



### **Executive Committee**

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

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

Members Not Present: Thomas Baldrige

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

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

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

### **Meeting minutes from September 5, 2017**

Jim Black moved to accept the minutes of September 5, 2017. Robert Thomas seconded the motion, which carried unanimously.

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

John Biemiller moved to approve the finance reports from August 31, 2017. Robert Thomas seconded the motion, which carried unanimously.

Stan Miller reviewed the finance reports. Cathy Rychalsky said the Arbor/ResCare allocation needs to be updated to reflect last month's action item. Cathy asked Joe Farrell if entries were submitted for the Department of Corrections and the Community Foundation Day Report Center.

On October 25, ResCare and EDSI will be presenting quarterly updates on expenditures compared to the budget prior to the Finance Committee meeting.

### **Action Item**

- Approve request to purchase one-year unlimited access to Career Pathways Portal from New York Wired for \$25,0000

Jim Black moved to approve the request to purchase the one-year unlimited access to Career Pathways Portal. Sandra Nonnenmocher seconded the motion, which carried unanimously.

This is in the budget as training dollars. Joe Farrell said if the Dept. of Human Services recognizes the certifications that can come as a result of successful completion of the training programs provided, the EARN program would receive \$500 in performance dollars for each certification.

Valerie Hatfield mentioned Penn Manor's middle school use of this program for its entire ninth-grade class.

### **Committee Reports**

- Local Management Committee
  - Robert Thomas said the committee met last Wednesday for the first time this year.
  - The focus of the meetings will be to discuss barriers related to life skills and employment. At the recent meeting, domestic violence was discussed.
  - Opioid addiction will be the topic for the next meeting, which is scheduled in December.
- Performance Committee
  - Rhonda Kurtz reported that the committee's first formal meeting will be held on October 26.
  - While there are lots of metrics, the committee's focus will be on performance indicators to see if current offerings are working. For example, are we successful at placing CDL training participants in jobs in that field?
  - The committee's focus will be on growing business connections, alignment, metrics, and to engage with individuals who would not normally seek our services.
- Youth Council
  - Jim Black said that SDOL has reallocated funds to get a matching grant for "What in the World" program at the North Museum.
  - The State has extended the Business Opportunity Grant until June 2018,
  - The Youth Summit will be at the Eden on January 30, with a snow date of February 6.

### **Discussion Items**

- Columbus Day holiday
  - Nancy said there is an issue with coverage in the Career Resource Center (CRC) in the CareerLink® on Columbus Day as this is a state holiday and the state employees in the CareerLink®, which primarily staffs the CRC, have this day off. EDSI does have two staff people available to provide coverage. On a regular workday, there are five staff people in the CRC. Nancy polled the WDBs across the state. Of the 16 that responded, all their CareerLinks are closed for the holiday. This is the only holiday on which the state and the LCWDB do not align.
  - Jill Sebest Welch and Robert Thomas thought it was short notice for this year.
  - Robert Rhoads asked that this item be added to next month's agenda as an action item to add Columbus Day to the approved holiday list.
- Attorney Robert Saidis
  - Attorney Saidis reported that his current law firm is splitting. Everybody that LCWDB has worked with is going to the new firm, Saidis and Associates LLC. Bob Rhoads noted that the motions to retain Bob Saidis both mentioned him by name, not his firm.
- Strategic Planning Meeting

- Cathy Rychalsky reported that in early November, we will learn if we got a grant from the Community Fund to pay for a consultant to assist in the strategic planning process.
- A second Doodle poll was distributed Friday. Members of the Executive Committee present indicated that had not received the poll, Rae Miller said she would resend the link to the poll.
- Workforce Summit and Sponsorship
  - Cathy Rychalsky announced there is one sponsor for the summit and additional support is being sought. Nancy noted that the sponsorships underwrite breakfasts for guests, such as award recipients and speakers.
- Cyber Insurance
  - Robert Rhoads wants to know the extent of the organization's cyber liability.
  - Jill Welch mentioned new legislation identifying responsibilities of an organization whose data files have been breached.
  - Bob Saidis said, "Because of the unknown, people are trying to get coverage."

## **Staff Reports**

- EDSI Director of Workforce Services
  - In the absence of An'Dionne Smith, Nancy reported that an EARN and WorkReady supervisor has been hired.
  - The Business Resource Team is rolling out on-the-job training agreements; they already have two employers interested in the program.
- PA CareerLink Administrator (Valerie Hatfield)
  - On September 21, WellSpan Philhaven presented a full day of mental health/first aid training to help laypersons identify, understand and respond to those dealing with mental health problems. There will be a second session offered on October 17, and this is open to all staff and partner agencies. The training usually costs \$160 per person, but Philhaven is able to provide it for free due to a grant from BB&T.
  - The safety team is taking active shooter training.
  - Thaddeus Stevens got a BB&T grant and has asked for help in recruiting candidates for Facilities Maintenance Technician.
  - The State has mandated new logos and funded the updates. New signage will be installed tomorrow.
- Contract and Compliance Officer (Nancy Sharp)
  - Nancy Sharp volunteered to be co-chair of PWDA Quality Assurance Technical Work Group. Members of the Dept. of Labor and Industry's Oversight Services team attended the meeting last week.
- Grant Manager (Quentin Moore)
  - Pathways Committee received four gold and four silver sponsors along with space donations, and this was sufficient to cover all the operating costs and provide scholarships.
- Executive Director (Cathy Rychalsky)
  - Carl Freeman has been appointed to the LCWDB by the County Commissioners.
  - Cathy received notification of receiving a \$25,000 Community Foundation grant for the Day Report Center. This is the fifth year of a five-year grant.
  - BB&T grant is closed for 2017. Cathy will pursue grant opportunities when the window opens next year.

- Manufacturing Day Event went smoothly yesterday. All school districts participated.
- Next Generation Sector Partnership meeting was held in Penn State last week. Several people from Lancaster attended, including board member John Biemiller.
- PA Health Science will donate space for Health Careers Expo in the spring.

**The meeting adjourned at 3:54 p.m.**