



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

Minutes

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

Members Present Keith Baker, Francis Miliano
(Virtually):

Staff and Guests: Anibal Aponte, Anna Ramos, Carrie McCullough,
 Todd Truntz, Kim Lam, Ivy Berry

I. Welcome/Roll Call and Request for Public Comment

At 3:31 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

After discussion and on motion duly made by Jodi Pace, and seconded by Brad Shulenberger, 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 Brad Shulenberger, and seconded by Jodi Pace, 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.

(Motion carried unanimously. There were no abstentions.)

IV. Executive Session – Personnel

The Chairperson convened an executive session at 3:37 p.m. to discuss personnel matters, which concluded at 3:49 p.m. No official action was taken by the Committee during the executive session.

V. Action items

A. Approval of LCWDB Staff Increase – Exhibit A

The Executive Committee held a discussion regarding annual salary adjustments for staff.

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

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

(Motion carried unanimously. There were no abstentions.)

B. Delegation of Personnel Authority

This action item was to approve a policy authorizing the delegation of certain personnel matters to the Executive Director. The LCWDB Bylaws vest authority for all personnel matters in the Executive Committee, some or all of which may be delegated to the Executive Director. This policy would delegate authority for a number of day-to-day personnel actions to the Executive Director.

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

RESOLVED, that the Lancaster County Workforce Development Board Policy Authorizing the Delegation of Staff Personnel Matters to the Executive Director delegating certain authority regarding personnel matters to Executive Director Anna Ramos, is hereby approved.

(Motion carried unanimously. There were no abstentions.)

VI. Discussion Items

A. LCWDB Open House 09.12.2024

Executive Director Anna Ramos updated the Committee on “PA CareerLink® Day” as well as the LCWDB Open House scheduled for September 12th, 2024.

B. Strategic Plan Update

Executive Director Anna Ramos updated the Committee on the strategic planning process. Ms. Ramos looks forward to the strategic planning discussion at the Board Retreat session on September 6th, where Board members and staff will dive deep into an analysis of the priorities of LCWDB and identify tactics to execute to ensure program success over the next three years.

C. Executive Director Updates

Executive Director Anna Ramos provided an update regarding an event held by UnidosUS, which was co-hosted by Thaddeus Stevens College of Technology, Tec Centro a division of the Spanish American Civic Association, Inc. (SACA). A key outcome of the discussions was the potential for a federal grant involving UnidosUS, Thaddeus Stevens, LCWDB to further develop career pathways.

Ms. Ramos also updated the Committee on the ongoing activities of the partnership between LCWDB and the Economic Development Company of Lancaster County (EDC Lancaster County). The LCWDB has been working with EDC Lancaster County utilizing workforce development data to better support and guide businesses and community partners in their efforts to cultivate a high-quality workforce.

Ms. Ramos provided updates on the asset mapping of workforce alliances in collaboration with the Lancaster Chamber of Commerce and Industry (Lancaster Chamber), Community Action Partnership of Lancaster County, Inc., and EDC Lancaster County. The report will encompass all workforce activities within the county, highlighting successful projects and initiatives requiring improvement.

D. Operation Updates

Assistant Director Carrie McCullough provided an update on the staff operations.

VII. **Adjournment**

Chairperson Thomas Neely adjourned the meeting at 4:22 p.m. without objection.

VIII. **Executive Session**

Following adjournment, the Chairperson convened an executive session to discuss personnel matters. The executive session adjourned at 4:50 p.m. with no official action having been taken by the Committee.