



### **Executive Committee**

Tuesday, December 5, 2017, 3:00 p.m.

Liberty Place, Room 112

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

Staff and Contractors: Joe Farrell (EDSI), Valerie Hatfield, Mary Ann Kowalonek (Service Access & Management, Inc.), Rae Miller, Stan Miller (Service Access & Management, Inc.), Quentin Moore, Cathy Rychalsky, Nancy Sharp, An'Dionne Smith (EDSI), Steve Tredinnick (Service Access & Management, Inc.) and Kimberly Warner (Murray Securus)

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

Robert Rhoads called the meeting to order at 3:01 p.m. and requested public comment before roll call.

### **Meeting minutes from November 7, 2017**

John Biemiller moved to accept the minutes of November 7, 2017. Jean Martin seconded the motion, which carried unanimously.

### **Action Item**

- Approve HR # 303 Social Media

With the elimination of the bullets on page one; John Biemiller moved to recommend the approval of HR #303 to the LCWDB. Sandy Nonnenmocher seconded the motion, which carried unanimously.

The social media policy has been in place, but the State would like a LCWDB-approved social media policy. Jill Sebest Welch stated that the social media policy content comes from the National Labor Relations Board policy.

### **Discussion Items**

- Cyber Insurance

Jill Sebest Welch moved to recommend to the LCWDB the purchase of the cyber-insurance policy. Tom Baldrige seconded the motion, which carried unanimously.

Kimberly Warner, Sales Account Manager, Murray Securus, said the expense to notify customers of a data breach is covered by this policy. Contractors are covered provided the LCWDB has a contract in place with the contractor. This is a non-auditable policy, so the amount of data is not monitored. Since funds for cyber-insurance were not included in the budget, approval for this expenditure will be moved to the LCWDB meeting on January 18.



- **Strategic Planning Meeting**  
Cathy Rychalsky informed members that Jacqueline Catrabone and Robin McAleer from Strategy Solutions, Inc. will be contacting members for background information.
- **Workforce Summit and Sponsorship**  
The Lancaster County Workforce Summit will be held on December 12.

### **Report of Executive Session**

The board adjourned into Executive Session at 3:25 p.m. to discuss personnel matters. The meeting of the board was reconvened at 3:57 p.m.

### **Committee Reports**

- **Performance Committee**
  - Rhonda Kurtz said the next meeting is scheduled for Friday. The committee is looking for an additional member.
- **Youth Committee**
  - James Black said the Committee is creating a steering committee for RFPs.
  - Quentin Moore reminded the group to save the date for the Youth Summit on January 30.

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

- **EDSI Director of Workforce Services (An'Dionne Smith)**
  - A training provider fair is under development.
  - Currently, cases are being reviewed to determine next action steps to increase performance.
- **PA CareerLink® Administrator (Valerie Hatfield)**
  - In partnership with the Salvation Army and School District of Lancaster, PA CareerLink® Lancaster County is taking the lead in assisting families displaced by the hurricane in Puerto Rico. Rapid response dollars are available for training. Proper identification may be a problem. The fair will be held in mid-January at the Salvation Army.
  - The Path to a Good Job request was moved forward in the United Way collective impact. This is grant funding.
- **Contract and Compliance Officer (Nancy Sharp)**
  - The state monitor is currently reviewing files.
  - There is a stumbling block for ISY that is being addressed.
  - A six-month review for One Stop Operator must be completed in addition to a certification for PA CareerLink® Lancaster County.
  - Incumbent working training is going to be tracked slightly differently on CWDS.



- Grant Manager (Quentin Moore)
  - There are two new grants available for apprenticeships.
- Executive Director (Cathy Rychalsky)
  - Allison Miles has been approved for the LCWDB by the County Commissioners.
  - The LCWDB has asked for an extension to obtain signatures for CareerLink partner MOU.
  - The National Fund Workforce Solutions asked the LCWDB and others to take over Central PA Works.

**Next Meeting**

Tuesday, January 2, 2018 (cancelled)  
3:00 p.m.  
Liberty Place, Room 112