



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

Minutes

Members Present: In person: John Biemiller, Jean Martin, Francis Miliano, Jodi Pace, Jill Sebest Welch

Via Microsoft TEAMS videoconference: Keith Baker, Angela Sanders

Staff, Contractors, and Guests: In person: Anibal Aponte, Mary Byrd, Tamara Garcia-Burkhart, Brie Kulp, 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 3:38 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 the September 5, 2023 Executive Committee meeting. No discrepancies were noted.

A. Executive Committee Minutes from September 5, 2023

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

RESOLVED, that the Consent Agenda containing

the minutes from the minutes from the September 5, 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 August 2023. Included was a requested report on year-to-date financials concerning contracts.

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

RESOLVED, that the Financial Reports presented by the Fiscal Director for the month of August 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. Transfer of Dislocated Worker Funds to Adult Funds

Fiscal Director Anibal Aponte presented an action item to move \$350,000 from LCWDB's WIOA Dislocated Workers account to the WIOA Adult account. It was made mention that dislocated workers can be served under Adult funding.

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

RESOLVED, that \$350,000 shall be moved from the WIOA Dislocated Workers account to the WIOA Adult account.

(Motion carried unanimously. There were no abstentions.)

B. LCWDB Staff Training – Approve Vendor

In alignment with LCWDB’s Strategic Priorities, LCWDB continues to seek out training for the staff to stay up-to-date on relevant issues. This has led to reaching out to YWCA Lancaster to receive training on diversity in Lancaster County. If approved, all LCWDB staff members will participate in a mandatory full-day training led by Hannah Short, Equity Training Coordinator.

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

RESOLVED, that YWCA Lancaster shall lead a full-day training on diversity in Lancaster County for all LCWDB staff.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Fiscal Investigation Finding Letter

Executive Director Anna Ramos presented a letter from the Pennsylvania Department of Labor & Industry regarding 70 allegations of the misuse of funds. After a lengthy investigation, only two needed changes were found. The necessary changes were regarding the Business Education Partnership grant and LCWDB’s Cost Allocation Plan.

B. Overview of committee structure

Starting January 1, 2024, six subcommittees of the board will be effective. Every board member will be required to sit on a subcommittee. The subcommittees are: Nominating, Executive, Finance, Career Ready Lancaster!, Youth, and Performance.

C. WIOA Engagement Session

D. Operations Update

VI. Executive Session

The Committee did not hold an executive session.

VII. Adjournment

Chairperson Jodi Pace adjourned the meeting at 5:02 p.m. without objection.