

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

April 21, 2020

- I. The regular business (**virtual**) meeting of the JOC was called to order at 6:31 p.m. by the President, Ruth Ann Schlegel.
- II. Salute to the flag by all in attendance.
- III. Roll Call – Present*

Annvile Cleona	**Ben Dohner	Darren Grumbine
Cornwall Lebanon	* Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	*Amber Weaver	Dotty Noll
Northern Lebanon	*David Kline	Mike Marlowe
Palmyra	*Jeffrey Putt	Christopher Connell
Lebanon	*Tracy Johnsen	Heather Eggert

Others present:

Glenn Meck	Tina Geyer	Dr. Philip Domencic
Justin Weaber		

****Ben Dohner joined by phone. *All others attended by Zoom.**

- IV. Public Comment - none
- V. Minutes

It was moved by Mr. Putt, seconded by Mrs. Johnsen to approve the minutes of the March 17, 2020 regular business meeting. All members voting aye.

- VI. Director's Report
 - A. Review of Water Meter Project – Glenn Meck
 - B. Review of Outstanding Grants – Glenn Meck
 - C. Donation of Medical Supplies to Local Medical Facilities – Glenn Meck
 - D. Discussion of Posting of Administrative Positions - Glenn Meck
 - E. Review of Continuity of Education Plan – Justin Weaber

VII. Communications

- A. Electronic Communications in Scheduled Public Board Meetings

It was moved by Mrs. Schlegel, seconded by Mr. Putt that we approve pursuant to Joint Operating Committee (JOC) Policy 003 to suspend the restriction in JOC Policy 006.1 that the majority of JOC members shall physically be present when a JOC member attends through electronic communications in scheduled public meetings during the Governor's declared state of emergency concerning the COVID-19 pandemic, so long as the following requirements are met: all JOC members participating remotely in any public meeting must be able to hear all other attendees, and all others in attendance at the meeting must be able to hear the JOC members participating remotely. All members voting aye.

VIII. Business Reports

- A. Financial Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Financial Report for the period ended March 31, 2020 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended March 31, 2020 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the Student Activity Account for the quarter ended March 31, 2020 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the bills/transfers as attached in the amount of \$1,539,774.17. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. Employment - Grounds/Maintenance

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve Matt Geyer as summer grounds/maintenance at \$12.00/hour effective April 22, 2020 as needed. All members voting aye.

B. Revised Job Description

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approved the attached Revised CTSO Advisor Job Description. All members voting aye.

XI. Curriculum

A. Full Time and Part Time Practical Nursing Tuition

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the tuition rate for the following effective July 1, 2020:

Full Time PN program	\$13,900.00
Part Time PN program	\$14,175.00

All members voting aye.

XII. Finance

A. Budget Approval

It was moved by Mr. Kline, seconded by Mr. Putt that the 2020-2021 budget in the amount of \$9,229,779 be initially approved and recommended to the six member districts. All members voting aye.

B. Additional Revenue

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we accept additional revenue for the following for fiscal year ended June 30, 2020 in the amount of \$214,667.00.

Adult Ed Direct Loans	\$2,000.00
PT LPN Direct Loans	\$100,000.00
FT LPN Direct Loans	\$50,000.00
Supplemental Equipment Grant	\$62,667.00
TOTAL	\$214,667.00

All members voting aye.

C. PA Dept. of Environmental Protection – Air Quality Device

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the Pennsylvania Department of Environmental Protection to place a permanent Air Quality device on CTC property. All members voting aye.

D. Bid Award

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the bid from DiaMedical USA in the amount of \$28,889.96 for the purchase of practical nursing equipment through the Perkins Post-Secondary grant through Lancaster County Career and Technology Center for the 2019-20 school year. All members voting aye.

XIII. Policies

A. Policies – Final Approval

It was moved by Mrs. Johnsen, seconded by Mr. Putt that we approve the following policies as attached for final approval:

No.	Policy Name
601	Fiscal Objectives
602	Budget Planning
603	Budget Presentation
604	Budget Adoption
607	Tuition Income
608	Bank Accounts
609	Investment of Funds
610	Purchase Subject to 608; C/Q Bid/Quotation
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment of Bills
617	Petty Cash
618	Student Activity Funds
619	Audit
620	Fund Balance
622	GASB Statement
624	Taxable Fringe
625	Use of Credit Cards
626	Federal Fiscal Compliance
626.1	Travel Reimbursement Federal Program

All members voting aye.

An Executive Session followed the meeting to discuss personnel.

XV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Weaver that we adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – May 19, 2020