



Executive Committee

Tuesday October 9, 2018, 3:00 p.m.

Liberty Place, Room 112

Members Present: John Biemiller, James Black, Jean Martin, Robert Rhoads, G. David Sload and Jill Sebest Welch

Member Not Present: Thomas Baldrige and Sandy Nonnenmocher

Staff and Contractors: Valerie Hatfield, Tara Loew, Rae Miller, Cathy Rychalsky, Robert Saidis (attorney-phone), Lila Singleton and An'Dionne Smith

Welcome and Request for Public Comment

James Black called the meeting to order at 3:03 p.m. and requested public comment before roll call.

Meeting minutes from September 4, 2018

G. David Sload moved to accept the minutes of September 4, 2018. Jean Martin seconded the motion, which carried unanimously.

Finance reports from August 31, 2018

Robert Rhoads moved to accept the finance reports of August 31, 2018. John Biemiller seconded the motion, which carried unanimously.

Cathy Rychalsky reported that the surplus was due to the SAM contract, upcoming NAWB expenses and the open position. The Work Ready contract ended September 30, and was fully expended. TANF Innovation Grant will be received in January. The LCWDB is receiving \$25,000/month for United Way. Dislocated workers are not coming in for training, so we have a request into the State to move funds to Adult. The Work Experience expenditures are very low, so EDSI will be putting a correction action into place.

Action Item

- Expand designation of authorized signatories.

Robert Rhoads moved to accept designating Lila Singleton, Chief Operating Officer, and Rhonda Kurtz, Strategic Innovations Officer, as authorized signatories to approve ITA and OJT trainings up to \$10,000/client, as well as check signing in alignment with FP 106 Accounts Payable Revised, and in addition, as LCWDB officers, James Black, G. David Sload and Thomas Baldrige will have check signing authority in alignment with FP 106 Revised. G David Sload seconded the motion, which carried unanimously.

Robert Saidis suggested limiting the signing authority to ITAs and OJTs and adding a cap.

Jill Sebest Welch recommended supporting the alternate signers with emails from the Executive Director.

Discussion Items

- Youth Summit/Workforce Summit
 - Venue
 - Breakouts
 - Speaker

Cathy Rychalsky would like to finalize the details around the combined Youth/Workforce Summit for presentation to the LCWDB and Youth Council.

Rhonda Kurtz suggested Joann Hudak as the speaker. Joann speaks for free and is data-driven, which will interest businesses. The message is: While there is no short-term solution, industry and education have to work together for broader workforce pre-apprenticeships. The speaker will talk for an hour and then there will be three or four breakout sessions although some guests will need to leave by 9 a.m.

The suggested venue is PA College and Health Sciences, which can support 200 people, and the date is January 29, 2019 (February 6, is the snow date.).

The LCWDB will seek sponsors to make scholarships available for educators.

- Lancaster-Lebanon IU 13, LLIU13, Services & Contracts
 - GED
 - Youth/adult

LLIU13 will be conducting the TABE testing and remediation, but does not plan to provide youth GED classes, which was specified in the RFP. Instead, LLIU13 plans to put youth into the adult classes. Two mornings and an afternoon a week will be for youth remediation, but LLIU13 will offer a smaller setting training for GED.

IU 13 would like to put 1-FTE in PA CareerLink® Lancaster County, CareerLink, who speaks Swahili, Arabic, and Nepalese for alternate welcome services.

The focus of Youth WIAO legislation is skill-attainment. While we are seeing more individuals in the 18-24 year range, there are a lower number of individuals coming through CareerLink who need GED or Hi-Set.

As background, EDSI's budget included \$75,000 for integrated OSY youth education and training to the IU13.

Cathy asked, "Do we need high school equivalency for youth or is integrating with adult sufficient?" Jean Martin suggested investigating the need.

Jill asked if anyone else is offering GED services for individuals aged 18-24? She asked if there is a demand that we are not tapping into for Spanish speaking GED.

Youth generally comes from referral. Whereas Arbor was viewed as a GED program, at this point, we have had no 16 to 18 year old individuals in work experience and obtaining a credential.

Cathy said we need to determine what needs to be offered and who will offer it.

- The Extraordinary Give (Friday, Nov. 16, 2018)
 - PA CareerLink® Lancaster County will collaborate with CAP and lend their voices.
 - PA CareerLink® Lancaster County is going to hold a book and bake sale, so people can contribute below the \$25 level.

Staff Reports

- PA CareerLink® Lancaster County Site Administrator (Valerie Hatfield)
 - While we talk about EDSI and Lancaster-Lebanon IU 13, there are 13 other partners.
 - There will be a Title I and Title II summit on February 6, 2010.
 - Job fairs are planned for Columbia, Elizabethtown and Ephrata.
- Rhonda
 - Monday, October 15, is the next panel interview for site administrator position.
 - BEP intern, Rosemary Ardine, is in place.
 - LCWDB is looking for ideas for the next round of grant funding.
- Lila
 - Has reached out to Chester on their strategic planning process.
 - Is getting ready for December's audit.
 - Is keeping the grant list updated.
- Executive Director (Cathy Rychalsky)
 - Security and weather concerns are factors for evening hours at PA CareerLink® Lancaster County.
 - With the lease ending in December 2020, alternate spaces, Alm House and Burle Business Park, are being investigated.
 - There will be a resource and job fair on December 6, at the Literacy Council because there is a 17% unemployment in SE Lancaster.
 - Currently, we are going grant-by-grant to check draws and records in conjunction with Rob at SAM.
 - Cathy extended an invitation on December 5, for the PA CareerLink staff meeting.

Bob Rhoads motioned to adjourn the meeting at 4:24 p.m., and G. David Sload seconded the motion which was carried unanimously.