



Thursday November 15, 2018

7:30 a.m.

Workforce Development Board

313 w. Liberty Place, Ste. 114, Lancaster, PA

Minutes

Members Present: Marlyn Barbosa, John Biemiller, James Black, Barry David, Pete Higgins, Jean Martin, Anthony Purcell, Representative Mike Sturla (Gregory Paulson, proxy) and Jill Sebest Welch

Members Not Present: Keith Baker, Thomas Baldrige, Thomas Cislo, Tim Dunigan, Carl Freeman, Jill Gilbert, James Morgan, Sandra Nonnenmocher, Robert Rhoads and G. David Sload

Members attending by phone: Brian Barnhart, Allison Miles, Angel Ocasio, Susan Richeson, Kurt Stillwagon,

Staff and Contractors: Rhonda Kurtz (on phone), Valerie Hatfield, Cathy Rychalsky, Lila Singleton, Judy Wechter, Attorney Robert Saidis (on phone), Attorney Chris Fisher (on phone) Laura O'Neill, Tara Lowe and Larry Melf (on phone)

At 7:34 a.m., Jim Black opened the meeting with a request for public comment.

Consent Agenda

- Meeting minutes from July 19, 2018
Gregory Paulson motioned to approve the minutes with second by John Biemiller. The motion to approve the July 19, 2018, LCWDB minutes was carried unanimously.
- Finance reports from July 31, 2018
Cathy Rychalsky reviewed the reports. Anthony Purcell motioned to approve the July 31 finance reports with second by Barry David. The motion to approve the July 31, 2018, finance reports was carried unanimously.

Action Items

- Approval of authorized signatories – Lila Singleton, COO and Rhonda Kurtz, SIO to approve and sign ITA and OJT training contracts on behalf of the LCWDB Executive Director, Cathy Rychalsky up to \$10,000/client, as well as check signing in alignment with FP 106 Accounts Payable policy. The Executive Director would be notified before signing of contracts or checks. Greg Paulson motioned to approved, Pete Higgins provided a second, and the motion was carried unanimously

- Approve Lancaster-Lebanon IU 13 Contract Renewal for GED/Assessment services in the amount of \$110,000. John Biemiller motioned to approve, Marlyn Barbosa provided a second, and the motion was carried unanimously.
- Approve RFP for Cleaning Services for PA CareerLink® Lancaster County and WDB offices. Guaranteed Property Services, LLC in the amount of \$2,100 monthly, beginning January 1, 2019 through December 31, 2020. Anthony Purcell motioned to approve, Barry David provided a second, and the motion was carried unanimously.
- Approve Extension of Contract agreement for fiscal support to Megan Gallagher with increased amount up to \$8,000 through February 28, 2019. Greg Paulson motioned to approve, Anthony Purcell provided a second, and the motion was carried unanimously.
- Approve TANF funding for EDSI to hire to two school counselors to provide career counseling and career education options. Brian Barnhart abstained from voting. Jill Welsh motioned to approve, Jean Martin provided a second, and the motion was carried unanimously.

Discussion Items

- Attorneys from Saidis, Shultz & Fisher presented on the Sunshine Law. Included was an overview of the Right to Know Law with its requirements on meetings and minutes available to the public.
- Rhonda Kurtz provided an update on the 2019 Business-Education Workforce Summit and sponsorships.
- A 2019 calendar of all LCWDB committee and subcommittee meetings was distributed.
- The Extraordinary Give will take place on November 16, with the WDB's goal being \$2,500.
- The LCWDB and staff luncheon and networking opportunity is scheduled for December 5, 2018. All Board Members were invited to the luncheon.

Open Discussion

- Jean Martin congratulated Valerie Hatfield on her new position as Youth and Community Engagement officer and welcomed Judy as the new Site Administrator.
- Laura O'Neill gave an update about the Fall Job Fair with statistics of employer involvement, job categories and workshop schedules.
- Cathy Rychalsky provided an update on a few site locations visited by LCWDB.

Staff Reports:

- Chief Operating Officer (Lila Singleton)
 - Requested a volunteer to chair to the Local Management Committee.
 - Announced the preparations for the upcoming audit on December 11.
 - Reported that the State Board Certification is due in January, so reminders were given to members about Statement of Financial Interest Forms for 2018.

- Strategic Innovations Officer (Rhonda Kurtz)
 - Announced that the work group met and is finalizing a framework for the upcoming 2018-2019 strategic planning process with coLAB. coLAB has scheduled the Kick-off meeting for November 28th with Cathy, staff and LCWDB members.
 - Provided an update on the 2019 Business-Education Workforce Summit.
- Youth and Community Engagement Officer (Valerie Hatfield)
 - Valerie will begin her new position on December. 3rd.
 - Valerie previewed the new PA CareerLink[®] Lancaster County website, www.jobs4lanaster.com.
- PA CareerLink[®] Administrator (Judy Wechter)
 - Judy has been in the Site Administrator position since November 13th
 - Judy reviewed the dashboard report for PA CareerLink[®] Lancaster County.
- Executive Director (Cathy Rychalsky)
 - Announced a potential new board member, Peter Caddick- CNH.
 - Reported the LCWDB needs additional small business owners on the Board.

The meeting adjourned at 8:47 a.m. on a motion by Jill Sebest Welch, seconded by Peter Higgins, and the motion to adjourn was carried unanimously.