



Thursday, March 15, 2018

7:30 a.m.

Liberty Place, Suite 273

Minutes

Members Present: Keith Baker (by phone), Marlyn Barbosa, John Biemiller, James Black, Thomas Cislo, Tim Dunigan, Carl Freeman, Jill Gilbert, Rhonda Kurtz (by phone), Jean Martin, Allison Miles, Angel Ocasio, Robert Rhoads, Susan Richeson, Todd Shultz, G. David Sload (by phone), Mike Sturla (Gregory Paulson, proxy), Robert Thomas, and Jill Sebest Welch

Members Not Present: Thomas Baldrige, Brian Barnhart, Steven Bright, Barry David, Daniel Falcon, Eric Horn, Sandra Nonnenmocher, Anthony Purcell, Kurt Stillwagon and (Michael Sturla)

Staff and Contractors: Amber Columbo, Christopher Fisher, Kyla Guyette, Valerie Hatfield, Tara Loew, Stan Miller (Service Access & Management, Inc., SAM), Quentin Moore, Cathy Rychalsky, Tim Shenk An'Dionne Smith, Diane Strickland (for Rae Miller), and Steve Tredinnick (SAM) (by phone)

Guest from Lancaster Lila Singleton
WIB/WBD

At 7:30 a.m., Robert Rhoads opened the meeting with a request for public comment.

Consent Agenda

- Approved meeting minutes from January 18, 2018
On a motion by Keith Baker and seconded by John Biemiller, the motion to approve the January 31, 2018, minutes was carried unanimously.
- Finance reports from January 18, 2018
Jill questioned a technical grant, and Quentin answered. On a motion by Jill Sebest Welch and seconded by Tom Cislo, the motion to approve the Finance reports from January 31, 2018 was carried unanimously.

Action Items

- On a motion by Jill Gilbert and seconded by Angel Ocasio, the motion to approve revisions to Fiscal Policy #101 – Bank Deposit Processing – was carried unanimously.

- On a motion by Bob Thomas and seconded by James Black, the motion to approve revisions to Fiscal Policy #106 – Accounts Payable Processing – was carried unanimously.
- On a motion by Robert Thomas and seconded by Jill Gilbert, the motion to approve a change in contract and compliance support was carried unanimously
- On a motion by Thomas Cislo and seconded by Marlyn Barbosa, the motion to approve a request to allow Service Access Management to recruit and staff the fiscal technician position, as amended with a timeline added of June 30, 2018, was carried unanimously.

Open Discussion

- **Strategic Planning (Strategy Solutions, Inc.)** – There were mixed thoughts on the “Retreat.” Many board members felt we left the meeting without an actual strategic plan and asked if we could collaborate with other workforce organizations in the county. John Biemiller commented that a mission and vision need to be identified first. Jill Gilbert thought it was more informative than strategic. Jean Martin recommended finding someone who can tie the state WDB goals with our strategic plan. The final decision was to terminate services with Strategy Solutions, Inc. Chris Fisher said nothing in agreement prohibits termination, and they haven’t lived up to providing any real strategy. – The motion by Jill Sebest Welch and seconded by John Biemiller and was approved unanimously.
- **TANF RFP Updates** – Cathy Rychalsky reported that the number of submissions was disappointing.

Staffing Issues

- Cathy Rychalsky introduced Lila Singleton, the new Chief Operating Officer of the LCWDB, who will begin her position in April.
- Rae Miller is on a brief leave.
- Cathy Rychalsky reminded all LCWDB members who have not done so to complete the Statement of Financial Interests for 2017 and return the forms immediately.

Staff Reports

- **Attached items**
- **Spring Job Fair:** We are at capacity with a wait list for employers.
- **Health Career Expo:** The HCE will be held Tuesday, March 27, 2018 at PA College of Health Sciences. We have expanded our outreach to include private and home schoolers.
- **Industry Tours:** Industry Tours are scheduled for June 19-21.

The meeting adjourned at 9:01 a.m.