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# Executive Committee HYBRID Meeting

1046 Manheim Pike, Second Floor, Lancaster, PA 17601

##### Tuesday, April 4, 2023, at 3:30 p.m.

**MEETING MINUTES**

**Committee Members** Chairperson Jodi Pace, Vice Chairperson Angela Sanders, **Present:** Secretary/Treasurer John Biemiller, Jean Martin,

Francis Miliano, Jill Sebest Welch, and Michael Ford

**Committee Members** None

**Absent:**

**Staff, Contractors** Anna Ramos, Executive Director, Valerie Hatfield, Assistant Director, Anibal Aponte, Finance Director, Antonio Morales, Monitor, Department of Labor & Industry, Carissa Pinkard, Member of Public, and Todd F. Truntz, Solicitor

## Welcome/Roll Call and Request for Public Comment

Chairperson Jodi Pace called the meeting to order at 3:35 p.m. and opened the floor to public comment. No comments were offered to the Committee.

Chairperson Pace announced that the Committee held an executive session via videoconference on March 23, 2023 to discuss personnel matters.

1. **Consent Agenda**
2. **Executive Committee Minutes from February 7, 2023**

There were no changes or corrections to the meeting minutes from February 7, 2023.

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

RESOLVED, that the Consent Agenda item is hereby approved and adopted as presented.

(Motion carried unanimously. There were no abstentions.)

1. **Finance Reports**
2. January and February reports
3. Balance Sheets

Finance Director Anibal Aponte presented the January and February 2023 Finance Reports and the LCWDB Balance Sheets and fielded related questions from Committee members.

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

**RESOLVED,** that the January and February 2023 Finance Reports and the LCWDB Balance Sheets are hereby accepted as presented.

(Motion carried unanimously. There were no abstentions.)

1. **Action Items**

1. **Approve Transfer of Funds – Dislocated Worker to Adult**

Finance Director Anibal Aponte presented a request for approval to transfer $150,000 from the Dislocated Workers account to the Adult Funds account to fulfill current obligations and funding levels.

After discussion, upon motion duly made by Jean Martin and seconded by Angela Sanders, it is:

**RESOLVED,** that a transfer in the amount of $150,000 from the Dislocated Workers account to the Adult Funds account is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Approve Adult and Dislocated Worker Budget Modifications**

Assistant Director Valerie Hatfield presented a request for approval of modifications to the Adult and Dislocated Worker program budgets in the amount of $100,000 to allow for increased participant training requests with a decrease in the Dislocated Worker budgeted funds. These modifications will enable LCWDB to remain compliant with its obligation rate.

After discussion, upon motion duly made by Angela Sanders and seconded by Francis Miliano, it is:

**RESOLVED,** that a transfer in the amount of $100,000 from the Dislocated Workers account to the Adult Funds account is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Approve Purchase of Kiosks**

Executive Director Ramos presented a request for approval for the purchase of 30 kiosks to be placed in various locations throughout Lancaster County, including schools, libraries, and community-based organizations. The kiosks will provide additional community engagement and allow users to easier access resources regarding the CareerLink© and other community services.

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

**RESOLVED,** that the purchase of thirty (30) kiosks for an amount up to $90,000.00, which includes marketing design and printing costs, to provide additional community resources and engagement throughout schools, libraries, and community-based organizations throughout Lancaster County account is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Approve Disengaged Youth Survey**

Assistant Director Hatfield presented a request by the Youth Committee for a study of the disconnected young adult population in Lancaster County. The Youth Committee believes a study would be beneficial in identifying appropriate performance goals, assist in the design of youth and young adult programs, and provide valuable information to community organizations that provide services to this population group. An appropriate vendor to provide the study would be obtained through a competitive procurement process.

After discussion, upon motion duly made by John Biemiller and seconded by Angela Sanders, it is:

**RESOLVED,** that the engagement of a professional study to evaluate the disconnected youth and young adult population in the amount of up to $150,000.00 is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Approve IU13 Industry Tours**

Assistant Director Hatfield presented a request for approval of a contract with Lancaster-Lebanon Intermediate Unit 13 (“IU13”) that would provide Teacher in the Workplace Educator Industry Tours for educators in certain industry sectors throughout Lancaster County. Industry tours are designed to enhance classroom instruction, student learning, and career readiness by providing teachers with full-day, in-person tours of local businesses. This program would be funded by the Business Education Partnership Grant.

After discussion, upon motion duly made by Francis Miliano and seconded by Jean Martin, it is:

**RESOLVED,** that a contract with IU13 in the amount of $3,382.00 for the provision of Teacher in the Workplace Educator Industry Tours for the period of March 1, 2023 to July 30, 2023, is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Approve Lancaster Chamber of Commerce Industry Tours**

Assistant Director Hatfield presented a request for approval of a contract with the Lancaster Chamber of Commerce (“Lancaster Chamber”) that would provide Teacher in the Workplace Educator Industry Tours similar to the program approved for IU13 under Item IV.E. above. This program would also be funded by the Business Education Partnership Grant.

After discussion, upon motion duly made by Angela Sanders and seconded by Jill Sebest Welch, it is:

**RESOLVED,** that a contract with Lancaster Chamber in the amount of $16,618.00 for the provision of Teacher in the Workplace Educator Industry Tours for the period of March 1, 2023 to July 30, 2023, is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **WDB Draft Budget**

John Biemiller, Finance Committee Chair, Executive Director Ramos, and Finance Director Aponte reviewed the draft budget of LCWDB for program year 2023-2024, which was previously reviewed by the Finance Committee. The Committee engaged in discussion and questions were answered by staff.

After discussion, upon motion duly made by Francis Miliano and seconded by Jean Martin, it is:

**RESOLVED,** that, having been previously reviewed by the Finance Committee, the proposed LCWDB budget for program year 2023-2024 is recommended for approval by the full Board.

(Motion carried unanimously. There were no abstentions.)

1. **Discussion Items**

Executive Director Ramos updated the Committee on administrative and programmatic matters, and reviewed recent LWDB accomplishments.

Vice Chairperson Angela Sanders shared an update on her experience at the National Association Workforce Development Board conference with the committee. Great experience and recommend sending new board members every year.

**V.** **Adjournment**

The Chairperson adjourned the meeting at 4:55 p.m. with no objection.

**VII. Executive Session**

The Chairperson convened an executive session at 4:56 p.m. to discuss personnel and ongoing litigation matters. The executive session was adjourned at 6:15 p.m. with no official action having been taken by the Committee.