



Fiscal Coordinator Tamara Garcia-Burkhart presented the executive summary of the financial packet, which included the previous month's financial statements (Check Register, Balance Sheet, Profit & Loss Statement), as well as the year-to-date financial statements.

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

**RESOLVED**, that the Financial Reports for the month of December 2023 are hereby approved, pending any changes made as the result of an audit.

(Motion carried unanimously. There were no abstentions.)

#### **IV. Action Items**

##### **A. Framework Contract Extension for Project Management of the Apprenticeship Building America Grant**

To serve the Apprenticeship Building America (ABA) Grant, a contract was entered into with Frameworks Consulting and is scheduled to end March 31, 2024. To continue serving as the project manager of the ABA Grant, it is proposed to extend the contract for 30 days, from April 1, 2024 – April 30, 2024.

After discussion and on motion duly made by Francis Miliano and seconded by Brad Shulenberger, it is:

**RESOLVED**, that the contract with Frameworks Consulting shall be extended for 30 days, April 1, 2024 - April 30, 2024.

(Motion carried unanimously. There were no abstentions.)

##### **B. IU13 Contract for Educator Industry Tours**

Lancaster-Lebanon IU13 is the organization that has historically supported the tours by facilitating the registration and Act 48 credit process for the educators. LCWDB is seeking to partner again with LLIU13, to continue in this role for the 2024 Educator Industry Tours, which this year is being extended one day to four days and including businesses in the Lebanon area. Funds to support the tours will come from the Business Education Partnership Grant in the amount of \$3,500.

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

**RESOLVED**, that the Lancaster-Lebanon IU13 shall receive \$3,500 to the 2024 Educator Industry Tours, pending full board approval.

(Motion carried unanimously. There were no abstentions.)

## **V. Discussion Items**

### **A. Assignment of new members to Executive Committee**

Chairperson Jodi Pace announced that two board members (Thomas Neely of Thomas E. Strauss, Inc. and Brad Shulenberger of Warfel Construction) are being appointed to the Executive Committee in an effort to create sustainability and succession of officers. These two board members have expressed an interest in taking on Officer roles and by joining the Executive Committee, they will have time to learn more about the governance and duties of these roles. Slate of Officers will be presented to the Board at the June Board Meeting for a vote.

### **B. CRL! Update**

Executive Director Anna Ramos gave an update regarding the most recent Career Ready Lancaster! (CRL!) meeting, which was held January 19, 2024 hosted by Armstrong. It was reported that 25% of the people who attended the meeting were new to CRL! and this was their first meeting. The future of this partnership was discussed and the new theme of workforce reimaged was unveiled. The Steering Committee of CRL! continues to meeting monthly to discuss strategic priorities for this partnership and how to continue to grow with more business involvement.

### **C. Committee Updates**

Executive Director Anna Ramos gave updates on the various Committees of the Board. The Nominating Committee was mentioned in their efforts to help identify potential future board members from both the Agriculture Industry and Information Technology Industry. The Performance/Governance Committee was reported that they had their first meeting to identify their purpose, which will be around program performance. A second meeting is scheduled to review the newly implemented digital intake forms from the Lancaster County PA CareerLink® alongside Performance Reports received. Youth Coordinator Mary Byrd reported that the Youth Committee was working on the Educator Industry Tours, as well as meeting with transportation businesses in the area to try to alleviate transportation barriers to youth.

#### **D. Audit Presentation at February board meeting**

Shawn Strauss, CPA from Maher Duessel CPAs conduct an audit of LCWDB, and presented an in-depth review at the January 2024 Finance Committee Meeting. Executive Director Ramos mentioned that there were no findings in the audit, and that Shawn Strauss would be at the February 15, 2024 Board Meeting to give a brief presentation.

#### **VI. Adjournment**

Upon motion from the Chairperson the meeting was adjourned at 4:09 p.m.