



LCWDB HYBRID Executive Committee Meeting
1046 Manheim Pike, Second Floor, Lancaster, PA 17601
Tuesday, January 7, 2025, 3:30 p.m.

Minutes

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

Members Present (Virtual): Keith Baker, Jodi Pace

Staff and Guests: Anna Ramos, Todd Truntz, Kim Lam, Stephen Samaan, Danielle Shockley, Brie Becker (virtual)

I. Welcome/Roll Call and Request for Public Comment

At 3:32 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 December 3, 2024 Executive Committee meeting. No changes were noted.

After discussion and on motion duly made by Heather Valudes, and seconded by John Biemiller, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously. There were no abstentions.)

III. Fiscal Update

Executive Director Anna Ramos introduced the Committee to the newly appointed Fiscal Coordinator, Danielle Shockley, who completes the new fiscal team. Ms. Ramos provided a fiscal update, assuring the Committee that bills are being paid on time, contractual obligations are being met, and compliance with all legal and regulatory requirements is being maintained.

IV. Action items

A. Approval of Handbook Changes

LCWDB staff requested approval of a number modifications of the LCWDB Handbook. The proposed changes were presented for review and discussion during the Executive Committee meetings held in November and December 2024, during which the proposed modifications were discussed and the Committee provided recommendations.

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

RESOLVED, that the modifications to the following provisions of the LCWDB Employee Handbook as presented to the Committee are hereby approved for immediate implementation:

1. Paid Time Off
2. Parental Leave of Absence
3. Remote Work Policy (now “Hybrid Work Policy”)
4. Timekeeping and Pay Procedures
5. Employee Expense Reimbursement

(Motion carried unanimously. There were no abstentions.)

V. Executive Director Report

Ms. Ramos provided updates on upcoming significant meetings and events. She reported that Pennsylvania State Representative Nikki Rivera’s office has reached out to gain further insight into the Board and its initiatives. A meeting will be held at the LCWDB office, followed by a tour of both the LCWDB office and the PA CareerLink®, located in the same building. Representative Rivera previously attended the LCWDB’s open house on September 12, 2024, where she expressed interest in supporting local workforce development efforts.

Ms. Ramos extended an invitation to Committee members for the upcoming Career Ready Lancaster! Connections meeting scheduled for January 24. Additionally, she invited members to attend the 37th Annual Rev. Dr. Martin Luther King, Jr. Breakfast, hosted by the Community Action Partnership (CAP). LCWDB and PA CareerLink® Lancaster County have consistently supported this event each year.

Ms. Ramos informed the Committee of a recent discussion with the Department of Labor & Industry (L&I) regarding program year 2025 funding allocations for the Workforce Innovation and Opportunity Act (WIOA), noting that a reduction in both WIOA and Temporary Assistance for Needy Families (TANF) funding is expected due to performance metrics. Ms. Ramos explained that reductions often follow low

unemployment levels as funds are reallocated to workforce areas where unemployment numbers are higher. Ms. Ramos lamented that LCWDB's successes in the region sometimes cause funding reductions to areas having a perceived greater need. The L&I is currently reviewing the budget and performance to determine the impact of this reduction on future allocations. Ms. Ramos emphasized the importance of continued showcasing of LCWDB's impact, raising awareness, and advocating for continued support for local workforce development, job creation, and accessible employment services for all Lancaster County residents.

VI. Discussion Items

A. Review of Attendance Policy

Ms. Ramos presented a new policy for attendance and tardiness, which was discussed by the Committee and the Solicitor.

B. PY24 Annual Property Inventory Form – BWDA Approval Letter

Ms. Ramos provided the Committee with the program year 2024 Annual Property Inventory Form approval letter issued by the Bureau of Workforce Development Administration (BWDA). No discrepancies were found by L&I, and the letter stated that LCWDB is in compliance with state and federal requirements.

C. 2023 Single Audit – BWDA Approval Letter

Ms. Ramos also provided the Committee with the approval letter for the 2023 Single Audit, issued by the Bureau of Workforce Development Administration (BWDA) on December 16, 2024. The letter indicated that the Single Audit report contained no findings or deficiencies in the programmatic and financial systems of the WIOA programs operated by LCWDB.

VII. Adjournment

There being no further business before the Board, Chairperson Thomas Neely accepted the motion of Heather Valudes, which was seconded by Brad Shulenberger, and adjourned the meeting at 4:36 p.m. upon unanimous vote.