



Executive Committee

Tuesday, November 7, 2017, 3:00 p.m.
Liberty Place, Room 112

Members Present: Thomas Baldrige, John Biemiller, Rhonda Kurtz, Jean Martin, Sandy Nonnenmocher, Robert Thomas and Jill Sebest Welch (via phone)

Members Not Present: James Black and Robert Rhoads

Staff and Contractors: Valerie Hatfield, Rae Miller, Stan Miller (Service Access & Management, Inc. via phone), Quentin Moore, Cathy Rychalsky, Nancy Sharp, An'Dionne Smith (EDSI), Steve Tredinnick (Service Access & Management, Inc. via phone)

Welcome and Request for Public Comment

In the absence of board chair Robert Rhoads, Rhonda Kurtz called the meeting to order at 3:03 p.m.

Meeting minutes from October 3, 2017

John Biemiller moved to accept the minutes of October 3, 2017. Sandy Nonnenmocher seconded the motion, which carried unanimously.

Finance reports from September 30, 2017

Sandy Nonnenmocher moved to approve the finance reports from September 30, 2017. Bob Thomas seconded the motion, which carried unanimously.

Action Item

- Approve request to designate Columbus Day as a holiday starting in 2018
The Commonwealth provides workers in the CareerLink. This move will position the CareerLink to follow the Commonwealth's holiday schedule. Contractors align their holidays with the LCWDB.
Bob Thomas moved to approve the request to designate Columbus Day as a holiday to the Board for consideration. Jean Martin seconded the motion, which carried unanimously.
- Approve HR #302 – Holidays
John Biemiller moved to approve the request to move HR # 302 to the Board for consideration. Sandy Nonnenmocher seconded the motion, which carried unanimously.
- Approve request for the LCWDB to open a \$500,000 line of credit with Orrstown Bank.
LCWDB is moving its banking from BB&T to Orrstown. LCWDB currently has a line of credit at BB&T, which it will close.

Bob Thomas moved to approve the request to open a \$500,000 line of credit with Orrstown Bank to the Board for consideration. Sandy Nonnenmocher seconded the motion, which carried unanimously.

- Approve request to nominate Allison Miles, Executive Director of the Lancaster County Assistance Office, to be appointed by the County Commissioners to serve on the board.

Gary Grube was the previous executive director and served on the board until his retirement in June 2017.

Jean Martin moved to approve the request to nominate Allison Miles to the LCWDB through to the County Commissioners'. Bob Thomas seconded the motion, which carried unanimously.

- Approve the request to engage Strategic Solutions, Inc. as the strategic planning consultants.

Bob Thomas moved to approve the request to recommend to the Board for consideration engaging Strategic Solutions, Inc. as the strategic planning consultants. Tom Baldrige seconded the motion, which carried unanimously.

The RFP review team recommended engaging Strategic Solutions, Inc. as the service provider. Cathy Rychalsky said that she will know tomorrow if the funding for the strategic planning is received. Otherwise, the LCWDB will have to use \$14,000 in administrative dollars as a backstop. While this item was not listed in the budget, the County Commissioners' would expect a presentation if the LCWDB exceeds the budget.

Committee Reports

- Performance Committee

Rhonda Kurtz reported the committee's initial meeting was educational. Performance measures for the various programs were discussed. She referenced four areas the committee is looking at for improvement:

1. Grow business connections.
2. Engage individuals who would not otherwise seek services.
3. Align training with employer needs.
4. Develop members of provider teams.

The committee will meet again on December 8, and, initially, it will meet monthly.

Discussion Items

- Workforce Summit and Sponsorship

Cathy Rychalsky listed the panelists and moderator for the upcoming Workforce Summit. The topic is upskilling incumbent workers. In addition, she asked for sponsors.

- Cyber Insurance will be addressed at the next meeting.

Staff Reports

- EDSI Director of Workforce Services (An'Dionne Smith)
 - Reviewed the fall job fair highlights. Bob Thomas asked for a comparison from prior job fairs. The Business Services Team will be following up with employers in three months.
 - On November 15, the CareerLink will host a CDL job fair; eight employers have signed up.
 - On November 16, the Business Services Team will present an information session for employers about the services available to them.

- PA CareerLink® Lancaster County Administrator (Valerie Hatfield)
 - Valerie is developing a plan for ongoing staff training. Case management training has been completed. Valerie has a list of online training topics available through PA Labor and Industry. The training will be mandatory and tracked.
 - SkillUp Lancaster has had 1,868 enrollments since April. With the success at Penn Manor Middle School, more area K-12 schools have expressed an interest. Lancaster Academy will start this month. Pequea Valley and ELANCO School Districts are in the planning stage. There was discussion with Elizabethtown School District today. School District of Lancaster wants to incorporate SkillUp in their plan. CAP, Brightside and Mom's House are interested in making the program available for their clients. CAP is setting up a computer room to aid in access.
 - There have been changes to the outreach model. Instead of scheduling workshops, appointments will be scheduled at Factory Ministries, Columbia Life Network, Ephrata Library, Quarryville Library and ECHOS-Elizabethtown.
 - Rapid response team held an event at BB&T customer service in Lititz.
 - PA CareerLink® Lancaster County will be at Tabor for the Extraordinary Give as well as doing karaoke to raise money.
- Contract and Compliance Officer (Nancy Sharp)
 - Nancy provided an overview of PY16 monitoring results. Title 1 is the largest exposure.
 - Fiscal review includes monthly review of invoices and quarterly meetings with contractors.
 - Program review includes file review. Focus is placed on reviewing files of participants receiving training funds.
 - Regarding performance, we are waiting on a first-quarter report from L&I.
 - Performance metrics are reviewed monthly.
 - We are doing continuous improvement, but it was a learning year with CWDS.
- Grant Manager (Quentin Moore)
 - The last Redefining Career Success Forum will be held tomorrow at the Columbia School District. Twenty are registered.
 - 135 attended at the five forums, but the attendees were engaged.
- Executive Director (Cathy Rychalsky)
 - The corrective action plan was submitted for non-attainment of the 20% of youth funds required to be spent on work experience. One of the steps taken is increasing the amount youth contractors are required to spend to 25%.
 - We are participating in a proposal to provide re-entry services at the prison. CAP is taking the lead.

The meeting adjourned at 4:04 p.m.