



Executive Committee

Tuesday, August 1, 2017, 3:00 p.m.
Liberty Place, Room 112

Members Present: John Biemiller, James Black, Jean Martin, Sandy Nonnenmocher and Robert Rhoads

Members Not Present: Thomas Baldrige, Rhonda Kurtz, Robert Thomas and Jill Sebest Welch

Staff: Rae Miller, Quentin Moore and An'Dionne Smith

Attorneys (phone): Christopher Fisher and Brandon O'Connor

Welcome and Request for Public Comment

Robert Rhoads called the meeting to order at 3:01 p.m.

Meeting minutes from July 11, 2017

Sandy Nonnenmocher moved to accept the minutes from July 11. Jean Martin seconded the motion, which carried unanimously.

Finance reports from June 30, 2017

Sandy Nonnenmocher moved to approve the finance reports from June 30, John Biemiller seconded the motion, which was carried unanimously.

Sandy Nonnenmocher has contacted Steve Tredinnick to see if the SAM software creates a balance sheet.

Action Item

- Approve change banking/cash management services

John Biemiller moved to approve the change of banking/cash management services, Sandy Nonnenmocher seconded the motion, which was carried unanimously.

Robert Rhoads asked that Thomas Cislo's question regarding Orrstown Bank providing a line of credit be referred back to Cathy Rychalsky and the Finance Committee.

- Approve Fiscal Policy #124 – Business Credit Card Policy

James Black moved to approve Fiscal Policy #124 – Business Credit Card Policy, Sandy Nonnenmocher seconded the motion, which was carried unanimously.

Discussion Items

- Workforce Summit, December 12, 2017

Nancy Sharp asked for suggestions on topic or speakers. Robert Rhoads suggested topics such as tips to help employers obtaining employees or something STEM-related.

- IT hardware replacement

Robert Rhoads asked for historical IT data on replacements. For PA CareerLink® Lancaster County, the program costs covered replacements. James Black said it makes sense to budget for IT replacement, and John Biemiller added that keeping hardware current improves data security.

For security purposes, the Committee recommended leasing a firewall for LCWDB. In addition, the Committee approved the three-year replacement philosophy provided the budget can support it.

- Maher Dussel

In the winter, the LCWDB will have to post an RFP for audit services. Due to regulations, Maher Dussel will not be eligible for consideration for a year. There must be a break in service.

- Lease

Attorneys Fisher and O'Connor responded to Robert Rhoad's questions and offered suggestions.

Staff Reports (as time allows)

- EDSI Operations Director (An'Dionne Smith)

- The Job Fair will be held on Sept 20.
- The EARN staff is being trained on Ready2Work. Work Ready will be changed to PEAK, and program changes are anticipated.
- Amber Mirza is the new Employer Services Supervisor. The BST recruiter started today.
- De-escalation training has been scheduled. Robert Rhoads referenced the recent mental health and first responder certification that the Precision Medical HR manager obtained. John Biemiller suggested addiction and drug safety training.

- Contract and Compliance Officer (Nancy Sharp)

- There is a new Department of Corrections contract. Background checks are now required for staff.
- Last week, the state monitor was here to review fiscal files.

- Grant Manager (Quentin Moore)

- Provided updates on the BEP grant students, Pathways Committee projects and grant efforts.
- Beth Detz, Lancaster City Housing Authority, has joined Youth Council.

The meeting adjourned at 3:55 p.m.