



Executive Committee

Tuesday July 10, 2018, 3:00 p.m.

Liberty Place, Room 112

Members Present: Thomas Baldrige, James Black, Jean Martin, Sandy Nonnenmocher, Robert Rhoads (phone), Robert Thomas, and Jill Sebest Welch

Member Not Present: John Biemiller

Staff and Contractors: Rhonda Kurtz, Rae Miller, Stan Miller (Service Access Management, Inc.-phone), John Nicholson, Cathy Rychalsky, Robert Saidis (attorney-phone) Lila Singleton, and Steve Tredinnick (Service Access & Management, Inc.-phone)

Welcome and Request for Public Comment

James Black called the meeting to order at 3:00 p.m. and requested public comment before roll call.

Executive Session

The Executive Committee adjourned into Executive Session at 3:02 p.m. and reconvened at 3:07 p.m. The purpose of the Executive Session was to discuss personnel matters.

After discussion, on motion duly made by Sandy Nonnenmocher and seconded by Robert Thomas, it is:

RESOLVED that the Personnel Actions as set forth on Exhibit A are hereby ratified, confirmed and approved.

Meeting minutes from June 5, 2018

Tom Baldrige moved to accept the minutes of June 5, 2018. Robert Thomas seconded the motion, which carried unanimously.

Action Items

- Approve MaherDuessel to provide audit and tax services
The Finance Committee recommended approving MaherDuessel to provide audit and tax services for PY18, Robert Thomas seconded the motion, which carried unanimously.
- Approve FP #113 Travel
Robert Thomas moved to recommend FP #113 Travel to the LCWDB, Tom Baldrige seconded the motion, which carried unanimously.

- Approve FP #125 Purchasing Policy
Tom Baldrige moved to recommend to the LCWDB FP #125 Purchasing Policy with the provision that emergency purchases are limited to less than \$5,000; Sandy Nonnenmocher seconded the motion, which carried unanimously.

Jill Sebest Welch recommended limiting the emergency purchase to less than \$5,000.

Finance reports from May 31, 2018

Robert Thomas moved to accept the finance reports of May 31, 2018. Sandy Nonnenmocher seconded the motion, which carried unanimously.

Steve Tredinnick reviewed the finance reports. Next month, Steve will break out the WIAO training dollars by contract on the Schedule of Obligations.

Jim Black asked the status of the school district invoices. Cathy Rychalsky explained that the SDOL and Columbia SD invoices have been received for the amounts remaining in their grants, but some of the costs do not have adequate documentation. Crispus Attucks could not run the internships because of the age of the students, so they will not be expending their funds. The Advantage Lancaster funding has been given to the North Museum, but it is not reflected in the reports at this point.

Discussion Items

- Staff Update
 - Cathy Rychalsky introduced Rhonda Kurtz as the Strategic Innovations Officer.
 - Cathy provided an update on the Youth and Community Engagement Officer search.
 - Anibal Aponte started as the Fiscal Manager
- Fiscal Update
 - Friday morning, SAM representatives will be onsite.
 - Contractors are asking for allocations.
 - The closeout date is July 18.
- Budget approval
 - The Commissioners approved the LCWDB budget.

Staff Reports

- PA CareerLink® Administrator (Valerie Hatfield)
- COO (Lila Singleton)
 - August 16, a job fair has been arranged for businesses in the Gap and Paradise area. This area of Lancaster County has different challenges.
- Executive Director (Cathy Rychalsky)
 - Jill suggested convening/highlighting partners at the Workforce Summit, and creating a mosaic of the services.
 - Jim Black suggested talking with Scott Wagner, who had just visited Ross Technologies.

Tom Baldrige moved to adjourn the meeting at 3:53 pm., and Robert Thomas seconded the motion, which carried unanimously