

### <u>Minutes</u>

Members Present:	Thomas Baldrige, James Black, Jean Martin, Robert Rhoads and Jill Sebest Welch
Members Not Present:	Gary Grube, Linda Kreider, Rhonda Kurtz and Sandy Nonnenmocher
Staff and Contractors:	Valerie Hatfield, Trish Link, Rae Miller, Quentin Moore, Rolando Ponce, Cathy Rychalsky, Nancy Sharp and An'Dionne Smith
Contractors on the Phone:	Attorney Chris Fisher and Steve Tredinnick (Service Access & Management, Inc.)

Robert Rhoads called the meeting to order at 3:03 p.m.

#### **Consent Agenda**

• Meeting minutes from February 7, 2017

James Black made the motion to accept the February 7, meeting minutes. Jean Martin seconded the motion, and the motion was carried unanimously.

• Finance reports from January 31, 2017

The Make it in America grant is closed. The first Lancaster-Lebanon IU 13 invoice for the program year is in the mail, according to Trish Link.

Steve Tredinnick reviewed the reports including the addition of the DOC expenditure and actual. Since 50% of the required (30%) training allocation has to be spent on those with barriers, this information needs to be added to the reports.

Adult funding is over spent, but Dislocated Worker funds are under spent. Some funds from the Dislocated Worker grant will be moved to adult funding. The amount to be transferred will be determined after March 15. Jean Martin asked about funds for employees of two retailers that recently announced closings. Cathy noted that there is \$213,000 in Rapid Response program funds to provide services.

Finance Committee recommended acceptance of the finance reports from January 31, Jill Sebest Welch seconded the motion, and the motion was carried unanimously.

### Action Items

- Approve Fiscal Policy 115 401(k) Forced Distribution Processing
- Approve Fiscal Policy 118 Month-End Reporting
- Approve Fiscal Policy 119 Allowable Costs
- Approve Fiscal Policy 120 Sub-recipient Audits

Finance Committee recommended acceptance of Fiscal Policies 115 and 118 – 120, Jill Sebest Welch seconded the motion, the Executive Committee voted unanimously to recommend the four fiscal policies to the full board for approval.

• Approve Program Policy 207 – WIOA Youth Follow-up Service

Jill Sebest Welch asked if the web site supports communication; it does not. She wanted to know social media is used to promote communication with youth; the youth program managers do use social media in that way.

Jill Sebest Welch made the motion to approve Program Policy 207, and James Black seconded the motion; the Executive Committee voted unanimously to recommend the program policy to the full board for approval.

### **Discussion Items**

• Need policy guidance to serve clients with criminal backgrounds, specifically Megan's Law offenders, in a facility where youth aged 16-18 years are served.

EARN requires participants to be in Liberty Place 20 hours a week. Supervision of highrisk individuals was not anticipated.

Attorney Fisher said there are constitutional issues involved in this question. While he needs more time for research in order to provide guidance, knowledge creates liability, so it is a legitimate concern to protect the youth and others in the CareerLink<sup>®</sup>.

Federal funding requires that equal services must be provided. Cathy Rychalsky said the State recommends bringing high-risk individuals in after-hours.

Meantime, Jill Sebest Welch suggested using the upcoming national convention as a resource to find how other organizations handle this challenge and meet federal and state requirements.

 Does a function of the Performance Committee include HR and program policy review?

Nancy Sharp stated that the bylaws require the board to approve policy. Fiscal policies go through the Finance Committee before being brought to the Executive Committee and then to the board. There is no similar pathway for other policies, such as program and human resources. After discussion, it was decided that program policies could be taken to the Performance Committee if timing allows; otherwise, the policies can be brought directly to the Executive Committee.

• Should we revise the Work Based Learning Policy?

The current policy limits the rate offered to youth at 115% of minimum wage. This wage restriction does not provide incentive for youth to stay in the program. Another concern with this low wage ceiling is the ability to meet the required percentage of spending on work-based learning. Failure to do so could result in an audit finding.

To provide greater flexibility, Tom Baldrige asked if the maximum wage rate for Work Based Learning could be aligned with the starting wage at the participating company. Bob Rhoads asked that this suggestion be reviewed with Arbor.

• Who are the LCWDB partners?

This question arose from the listing of organizations as partners on the web site. Tom Baldrige suggested using the partners designated in the bylaws. The committee suggested specifying governance, grant, program, Board and support partners.

# Staff

- PA CareerLink Administrator (Valerie Hatfield)
  - Contacted the United Way to solicit volunteers for workshops and resume critiquing
  - There will be 85 employers at the March 15, job fair.
  - The boot-camp sessions to prepare clients for the Job Fair have been full.
  - After-hour workshops to serve individuals who might not be able to visit CareerLink® during daytime hours are set to begin on March 22.
  - Tomorrow, there is a Rapid Response event with Kmart<sup>®</sup>, and one is planned for HHGregg
- EDSI Operations Director (An'Dionne Smith)
  - EDSI recently held Earn and WorkReady appreciation events to acknowledge program accomplishments.
  - Outreach events are being held in various areas of the community.
  - The first series of workshops held in Lancaster County Prison recently concluded. Staff is meeting with prison personnel to discuss changes, including more job-search strategies, for the second series.
  - EDSI is hiring an EARN supervisor.
- Contract and Compliance Officer (Nancy Sharp)
  - The state's annual monitoring visit has been delayed and will take place after the close of the program year, which does not allow us to correct any issues uncovered.
  - Franklin and Marshall's analysis of the SDOL career programs that LCWDB funds through a TANF grant looks favorable.
  - The PA Center for Workforce Information and Analysis is offering a training session for our staff. Tom Baldrige asked us to invite Cheryl Irwin Bass to that session.
- Grant Manager (Quentin Moore)
  - Job-shadow panels are underway and well attended.
  - The next Industry partnership meeting is February 21. Training paid for by an IP grant has begun.
  - Career Education and Work Standards are part of the State Board of Education's regulations of required education for all PA students. School

districts are moving toward combined college and career tracks verses one or the other.

- We were asked to provide additional information for the Business-Education Partnership grant for which we recently applied.
- Executive Director (Cathy Rychalsky)
  - The Governor is coming to Lancaster on Thursday. Cathy is working with his staff to identify a company to host the visit
  - Cathy is meeting with downtown restaurant owners who cannot fill their job openings.
  - Rhonda Kurtz and Cathy Rychalsky will be attending the annual NAWB conference later this month.
  - Friday's meeting with Congressman Smucker went very well. Together Berks and Lancaster representatives were able to provide background information on WIOA.
  - Nancy Sharp and Cathy Rychalsky will attend fiscal training provided by US DOL in May.
  - The One Stop Operator RFP will be released next week.
  - March 21 is the first joint regional planning session for our new four-year plan. All are invited to attend.

The meeting adjourned at 4:23 p.m.

# NEXT MEETING April 4, 2017 3:00 p.m. Liberty Place, Room 112