

III. Finance Reports

Fiscal Director Anibal Aponte presented November's financial statements, as well as the year-to-date financial statements. No discrepancies were noted in the financial packet.

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

RESOLVED, that the financial reports are accepted and are hereby recommended to the full Board for approval, 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. Economic Development Company/Center for Regional Analysis Agreement

Executive Director Ramos explained that LCWDB and Economic Development Company of Lancaster County ("EDC") partnered in 2023 to create presentations on Lancaster County's labor market information, and how LCWDB's work directly affects the labor market. After the initial year of presentations, LCWDB saw an increase in requests from businesses for assistance.

A new agreement with EDC's Center for Regional Analysis would include additional presentations, and would also include the creation of a workforce achievement summary, which is a reporting tool to measure how key organizations in Lancaster County impact the workforce. The proposed new agreement with EDC would also include a publication to highlight local workforce data and program impact. Technical assistance to LCWDB also is included, *ad hoc*, at the rate of \$100 per hour.

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

RESOLVED, that a contract with Economic Development Company / Center for Regional Analysis and LCWDB to measure local workforce data and create a new publication is recommended to the board for approval.

(Motion carried unanimously. John Biemiller abstained prior discussion and left the meeting prior to the motion and vote.)

B. Add Contract Administrator as Check Signer

With Assistant Director Valerie Hatfield’s resignation, there will be no secondary internal check signer. Contracts Coordinator Brie Kulp has been brought for approval as the secondary check signer.

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

RESOLVED, that Contracts Administration Brie Kulp is hereby appointed a check signer for LCWDB’s bank accounts.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Request for Quotes – Strategic Plan

Executive Director Anna Ramos explained the scope of work and deliverables that will be included in the request for quotes for the LCWDB 2024-2027 strategic plan. She requested any feedback to be provided to her by Friday, January 12, 2024. The RFQ will be posted the week of January 15th, proposals will then be reviewed and a vendor presented to the February board meeting for approval.

B. Disconnected Youth Study Report

Youth Coordinator Mary Byrd reported on the recently completed study by Thomas P. Miller & Associates, LLC d/b/a TPMA on disconnected youth in Lancaster County. The main issues discussed in the survey were the lack of mental health resources, the need for “third places” in Lancaster County, which are spaces where individuals spend time outside of school, work, or home, and a lack of job equality for young people of color. The feedback and recommendations from the survey will be used to drive the goals of the youth committee for 2024. This study will be provided to full Board at next regular meeting.

VI. Executive Session

An Executive Session was not held by the Committee.

VII. Adjournment.

The Chairperson adjourned the meeting at 4:56 p.m. without objection.