

# Executive Committee Tuesday, January 3, 2017 - 3:00 p.m. Liberty Place, Room 112

## **Minutes**

Present: Thomas Baldrige, Gary Grube, Linda Kreider, Jean Martin, Robert

Rhoads and Jill Sebest Welch

Not Present: James Black and Rhonda Kurtz

Staff: Valerie Hatfield, Trish Link, Rae Miller, Quentin Moore, Cathy

Rychalsky (phone), Nancy Sharp, An'Dionne Smith

Saidis, Sullivan & Rogers: Robert Saidis (phone)

Robert Rhoads called the meeting to order at 3:03 p.m. The meeting began with staff reports by Valerie Hatfield and An'Dionne Smith. Once a quorum was attained, the meeting proceeded with the consent agenda, action items, and discussion items and ended with staff reports.

## **Consent Agenda**

Minutes from December 6, 2016, meeting

Jill Welch made the motion to accept the minutes from the Dec. 6 meeting, seconded by Jean Martin, and the motion was carried unanimously.

• Finance reports from November 30, 2016

Jean Martin made the motion to accept the minutes from the Dec. 6 meeting, seconded by Linda Kreider, and the motion was carried unanimously.

Cathy commented on the following items:

- Travel and Training appears to be overspent because the NAWB conference had to be paid in advance.
- The school districts funded through TANF Youth are starting to submit invoices. Cathy
  has asked vendors to invoice more consistently rather than waiting until the end of the
  grant period.
- The cost of training is being charged to Dislocated Worker funds rather than Rapid Response funding to ensure we spend at least 80% of our funds, as required.
- Cathy asked Steve to include a report on how we are meeting the requirement of spending 20% of youth funds on worked-based learning/training.

#### **Action Items**

Fiscal Policy #105 – Banking Procedures

Tom Baldrige made the motion to accept Fiscal Policy 105 with the change, "Required signators on checks are either the Executive Director or one of the LCWDB officers; designated LCWDB staff may be the second signators." seconded by Linda Kreider, and the motion was carried unanimously.

Fiscal Policy #106 - Accounts Payable

Tom Baldrige made the motion to accept Fiscal Policy 105 with the change, "Required signators on checks are either the Executive Director or one of the LCWDB Board officers; designated LCWDB staff may be the second signators." seconded by Gary Grube, and the motion was carried unanimously.

Staff co-signers on LCWDB checks

Tom Baldrige made the motion to name Nancy Sharp and Quentin Moore as staff to serve as second signators." seconded by Linda Kreider, and the motion was carried unanimously.

Program Policy #206 – Incentives Policy

Jean Martin made the motion to accept Program Policy #206 provided FIFO (first in first out) accounting methods are used in managing inventory of gift cards, seconded by Jill Welch, and the motion was carried unanimously.

The State requested this policy be put in place for all WDBs

PA CareerLink<sup>®</sup> System (new standing committee)

At the recommendation of Robert Saidis, the vote was tabled on this new committee Mr. Saidis said the Federal requirements will be announced in mid-January, and the state requirements will follow.

#### **Discussion Items**

Cost Allocation Plan update

Cathy reported that Steve Tredinnick, SAM, is finalizing this plan, which should be available by the end of this week. It will be on the Board agenda.

Local Plan

Cathy announced she has a timeline. The State is requiring local and regional planning, and there is some state funding to procure a consultant. The final requirements are not available, so we are waiting on the guidance and funding before putting out an RFP. We have a tentative regional planning session in with South Central on March 21 in Mechanicsburg.

Board update on membership

Tom Baldrige will verify that Jill Gilbert and Sandy Nonnenmocher's nomination will go before their board on Jan 17. Jean will have a letter to the Commissioners' this week for Timothy Dunigan's nomination to fill the vacancy created by John Paul's death in September.

2015 monitoring of fiscal and procurement systems

Cathy referred to the findings from the state's monitoring and auditing of the 2015-16 program year, which had no findings. There were congratulations because of the clean monitoring report.

### **Staff Reports** (as time allows)

PA CareerLink<sup>®</sup> Administrator (Valerie Hatfield)

Valerie reported that on average, 15-20 people are waiting at any one time to use the unemployment compensation phone line. This situation was brought about by the recent downsizing of the unemployment compensation staff and closure of three call centers. Valerie distributed a positive letter to the editor pertaining to Lancaster County PA CareerLink® staff. She reported that she is scheduling AED and CPR refreshers for the staff.

EDSI Operations Director (An'Dionne Smith)

The Re-Entry supervisor started today.

An'Dionne recently met the training and development manager at Turkey Hill, who provided some input on training.

At this time, it is unknown how the new work requirements for able-bodied adults without dependents (ABAWDs) in Lancaster City will impact traffic in the PA CareerLink® of Lancaster County. Gary Grube said his office has not been given information on the number of people affected or the method of notifying them of the change to their benefits.

Contract and Compliance Officer (Nancy Sharp)

Major contracts have been signed. Smaller contracts with school districts as well as policies are in process.

- Grant Manager (Quentin Moore)
  - Youth Summit registration was opened before Christmas.
- Executive Director (Cathy Rychalsky)

An orientation for the both new and existing board members is scheduled for February 1, in room 273. Lunch will be provided. The LCWDB has been approved to apply for a new Business Education Partnership Grant, which is due the end of this month. The intern started today. Our preliminary audit report has some findings. Cathy is meeting with Service Access and Management to discuss. We will present the findings and response at the next meeting.

The meeting adjourned at 3:59 p.m.

NEXT MEETING February 7, 2017 3:00 p.m. Liberty Place, Room 112