

Executive Committee Tuesday, May 2, 2017 3:00 p.m. Liberty Place, Room 112

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

(phone), 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 p.m.

# Meeting minutes from April 4, 2017

Sandy Nonnenmocher moved to accept the minutes with the correction that Tom Baldrige did attend the meeting. Jim Black seconded the motion, which carried unanimously.

### Finance reports from March 31, 2017

Steve Tredinnick walked the committee through the financial reports. He noted that the WDB has requested a one-year extension of the Rapid Response funds. Although a response has not yet been received, Steve does not anticipate an issue.

The state has requested an extension of the TANF summer youth funds from 6/30/17 to 9/30/17. Again, Steve does not anticipate an issue.

Cathy pointed out the required percentage to be spent on training requirement was surpassed. However, the amount spent on work experience for youth last year was insufficient and was a finding, and she believes it will again be an issue this year. Question was raised on where under-delivery of work experience shows up; Cathy explained that item is part of the ResCare contract.

Steve noted that since the report was generated, funds were transferred from DW to Adult, so reported percentages on the Obligation Rate report are out of date. He does anticipate meeting the requirement of 80% expenditure for Adult, Dislocated Worker and Youth grants.

Tom Baldrige moved to accept the reports, which was, seconded by Linda Kreider; the motion carried unanimously.

#### **Discussion Items**

One-Stop Operator RFP

Cathy talked about the information session held last week. Two organizations attended. The questions arising from that session and sent in separately will be posted with their answers by Friday, May 5. Proposals are due May 15. Cathy noted we need people to be on the proposal review committee. Sandy, Bob and Jean Martin volunteered.

## Regional and Local Plan

Cathy updated on both. The consultants held a regional planning session. Last week LCWDB held three listening sessions, one for business, one for community-based organizations and one for program participants. We plan to take a few minutes at the May board meeting to seek input from the directors. In advance of the meeting, Cathy will share questions to stimulate discussion. We want to use the information being gathered for the local and regional plans as a springboard for a strategic plan.

Workforce System Delivery Committee (delayed until 2018)
 The state has decided to postpone implementation of the new required committee to oversee the operation of the one-stop center. Local workforce development areas may implement the new committee or continue with their present structure. After discussion, the committee decided to continue with the present structure until new guidance is provided by the state.

Bob Saidis suggested reviewing one-stop operator RFP, as the state required the new committee to be responsible for procurement.

Bob Rhoads appointed the three board volunteers and two board staff (Cathy and Nancy) to an ad hoc proposal review committee for the one-stop operator procurement.

#### Board membership

The state found that the board needed a Labor/Management/Apprenticeship representative, with a deadline of 6/30/17. Jean noted that she has a candidate for whom she will be submitting a nomination to the commissioners on May 3.

Cathy noted that several members' terms are expiring June 30, 2017. Two will not be returning: Krista Jenkins and Jim Everhart. Cathy will reach out to the others whose terms are expiring to ascertain if they will to continue in their roles. After determining who is returning, the staff will identify if there are any gaps in the required make-up of the board and report back to the executive committee.

Cathy noted that in an exit interview following the Dept. of Labor and Industry's monitoring for certification, the state noted that the specific role the individual is filling on the board must be included in appointment letters. If an individual is filling more than one role, this must be included in the appointment letter. Staff is seeking clarification whether nomination letters for returning board members must be drafted.

### Staff Reports

EDSI Operations Director - An'Dionne Smith

Dept. of Human Services will be in the office on Thursday, May 4, to conduct a monitoring visit of the EARN program

The EARN and Work Ready programs will hold a customer appreciation event on Thursday, May 18.

In response to comments from employers, the Title I staff are conducting more soft-skills workshops. Tom Baldrige asked if they are open to the public; if so, he volunteered to help promote the workshops. Bob asked what time they workshops are offered. Cathy mentioned comments heard about the schedule, so they're being offered at various times, including during the newly extended hours on Wednesdays.

An'Dionne reported on the April Job Fair. A record number of 70 employers attended, along with 823 job seekers.

Business Services Team supervisor Gerald Simmons is retiring effective May 5; EDSI has posted that position

PA CareerLink® Administrator - Valerie Hatfield

As was previously brought to the Board, Lancaster Workforce Development Board is partnering with New York Wired/Metrix to roll out SkillUp Lancaster, which provides access to online training. The training will be offered for free through seven community-based organizations. Employers who want to offer the training to their employees can purchase access through the Lancaster Chamber.

The number of people seeking access to the unemployment compensation phone system has decreased drastically in recent weeks, as a result, the CareerLink® is returning to normal operating hours but will continue to monitor customer needs.

The operators have approved several IT purchases, including a new license for a firewall. Another item was creating an image of the server that supports the Thin Client hardware used by clients to address ongoing issues with viruses in these public-access areas. Our contractor is also upgrading data switches to improve connectivity.

In support of the Board's direction to increase services offered outside of the CareerLink®'s physical location, Valerie and the Title I contractor are working on agreements to provide workshops in Gap and Quarryville. They are meeting with organizations in Columbia and Ephrata.

Valerie has a verbal commitment from New Choices, a program that offers development and training for single mothers, to rent space in the CareerLink® as of July 1.

- Contract and Compliance Officer Nancy Sharp
   Nancy is currently monitoring subrecipients and responding to the state's
   monitoring of our WIOA contracts. She will shortly begin work on required
   revisions to the CareerLink® operating documents, which are needed by July 1.
- Grant Manager Quentin Moore
   Quentin introduced Nick Good, an intern from Millersville University who will be
   supporting the Business Education Partnership grant this summer.
   The annual industry tours for educators, scheduled for three days in June, are
   filled, 32 people

The Advanced Manufacturing Industry Partnership, after identifying common training needs, is moving forward with training, including motor drives and OSHA 30 hours.

• Executive Director - Cathy Rychalsky

Cathy is working on annual performance evaluations for staff.

Nancy and Cathy worked on a RFQ for executive-level development for Cathy, as suggested by the hiring committee, when she was hired.

During the meetings for the local plan, one participant suggested hosting an information board for workforce issues. Cathy will be seeking input on the feasibility of the suggestion.

Both WDB and CareerLink® staff will be attending the annual PWDA conference next week. Later in the month, Nancy will attend a US Dept. of Labor convening on WIOA in DC. Cathy was invited by the Steinman Foundation to attend a STEM conference in San Diego.

LCWDB received Partner of Year award from Manufacturers Association of South Central Penna. County Commissioner Lehman attended with Cathy.

Tom asked status of Cathy's review. Bob said he would do that. Bob asked for input from the Executive Committee.

Meeting was adjourned at 3:45 p.m.

Next Meeting
June 6, 2017
3:00 p.m.
Liberty Place, Room 112