



Executive Committee
Tuesday, February 7, 2017 - 3:00 p.m.
Liberty Place, Room 112

Minutes

Members Present: Thomas Baldrige, James Black, Gary Grube, Linda Kreider, Jean Martin, Robert Rhoads and Jill Sebest Welch

Members Not Present: Rhonda Kurtz

Staff and Contractors: Valerie Hatfield, Trish Link, Rae Miller, Quentin Moore, Cathy Rychalsky, Nancy Sharp, An'Dionne Smith and Steve Tredinnick

Robert Rhoads called the meeting to order at 3:11 p.m.

Consent Agenda

- Meeting minutes from January 3, 2017

James Black made the motion to accept the January 3, meeting minutes. Jean Martin seconded the motion, and the motion was carried unanimously.

- Finance reports ending December 31, 2016

On a motion from the Finance Committee and a second by James Black, the executive committee voted unanimously to accept the December 31, finance reports.

James Black asked about expenditures for the Industry Partnerships. Jean Martin had a question on how the funding for the Day Report Center was reported. Although it does not have to be a report that requires approval, Jill Sebest Welch and Robert Rhoads said it would be useful to see the Dept. Of Corrections program revenue and expenses.

The Quarterly Provider Fiscal Review meeting will be held in on February 22, at 2:30 p.m.

Action Items

- Approve Fiscal Policy 116 – Fixed Asset Capitalization

This policy follows the Uniform Guidance.

- Approve Fiscal Policy 117 – Information/Documentation Disaster Recovery

Several times a day, Design Data provides off-site backup for the file server.

On a motion from the Finance Committee and a second by James Black, the executive committee voted unanimously to recommend the two policies to the full board for approval.

Discussion Items

Robert Rhoads announced three new LCWDB members: Sandra Nonnemocher, Trout, Ebersole & Groff, LLP; Jill Gilbert, RKL, LLP; and Timothy Dunigan, Johnson & Johnson. Bob appointed Sandra Nonnemocher to chair the Finance Committee. Jill Gilbert will join the Finance Committee.

Staff Reports

- PA CareerLink Administrator (Valerie Hatfield)
 - Church World Services, an agency contracted by the government to work with refugees, presented at last week's CareerLink® staff meeting.
 - The equipment from the defunct Corporate Center equipment has been sold and removed, so the room can now be repurposed. Filing cabinets in room 101 will be moved down to that area, closer to the staff using them.
 - The Lancaster County Career and Technology Center is looking at the now vacant café space in Liberty Place as a possible training site for participants in a food-service program. The goal is to engage CareerLink® program participants. Valerie has met with a representative from the local restaurant community, who has described a critical need for restaurant staff.
 - Valerie is talking with HACC about rejoining the CareerLink® as an investor partner.
 - Mark Walmer, an expungement lawyer, is renting office space, and New Choices is interested in renting space starting in July. Such sub-lease situations help to reduce the cost to the partners for underwriting unused space within the leased area.
 - CareerLink® has invited several training providers to participate in an information session for clients and the public at large on March 1.
- EDSI Operations Director (An'Dionne Smith)
 - The CareerLink®'s spring Job Fair is scheduled for Wednesday, March 15. To date, 47 tables have been reserved. The Business Services Team is seeking ways to expand the number of tables available, as they had to turn away companies interested in participating at the fall event.
 - Starting the week following the job fair, March 22, the CareerLink® will begin a pilot project and extend hours on Wednesday evening. The staff will offer a rotating selection of workshops.
 - The offsite program at the prison is going well. The current program serves the male prison population; the prison staff has requested CareerLink® to provide services for the female prison population.
 - The Department of Human Services recently included recipients of the Supplemental Nutrition Assistance Program (SNAP) program in Lancaster City in the work requirements. They had previously been exempt due to the high unemployment rate. One way to fulfil those requirements is to participate in the Work Ready and EARN programs offered in the CareerLink®.
- Contract and Compliance Officer (Nancy Sharp)
 - The Pa. Department of Labor and Industry will start its annual monitoring the week of February 27.
- Grant Manager (Quentin Moore)
 - Four workshops for high-school students will be offered as part of the Spring Job Fair.
 - The Youth Summit was well received.
 - The next Advanced Manufacturing Industry Partnership meeting will be held on February 21. Participating companies have identified the training they would like to provide to their employees. A sustainability fund is in the plan.
 - The Business-Education Partnership grant application was submitted.
- Executive Director (Cathy Rychalsky)

- Cathy is working with the CareerLink® Leadership Team on extending hours of service and expanding services throughout the county.
- Cathy is working with the Berks Workforce Development Board to arrange a meeting with Rep. Lloyd Smucker.
- Prior to the Executive Committee meeting, representatives from area community-based organizations gathered to hear about a new opportunity being provided by one of our training partners, Metrix. The program would be called Skill-up Lancaster. The idea is to make online training available to help provide both foundational and advanced skills in a wide variety of subjects.
- The Lancaster newspaper is planning a special advertising supplement highlighting the upcoming job fair.
- The Pa. Dept. of Labor and Industry extended the deadline for workforce development boards to submit local and regional plans; however, the department has not yet released guidance on those plans. Lancaster is working with our regional partners, South Central WDB, to create an RFP for a consultant to write our local and regional.
- The Strategic Plan is going to expire on June 30. Jill, Jim, and Bob requested a structured meeting to write a strategic plan.
- With the July 1 deadline approaching, we have still not received guidance from the Pa. Dept. of Labor and Industry for the One Stop Operator Procurement.

The meeting adjourned at 4:03 p.m.

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