



**Thursday, May 18, 2017 – 7:30 a.m.
Liberty Place, Room 273**

Minutes

Present: Keith Baker, Brian Barnhart, James Black, Steven Bright, Thomas Cislo, Barry David, Daniel Falcon, Linda Kreider, Angel Ocasio, Greg Paulson for Michael Sturla, Robert Rhoads, Susan Richeson, Kurt Stillwagon, Gregory Paulson for Mike Sturla, and Robert Thomas

**Not Present/
Sent Absentee Ballot** Rhonda Kurtz

Not Present: Thomas Baldrige, John Biemiller, Tim Dunigan, James Everhart, Jill Gilbert, Gary Grube, Eric Horn, Krista Jenkins, Jean Martin, Sandra Nonnenmocher, Todd Shultz, David Warren, and Jill Sebest Welch

Staff and Contractors: Joe Farrell, Valerie Hatfield, MaryAnn Kowalonek (Service Access Management, SAM, phone), Rae Miller, Quentin Moore, Laura O'Neill, Cathy Rychalsky, Attorney Robert Saidis (phone), Yanimer Serrano, Nancy Sharp, Steve Tredinnick (SAM)

Robert Rhoads called the meeting to order at 7:34 a.m.

Consent Agenda

- Approve meeting minutes from March 16, 2017

Robert Thomas made the motion to accept the minutes from March 16, seconded by Dr. Brian Barnhart, and the motion was carried unanimously.

- Approve finance reports from March 31, 2017

Dr. Brian Barnhart made the motion to accept the finance reports from March 31, seconded by Thomas Cislo, and the motion was carried unanimously.

Steve Tredinnick, SAM, walked the Board through the finance reports and noted at the end of March, the LCWDB budget is 57% expended at 75% through the year. A request was submitted for an extension of the Rapid Response Grants' end date; the State's response is pending. The State is putting in a waiver to extend the expiration date of TANF Summer Youth Funds to September 30. Arbor/ResCare expects to fully expend the WIOA Title I Out-of-School Youth funds, but the funds can be carried over if not expended. Advanced Manufacturing Industrial Partnership expects to fully expend

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the funds. The March Program Expenditure report does not reflect the recent \$135,000 transfer, so the Adult Funds are now at 87% expended and compliant. The Dislocated worker funds are now 81% and compliant.

Greg Paulson noted that DPW should be changed to DHS on the reports.

Action Item

- Work-Based Learning Policy Update

The Executive Committee recommended accepting the Work-Based Learning Policy Update. The motion to approve was seconded by Tom Cislo, and the motion was carried unanimously.

Cathy Rychalsky said this action will make this program more attractive and incentivize participation, so wages will not be a barrier. Susan Richeson noted Gov. Wolf's minimum hourly rate. Dr. Brian Barnhart confirmed that a cap will not be established.

Open Discussion

- One-Stop Operator Procurement
 - Update
 - Special Board meeting in June

Two bids were received for the One-Stop Operator RFP. These will go to Finance Committee, Executive Committee and will be brought to a special Board meeting in June. The recommendation will be sent to Directors in advance of the June 22, meeting. Questions should be referred to Cathy Rychalsky. If you cannot attend the meeting, please send in your vote.

The County Commissioners requested a presentation and will vote after the Board in June.

- Workforce System Delivery Committee

Initially, the PA Department of Labor and Industry had required a new committee be in place by July 1, this requirement has been eliminated. The LCWDB Executive Committee has decided to continue with the current process.

- Local and Regional Plan
 - See attached sheet.

Staff Reports

- PA CareerLink Administrator (Valerie Hatfield)
 - Distributed and reviewed the PA CareerLink® of Lancaster County's Quarterly Dashboard Report.
 - Provided the latest version of PA Career Guides and offered additional copies for businesses.

- Dress for Success cannot sustain their free business model, and will be charging \$20. Clothes for interviews are needed for the in-house clothing bank to meet clients' needs.
- EDSI Operations Director (An'Dionne Smith)
 - Distributed the Spring 2017 Job Fair report and noted highlights.
- Contract and Compliance Officer (Nancy Sharp)
 - LCWDB does not have the state-mandated 14 required partners in the PA CareerLink®. We need to know if an organization is getting workforce training funds in Lancaster County in order to identify partners. We are asking the PA Department of Labor and Industry for assistance.
- Grant Manager (Quentin Moore)
 - Provided details on the Pathways competition.
 - Noted updates on the Business Partnership Grant, the Tech Grant for Thaddeus Stevens College, and the Apprentice grant for industrial maintenance technician apprenticeships.
 - Announced that TANF funding had an increase from last year, primarily due to DHS combining the summer allocation with the annual allocation and grant.
- Executive Director (Cathy Rychalsky)
 - Provided an update on the apprenticeship program with Ames Reese, Inc. who is now expanding its plant.
 - Met with Senator Ryan Aument to talk about the Industry Partnership funding.
 - Reported receiving notice yesterday of \$190,000 for the Strategic Innovation Grant.
 - Commissioner Parsons would like to meet with each Director whose term is coming up for renewal on June 30.
 - We have been looking at other grant funding. We received a nomination for a grant from the Staples Foundation.

Attorney Robert Saidis said the adopted Bylaws need to be combined with those approved by the County Commissioners and approved by the Board.

The meeting recessed at 9:03 a.m. and will reconvene on June 22, 2017, at 7:30 a.m. The location will be Liberty Place, Room 112. The meeting will reconvene to review and approve budgets, contracts and bylaws.

Next Meeting

July 20, 2017

7:30 a.m.

Liberty Place, Room 273



Thursday, June 22, 2017

7:30 a.m.

Liberty Place, Room 112

Continuation of LCWDB Meeting Recessed on May 18

Members Present: Keith Baker, Brian Barnhart, John Biemiller, Thomas Cislo, Jill Gilbert (phone), Rhonda Kurtz, Jean Martin, Sandra Nonnenmocher, Angel Ocasio, Robert Rhoads, Kurt Stillwagon (phone), Greg Paulson for Rep. Sturla, Dave Warren, and Jill Sebest Welch

Members Not Present: Thomas Baldrige, James Black, Steven Bright, Barry David, Tim Dunigan, James Everhart, Daniel Falcon, Gary Grube, Eric Horn, Krista Jenkins, Linda Kreider, Susan Richeson, Todd Shultz, and Robert Thomas

Staff and Contractors: Valerie Hatfield, Trish Link, Rae Miller, Cathy Rychalsky, Attorney Robert Saidis, Nancy Sharp, An'Dionne Smith, and Steve Tredinnick (Service Access & Management, Inc.)

Provided Absentee Ballots prior to the reconvene: Barry David, James Everhart, Jill Gilbert, Gary Grube, Eric Horn, Susan Richeson, and Robert Thomas

Chairperson Robert Rhoads reconvened the full LCWDB meeting of May 18, 2017, at 7:31 a.m. The purpose of the reconvened meeting is to award the One-Stop Operator proposal; approve Service Provider Contracts; and approve the amended Bylaws.

Action Items

- Recommend for approval the One-Stop Operator proposal

The Executive Director reported that the Executive Committee recommends the award of the contract for the One-Stop Operator to a Consortium made up of Educational Data Systems, Inc., Lancaster- Lebanon Intermediate Unit 13, and Lancaster County Career & Technology Center. The Executive Director is authorized to negotiate and execute the contract. The effective date of the contract, shall be July 1, 2017 to June 30, 2018 with the option, based on successful performance, to renew the contract annually thereafter for a total of four (4) years.

After discussion, on a motion duly made the LCWDB Executive Committee and, seconded by John Biemiller, it is;

RESOLVED, that the One-Stop Operator Contract is awarded to a consortium consisting of Educational Data Systems, Inc., Lancaster-Lebanon Intermediate Unit 13, and Lancaster County Career & Technology Center. This award is subject to the negotiation of the contract by the Executive Director and the availability of funds.

Motion carried unanimously with David Warren and Brian Barnhart abstaining.

The recommended proposal will be forwarded to the Lancaster County Board of Commissioners for approval.

- Recommend for approval the Fiscal Year 2017-2018 LCWDB Budget

The Executive Committee recommended approval of the Fiscal Year 2017-2018 LCWDB Budget.

Jill Welch noted a typing error. The variance and percent of variance for the TOTAL WIB Operations Expenditures was listed as negative but should have been positive.

After discussion, on motion duly made by Thomas Cislo and seconded by Rhonda Kurtz it is;

RESOLVED, that the proposed Fiscal Year 2017-18 Budget is hereby adopted, a copy of which is attached hereto as Exhibit A.
Motion carried unanimously.

- Recommend for approval Service Provider Contracts

- EARN Contract Renewal

The Executive Committee recommended approval of the Contract to the Board. After discussion, on motion duly made by Jill Sebest Welch, and seconded by Dave Warren, it is;

RESOLVED, that the board renews the EARN Contract with EDSI for Program Year 2017-18, excluding the performance portion, in an amount not to exceed \$628,534.

Motion carried unanimously.

- Adult/Dislocated Worker Contract

The Executive Committee recommended approval of the Contract to the Board. After discussion, on motion duly made by Rhonda Kurtz, and seconded by Sandy Nonnenmocher, it is;

RESOLVED, that the board renews the EDSI Adult/Dislocated Worker Contract for Program Year 2017-18 in an amount not to exceed \$914,495.
Motion carried unanimously.

- Assessment and Testing Contract for Program Year 2017-18

The Executive Committee recommended approval of the Contract to the Board. After discussion, on motion duly made by Jean Martin, and seconded by Dave Warren, it is;

RESOLVED, that the board renews the Lancaster-Lebanon Intermediate Unit 13 Contract for Assessment and Testing for Program Year 2017-18 in an amount not to exceed \$150,000.

Motion carried unanimously with Brian Barnhart abstaining from discussion and voting.

- Out-of-School Youth and In-School Youth Contracts

The Youth Council and the Executive Committee recommended approval of the Contract to the Board. After discussion, on motion duly made by Jean Martin, and seconded by John Biemiller, it is;

RESOLVED, that the Out-of-School Youth and In-School Youth Contracts are awarded to Arbor/ResCare for Out-of-School Youth, and Lancaster County Career and Technology Center for the In-School Youth in an amount not to exceed \$489,069.

Motion carried unanimously with Dave Warren abstaining from discussion and voting.

- Recommend for approval the Advantage Lancaster Summer Bridge Program
This program is divided between Program Year 2016 and Program Year 2017. The Executive Committee recommended approval of the Contract to the Board. After discussion, on motion duly made by Jean Martin, and seconded by Brian Barnhart, it is;

RESOLVED, that a Contract is awarded to Advantage Lancaster for its Summer Bridge Program in the amount of \$1,034.80 for Program Year 2016 and \$7,234.00 for Program Year 2017.

Motion carried unanimously.

Jill Welch asked for the Youth Council to update the LCWDB on activities.

- Recommend for approval the Bylaws integrating the Commissioners' Adopted Bylaws with the Workforce Development Bylaws from September 16, 2016.

The solicitor provided the history of the Bylaws that are currently in place. The federal regulations required Bylaws to be adopted by the Lancaster County Commissioners. The proposed Bylaws reconcile the existing Bylaws of the Lancaster County Workforce Investment Board with the Bylaws adopted by the Commissioners. The Bylaws were reviewed and a provision for the appointment of members by the Commissioners was added.

After discussion, on motion duly made by Jill Sebest Welch, and seconded by Thomas Cislo, it is;

RESOLVED, that the proposed Bylaws as amended are hereby adopted. A copy of the Bylaws is attached here to as Exhibit B.

Motion carried unanimously.

Discussion Item

- Sector strategies
Working through local and regional plan, Cathy asked the LCWDB to evaluate the sectors for focus over the next two years. The current sectors are agriculture, construction, manufacturing, and live entertainment. Cathy asked for consideration of Information Technology as well as Transportation and Warehousing. The response was to add Transportation and Warehousing and revise Agriculture to Agriculture/AgriBusiness

The meeting adjourned at 8:31 a.m.

Next Meeting

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7:30 a.m.
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