



**LCWDB Executive Committee HYBRID Meeting
Tuesday, July 11, 2023 at 3:30 p.m.
1046 Manheim Pike, 2nd Floor, Lancaster, PA 17601**

Minutes

Members Present: In person: Jean Martin

Via Microsoft TEAMS videoconference: Keith Baker,
Francis Miliano, Angela Sanders, Jill Sebest Welch

Members Not Present: John Biemiller, Jodi Pace

Staff, Contractors, and Anibal Aponte, Mary Byrd, Olivia Monnier-Giansanti, Anna
Guests: Ramos, Solicitor Todd Truntz, Antonio Morales, State
Monitor

I. Welcome/Roll Call and Request for Public Comment

At 3:40 p.m., Vice Chairperson Angela Sanders 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. Two new staff members, Mary Byrd (Youth Coordinator) and Olivia Monnier-Giansanti (Communications and Administrative Coordinator) were introduced to the Committee.

II. Consent Agenda

Anna Ramos, Executive Director, explained that the minutes of the June 6, 2023 Executive Committee meeting are in the process of being finalized, and being that the said minutes are the only consent agenda item, suggested that the Consent Agenda be tabled at this time.

A. Executive Committee Minutes from June 6, 2023

After discussion and on motion duly made by Jean Martin and seconded by Keith Baker, it is:

RESOLVED, that the Consent Agenda is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

III. Finance Reports

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A. Finance Report for May

B. Balance Sheets

C. Check Detail

D. Profit and Loss Statement

Fiscal Director Anibal Aponte presented the previous month's financial statements, as well as the year-to-date financial statements coinciding with the end of program year 2022. An Automated Clearing House ("ACH") deposit discrepancy in the Check Detail in the amount of \$65.00 was noted.

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

RESOLVED, that the Financial Reports presented by the Fiscal Director for the month of May 2023, subject to the noted ACH deposit discrepancy of \$65.00, are hereby accepted, subject to any adjustments that may be necessary as a result of an audit, and are recommended for presentation to the full Board.

(Motion carried unanimously. There were no abstentions.)

IV. Action Items

A. Approve Slate of Board Officers

The Executive Director explained that the current officers were elected to their offices at the December 15, 2022 full Board meeting, having been duly presented by a Nominating Committee appointed by the former Chairperson in accordance with the LCWDB Bylaws. The election of the current officers was delayed until the December 2022 meeting due to a number of membership appointment issues that were resolved by the County Commissioners. The terms of the officers were until June 30, 2023 and extending until their successors are duly chosen and qualify. Since the LCWDB Bylaws specify that officers are to serve a term of two years, the Executive Director recommended that the current officers be presented to the full Board for election for what would be the second year of their terms.

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

RESOLVED, that the following slate of candidates is hereby recommended for submission to the full Board:

Chairperson	Jodi Pace
Vice Chairperson	Angela Sanders
John Biemiller	Secretary/Treasurer

(Motion carried unanimously. There were no abstentions.)

B. Approve Cost of Living/Salary Increases

The Committee held an executive session from 4:04 p.m. until 4:45 p.m. to discuss personnel matters. No action was taken by the Committee during the executive session.

After discussion and on motion duly made by Francis Miliano and seconded by Keith Baker, it is:

RESOLVED, that a 5% cost of living salary increases to all LCWDB employees as set forth on Exhibit "A," to be enacted July 30, 2023, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

C. Approve Frameworks Consulting Agreement

After discussion and on motion duly made by Jill Sebest Welch and seconded by Keith Baker, it is:

RESOLVED, that a contract with Frameworks Consulting, LLC in the amount of \$41,925.00 for services as coordinator for Career Ready Lancaster! is hereby approved and recommended for submission to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

D. Approve Hiring of Contract Administrator

After discussion and on motion duly made by Jill Sebest Welch and seconded by Keith Baker, it is:

RESOLVED, that the hiring of Brie Kulp as Contract Administrator under the terms set forth in Exhibit "B" is hereby approved.

(Motion carried unanimously. There were no abstentions.)

E. Approve Hiring of Fiscal Coordinator

After discussion and on motion duly made by Keith Baker and seconded by Francis Miliano, it is:

RESOLVED, that the hiring of Tamara Garcia-Burkart as Fiscal Coordinator under the terms set forth in Exhibit “B” is hereby approved.

(Motion carried unanimously. There were no abstentions.)

F. Approve appointment of Equal Opportunity Officer

After discussion and on motion made by Jill Sebest Welch and seconded by Keith Burkhart, it is:

RESOLVED, that the approval of the appointment of Equal Opportunity Officer is tabled.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Employee Handbook – approve revisions/submit to board for approval

The Committee discussed the most recent draft of the employee handbook with suggested changes made. The Executive Director was asked to submit the draft handbook to the LCWDB human resources consultant for review.

B. Site Administrator Update

Executive Director Anna Ramos reported that the Site Administrator recently resigned. As stated in the contract with one stop operator ARBOR E&T, LLC d/b/a Equus Workforce Solutions (herein “Equus”), they will be recruiting a new Site Administrator. The interim Site Administrator is Jerrick Ventress.

C. Board Membership

i. Need Business Category (Suzi Meyer in pipeline)

The Executive Director informed the Committee that the Lancaster County Board of Commissioners recently approved all outstanding member appointments. Upon appointment of Suzi Meyer, Campus General Manager of Rock Lititz as a business category member, LCWDB will be in full compliance with its membership requirements.

VI. Executive Session

As noted, the Committee held an executive session from 4:04 p.m. until 4:45 p.m. to discuss personnel matters.

VII. Adjournment

The Vice Chairperson adjourned the meeting at 5:55 pm without objection.

Exhibit A

**to the July 11, 2023 Minutes of the
Meeting of the Executive Committee**

<u>Position</u>	<u>Current Salary</u>	<u>5% COLA Increase</u>	<u>2022 Salary</u>
Executive Director	\$140,000.00	\$7,000.00	\$147,000.00
Assistant Director	92,000.00	4,600.00	96,600.00
Fiscal Director	77,968.80	3,898.44	81,867.24

Lancaster Workforce Development Board

Exhibit B

**to the July 11, 2023 Minutes of the
Executive Board Meeting**

<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Contract Administrator	\$74,000.00	July 31, 2023
Fiscal Coordinator	\$50,000.00	July 24, 2023