



Executive Committee

Thursday March 8, 2018, 3:00 p.m.

Liberty Place, Room 112

Members Present: James Black, John Biemiller, Rhonda Kurtz, Jean Martin, Robert Rhoads (phone) and Robert Thomas

Member Not Present: Thomas Baldrige, Sandy Nonnenmocher and Jill Sebest Welch

Staff and Contractors: Chris Fisher (attorney - phone) Valerie Hatfield, Teresa Anne Kauffman, Mary Ann Kowalonek (Service Access Management, Inc. - phone), Rae Miller, Stan Miller (Service Access Management, Inc. - phone), John Nicholson, Cathy Rychalsky, Steve Tredinnick (Service Access & Management, Inc.)

Welcome and Request for Public Comment

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

Meeting minutes from February 6, 2018

Jean Martin moved to accept the minutes of February 6, 2018. Bob Thomas seconded the motion, which carried unanimously.

Finance reports from January 31, 2018

Bob Thomas moved to accept the finance reports of January 31, 2018. John Biemiller seconded the motion, which carried unanimously.

The apprenticeship grant ends June 30. The industrial maintenance training classes have not been filled, so the LCWDB is waiting for a revised action plan from HACC. The HACC model of having students go to a site is not working for the student or the employer, so switching to an online class is a consideration.

The WIOA training requirement has been reduced from 40% to 30%, but there is not sufficient adult funding to support the population need.

Arbor/ResCare has lost the top two paid employees at this location, so there is concerned about expending awards. Based on the contracts report, LCWDB will be contacting contractors to make certain funds will be expended.



Action Item

- Approve revisions to Fiscal Policy #101 – Bank Deposit Processing

Bob Thomas moved to recommend moving forward with the approval of Fiscal Policy #101 – Bank Deposit Processing. James Black seconded the motion, which carried unanimously.

The changes to these policies are related to changing staff size and titles.

- Approve revisions to Fiscal Policy #106 – Accounts Payable Processing

James Black moved to recommend moving forward with the approval of revisions to Fiscal Policy #106 – Accounts Payable Processing. John Biemiller seconded the motion, which carried unanimously.

These changes are related to the new accounting system, Dynamics.

Discussion Items

- coLAB proposal

Since some members were not satisfied or lacked confidence after the Strategy Solutions, Inc. presentation in January, so Cathy Rychalsky and John Biemiller had discussions with coLAB. There is overlap from Commonwealth discussions, but not strategic focus for the LCWDB. The newer members felt they learned a great deal, but that is different from asking for a strategic plan for the LCWDB.

The contract with Strategy Solutions, Inc. has not been written, so Cathy asked Chris Fisher for support.

Bob Thomas suggested asking the Board to provide feedback on what the expectations for the strategic plans should be.

- Updates on RFPs
 - IT contract can be rebid or renewed, and Valerie Hatfield will be getting input from the Operators.
 - Fiscal service, cleaning, and solicitor RFPs need to be posted.
- Update on staffing, banking, audit and processing issues
 - The offer has been made for the COO position with an April 9, start date.
 - John Moser, Berks County Workforce, will be coming down to address compliance issues.
 - LCWDB is still in the process of transitioning to Orrstown Bank. Currently, LCWDB is waiting for the Commonwealth to confirm the changes.
 - There have been processing issues with the MICR lines on checks issued, but everything has been resolved.. SAM interviewed two qualified



applicants to fill the fiscal role; two individuals will be interviewed tomorrow.

- Cyber insurance was purchased.

Staff Reports

- There is an employer waiting list for the job fair.
- There are six job fair boot camps scheduled.
- Donations are being solicited for the professional clothing bank.
- United Way reported that our submission for the collected impact grant was similar to SACA's, so the LCWDB has merged initiatives with Tec Centro to provide post secondary training.
- Health Careers Expo will be held at the PA College of Science on March 27.
- Safe Harbor has confirmed for Industry Tours on June 19, 20 and 21.
- The National Association of Workforce Boards annual forum will take place with Washington, D.C. on March 24-27.
- Lancaster's mayor has put together a workforce committee to work toward solutions.
- Carl Freeman is interested in getting LCWDB members together outside of meetings.
- Jean Martin asked about the RFP status since there was an article in the newspaper about GEO.

The meeting adjourned at 3:59 p.m.

Next Meeting

Tuesday, April 3, 2018

3:00 p.m.

Liberty Place, Room 112