



LCWDB HYBRID Executive Committee Meeting
1046 Manheim Pike, Second Floor, Lancaster, PA 17601
Tuesday, August 6th, 2024, 3:30 p.m.

Minutes

Members Present (In person): John Biemiller, Brad Shulenberger, Jean Martin, Thomas Neely

Members Present (Virtually): Keith Baker, Francis Miliano

Staff and Guests: Anibal Aponte, Anna Ramos, Carrie McCullough, Brie Becker, Mary Byrd (virtually), Todd Truntz, Kim Lam, Tamara Garcia-Burkhart (virtually), Greg Colton (virtually), Tonya Townsend (virtually)

I. Welcome/Roll Call and Request for Public Comment

At 3:40 p.m., Vice Chairperson Brad Shulenberger called the meeting of the Lancaster County Workforce Development Board ("LCWDB") Executive Committee to order and made a request for public comment. No public comment was presented.

II. Consent Agenda

After discussion and on motion duly made by John Biemiller, and seconded by Jean Martin, it is

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Finance Reports

Fiscal Director Anibal Aponte presented the Finance Committee Executive Summary that summarized the financial reports.

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

RESOLVED, the Financial Reports are hereby accepted and recommended to the full Board for approval subject to any minor adjustments that may be necessary as a result of an audit.

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(Motion carried unanimously. There were no abstentions.)

IV. Action Items

A. Approval of LCWDB Staff Annual Increases – Exhibit A

The Executive Committee convened an executive session at 3:52 p.m. to discuss personnel matters, which concluded at 4:02 p.m. No official action was taken by the Committee during the executive session.

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

RESOLVED, that the LCWDB staff salary increases set forth on Exhibit “A” attached hereto are hereby approved.

(Motion carried unanimously. There were no abstentions.)

B. Approval of Maher Duessel contract

Contract Administrator Brie Becker introduced a proposed audit services contract. LCWDB is required to contract with a Certified Public Accounting (CPA) firm to provide an annual audit and tax services for the LCWDB in accordance with Generally Accepted Auditing Standards and the Generally Accepted Government Auditing Standards (GAGAS). A request for proposals was published, and Maher Duessel was the sole respondent. LCWDB staff recommends approval of a new contract with Maher Duessel to provide audit and tax services for program year 2024. Maher Duessel offers a significant amount of experience with workforce development boards and other nonprofit organizations, however, their \$49,500.00 proposal for program year 2024 is significantly higher than in past years. For comparison, the audit fee for program year 2023 was \$22,600.

Ms. Becker explained that a panel of five evaluators reviewed the proposal, which was then reviewed by the Finance Committee. The review panel and the Finance Committee each recommend approval of the proposed contract Maher Duessel.

The Committee requested that LCWDB staff issue an RFP for audit services for the 2025 program year in the hopes of obtaining a more economical rate.

After discussion and on motion duly made by Jean Martin, seconded by John Biemiller, it is:

RESOLVED, that a one-year contract in the amount of \$49,500 with Maher Duessel to provide audit and tax services for LCWDB is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

C. Approval of Lancaster County Career and Technology Center contract modification

LCWDB staff recommended an increase in funding for the program year 2023 Business Education Partnership (BEP) with Lancaster County Career and Technology Center (LCCTC) from \$11,500 to \$17,500, and a term extension from 6/30/2024 to 8/31/2024. Initially, BEP funds in the amount of \$6,000.00 were awarded to Associated Builders & Contractors d/b/a ABC Keystone. Since ABC Keystone was unable to run its program this year, LCWDB received authorization from the Bureau of Workforce Development Administration (BWDA) to reallocate these funds to LCCTC. LCCTC utilizes leveraged funds from several sources to provide summer camp programs. The additional funds will be allocated to cover staff salaries and benefits at their campuses.

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

RESOLVED, that Amendment Number 1 by and between Lancaster County Workforce Development Board and Lancaster County Career and Technology Center, modifying existing Agreement No.PY23 BEP LCCTC (the “Agreement”) to increase the total amount of the Agreement by \$6,000.00 to \$17,500.00, and extending the termination of the Agreement from June 30, 2024 to August 31, 2024 is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

V. Discussion Items

A. Strategic Plan Update

Executive Director Anna Ramos updated the Committee on the strategic planning survey that has been published. Results from this survey will be provided at the annual Board retreat and will be studied and discussed. Ms. Ramos stated that the Strategic Plan is on target to be presented to the Board at its November meeting.

B. Executive Director Updates

Executive Director Anna Ramos provided the Committee with an update on the successful Career Ready Lancaster! (CRL!) quarterly meeting held on July 18th. The meeting saw increased interest from businesses in supporting CRL!’s mission to provide career pathways and develop a quality workforce. CRL! staff are planning to continue this concept of meeting going forward.

Ms. Ramos mentioned that Assistant Director Carrie McCullough assisted with the BEP grant application for program year 2024. The application has been submitted to Department of Labor & Industry with a requested amount of \$150,000. Staff are hopeful for its approval.

Ms. Ramos gave updates on other outreach activities of LCWDB and CRL!, including a branding initiative with Alpha Dog Marketing, consortium meetings held by the Lancaster Chamber of Commerce, the STEM Alliance Workforce 2030 Summit, and a presentation by the Federal Reserve.

Ms. Ramos played a video created by students at the Pennsylvania College of Art and Design entitled “Lancaster County: The County of Unlimited Career Opportunities.” The Committee was impressed by the quality of the video.

Ms. Ramos noted that she will be making a presentation in October at the Manufacturing Institute Workforce Summit in Minneapolis with Board Member Salena Coachman.

C. Operation Updates

Assistant Director Carrie McCullough gave an update on the launch and progress of the new PayCor software for human resource management. Ms. McCullough reported that she would be attending workforce development certification training, and that Contract Administrator Brie Becker will be attending a business services certification program.

VI. **Adjournment**

Vice Chairperson Brad Shulenberger adjourned the meeting at 4:48 p.m. without objection.

Following adjournment, the Committee convened an executive session to discuss personnel matters. The executive session adjourned at 5:20 p.m. with no official action having been taken by the Committee.