



### **Executive Committee**

Thursday April 3, 2018, 3:00 p.m.

Liberty Place, Room 112

Members Present: Thomas Baldrige, John Biemiller, Rhonda Kurtz, Jean Martin, Robert Thomas (phone) and Jill Sebest Welch

Member Not Present: James Black, Sandy Nonnenmocher and Robert Rhoads

Staff and Contractors: Chris Fisher (attorney) Valerie Hatfield, Teresa Anne Kauffman, Rae Miller, Stan Miller (Service Access Management, Inc.), Quentin Moore, Cathy Rychalsky, Steve Tredinnick (Service Access & Management, Inc.)

### **Welcome and Request for Public Comment**

Rhonda Kurtz called the meeting to order at 3:05 p.m. and requested public comment before roll call.

### **Meeting minutes from March 8, 2018**

Tom Baldrige moved to accept the minutes of March 8, 2018. John Biemiller seconded the motion, which carried unanimously.

### **Finance reports from February 28, 2018**

Jill Sebest Welch moved to accept the finance reports of February 28, 2018. Tom Baldrige seconded the motion, which carried unanimously.

In referencing the contracts report, Steve Tredinnick said contractors have been contacted to make certain the funds, held by the State, will be drawn down. These funds do not carry over until the next year.

The adult and dislocated worker program will need to be expanded in order to meet the obligation rate.

One contractor over-estimated, by about \$58,000, expenditures for a youth grant.

### **Discussion Items**

#### **Update on RFPs**

- The Out-of-School and In-School Youth proposals are currently under review.
- The TANF RFP has been reissued, and the Audit RFP will be reissued tomorrow.
- A Fiscal Service RFP will be issued this week.
- The IT RFP was extended.
- The Cleaning RFP will be issued at the end of the year.

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#### Update on staffing

- Galina Guldik, a Service Access & Management, Inc., employee, started on April 2, and she will be filling Megan Gallagher's position.
- Nick Good, BEP intern, resigned, and his last day was March 30.
- Lila Singleton will start as COO on April 9.

#### Networking events for LCWDB members

- The first event is scheduled for April 20, at the Lancaster Chamber from 4:30 until 6:30.
- In June, there are plans for a picnic in the park.
- Brian Barnhart has volunteered space for an event in the fall.

#### Staff Reports

##### PA CareerLink® Lancaster County Administrator (Valerie Hatfield)

- ESL classes will be offered at the PA CareerLink® and these classes will be open to the public. Valerie will be distributing details via Constant Contact at the end of the week.
- An expungement event will be offered.
- Job fair is April 11.
- Jill gave Valerie kudos for her dashboard.

##### Grant Manager (Quentin Moore)

- We were awarded \$96,000 in total for the Capacity and Pre-Apprenticeship grant as well as \$50,000 from High hotels.

##### Executive Director (Cathy Rychalsky)

- Health Career Expo had a very good turnout.
- We need a LCWDB vice-chair from the business community.
  - Eric Horn is coming off the Board.
  - Daniel Falcon resigned from the Board.
  - Steven Bright is coming off the Board.
- Services from Strategy Solutions, Inc. have been terminated.

The meeting adjourned at 3:40 p.m. to go into executive session.

#### Executive Session

Personnel and contract issues were discussed in executive session. No actions were taken, and the meeting ended at 4:29 p.m.