



**LCWDB Executive Committee HYBRID Meeting  
Tuesday, September 5, 2023 at 3:30 p.m.  
1046 Manheim Pike, 2<sup>nd</sup> Floor,  
Lancaster, PA 17601**

**Minutes**

Members Present: In person: John Biemiller, Jean Martin, Jodi Pace  
  
Via Microsoft TEAMS videoconference: Keith Baker,  
Francis Miliano, Angela Sanders, Jill Sebest Welch

Staff, Contractors, and Guests: In person: Anibal Aponte, Brie-Anne Kulp, Tamara  
Garcia-Burkhart, Olivia Monnier-Giansanti, Anna Ramos,  
Solicitor Todd Truntz

Via Microsoft TEAMS videoconference: Antonio Morales,  
State Monitor

**I. Welcome/Roll Call and Request for Public Comment**

At 3:30 p.m., Chairperson Jodi Pace called the meeting of the Executive Committee of the Lancaster County Workforce Development Board (“LCWDB”) to order and made a request for public comment. No public comments were presented to the Committee.

**II. Consent Agenda**

Anna Ramos, Executive Director, presented the minutes from both the July 11, 2023 Executive Committee meeting as well as the August 8, 2023 Executive Committee meeting. No discrepancies were noted.

**A. Executive Committee Minutes from June 6, 2023 and August 8, 2023**

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

**RESOLVED**, that the Consent Agenda containing the minutes from the June 6, 2023 Executive Committee and the minutes from the August 8, 2023 Executive Committee meeting is hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **III. Finance Reports**

- A. Financial Packet for July**
- B. Balance Sheets**
- C. Check Detail**
- D. Income Statement**

Fiscal Director Anibal Aponte presented the previous month's financial statements, as well as the year-to-date financial statements through July 2023. Included was a requested report on year-to-date financials concerning contracts.

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

**RESOLVED**, that the Financial Reports presented by the Fiscal Director for the month of June 2023 are accepted and recommended for presentation to the full Board subject to any adjustments that may be necessary as a result of an audit.

(Motion carried unanimously. There were no abstentions.)

### **IV. Action Items**

- A. There were no action items on the agenda.**

### **V. Discussion Items**

- A. Program Monitoring Overview**

Executive Director Anna Ramos reported on LCWDB's consultant John Moser's findings from his program monitoring of the Lancaster County CareerLink through the end of program year 2022. Mr. Moser also provided training to staff regarding program monitoring and performance evaluation. Jill Sebest

Welch renewed her suggestion that a performance committee be created in order to more closely monitor the performance of all program contractors within the CareerLink.

Executive Director Ramos discussed ongoing concerns with Educational Data Systems, Inc. (“EDSI”) performance regarding the Adult and Dislocated Workers Employment and Training program and the WIOA Youth Workforce Investment Program. LCWDB staff continues to meet with EDSI officials to address concerns.

**B. OEO Compliance Letter**

Executive Director Ramos presented a letter from the Pennsylvania Office of Equal Opportunity, stating that both Lancaster County Workforce Development Board and the Lancaster County CareerLink are operating within all guidelines of Equal Opportunity and nondiscrimination required by WIOA. Both entities are in 100% compliance.

**VI. Executive Session**

The Committee did not hold an executive session.

**VII. Adjournment**

Chairperson Jodi Pace adjourned the meeting at 4:46 p.m. without objection.