



Executive Committee

Tuesday, June 6, 2017

3:00 p.m.

Liberty Place, Room 112

Members Present: Thomas Baldrige, James Black, Rhonda Kurtz, Jean Martin and Sandy Nonnenmocher

Member Not Present but Submitted Ballot: Jill Sebest Welch

Members Not Present: Gary Grube, Linda Kreider and Robert Rhoads

Staff and Contractors: Valerie Hatfield, Mary Ann Kowalonek (Service Access & Management, Inc., SAM), Rae Miller, Stan Miller (SAM), Cathy Rychalsky, Nancy Sharp and Steve Tredinnick (SAM)

Contractors on the Phone: Attorney Christopher Fisher, Saidis, Sullivan & Rogers

Rhonda Kurtz called the meeting to order at 3:04 p.m.

Meeting minutes from May 2, 2017

James Black moved to accept the minutes. Sandra Nonnenmocher seconded the motion, which was carried unanimously.

Finance reports from April 30, 2017

Sandra Nonnenmocher approved the finance reports from April 30, 2017, James Black seconded the motion, which was carried unanimously.

Steve Tredinnick reviewed the financial reports. The Commonwealth is putting in a waiver for the Summer Youth and Regular TANF, but all TANF dollars will be expended. It is anticipated that the 80% obligation rate will be obtained.

Action Item

- Recommend for approval WDB Budget for July 1, 2017 – June 30, 2018
Jean Martin moved to accept the WDB Budget. Sandra Nonnenmocher seconded the motion, which was carried unanimously.

Steve Tredinnick noted that personnel expenditures are \$130,000 less than last year's budget due to reduced staffing. Operating expenses are \$22,000 less than last year's budget due to reducing staffing.

- Recommend for approval One-Stop Operator Proposal
Finance Committee recommended accepting One-Stop Operator proposal *with the Executive Director 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.*¹ James Black seconded the motion, which was carried unanimously.

A review committee appointed by Robert Rhoads rated the two proposals. Commonwealth agencies were not allowed to bid.

- Recommend for approval the extension of the service provider contract renewals
 - EDSI EARN
 - EDSI Adult/Dislocated Worker
 - IU13 for Assessment and Testing
 - Arbor/Rescare (OSY) and Lancaster County CTC (ISY)

The LCWDB Finance Committee recommended accepting the four service provider contract renewals. Jean Martin seconded the motion, which was carried unanimously.

The purpose of these action items is to let the providers to know to continue services after July 1. Once funding information is received from the Commonwealth, the information will be distributed.

- Recommend for approval TANF allocation for Advantage Lancaster
The LCWDB Youth Council and Finance Committee recommended approving the TANF allocation for Advantage Lancaster. Sandra Nonnenmocher seconded the motion, which was carried unanimously.
- Recommend for approval Youth Council member appointment
The LCWDB Youth Council recommended the appointment. Jean Martin seconded the motion, which was carried unanimously.
- Recommend for approval reappointments to Youth Council
The LCWDB Youth Council recommended the appointment. Jean Martin abstained from the discussion or vote Sandra Nonnenmocher seconded the motion, which was carried unanimously.

Members are allowed to serve three terms. These members are reappointed for their second term.

- Recommend for approval the Bylaws integrating the Commissioners Adopted Bylaws for the Workforce Development and the September 16th
Tom Baldrige moved to accept the WDB Budget. James Black seconded the motion, which was carried unanimously.

The attached Bylaws incorporate changes that were included in the Bylaws approved by the Commissioners.

¹ On July 6, Attorney Robert Saidis sent an email specifying the wording for the OSO-RFP award,

Discussion Items

- Labor/Management/Apprenticeship representative (6/30/17 deadline)
 - Anthony Purcell's nomination as a Labor/Management/Apprenticeship representative will be going to the County Commissioners for their June 28. meeting.
 - G. David Sload, Associated Builders & Contractors, Keystone Chapter is interested in joining the LCWDB and will qualify under business.
 - No decision has been made on Gary Grube's replacement.
- Maximum contract amount for OJT
 - The Federal recommendation is that the contractor holds the contract with the employer.
 - LCWDB wants to add time or dollar parameters around this training.
 - Berks' caps will not exceed ITA \$6000 limit whereas LCWDB's is \$10,000 over two years.
 - Luzerne/Schuylkill has a \$5000 cap within a fiscal year.
 - 40% of the allocation will have to be spent on training, but the fund amount is not available yet. 60% of the individuals being served will have barriers.
 - Jean Martin recommended obtaining South Central's information before submitting the recommendation through Finance next month.

Staff Reports

- PA CareerLink® Administrator - Valerie Hatfield
 - PA Works – The Workforce Community Newsletter published by the Pennsylvania Dept. of Labor & Industry highlighted one of the EARN participants, Jessica Haynick, as a success story.
 - PA CareerLink® is working to promote the three ways to train on soft skills.
 - At the end of August, there will be a job fair to promote the 19 people currently in the Basic Welding Certificate program from the LCCTC. There are 45 on the waiting list.
 - DCED is going to make \$250,000 available across the Commonwealth to have partnerships in place by July 1.
- EDSI Operations Director – An'Dionne Smith
Valerie Hatfield provided An'Dionne's updates.
 - EDSI has filled the Business Service Supervisor position.
 - EDSI has created a two-week training program starting June 12. The 26 participants will receive an EARN credential and customer service training.
 - There has been a change in the Job Search Center changes; the full week class is now four workshops that are open to the public. Completing the workshops makes the Job Search Center available to the public.
- Contract and Compliance Officer - Nancy Sharp
Cathy Rychalsky provided Nancy's update.
 - The majority of the monitoring required for funding is completed. There are issues with Columbia SD, and these will be documented in the monitoring report.
 - The Commonwealth said our Section 8 was perfect.
 - The Commonwealth is having a conference on MOU for partners.

- Executive Director - Cathy Rychalsky
 - Certified Nursing Assistant was not on the high priority occupations list, so we have had to do damage control.
 - LNP has been very generous. LNP is filling newspaper space with information on the PA CareerLink® workshops at no cost. They are also going to post information for the summer youth program.
 - Cathy met with Senator Ryan Aument and is going to meet with Senator Scott Martin on Thursday to discuss workforce needs.
 - Cathy asked for volunteers to work on a Workforce Summit committee.
 - UGI has an interest in funding via EITC.
- Grant Manger – Quentin Moore
Cathy Rychalsky provided Quentin's update.
 - The Commonwealth wants to pull the unspent balance of the Adv. Manufacturing IP grant.
 - The Commonwealth asked for the proposed TANF youth spending plan. The Friday deadline was extended to June 16.
 - There are young people completing the out-of-school youth work experience that need to be monitored.
 - Twenty one students are interested in the summer work experience that can accommodate 45 across the county.
 - Business-Education Partnership is moving along nicely with the support of Nick Good, the Business Education Partnership Coordinator.

The meeting adjourned at 4:14 p.m.

Next Meeting
 July 11, 2017
 3:00 p.m.
 Liberty Place, Room 112