**Tuesday December 6, 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 Absent:	Michael Ford and Jodi Pace
Staff, Contractors, Others:	Matthew Carey (One Stop Operator), Gregory Hart (PA Dept of L&I), Valerie Hatfield, Faith Lex (EDSI), Rae Miller, Antonio Morales (PA Dept of Labor & Industry), Carissa Pinkard, Anna Ramos, "Sandra S.", Solicitor Robert Saidis, Victoria Smith (PA Dept of Labor & Industry), Solicitor Todd Truntz, Melissa Van Dorn (EDSI), Bandon Watson (NAACP)

I. Call to Order and Request for Public Comment

At 3:33 p.m., LCWDB 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.

Chairperson Sload reported that an Executive Session was held on November 11, 2022, to discuss personnel and litigation matters. No official action was taken by the Committee during the Executive Session.

II. Executive Session (3:35 p.m. to 4:35 p.m.)

At 3:35 p.m., the Chairperson excused all meeting participants except committee members and solicitors, and the group went into Executive Session.

At 4:35 p.m., the Executive Committee returned to session. Gregory Hart, Faith Lex, "Sandra S.", Solicitor Robert Saidis, and Victoria Smith did not return to the meeting.

Vice Chairperson Jill Sebest Welch reported that the Committee discussed personnel and litigation matters during the Executive Session. No official action was taken by the Committee.

The Vice Chairperson announced that Chairperson G. David Sload has resigned as a member of LCWDB. Ms. Welch thanked him for his contributions to the LCWDB and expressed gratitude for the partnership with ABC Keystone.

III. Consent Agenda

A. Executive Committee meeting minutes from November 1, 2022

There were no changes or corrections to the meeting minutes from November 1, 2022.

B. Finance Reports for October 2022

Executive Director Anna Ramos reviewed the October 2022 finance reports. Ms. Ramos noted that the Contracted Services line item is over budget and that salaries are currently under budget because of open positions.

On the Summary of Grant Expenditures, Ms. Ramos noted that Rapid Response funds will be expiring at the end of the month, and these funds will be de-obligated. The Lancaster- Berks Construction grant was extended, and the following new grants were received:

Year-Round Career Exploration	\$138,889.00
Junior Achievement Inspire	\$277,778.00
Career Ready Lancaster!	\$40,650.00
PA CareerLink Lancaster Co Safety	\$9,450.00
Expanding Career Pathway for Business	\$14,800.00

These five grants will expire June 30, 2023. Valerie Hatfield, LCWDB Contract Administrator and Outreach Manager, will be reviewing the scope of the new grants at the next LCWDB Board meeting.

Vice Chairperson Welch inquired about zero balances under the separated categories set forth on the Schedule of Obligations. Ms. Hatfield said there were Incumbent Worker Training expenses, and these expenses will be reflected on the November report. Ms. Hatfield advised that the Work Experience reflects zero dollars because the new program year has just started.

C. Balance Sheet

Executive Director Ramos reported that there are no significant changes in the Balance Sheet.

D. Check Register for October 26, 2022, to November 28, 2022

Executive Director Ramos reported that former Chairperson Sload reviewed the check register prior to the meeting.

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

RESOLVED, that the Consent Agenda items are hereby approved and adopted as presented, and subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

IV. Action Items

A. Approve contract with PA Media Group for recommendation to the full Board for approval

Contract Administrator and Outreach Manager Hatfield explained that the Lancaster-Berks Construction Connection grant was extended. Ms. Hatfield reported that the PA Media Group was selected from proposals for a six-month outreach campaign to attract construction industry job seekers, and that grant funds will be used for an outreach and for National Center for Construction Education and Research (NCCER) credentialing and training of high school teachers and students.

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

RESOLVED, that a contract with PA Media Group in the amount of \$39,396.00 is hereby approved and recommended for final approval by the full Board, subject to the solicitors' review of the final contract.

(Motion carried unanimously. There were no abstentions.)

B. Approve slate of Board Officers for recommendation to the full Board for approval

Executive Director Ramos read the nominating committee's slate of officer candidates for vote at the full Board meeting on December 15, 2022.

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

RESOLVED, that the slate of Board officer candidates submitted by the nominating committee is hereby acknowledged and recommended for vote by the full Board.

(Motion carried unanimously. John Biemiller abstained from the vote.)

C. Approve appointment of Assistant Director for recommendation to the full Board

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

RESOLVED, that the appointment of an Assistant Director is tabled.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Board Membership/Committee update

Executive Director Ramos reported on efforts to recruit business members and creating a separate Finance Committee. Additional committees may be formed in the future.

B. Program Year 2021 Fiscal and Program Monitoring by Oversight Office Report

Executive Director Ramos presented the 2021 Fiscal and Program Monitoring Oversight Report issued by the Bureau of Workforce Development Administration on November 17, 2021. Ms. Ramos noted there were no areas of concern, and that the findings identified in the report are currently being addressed by staff. Ms. Ramos noted that the fiscal finding in the report was due to a misunderstanding regarding reporting requirements which has been corrected.

C. Review of Bylaws and Chief Elected Official/Workforce Development Board Agreement

Executive Director Ramos reported that the Chief Elected Official/ Agreement is pending in final review for approval, with minor revisions Ms. Ramos requested that any comments on the Bylaws draft or the Chief Elected Official Agreement be submitted by Friday, December 9, 2022.

Prior to adjournment, the Vice Chairperson allowed questions at the request of Blanding Watson, President, NAACP Lancaster Branch.

Mr. Watson asked Executive Director Anna Ramos for details on the Memorandum of Understanding (“MOU”) process regarding a possible collaboration with the NAACP. He noted that the NAACP organization asked that he obtain MOU information because of his last meeting with LCWDB officials. Ms. Ramos promised to provide this information.

Mr. Watson asked if any request for proposals for program services are extended to communities of color. He asked if there were funding opportunities for Black, Indigenous, and People of Color (“BIPOC”) organizations, and if so, where such opportunities can be located. Mr. Watson inquired how the NAACP can help in getting RFP information out to the BIPOC communities. Ms. Ramos detailed the current RFP distribution process including personally reaching out to the Boys and Girls Club of Lancaster, The Mix, the Crispus Attucks Community Center, and the Bright Side Opportunity Center. Ms. Ramos promised to send Mr. Watson the information to register for LCWDB RFP information.

Mr. Watson asked if there is a diversity, inclusion, and equity plan. Anna Ramos responded that nothing has been finalized, but the LCWDB is looking at committees to work on this project.

In light of the recent reporting, Mr. Watson suggested a meeting with the Executive Director and the LCWDB Chair, which Ms. Ramos agreed to arrange.

Vice Chairperson Jill Sebest Welch adjourned the meeting at 5:03 p.m. with no objection, after which the Committee convened an Executive Session.

VI. Executive Session

The Committee convened an executive at 5:05 p.m. which adjourned at 5:55 p.m. to discuss personnel and litigation matters. No action was taken by the Committee.