



Thursday, July 21, 2016 - 7:30 a.m.
PA CareerLink of Lancaster County - Liberty Place

Minutes

Present: Keith Baker, Steven Bright, Barry David, Gary Grube, Linda Kreider, Jean Martin, John Paul, Robert Rhoads, Kurt Stillwagon, Robert Thomas, David Warren, and Jill Welch

Not Present: Thomas Baldrige, Brian Barnhart, John Biemiller, James Black, Thomas Cislo, James Everhart, Eric Horn, Krista Jenkins, Donald Johnson, Rhonda Kurtz, Susan Richeson, Todd Shultz, and Mike Sturla

Note: absentee ballots were provided by Todd Shultz, Susan Richeson, John Biemiller, and James Black

Guests: Miriam Suchanic, Joe Farrell

Staff: Valerie Hatfield, Mary Ann Kowalonek, Stan Miller, Cathy Rychalsky, Hope Schmids, Nancy Sharp

Call to Order and Welcome

Bob Rhoads called the meeting to order at 7:30 a.m.

Consent Agenda

Approval of Minutes – May 19, 2016

Motion to approve the minutes was made by Robert Thomas, seconded by Barry David, and passed unanimously.

Approval of May 2016 Financial Report

Cathy pointed out we are not meeting the minimum required 80% of spending of Adult program funds. This is primarily a result of the state budget impasse; with uncertainty over funding, the WDB did not fund any Individual Training Accounts until February 2016. She expects the Dislocated Worker program fund spending to be at 83%.

On a motion from the Executive Committee and second by John Paul, the financial report passed unanimously

Approval of policies and procedures: PP 2014, Work-Based Learning

Cathy discussed the emphasis WIOA places on work-based learning opportunities. Clients get work experience; employers can help develop work experience and try out potential employees. Cathy asked for board input in the area of Work Experience for Youth: Gov. Wolf is requesting minimum pay at \$10.15. Our concern is that for some of our employers, that rate will be higher than some of their permanent employees receive. The Executive Committee thought the 115% rate mentioned in the policy was a good place to start and asked to revisit the policy after a year.



On a motion from the Executive Committee and second by John Paul, the financial report passed unanimously.

Items for Action

Extend contract with Lancaster-Lebanon IU 13 for three months

The contract with the IU ends June 30, 2016. The programs IU operates include WorkKeys remediation, high-school equivalency preparation, and basic skills remediation. Since the program is funded with a federal grant (WIOA), we are required to seek bids for services; that has not been done historically. We will proceed with the RFP process, but we still need to offer those services during the process. Staff is requesting a three-month contract extension.

On a motion from Executive Committee, seconded by Jean Martin, the extension was passed unanimously.

Extend CareerLink® agreements (Operator, Investor, Resource Sharing) for three months

Due to a number of personnel changes (new site admin, new service provider, WDB), we have not been able to update these agreements as required under WIOA by June 30 deadline. Rather than rush the process, staff is asking for an extension to finalize the documents.

On a motion from Executive Committee, seconded by Kurt Stillwagon, the extension was passed unanimously.

Comments from Board Chair Bob Rhoads

With the change in board leadership effective July 1, Jill Welch is now the immediate past chair; Bob thanked her for her service during period of change, both at the WDB and state. Bob introduced Rhonda Kurtz as the new vice chair.

Bob mentioned board member Steve Bright was recently promoted to maintenance manager.

Bob said he would like the board to be more engaged as we move forward. He would like to talk more about programs, KPIs to meeting objectives, how we make sure the board is satisfying businesses and clients.

Bob also noted the need to replace board member Sharon Kay, who recently moved from Pepperidge Farm to RR Donnelly, where we already have board representation. We have 90 days to fill Sharon's seat.

Staff Reports

WIOA Title I provider (An'Dionne Smith)

The CareerLink's fall Job Fair is set for Sept. 21. The Employer Services Team is putting the finishing touches on the registration materials. They are introducing three new workshops: Finding your Fit (career exploration tools), Social Media and Professionalism, and Resume Critique, the last after hearing requests from customers for resume help. Cathy suggested opening up the Social Media workshop to employers; Hope Schmidts thought that might be a good program for our out-of-school youth program participants.



The Career Navigators met with 56 WIOA customers in the last two weeks. The Job Search Center program, which provides a week-long intensive training on job-search techniques, currently averages 10-15 participants per month; the goal is 25-30.

A representative from Dept. of Labor and Industry will be on site in September to provide training to employers on New Hire Reporting in Job Gateway.

Youth Program Coordinator (Hope Schmidts)

The Summer Youth Employment program appears to be going well. Hope offered kudos to the monitors and staff. Hope mentioned an LNP article about the.

Lancaster-Lebanon IU13 is interest in bringing a TedX youth event to Lancaster.

Hope noted the Lancaster STEM Alliance's priorities include experiential learning and is looking at ways to utilize the WDB and Chamber's Career Connect website to promote these activities.

Youth council steering committee is discussing how to steer funding to the new WIOA priorities, which focus on older youth.

The Business-Education Partnership (BEP) grant, which ended June 30, provided the CareerLink's Ready2Work to high-school students. Five attended a metal-casting class at Thaddeus Stevens College of Technology; three of them are now employed.

Jill: good in terms of engagement. Asked for menu of engagement opportunities.

The state has placed an intern in the Career Resource Center; the individual is a student from McCaskey that we referred. She plans to attend Millersville. Hope connected her with Ayla, a student at Millersville who we hired as an intern on the BEP.

Site Administrator (Valerie Hatfield)

Valerie provided an overview of program year 2015-16.

The board discussed the Re-Entry program. Jill asked if the Day Report Center is still in pilot mode. Cathy said it has moved to a rolling weekly referral. Bob Rhoads asked how our results compare to other counties. Cathy said other counties are just getting started. Keith Baker said no other CareerLinks in his area have such a program. Joe Farrell of EDSI said Montgomery County has a similar program.

Valerie reported on the results of a monitoring visit for the Jobs for Veterans State Grant. Lancaster was noted for a best practice of identifying clients as veterans on their IDs.

Valerie also reported that the CareerLink is renovating the physical space as well as its welcome processes. The reception area is being relocated to make it more visible to arriving clients. The welcome process is being streamlined to better serve clients on their first visit. This includes creation of a welcome video to introduce the services offered at CareerLink. Barry David asked if it would be appropriate to post the video on the CareerLink website. Valerie will send a link to the video.

Items for Discussion



Monitoring results from L&I (Cathy Rychalsky)

One key finding centered on attendance at board and executive meetings. By-laws had language that the state interpreted as meaning board members would be removed for poor attendance. Cathy said the staff will work with the state to include wording to take into consideration excused absences.

Going forward, letters nominating people to the board will need to include what “optimal decision making powers” means for a nominee’s particular company.

The state report noted that one unidentified board member’s company did not have articles of incorporation on file.

Cathy noted we still have an issue with the state’s challenge of how we allocated costs for Scott Sheely’s severance package. We had requested administrative offset; the state wanted the county to pay. It appears the state will allow a two-year offset, but we are waiting for confirmation.

Legislative meeting review

Bob talked about the joint meeting between the board and the Lancaster legislative delegation that was held June 10. The purpose of the meeting was to bring the legislators up to speed about the challenges the board is facing, especially the possible incorporation of our workforce development area (WDA) into another WDA. Bob appreciated the turnout by the board. What we have heard following the meeting is that the state is not going to force any merger. Funding is going to continue to dwindle as unemployment remains low. Because of that, boards will probably need to consider that option on their own as they look for the resources needed to provide operations. We are already looking at ways to share resources with other WDAs short of merging.

Cathy noted that the new deputy secretary for Labor and Industry, Eileen Cipriani, attended a PWDA policy meeting yesterday. The main topic was local designation. She was asked what problem the state is trying to solve with the mergers.

Employment challenges in Lancaster County

Cathy prefaced the discussion by saying we want to make sure that the things that we’re doing are things that you (employers) need. Nancy shared Jim Black’s comment on the need for welders. Rhonda Kurtz spoke about the need for welders, fabricators and skilled tradespeople. Dave Warren of the Lancaster County Career and Technology Center said they need to know what specific skills are needed, and will the business community invest in resources to provide training in those skills. Rhonda said basic math, reading skills, blueprint reading. The resources out there, but we’re not marrying up.

Bob said what he’s hearing is that the board can do is start making forums for connections.

Cathy said we would like to set up regional meetings between employers, schools, students, and parents.

Dave echoed Cathy’s comments of the need to get parents involved and to inform people of the manufacturing resources here, with well-paying jobs.

Kurt Stillwagon said his organization (LGH) is finding that with more specialized roles there is the need to get involved early in education process.

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Bob Rhoads asked if we have materials to help promote these careers. Nancy mentioned some of the work being done by the Greater Reading Economic Partnership to promote Careers in Two Years.

Linda Kreider said her company is heavily involved in the CTC programs. They are seeing a positive change in students participating.

Cathy talked about new funding in industry partnerships.

Bob Rhoads commented that the discussion demonstrates how important the role of this board is in developing the future of Lancaster County's workforce needs

Cathy shared a draft of a resource directory for employers and asked for feedback.

Meeting was adjourned at 8:30 a.m.

**NEXT MEETING
Thursday, Sept. 15, 2016, at 7:30 a.m.**