



Thursday, September 21, 2017
7:30 a.m.
Liberty Place, Room 112

Minutes

Members Present: Marlyn Barbosa, Thomas Cislo, Tim Dunigan, Daniel Falcon, Jean Martin, Sandra Nonnenmocher, Angel Ocasio, Anthony Purcell, Robert Rhoads, Susan Richeson, G. David Sload, Kurt Stillwagon, and Jill Sebest Welch; Gregory Paulson representing Rep. Mike Sturla

Members Not Present: Keith Baker, Thomas Baldrige, Brian Barnhart, John Biemiller, James Black, Steven Bright, Barry David, Jill Gilbert, Eric Horn, Rhonda Kurtz, Todd Shultz, Robert Thomas

Staff and Contractors: Amber Columbo, Joe Farrell, Valerie Hatfield, Trish Link, Larry Melf, Rae Miller, Quentin Moore, Cathy Rychalsky, Nancy Sharp, An'Dionne Smith, and Steve Tredinnick (Service Access & Management, Inc.)

Welcome and Request for Public Comment

Call to order at 7:32 a.m. by Bob Rhoads, chair

Introduction of New Members: Cathy introduced Marlyn Barbosa of Tec Centro, recently appointed to the board by the Lancaster County Commissioners.

Consent Agenda

- Approve minutes from July 20, 2017 meeting.
Jill Welch asked for a correction on the second page: she had suggested work-based learning be “a” focus not “the” focus of the goals
On a motion by David Sload and seconded by Tom Cislo, the motion to approve the corrected minutes from the July 20, 2017, meeting was carried unanimously.

Action items

- Steve Tredinnick reviewed finance reports from August 2017, which had been presented previously to the Finance and Executive Committees.

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Jill asked for clarification on the percentages shown for work experience; Steve said the percentage shown is the amount expended toward the goal.

On a motion by Sandie Nonnenmocher and seconded by Daniel Falcon, the motion to approve the financial reports was carried unanimously.

- Increase in allocation to ResCare for out-of-school youth program
This increased allocation will cover unexpected licensing expense for out-of-school youth program.
On a motion by Daniel Falcon and seconded by Tim Dunigan, the request to increase the allocation to ResCare for out-of-school youth from \$400,000 to \$400,800 was carried unanimously.
- Increase in allocation to Lancaster County Career and Technology Center
This increased allocation will allow for expansion of services to targeted populations because carryover funding from PY16 exceeded projections.
On a motion by Jean Martin and seconded by David Sload, the request to increase the allocation to the LCCTC from \$50,000 to \$58,000 was carried unanimously.
- Request for workforce gap analysis study
The \$25,000 workforce gap analysis study will be completed by Franklin and Marshall in partnership with the LCWDB, Lancaster Chamber, STEM Alliance, Lancaster EDC, and ASSETS. The purpose of the study is to identify the gaps between the skills employers' need and the skills of the current workforce. Once the gaps have been identified, solutions can be proposed.
This request is contingent on community initiative funding.
Cathy noted that state has told us we need to use a procurement process; the group must be willing to follow procurement process, or we can't contribute.
On a motion by Anthony Purcell and seconded by Kurt Stillwagon, the request to provide \$5,000 for LCWDB's contribution for a workforce gap analysis study of employer needs and workers skills carried unanimously.
- Request for approval of D.R. Styer & Associates to deliver professional development services for the Executive Director
The Executive Committee had requested that Cathy participate in an executive coaching program as part of her professional development. The RFP was posted in April 2017, and five proposals were received and reviewed.
On a motion by Jill Welch and seconded by Anthony Purcell, the motion to approve D.R.Styer and Associate's to deliver an executive

coaching program to Cathy Rychalsky as part of her professional development for an amount not to exceed \$5,000 carried unanimously.

- Fiscal policies
 - o #121 – Provider requests for additional funds
 - o #122 – Requesting funds on CWDS
 - o #123 – Business Credit Card Policy

On a motion by Tim Dunigan and seconded Sandie Nonnenmocher, the request to approve these three fiscal policies carried unanimously.
- Program policy 208 – WIOA Individual Service Strategy

Note: policy was presented as number 209; however, to keep in established sequence, numbering was changed to 208 following the meeting.

Jill noted the personal information requested on the form and questioned the confidentiality of information. Cathy noted that all contracts involving program services include a statement on the requirement to maintain confidentiality of records. The LCWDB will add the word “confidential” to the form.

On a motion by David Sload and seconded by Marlyn Barbosa, the request to approve the WIOA Individual Service Strategy program policy carried unanimously.

Discussion items

- Bob Rhoads announced that the Executive Committee made a wage increase at its last meeting; any questions may be directed to him.
- **2018 meeting schedule:** Cathy asked for volunteers to serve on the board committees listed on the schedule. She also asked for volunteers to host one of the board meetings in 2018. A form was provided.
- **Strategic planning:** Cathy will issue a request for quotes. She has submitted a request to the Lancaster County Community Foundation to provide funding.
- **LCWDB annual workforce summit/sponsorship:** The event will take place on Tuesday, December 12, at the Eden Resort. A panel of employers will discuss working with populations with barriers
- **Extraordinary Give:** We are once again participating to raise funds to provide workforce-related services for individuals ineligible for our traditional funding streams. With the monies raised last year, we funded 25 high-school equivalency exams. This year we will have a table at Tabor’s event.

Staff highlights

- Bob Rhoads noticed a change in the name of this section on the agenda. Cathy explained that her plan is for staff to submit reports in advance of the meeting, which will be circulated with the agenda and other handouts, and then at the meeting to highlight key items.

- PA CareerLink® Site Administrator, Valerie Hatfield
Val handed out a dashboard report through the 4th quarter of program 2016-17.
Greg Paulson asked about the recruitment signs he sees on Liberty St. Are they for the CareerLink? No, they belong to one of the CareerLink's tenants, a staffing agency.
- EDSI Operations Director, An'Dionne Smith
An'Dionne gave highlights of the job fair held on Wednesday, Sept. 20: 77 employers and 12 partners had tables; the event was attended by 1,034 job seekers. She will have a full report for the next board meeting.
An'Dionne mentioned that the Business Services Team members are reaching out to board members to see how the BST might be able to support their organizations.
Nancy called the board members' attention to a handout with some highlights from EDSI's various program areas from the last three months.
- Contract and Compliance Officer, Nancy Sharp
Nancy reported that she is finishing up the monitoring reports for PY16-17, issuing program contracts for PY17-18, and starting monitoring for PY17-18. The Dept. of Labor and Industry issued its monitoring report for our programs for PY16-17 with two minor findings: we did not include on our monitoring tool several new items that L&I had included on their tools related to monitoring Individual Training Accounts and On-the-Job Training, and the WDB had failed to include in an announcement of a change in the date of an Executive Committee meeting the location of that meeting.
- Grant Manager, Quentin Moore
Quentin talked about the new program Redefining Career Success. This program grew out of the earlier Pathways to Gold Collar Careers. The committee looked at what was working and what wasn't, and came up with a series of six events throughout the county targeted to parents as well as high-school students. The first event was held Wednesday night. Dave Sload attended and saw quality contacts. He said the parents were really interested. He sat in on one of the information sessions, which had large attendance. Quentin said sponsorship money will cover costs as well as providing one \$1,000 and six \$500 scholarships.
- Executive Director, Cathy Rychalsky
Cathy said she and Dave Sload are heading to Cong. Smucker's workforce committee. Cathy has been meeting with members of the Lancaster legislative delegation to discuss workforce and making them aware of resources available to their constituents. Sen. Aument has asked

her to testify at a hearing in October; Cathy will appear with Kathy Prime from High.

Later today Cathy will be heading to State College for training on the Commonwealth's next-gen sector partnership. Others from the area attending the training include John Biemiller, EDC; Anna Ramos, Lancaster Chamber; Victor Ramos, HACC; and Tom Palisin, from Manufacturers Association of South Central PA.

Next month Cathy and Anna Ramos are going to Kansas City with the Lancaster STEM Alliance

- Bob Rhoads thanked all who are making good things happen. Considering low unemployment, it was surprising to see the large numbers of visitors to the CareerLink® as well the high number of attendees to the job fair.

Meeting adjourned at 8:16 a.m.

Next meeting: Thursday, November 16, 2017