



**Tuesday January 3, 2023, at 3:30 p.m.
Executive Committee Hybrid Meeting
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

Meeting Minutes

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| Committee Members Present: | John Biemiller, Jean Martin, Francis Miliano, Angela Sanders and Jill Sebest Welch |
| Committee Members Absent: | Michael Ford and Jodi Pace |
| Staff, Contractors, Others: | Anibal Aponte, Valerie Hatfield, Rae Miller, Antonio Morales (PA Dept of L&I), Carissa Pinkard, Anna Ramos, and Solicitor Todd Truntz |

I. Call to Order and Request for Public Comment

At 3:33 p.m., LCWDB Vice Chairperson Angela Sanders 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 December 6, 2022

There were no changes or corrections to the meeting minutes from December 6, 2022.

B. Finance Reports for November 2022

Fiscal Director Anibal Aponte reviewed the November 2022 finance reports. Mr. Aponte reported that Contracted Services is over budget, but the LCWDB salary line item is under budget due to open positions. Mr. Aponte noted new grants listed in the Summary of Grant Expenditures report. Rapid Response funds were de-obligated and returned because the funds were not used by the expiration date.

Vice Chairperson Sanders asked for more information on the Junior Achievement Inspire grant, which Executive Director Ramos promised to provide.

C. Balance Sheet

Fiscal Director Aponte reviewed the balance sheet, and there were no questions.

D. Check Register for November 29, 2022, to December 27, 2022

Vice Chairperson Angela Sanders asked for questions.

After discussion and upon a motion duly made by Jill Sebest Welch, 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. Action Items

A. Approve appointment of Rhonda Kurtz to the LCWDB Executive Committee

Solicitor Todd Truntz reported that Rhonda Kurtz declined appointment to the Executive Committee, which rendered the agenda item void.

IV. Discussion Items

A. Compliance Complaint Letter

Executive Director Ramos reported that on December 21, 2022, the Pennsylvania Department of Labor and Industry, Bureau of Workforce Development Administration ("BWDA"), issued a letter to LCWDB indicating a potential non-compliance issue. BWDA will be conducting an investigation that will focus on program years 2020, 2021 and 2022, and will include a review of WIOA procurements, food purchases, and staff reimbursements.

John Biemiller requested a copy of the letter from BWDA.

Jill Sebest Welch noted that BWDA had requested an on-site visit.

B. Need for January Board Meeting

Ms. Ramos asked for a special LCWDB meeting during the week of January 20th. The purpose of the meeting is to obtain contract approval for outstanding requests for proposals ("RFPs") for program services, as well as to address open items from the prior LCWDB meeting. Ms. Ramos noted that there were no proposals submitted in response to the \$25,000 Career Ready Lancaster! RFP.

Jill Sebest Welch suggested that a January meeting would be a great opportunity to announce plans and goals for the year.

V. Adjournment

The Vice Chairperson adjourned the meeting at 4:00 p.m. with no objection.

VI. Executive Session

The Vice Chairperson convened an Executive Session at 4:00 p.m. to discuss personnel and ongoing litigation matters. The Executive Session was adjourned at 5:45 p.m. with no official action haven been taken by the Committee.