



**Thursday, November 17, 2016 - 7:30 a.m.**  
**PA CareerLink of Lancaster County - Liberty Place**

### **Minutes**

**Present:** Keith Baker, Steven Bright, Thomas Cislo, Krista Jenkins, Rhonda Kurtz (by phone), Jean Martin, Robert Rhoads, Susan Richeson, Todd Shultz, Kurt Stillwagon, Mike Sturla (represented by Greg Paulson), Bob Thomas, and Jill Sebest Welch

**Not Present:** Thomas Baldrige, Brian Barnhart, John Biemiller, James Black, Barry David, James Everhart, Gary Grube, Eric Horn, Donald Johnson, and David Warren

**Note:** absentee ballots were provided by Thomas Baldrige, Brian Barnhart, James Everhart, Gary Grube, Eric Horn, Donald Johnson, and David Warren

**Staff and Guests:** Giovanni Vega, Valerie Hatfield, Trish Link, Rae Miller, Stan Miller, Quentin Moore, Cathy Rychalsky, Robert Saidis, Yanimer Serrano, Nancy Sharp, Gerald Simmons, An'Dionne Smith, Lisa Taylor, Ali Timasonravichkit, and Steve Tredinnick (by phone)

### **Call to Order, Welcome, and Introductions**

Bob Rhoads called the meeting to order at 7:31 a.m.

### **Consent Agenda**

- Approval of Minutes – September 15, 2016  
*Motion by Todd Shultz, seconded by Tom Cislo*
- Approval of Minutes – September 29, 2016  
*Motion by Bob Thomas, second by Kurt Stillwagon*
- Approval of Financial Reports
  - Stan Miller, SAM, reviewed the reports.
  - Nancy Sharp reminded the Board of the Quarterly Fiscal meeting to be held at 2:30pm on Nov. 30 in which the board staff will review the fiscal reports of the two primary subrecipients, EDSI and ResCare.
  - *Motion to approve the financial reports was seconded by Jean Martin and passed unanimously.*

### **Items for Action**

- Approve Bylaws
  - As a matter of courtesy, the review and vote on the revised Bylaws will be tabled until the Commissioners adopt them first.
- Approve the Local Elected Official (LEO) Agreement
  - Robert Saidis said the LEO Agreement is close to the Commonwealth's agreement language.
  - Robert Saidis said the draft of LEO Agreement has not been adopted by the Commissioners, but it has been approved by the solicitor.
  - Robert Saidis said two key items are that the Lancaster County Commissioners must approve budget and appointments of LCWDB Board members.
  - *Jill Welch made the motion to approve the LEO agreement, Robert Thomas seconded, and the motion was carried unanimously.*
- Approval for staff structure
  - The action item called for approving the hire of Rae Miller as administrative assistant and Quentin Moore as grant manager as well as the salary increase for Megan Gallagher, fiscal project manager, to reflect increased duties and responsibilities following the consolidation of two fiscal positions into one.

- *Robert Thomas made the motion to approve the LEO agreement, Steven Bright seconded, and the motion was carried unanimously.*
- Approve Fiscal Policy #101 – Bank Deposit Processing
- Approve Fiscal Policy #103 – Bank Statements
- Approve Fiscal Policy #104 – Password Security
- Approve Fiscal Policy #105 – Banking Procedures
- Approve Fiscal Policy #106 – Accounts Payable
- Approve Fiscal Policy #107 – Supply Ordering Process
- Approve Fiscal Policy #108 – Property Management Inventory Control
- Approve Fiscal Policy #109 – Record Retention
- Approve Fiscal Policy #110 – Sub-Recipient Fiscal Policy Monitoring
- Approve Fiscal Policy #111 – Cost Allocation Plan
  - Robert Rhoads proposed grouping the fiscal policies.
  - *Thomas Cislo made the motion to approve the policies, Robert Thomas seconded, and the motion was carried unanimously.*
- Approve One Stop Operator procurement
  - The RFP does not have dollars associated with it.
  - The Federal regulations do not allow a WIB employee to be a site administrator.
  - The Commonwealth model allows customization to the current situation. LCWDB is waiting for state guidance.
  - Keith Baker said no State entity could be in the Operators Consortium.
  - *After discussion, on motion duly made by Jean Martin and seconded by Todd Shultz, it is: RESOLVED, that the Board approves the procurement of the One-Stop Operator Agreement Model which requires procurement by a consortium of One-Stop Partners. This RFP is subject to the authority of the staff to make changes in accordance with the State Guidelines or other directives, subject, however, to the approval of the Chair of the Board. With abstentions by Keith Baker, Susan Richeson, Dave Warren and Brian Barnhart, the motion carried unanimously.*
- Approval to extend contract with Maher Duessel for one year
  - *The Finance Committee made the motion to exercise the option to extend the Maher Duessel contract for one year, Robert Thomas seconded, and the motion was carried unanimously.*
- Approval to extend contract with Service Access Management, SAM, and move to a fiscal year
  - *Thomas Cislo made the motion to extend the SAM contract by eighteen months, Robert Thomas seconded, and the motion was carried unanimously.*

### **Staff Reports**

- WIOA Title I Provider (An'Dionne Smith)
  - The program to add off-site service to Re-Entry clients is planned to start in January.
  - Customers are getting jobs that average \$11.02/hour.
  - A significant comment from the fall job fair was that employers are seeing people new to job seeking.
- Youth Program Coordinator (Quentin Moore)
  - The annual Youth Summit is January 24; snow date is January 26.
- Site Administrator (Valerie Hatfield)
  - The Open House on Nov. 18 was a success, and there were many compliments on the renovations to the entry area.
  - Valerie distributed a proposed CareerLink® Quarterly Dashboard Report, which generated interest.
  - Keith Baker complimented Valerie on the professionalism to the role of site administrator and and savings that she has found for the Operators.
- Executive Director (Cathy Rychalsky)
  - The 17th Annual Workforce Summit is December 7. Eileen Cipriani, deputy secretary of the PA Dept. of Labor and Industry, will be the keynote speaker.

- The WDB and Manufacturers Association of Southcentral PA have been awarded an Industry Partnership Grant to provide incumbent worker training in the area of advanced manufacturing. The kick-off meeting is scheduled for Dec. 13. The grant will expire June 30, 2017. Cathy is hoping that the work done on this grant will provide a model for other industry partnerships that the WDB identified in its local plan.
- LNP is interested in partnering with the LCWDB to help promote the CareerLink®'s bi-annual job fairs and to share job information.
- The Local Plan was approved yesterday. In the spring, we will seek feedback for the four year plan.
- This will probably be the last meeting in this location. To save costs for the CareerLink® partners, the WDB has opted not to renew the lease on the meeting room. Going forward, board meetings will be held on the second floor.

**The meeting adjourned at 8:39 a.m.**

**NEXT MEETING**  
**Thursday, January 19, 2017, at 7:30 a.m.**  
**Liberty Place, 2<sup>nd</sup> Floor, Room 273**