

Executive Committee
Tuesday, April 4, 2017 - 3:00 p.m.
Liberty Place, Room 112

Minutes

Members Present: Thomas Baldrige, James Black, Linda Kreider, Rhonda

Kurtz, Jean Martin, Sandy Nonnenmocher, Robert Rhoads

and Jill Sebest Welch

Members Not Present: Gary Grube

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

Rychalsky, Nancy Sharp, An'Dionne Smith, and Steve

Tredinnick (Service Access & Management, Inc.)

Contractors on the

Phone:

Attorney Robert Saidis

Robert Rhoads called the meeting to order at 3:00 p.m.

Consent Agenda

Meeting minutes from March 7, 2017
 James Black made the motion to accept the March 7, 2017, meeting minutes. Jean Martin seconded the motion, and the motion was carried unanimously.

• Finance reports from February 28, 2017

Finance Committee recommended acceptance of the finance reports from February 28, Sandy Nonnenmocher seconded the motion, and the motion was carried unanimously.

LCWDB has requested that the Commonwealth move \$150,000 from dislocated worker funds to adult funds to meet expenditure and obligations. This action will put the obligation rate for adult funds at 83% and the dislocated worker funds at 77%. Adult funding for training is on hold now, but there are training dollars for dislocated workers.

Action Items

• Approve contract with Community Workforce Advancements
After discussion, on motion duly made by Rhonda Kurtz, seconded by Linda Kreider, it
is: RESOLVED, that the Executive Committee approves a contract for up to \$60,000
with Community Workforce Advancements to prepare the four (4) year Local Plans for
the SCPa Works and the LCWDB and a Regional Plan for the two (2) workforce
development areas. The motion was carried unanimously.

• Approval to modify work-based learning wages for youth Work-based learning is a program to subsidize employment for out-of-school youth for up to 12 weeks. In order to make the program attractive to eligible participants, the out-of-school youth contractor would like the hourly wage cap increased.

After discussion, on a motion duly made by Jill Sebest Welch, seconded by Linda Kreider, it is: RESOLVED, that the Executive Committee approves that the youth contractor will work with potential employers to determine an appropriate hourly rate that will not equal or exceed the starting rate for a direct hire doing a similar or comparable job for that employer, and a program requirement includes asking the employer to supply a comparable job description with wage information. The motion was carried unanimously.

Discussion Items

- Business Education Partnership Grant
 Cathy Rychalsky reported that the LCWDB applied for \$150,000 and received \$112,026.50. Some funds will be used for local schools to build career pathways with employers. Parental involvement will be included. Forums for parents, students, and educators will be conducted across the County. We have a number of locations for forums as well as business partners that are willing to participate. Quentin Moore has been talking with media and marketing companies that are willing to help students with their presentations.
- Business Education Partnership Intern
 Cathy Rychalsky reported that four individuals have applied for this position.
- Apprenticeship Grants
 For the Pre-Apprenticeship grant, Quentin Moore reported one request has been received from HACC.
- One-Stop Operator RFP

Cathy reported that our non-financial RFP has been pulled back as a result of the Commonwealth strongly encouraging WDBs not to utilize a non-financial One-Stop Operator model. The Commonwealth indicated it is difficult to ensure that program dollars awarded to contractors who could potentially be a non-financial operator are not being used to support the operator role.

Nancy Sharp said this RFP will be for a one-year contract with the option to renew yearly for up to three additional years. State entities cannot be part of the consortium. Partners cannot be awarded as an Operator, for partners in place would have an unfair advantage. The new Workforce Delivery System Committee will monitor the process.

After discussion on motion duly made by James Black, seconded by Rhonda Kurtz it is; RESOLVED, the Executive Committee approves an One Stop Operator-RFP which requires a consortium of at least two (2) eligible entities and the retention of the current PA CareerLink of Lancaster County Site Administrator.

The Executive Director is authorized to take any and all actions required to issue and evaluate the RFP. Selection of the Operator shall be approved by the Board prior to July 1, 2017.

Standing Committee Changes/Additional Committee

The LCWDB Bylaws specify the addition of required committees. Blending the Performance Committee into the new required committee responsible for monitoring the One Stop Operator was discussed.

Bob Rhoads asked for context of what this committee should look like. Who are the players? Nancy will provide an overview for the next meeting.

Regional Plan

The project team plans to meet and discuss the region's vision, short- and long-term goals with key stakeholders.

Local Plan

Cathy plans to conduct a Lancaster County WDB strategic planning session during the week of April 24, to summarize the local vision, goals and action items.

Since the Plans have to be in place by September, the Regional and Local Plans will be presented at the July 20, LCWDB meeting.

Staff Reports (as time allows)

- PA CareerLink Administrator (Valerie Hatfield)
 - o Distributed a current workshop calendar as well as outreach list.
 - Liberty Tax group is providing financial workshops for program participants.
 - The Literacy Council is providing two ESL classes per week
 - In addition, a volunteer obtained through the United Way is offering Spanish to English tutoring two days a week. On March 23, staff members received training in First Aid, CPR, and AED. The CareerLink(R)'s Emergency Management Plans have been updated.
 - The Spring 2017 Job Fair will be held tomorrow. Job Fair 101 workshops held in advance of the event were fully booked.
 - A team is reviewing the soft-skills training opportunities provided by two vendors to determine the best program to meet employer needs.
- EDSI Operations Director (An'Dionne Smith)
 - An'Dionne listed the outreach sites that a staff member recently visited.
 - The EARN team is designing an in-house program on customer service by which clients in the welfare-to-work program can obtain a credential, one of the Dept. Of Human Services' performance measures for this program year.
 - Due to funding concerns, the search for an EARN manager was terminated.
- Contract and Compliance Officer (Nancy Sharp)
 - LCWDB submitted comments on the state's draft guidelines for usage of the new common identifier for the PA CareerLink®, which includes the phrase "A proud partner of the American Job Center network."
 - In accordance with WIOA requirements to provide labor-market information to customers, the LCWDB team and invited guests received training on tools offered by the Center for Workforce Information and Analysis.

- The Dept. of Labor and Industry's monitor for our region has planned a peerto-peer training session on monitoring of sub-recipients. However, the monitoring tool wasn't ready, the session was postponed to next year.
- Red Rose Transit Authority is seeking input on expanding routes/hours.
 Nancy will provide the information to LCWDB members for comment.
- Grant Manager (Quentin Moore)
 - Quentin recently submitted a mid-year report on the current Arconic grant. He
 Work on a new Arconic grant request is underway.
 - There will be an Industry Partnership meeting on April 18. Funds will be expended by May.
- Executive Director (Cathy Rychalsky)
 - GEO Group conducts re-entry services, and they have been doing outreach with our local officials.
 - The LCWDB, Lancaster Chamber and Community Action Partnership are partners in SkillUp Lancaster training which will begin on April 18.
 - Lancaster has been identified by the US Dept. of Labor for a potential SNAP pilot.
 - LCWDB has been selected to receive the Partner of the Year award from the Manufacturer's Association of Pennsylvania.

Meeting adjourned at 4:15 p.m.

NEXT MEETING
May 2, 2017
3:00 p.m.
Liberty Place, Room 112