



Thursday, November 16, 2017  
7:30 a.m.  
Liberty Place, Room 112

### **Minutes**

Members Present: Keith Baker, Marlyn Barbosa, Steven Bright, Thomas Cislo, Barry David, Daniel Falcon, Jill Gilbert (phone), Rhonda Kurtz, Jean Martin, Sandra Nonnenmocher, Angel Ocasio, Robert Rhoads, Susan Richeson, G. David Sload, Kurt Stillwagon and Jill Sebest Welch

Members Not Present: Thomas Baldrige, Brian Barnhart, John Biemiller, James Black, Tim Dunigan, Carl Freeman, Eric Horn, Anthony Purcell, Todd Shultz, Gregory Paulson representing Rep. Mike Sturla and Robert Thomas

Staff and Contractors: Amber Columbo (ResCare), Joe Farrell (EDSI), Valerie Hatfield, Rae Miller, Quentin Moore, Cathy Rychalsky, Nancy Sharp, An'Dionne Smith, Stan Miller (Service Access & Management, Inc. - phone)

Guests from Leadership Lancaster Paul Gould, Rhonda Harrison, Charissa Gift, Rob Meuse and Tim Hultzapple

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

**Call to order at 7:33 a.m. by Bob Rhoads, chair**

### **Introductions**

### **Consent Agenda**

- Approve minutes from September 21, 2017 meeting.  
On a motion by Jean Martin and seconded by G. David Sload, the motion to approve the minutes from the September 21, 2017, meeting was carried unanimously.

### **Action items**

- Approve finance reports from September 30, 2017, which had been presented previously to the Finance and Executive Committees.

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On a motion by Barry David and seconded by Tom Cislo, the motion to approve the financial reports from September 30, 2017, was carried unanimously.

Cathy Rychalsky reported that contractors have been asked to increase the work experience allocation to 25%. All the youth in the work experience program have barriers.

- Approve request to purchase one-year unlimited access to Career Pathways Portal from New York Wired for \$25,000

On a motion by Jill Sebest Welch and seconded by Sandra Nonnenmocher, the motion to approve the purchase of unlimited access to Career Pathways Portal from New York Wired for one year at \$25,000, was carried unanimously.

Jill Sebest Welch suggested presenting information about this program at upcoming CareerLink® job fairs.

- Approve request to purchase the services of Strategy Solutions, Inc.

On a motion by Rhonda Kurtz and seconded by G. David Sload, the motion to approve the request to purchase the services of Strategy Solutions, Inc., at a cost not to exceed \$10,000 for services and \$4,100 for travel, was carried unanimously.

The LCWDB received a \$10,000 grant from the Lancaster Community Foundation to pay for strategic planning.

- Approve request for the LCWDB to open a line of credit with Orrstown Bank

After discussion on a motion duly made by Steven Bright and seconded by Kurt Stillwagon, it is

RESOLVED, that the Executive Director or Chairperson of the Workforce Development Board may execute any and all documents necessary or desirable to secure the line of credit with Orrstown Bank in the amount of \$500,000. (Tom Cislo recused himself from the discussion and vote.)

At Jill Sebest Welch's suggestion, a policy will be presented at the next meeting to specify access to the line of credit.

- Approve HR #302 – Holidays

On a motion by Jean Martin and seconded by Marlyn Barbosa, the motion to add Columbus Day as a holiday was carried unanimously.

This aligns the PA CareerLink® Lancaster County holidays with the state holidays, to align services and provide consistency with our primary funder.

- Approve One Stop Operator Agreement Revision

After discussion, on motion duly made by Tom Cislo and seconded by Barry David, it is:

RESOLVED, that in the event that the Lancaster County Career and Technology Center fails to execute the One Stop Operator Agreement, the Board ratifies, confirms and approves the selection as One Stop Operator, the Educational Data Solutions Incorporated and Lancaster-Lebanon Intermediate Unit 13. (Keith Baker and Susan Richeson recused themselves from the discussion and the vote.)

The LCWDB needs to certify the PA CareerLink® Lancaster County by the end of the year. The One Stop Operator RFP runs from July 1, 2017 to June 30, 2018. Since the law requires a consortium of at least three, the contract will have to be rebid.

### **Open Discussion**

- Presentation on Sunshine Law and Right to Know Law by Attorney Saidis
- Strategic planning process  
Strategic Solutions, Inc. will be facilitating the strategic planning process after the next LCWDB meeting on January 18, 2018, at Precision Medical Products. The strategic planning meeting is anticipated to last until 1:00 p.m., and lunch will be provided.

Representatives from Strategic Solutions, Inc. will be contacting each LCWDB member in advance of the meeting

### **Committee Updates**

- Local Management Committee  
Nancy Sharp reported the Department of Human Services has issued guidance, so the meetings have been reformatted. New members have been added.
- Performance Committee  
Rhonda Kurtz reported that the committee has been reformatted. Metrics are being consolidated, and the focus is on employer needs.

### **Staff highlights**

- PA CareerLink® Site Administrator  
Valerie Hatfield distributed and reviewed a dashboard report.
- EDSI Operations Director  
An'Dionne Smith distributed and reviewed a report on the fall job fair.

- Contract and Compliance Officer  
Nancy Sharp reported on monitoring which will include audit, invoice, program files, procedures and desktop review.
- Grant Manager  
Quentin Moore reported that Youth Council meets tomorrow. The final TANF report was delivered in October. The TANF funds were fully expended, and 5,495 young people were served.
- Executive Director, Cathy Rychalsky  
Cathy mentioned that she is collaborating with the RMO to submit a proposal to provide workforce services for people exiting the Lancaster County prison system. Cathy reminded the board of the LCWDB's annual Workforce Summit in December and asked for suggestions for Board networking events. She reminded the group of the Extraordinary Give on Friday and asked if anyone wanted to host a LCWDB meeting in 2018 to notify the office before the end of the month.

Meeting adjourned at 9:05 a.m.

Next meeting: Thursday, January 18, 2018