



**Thursday September 20, 2018  
7:30 a.m.  
The Science Factory  
454 New Holland Ave, Lancaster, PA**

### **Minutes**

**Members Present:** Brian Barnhart, John Biemiller, Thomas Cislo (phone), Tim Dunigan, Carl Freeman, Jean Martin, Allison Miles, James Morgan, G. David Sload, Kurt Stillwagon, Mike Sturla (Gregory Paulson, proxy), Robert Thomas and Jill Sebest Welch

**Members Not Present:** Keith Baker, Thomas Baldrige, Marlyn Barbosa, James Black, Barry David, Jill Gilbert, Pete Higgins, Sandra Nonnenmocher, Angel Ocasio, Anthony Purcell, Robert Rhoads and Susan Richeson

**Staff and Contractors:** Valerie Hatfield, Terri Kaufman, Rhonda Kurtz, Tara Loew, Rae Miller, Cathy Rychalsky, Attorney Robert Saidis, Lila Singleton and An'Dionne Smith

**At 7:34 a.m., G. David Sload opened the meeting with a request for public comment. There being none, the meeting continued.**

There was not a quorum present, so the meeting proceeded with items which did not require action.

- PA CareerLink® Administrator (Valerie Hatfield)
  - Detailed the WIOA Title I Performance. LCWDB has met or exceeded the State goals/expectations.
  - Overall, the YTD goals were met.
  - The fiscal year, the PA CareerLink® Lancaster County is going to focus on paid work experience for youth, but training expectations have been exceeded.
- COO (Lila Singleton)
  - Lila Singleton requested a volunteer to chair to the Local Management Committee now that Bob Thomas is retiring.
  - The LCWDB is waiting for State funding for In-School Youth with LCCTC as well as a couple of the TANF providers.
- Strategic Innovations Officer (Rhonda Kurtz)
  - The work group met and is finalizing a framework for the upcoming 2018-2019 strategic planning process with coLAB, who won the RFP.

- Executive Director (Cathy Rychalsky)
  - PWDA
  - Rhonda Kurtz will be going to Apprenticeship training next week.
  - We approached the Youth Council about hiring contractors in high poverty schools to help youth without plans.
  - There is funding to support youth in the workplace through apprenticeships and internships after school and weekends. The funding supports clearances.
  - TANF supports students age 5-24. The long-term goal is to build career exposure at a young age.
  - If EDSI or LCWDB is the employer of record, then it is perceived as a volunteer situation at the workplace.
  - Tara Loew reported that OSY work experience is available for 16-24 year olds during usual business hours.
  - Kirk Stillwagon requested a distribution to all LCWDB members about youth opportunities.
  - Jill Welch suggested a program committee to get the LCWDB involved in building the discussion. Cathy Rychalsky reported that Youth Council focuses on TANF, but their focus will be expanding. Rhonda said tying youth initiatives into clear deliverables in part of the strategic planning process.

### **Discussion Items**

- Cathy Rychalsky announced that the Workforce Summit will be held in February or March 2019, so as not to add to the busy December season
- There was consensus to change LCWDB meeting months in order to eliminate the special meeting held in June to address contracts.
- G. David Sload acknowledged Bob Thomas' upcoming retirement from Tabor and the LCWDB.

### **Open Discussion**

- Brian Barnhart and G. David Sload volunteered their sites for LCWDB meetings in 2019.
- Cathy Rychalsky mentioned that LCWDB's lease at Liberty Place ends December 31, 2020, and that a six-month notice is required. Brian Barnhart recommended looking at the Burle site because the landlord is agreeable. Tom Cislo and Jim Black and John Biemiller are on the facility committee reviewing sites for the lease decision.
- James Morgan expressed concern about the possible impact of Church World Services' losing immigrant funding in December and how this will impact Tyson's immigrant employees. Robert Thomas explained that there is concern that the Trump Administration will be cutting the State Department funding for Lancaster's Church World Services immigration funding, but we will have to wait and see. Valerie Hatfield said the language barriers continue to be a problem in working with the immigrants. PA CareerLink® Lancaster County wants to explore better solutions, outside of Language Line.

Thomas Cislo joined the meeting thereby providing a quorum.

### **Consent Agenda**

- Meeting minutes from July 19, 2018  
After review, on a motion by Gregory Paulson and second by Carl Freeman, the motion to approve the July 19, 2018, minutes was carried unanimously.
- Finance reports from July 31, 2018  
After a review of the reports by Cathy Rychalsky, on a motion by John Biemiller and second by Robert Thomas, the motion to approve the finance reports from July 31, 2018, was carried unanimously.

### **Action Items**

- Approve renewal for Metrix to provide SkillUp Lancaster

After discussion, on a motion by Jill Sebest Welch and second by Brian Barnhart, the motion to approve the renewal of Metrix to provide SkillUp Lancaster for PY 18-19 in the amount of \$25,000.00, was carried unanimously.

Valerie Hatfield provided usage statistics. James Morgan suggested adding SkillUp Lancaster to the Lancaster Library offering.

- Approve renewal for the PY18 Title I Contract for EDSI

After discussion, on a motion by Brian Barnhart and seconded by Kurt Stillwagon, the motion to approve the renewal of PY 18 Title I Contract for EDSI for an amount not to exceed \$775,000, allocated \$375,000 for adult funding and \$400,000 for dislocated worker funding, was carried unanimously.

- Approve renewal for the PY 18 EARN Contract for EDSI

After discussion, on a motion by Tim Dunigan and seconded by John Biemiller, the motion to approve renewal for the PY 18 EARN Contract for EDSI for an amount not to exceed \$928,534 which includes a possible \$300,000 performance incentive and \$628,534 allocated to EARN, was carried unanimously.

- Approve renewal for the PY 18 Lancaster-Lebanon IU13's Contract for Assessment/GED

After discussion, this proposal was tabled on a motion by Greg Paulson and seconded by Robert Thomas, the motion to table the renewal for PY 18 Lancaster-Lebanon IU13's Contract for Assessment/GED, was carried unanimously due to the concerns for youth GED.

Brian Barnhart abstained for the discussion and vote.

- Approval renewal for the PY 18 Solicitor Contract

After review, on a motion by John Biemiller and seconded by Robert Thomas, the motion to approve renewal for the PY 18 Solicitor Contract, was carried unanimously.

Attorney Saidis left the room during this discussion and vote on the fourth year of this five year contract.

The meeting adjourned at 8:39 a.m. on a motion by Kirk Stillwagon and seconded by Jean Martin, the motion to adjourn was carried unanimously.