



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