



### **Executive Committee**

Tuesday, September 5, 2017, 3:00 p.m.  
Liberty Place, Room 112

Members Present: John Biemiller, James Black, Rhonda Kurtz, Jean Martin, Sandy Nonnenmocher, Robert Thomas and Jill Sebest Welch

Members Not Present: Thomas Baldrige and Robert Rhoads

Staff and Contractors: Valerie Hatfield, Rae Miller, Stan Miller (Service Access & Management, Inc. via phone), Quentin Moore, Cathy Rychalsky, Attorney Robert Saidis (phone), Nancy Sharp, Steve Tredinnick (Service Access & Management, Inc. via phone)

### **Welcome and Request for Public Comment**

Rhonda Kurtz called the meeting to order at 3:01 p.m.

### **Meeting minutes from August 1, 2017**

James Black moved to accept the minutes of August 1, 2017. John Biemiller seconded the motion, which carried unanimously.

### **Finance reports from July 31, 2017**

Sandy Nonnenmocher moved to approve the finance reports from July 31, 2017. Robert Thomas seconded the motion, which carried unanimously.

The TANF Summer Youth contract has been extended. The Financial Position report will be presented on a quarterly basis.

### **Action Item**

- Approve request to increase allocation to ResCare  
James Black moved to approve the \$800.00 increase to the ResCare allocation. The funds will come from Youth funding. Jean Martin seconded the motion, which carried unanimously.
- Approve request to increase allocation to the LCCTC  
Jean Martin moved to approve the \$8,000 increase to LCCTC allocation. The funds will come from funds not expended last year. James Black seconded the motion, which carried unanimously.
- Approve request for Workforce Gap Analysis Study funding  
James Black moved to approve the \$5,000 contribution for the Workforce Gap Analysis Study Fund. Robert Thomas seconded the motion. John Biemiller abstained. The motion was carried unanimously.

This approval is contingent on the funding being a permitted expense under the Federal procurement guidelines and other community initiative funding.

- Approve request for approval of D. R. Styer & Associates for professional development for the Executive Director

John Biemiller moved to approve the use of D. R. Styer & Associates for professional development and leadership services for the Executive Director. Sandy Nonnenmocher seconded the motion, which carried unanimously.

- Approve Program Policy #209 – WIOA Individual Service Strategy

Robert Thomas moved to approve Program Policy #209. James Black seconded the motion, which carried unanimously.

- Approve Fiscal Policy #121 – Provider Requests for Additional Funds

Jean Martin moved to accept Fiscal Policy #121. Jill Sebest Welch seconded the motion, which carried unanimously.

- Approve Fiscal Policy #122 – Requesting Funds on CWDS

Sandy Nonnenmocher moved to accept Fiscal Policy #122. Robert Thomas seconded the motion, which carried unanimously.

### **Discussion Items**

- 2018 meeting schedule and LCWDB meeting locations

Cathy asked for comments on the meeting schedule and presented members with the option of hosting a LCWDB meeting.

- BB&T Grant ideas (funding for services to the underemployed)

Cathy asked for potential grant idea such as wraparound services for underemployed or a career navigator to go into schools to help students build career pathways. Rhonda Kurtz asked about the timing for the grant. John Biemiller said BB&T has an ongoing grant process with a simple application. John suggested a grant that builds capacity. Jill Sebest Welch suggested something to support students in their gap year. Cathy said the next step will be to list ideas and get feedback.

- Strategic Planning Meeting

Cathy reminded members to complete the Doodle poll to determine the date of the meeting.

- Workforce Summit and Sponsorship

The date and location are set. Cathy asked for suggestions for the panel.

- Extraordinary Give, November 17, 2017

Robert Thomas said the Tabor will host non-profits and food trucks in their parking lot during the evening of November 17.

### **Staff Reports (as time allows)**

- PA CareerLink Administrator (Valerie Hatfield)

- The basic welding class for September is filled, and another class is planned for January. After a ten-week training, students were offered jobs starting at \$15.00+/hour.

- The job fair is scheduled for September 20 and will be promoted on radio, LNP and social media.
- The spring job fair will be held in April and extended to 5pm.
- The Collective Impact Partnership will be submitted for a United Way grant.
- Penn Manor School District rolled out SkillUp Lancaster to their 9<sup>th</sup> graders. Penn Manor is inviting businesses to talk about soft-skills at a 45-minute kick-off for 9<sup>th</sup> graders.
- Contract and Compliance Officer (Nancy Sharp)
  - PA CareerLink does ACT WorkKeys certifications.
  - The One Stop Operator agreement has been finalized.
  - There were no major deficiencies in the recent state monitoring.
  - Contracts need to be updated with the new funding.
- Grant Manager (Quentin Moore)
  - The six Redefining Career Workshops are well underway. This program is still seeking sponsors and exhibitors.
- Executive Director (Cathy Rychalsky)
  - There has not been an update on Gary Grube's replacement.
  - Dave Warren has resigned from the LCWDB. The Commissioners' did not have a recommendation a replacement although this is not a required position.
  - Marlyn Barbosa has joined the LCWDB.
  - Carl Freeman is anxious to join the LCWDB but needed clarification on the requirements.
- Executive Session

The Executive Committee adjourned into an Executive Session at 4:00 p.m. for the purposes of considering personnel matters. The Executive Committee reconvened to a public session at 4:23 p.m.

After discussion, and considering the recommendation of the LCWDB Chair, it is: **RESOLVED** that the personnel action set forth on Exhibit A is hereby approved. (Motion carried unanimously.)

**The meeting adjourned at 4:27 p.m.**

Exhibit A  
Executive Committee Meeting  
September 5, 2017

<b>Position</b>	<b>Effective Date</b>	<b>Salary</b>
Executive Director	September 1, 2017	\$95,040