



**Thursday, March 16, 2017 – 7:30 a.m.
Liberty Place, Room 273**

Minutes

Present: Keith Baker, James Black, Tim Dunigan, Daniel Falcon, Jill Gilbert, Linda Kreider, Rhonda Kurtz, Jean Martin, Sandra Nonnenmocher, Angel Ocasio, Greg Paulson for Michael Sturla, Robert Rhoads, Todd Shultz, Kurt Stillwagon, Robert Thomas, and Jill Sebest Welch

Not Present: Thomas Baldrige, James Everhart, Eric Horn, Krista Jenkins, and David Warren

Not Present, Sent Absentee Ballots: Brian, Barnhart, John Biemiller, Steven Bright, Thomas Cislo, Barry David, Gary Grube, and Susan Richeson

Staff and Contractors: Attorney Christopher Fisher (phone), Valerie Hatfield, MaryAnn Kowalonek (Service Access Management, SAM, phone), Rae Miller, Stan Miller (SAM, phone), Quentin Moore, Cathy Rychalsky, Nancy Sharp, Steve Tredinnick (SAM, phone)

Robert Rhoads called the meeting to order at 7:38 a.m.

Consent Agenda

- Approve meeting minutes from January 19, 2017

Robert Thomas made the motion to accept the minutes from January 19, seconded by Jill Sebest Welch, and the motion was carried unanimously.

- Approve finance reports from January 31, 2017

Finance Committee made the motion to accept the finance reports from January 31, seconded by Rhonda Kurtz, and the motion was carried unanimously.

Steve Tredinnick, Service Access Management, Inc.) noted that to ensure compliance with the state mandated WIOA training and Work Experience requirements, alignment with the required percentage has been added to the Schedule of Obligations report.

Action Items

- Approve Fiscal Policy 102 – Program Allocation
- Approve Fiscal Policy 112 – Program Income
- Approve Fiscal Policy 113 – Travel

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- Approve Fiscal Policy 114 – Debt Collection
- Approve Fiscal Policy 115 – 401(k) Forced Distribution Processing
- Approve Fiscal Policy 116 – Fixed Asset Capitalization
- Approve Fiscal Policy 117 – Information/Documentation Disaster Recovery
- Approve Fiscal Policy 118 – Month-End Reporting
- Approve Fiscal Policy 119 – Allowable Costs
- Approve Fiscal Policy 120 – Sub-recipient Audits
- Approve Program Policy 207 – WIOA Youth Follow-up Service

Nancy Sharp stated that the fiscal policies are based on the State's recommended best practices. The program policy delineates the expectations of the WIAO expectations for the contractors.

The Executive Committee recommended accepting Fiscal Policies 102-120 and Program Policy 207. The motion to approve was seconded by Linda Kreider, and the motion was carried unanimously.

Open Discussion

Bob Rhoads received notification of budget cuts this morning. He said there are increasing needs with the shrinking funding. There is a stronger demand for a more skilled workforce and yet expected to maintain the workforce with shrinking dollars.

Before she reviewed the PPT presentation, Cathy Rychalsky stated the purpose of the March 3, meeting with Congressman Smucker was to provide him with an WIOA overview as well as the opportunities that Lancaster has to be innovative. She said Congressman Smucker was receptive asked for copies of the business services booklet once it is revised.

In the middle of June, there will be a half-day morning session to work on the strategic plan. The strategic plan is the "how" and measures progress whereas the local plan is data-specific and helps identify items that need to be addressed.

In preparation for the strategic planning meeting, Jill Sebest Welch suggested revising the flow chart that illustrates how people plug into the system; this could be used to help drive the discussion. In addition to providing copies of the current strategic plan, Robert Thomas requested that staff provide a bulleted list of what has changed since the last plan. Rhonda Kurtz encouraged the development of outreach so people do not have to come into Lancaster city especially since public transportation stops at Ephrata excluding those in the Denver corridor. Rhonda also asked if LCWDB could partner with the Lancaster Chamber of Commerce.

Greg Paulson reported that on March 23, Lt. Gov. Stack will be in Lancaster for a 6:00 p.m. discussion on *Pathways to Pardons*. The location of this meeting has not been announced.

Jill Sebest Welch asked Cathy Rychalsky to list the three things the LCWDB needs to do in the next three months:

1. Work on grants and apprenticeships, including non-traditional apprenticeships.

2. Attend the March 21, Regional Planning session in Mechanicsburg.
3. Spread out our services. Reach out.
 - a. Look at each individual that comes to us.
 - b. Look at each business' needs.

Keith Baker asked if there will be a subgroup of LCWDB members to review the responses to the One Stop Operator Agreement RFP. Cathy said there would be.

Staff Reports

PA CareerLink Administrator (Valerie Hatfield)

- PA CareerLink® of Lancaster County will start offering evening hours on Wednesday, March 22. On Wednesday evenings from 5:00 p.m. to 7:30 p.m., customers will be able to attend rotating workshops, address eligibility, and access the resource room.
- Outreach discussions have been held with Ephrata Library and Factory Ministry.
- The new date for the spring job fair is April 5. 147 attended the fully booked job fair boot camps.
- 941 people used the unemployment lines in the second quarter. There were 887 in January and 504 in February. At this time, we expect the numbers to drop.
- The unemployment rate in Lancaster County was 3.8% in January.
- Valerie distributed the business services booklet and asked for feedback.
- Starting in May, PA CareerLink® of Lancaster County will begin hosting monthly events for employers.
- PA CareerLink® of Lancaster County will be represented in two workshops at PWDA this year.

EDSI Operations Director (An'Dionne Smith, not present at the meeting)

- An'Dionne Smith has received approval to hire an EARN program manager.

Contract and Compliance Officer (Nancy Sharp)

- Cathy Rychalsky and Nancy Sharp will be attending a federal workshop in May as well as PWDA.
- Pennsylvania is changing the monitoring process. Now there are five sections each to be completed monthly.

Grant Manager (Quentin Moore)

- Updates on the disposition of the Business Education Partnership grant and the Tech grant are pending.
- Two (LCCTC and Stevens College) tech applications for equipment upgrades were submitted.
- Two applications for apprenticeships were submitted. LCWDB's role will be as the fiscal and monitoring agent.
- Valerie Hatfield and Quentin are looking into a federal grant for homeless veterans.

- The Industry Partnership has identified common training needs.
- At IU13, Cathy Rychalsky and Quentin Moore attended some Chapter 339 presentations. Chapter 339 requires school districts to present plans to engage students in career and college readiness. School districts are trying to engage employers, and this will help with the engagement of school districts in business partnerships
- The job shadowing panels are complete:
 - Human services panel had 43 teachers/students attend.
 - Public safety had 55 teachers/students attend.
 - At the ABC training, 44 teachers/students attended.
 - The IU13 production, industrial, and industrial and logistic panel had 26 teachers/students in attendance.

Executive Director (Cathy Rychalsky)

- The regional planning session with Lancaster and South Central Workforce Development Boards is Tuesday, March 21. All are invited and encouraged to attend.
- The planning for the local plan will start in April. Mike Lawrence's team will be helping with the new four-year plan.
- One Stop Operator RFP is in the final revision and should be released tomorrow or early next week.
- Skill Up Lancaster training is schedule for April 18-20. Lancaster Prison is included.
- March 28, Cathy Rychalsky will meet the Auditor General DePasquale, who is coming to Lancaster to get a feel for what we do and the relevance.
- Currently, Cathy is working on submitting a plan to the Community Foundation for a consultant for the Strategic Plan.

The meeting adjourned at 8:27 a.m.

NEXT MEETING
May 18, 2017
7:30 a.m.
Liberty Place, Room 273