



**Executive Committee HYBRID Meeting**  
1046 Manheim Pike, Second Floor, Lancaster, PA 17601  
Tuesday, February 7, 2023, at 3:30 p.m.

**This meeting has been scheduled in Microsoft Teams. To access via Internet:**

[Click here to join the meeting](#) Meeting ID: 266 864 864 509 Passcode: jznWgm

**Agenda**

- I. Welcome/Roll Call and Request for Public Comment**
- II. Consent Agenda**
  - A. Finance & Executive Committee Minutes from January 3, 2023
- III. Action Items**
  - A. Approve Contract Administrator and Outreach Manager job description
  - B. Approval to post Contract Administrator and Outreach Manager position
  - C. Approve Assistant Director job description
  - D. Approve Lancaster Chamber CRL! social media contract
  - E. Approve Pennsylvania College of Arts & Design How Cool is That? contract
  - F. Approve IU13 – Project Based Learning contract
  - G. Approval to hire Registered Apprenticeship Navigator – as outlined in the Apprenticeship Building Application
  - H. Approve Contract modifications for RFP #22-07-OST-Career Exploration – additional funds to previously approved contracts.
  - I. Approve ABC Keystone Construction Work-Based Learning contract
- IV. Discussion Items**
  - A. Compliance Complaint Letter – (letter attached) no update
  - B. PY20 & PY21 WIOA Funding Level Requirements Finding – Corrective Action Plan submitted
  - C. BWDA PY22 WIOA Assets, Bonding and Program Compliance Letter
  - D. Audit process and draft
  - E. Addition of Wireback Works, LLC to the LCWDB Indemnification Insurance policy.
  - F. Board Nominating workgroup – Need to review membership list, (7) members terms expire 6/30/23, need to consider for reappointment and (1) member terms out.
- V. Executive Session – Personnel**

**Next Meeting**

Tuesday, March 7, 2023  
3:30 p.m.

[www.lancastercountywib.com](http://www.lancastercountywib.com)

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**Mission** - The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.

**Vision** - The Lancaster County Workforce Development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.