



**LCWDB Executive Committee Meeting
Tuesday, March 5, 2024 at 3:30 p.m.
1046 Manheim Pike, Lancaster, PA 17601**

VIA ZOOM VIDEOCONFERENCE

Minutes

Members Present:	Virtual: Keith Baker, John Biemiller, Francis Miliano, Thomas Neely, Jodi Pace, Angela Sangers, Brad Shulenberger, Jill Sebest Welch
Staff, Contractors, and Guests:	Virtual: Anibal Aponte, Brie Becker, Ivy Berry (EDSI), Mary Byrd, Tamara Garcia-Burkhart, Olivia Monnier-Giansanti, Melissa Van Dort (EDSI), Anna Ramos, Todd Truntz, Board Solicitor

I. Welcome/Roll Call and Request for Public Comment

At 3:31 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.

II. Consent Agenda

Chairperson Jodi Pace presented the minutes from the February 6, 2024 Executive Committee meeting. No discrepancies were noted.

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

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. Jill Sebest Welch abstained.)

III. Finance Reports

Fiscal Director Anibal Aponte presented financial reports for the period ending January 31, 2024. No discrepancies were noted in the financial packet. The Committee asked about check No. 4366, which was not listed in the Check Detail. Fiscal Coordinator Tamara Garcia-Burkhart confirmed that it was a voided check.

After discussion and on motion duly made by John Biemiller and seconded by Keith Baker, 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. Frameworks Consulting for Career Pathways Training for Businesses

Executive Director Anna Ramos presented an action item to contract Frameworks Consulting, LLC to run three career pathways business training sessions. This training, which will provide opportunities for 45 people over three sessions, is designed to help businesses develop career pathways. Participants will be introduced to Career Ready Lancaster!, O*Net Online, an online career exploration and job analysis service sponsored by the U.S. Department of Labor, the apprenticeship process, and other models used in upskilling employees. The proposed budget for this career pathways training for business series is \$7,500.

After discussion and on motion duly made by Angela Sanders and seconded by Francis Miliano, it is:

RESOLVED, that a contract with Frameworks Consulting, LLC for the provision of three career pathways training sessions for businesses for the amount of \$7,500, is hereby approved and recommended to the full board for final approval.

(Motion carried unanimously. There were no abstentions.)

B. Part-Time Program Monitoring and Compliance Job Description

To better support the monitoring of LCWDB's contracts, Executive Director Anna Ramos presented an action item to create a new role for program monitoring and compliance. The new role would be a part-time, hourly position. The Committee requested a job description with a salary range for review prior to approval.

After discussion and on motion duly made by Keith Baker and seconded by John Biemiller, it is:

RESOLVED, that Action Item IV.B regarding a part-time Program Monitor and Compliance position is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

C. Strategic Plan Provider

Every three years, a request for proposals is published to find a qualified provider to create LCWDB's Strategic Plan. Five proposals were received, and a review panel was formed to evaluate each proposal. At this time, the review panel has not completed its evaluations, and Executive Director Anna Ramos requested to table this action item.

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

RESOLVED, that Action Item IV.C regarding the appointment of a strategic plan provider is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Strategic Plan Timeline

Executive Director Anna Ramos explained that a review panel was created to evaluate vendor proposals for the creation of LCWDB's Strategic Plan. Five proposals have been received. After narrowing it down to three proposals, the panel requested that each remaining proposer provide a presentation to the panel on how they would provide the Strategic Plan. The Executive Director was hopeful that a successful proposal will be presented to the Committee at its April meeting.

B. Assistant Director Recruitment Update

Executive Director Anna Ramos presented an update on the hiring process of a new Assistant Director. The Executive Director expressed gratitude to Chairperson Jodi Pace and Board Member Kurt Stillwagon for their assistance with interviewing candidates. An additional interview is scheduled for Friday, March 8, 2024. Ms. Ramos expected to present a final candidate to the Committee shortly.

C. Workforce Alliance Update

The Workforce Alliance between LCWDB and the Economic Development Company of Lancaster County met to discuss details of a new publication addressing economic impact in Lancaster County. The first publication will review internal data from Lancaster County CareerLink® customers to identify populations served, and the impact on the Lancaster County economy. The Workforce Alliance will also assess job placement reports and provide employer needs assessments by CareerLink® Business Services Team. A public meeting that will include all stakeholders is scheduled for March 27, 2024.

VI. Adjournment.

The Chairperson adjourned the meeting at 5:08 p.m. without objection.

VII. Executive Session

An Executive Session was held by from 4:29 p.m. until 5:08 p.m. to discuss personnel matters. No official action was taken by the Committee.