



**LCWDB HYBRID Executive Committee Meeting**  
1046 Manheim Pike, Second Floor, Lancaster, PA 17601  
Tuesday, November 5, 2024, 3:30 p.m.

**Minutes**

Members Present (In person):	Thomas Neely, John Biemiller, Brad Shulenberger
Members Present (Virtually):	Keith Baker, Francis Miliano
Staff and Guests:	Anna Ramos, Carrie McCullough, Todd Truntz, Kim Lam, Ivy Berry, Brie Becker (virtually)

**I. Welcome/Roll Call and Request for Public Comment**

At 3:33 p.m., Chairperson Thomas Neely 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**

Chairperson Thomas Neely presented the Consent Agenda, which included the minutes of the October 1, 2024 Executive Committee meeting. No changes were noted.

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

**RESOLVED**, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**III. Finance Reports**

Executive Director Anna Ramos presented the Finance Committee Executive Summary that summarized the financial reports.

After discussion and on motion duly made by Brad Shulenberger, and seconded by John Biemiller, it is:

**RESOLVED**, acceptance of the Financial Reports is hereby tabled.

(Motion carried unanimously. There were no abstentions.)

#### **IV. Action items**

##### **A. Approval of 2025 Calendar**

The Executive Director presented a proposed meeting calendar for 2025. Efforts were made to avoid national holidays.

After discussion and on motion duly made by John Biemiller, and seconded by Brad Shulenberger, it is:

**RESOLVED**, that the 2025 meeting calendar of the Board of Directors and LCWDB Committees is hereby approved and recommended to the full Board for final approval.

(Motion carried unanimously. There were no abstentions.)

##### **B. Appointment of Nominating Committee Chair**

Chairperson Thomas Neely appointed Heather Valudes as Chairperson of the Nominating Committee. This position was previously held by Jill Welch, whose term as LCWDB member term concluded on June 30, 2024.

After discussion and on motion duly made by Brad Shulenberger, seconded by Keith Baker, it is:

**RESOLVED**, that the Committee hereby acknowledges the appointment by Chairperson Thomas Neely of Heather Valudes as Chairperson of the Nominating Committee and is also appointed to the Executive Committee.

(Motion carried unanimously. There were no abstentions.)

##### **C. Approval of Fee for Service Agreement with SCPA Works**

LCWDB staff requested approval of an agreement with South Central Workforce Investment Board d/b/a SCPa Works, to provide fiscal support. As of November 6, 2024, both the Fiscal Director and Fiscal Coordinator positions remain vacant. SCPa Works has offered to assist LCWDB with consulting services in the nature of accounting and fiscal support on as needed basis. The term of this relationship is anticipated to extend through the beginning of 2025 to allow for completion of the audit and onboarding of a new Fiscal Director and Fiscal Coordinator, and shall be an administrative expense. It is currently anticipated that approximately four to eight hours of consulting services per week will be needed.

After discussion and on motion duly made by John Biemiller, seconded by Brad Shulenberger, it is:

**RESOLVED**, that an agreement with South Central Workforce Investment Board d/b/a SCPa Works, to provide consulting services in the nature of accounting and fiscal support on an as-needed basis at a rate of \$100 is hereby approved.

(Motion carried unanimously. There were no abstentions.)

**V. Executive Director Report**

**A. Workforce Alliance Update**

Executive Director Anna Ramos presented a draft of the Lancaster County Workforce Support Asset Map, developed in partnership with the Economic Development Company of Lancaster County (EDC). This map will outline available programs and organizations that support career readiness, industry skills training, career exploration, employment opportunities, barrier removal, and community workforce resources.

**B. Strategic Plan Update**

Ms. Ramos provided an update on the strategic planning process. Staff are compiling feedback from Board members and aligning it with the Local Management Plan to develop tactics for the strategy. The finalized plan is expected to be presented to the Board at the meeting on December 19, 2024.

**C. CRL! Updates**

Executive Director Anna Ramos provided an update on the Career Ready Lancaster (CRL!) branding project, including proposed collateral materials.

Ms. Ramos also reported on the activities of the Rapid Response Team following recent layoff events at DAS Companies, Inc. and the DHL Supply Chain facility.

**VI. Discussion Items**

**A. Staffing Updates**

Assistant Director Carrie McCullough provided an update on the hiring process for the Fiscal Director and Fiscal Coordinator positions. A temporary Fiscal Coordinator has been employed to provide support during the fiscal team's vacancy.

**B. Proposed LCWDB Staff Handbook Changes**

Ms. McCullough presented proposed changes to the LCWDB Staff Handbook, which were discussed by the Committee and the Solicitor.

### C. ExtraGive Plans

Ms. McCullough provided the Committee with an update on ongoing outreach activities for “ExtraGive Day,” which is a day of charitable giving coordinated by the Lancaster County Community Foundation and benefits charitable organizations throughout Lancaster County. This year’s ExtraGive Day is November 22, 2024.

## VII. **Adjournment**

Chairperson Thomas Neely adjourned the meeting at 4:48 p.m. without objection.