



Executive Committee

Tuesday December 4, 2018, 3:00 p.m.

Liberty Place, Room 112

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

Member Not Present: Thomas Baldrige, Sandy Nonnenmocher and G. David Sload

Staff and Contractors: Valerie Hatfield, Larry Melf, Rae Miller, Cathy Rychalsky, Robert Saidis (attorney-phone), Lila Singleton and Judy Wechter

Welcome and Request for Public Comment

Jill Sebest Welch called the meeting to order at 3:05 p.m. At 3:13 p.m., Jim Black requested public comment.

Meeting minutes from November 6, 2018

Bob Rhoads moved to accept the minutes of November 6, 2018. John Biemiller seconded the motion, which carried unanimously.

Jill Sebest Welch asked that the minutes be modified to better capture her suggestion. that the strategic planning process investigate the value of geographic rather than industry clusters.

Finance reports from October 31, 2018

Bob Rhoads moved to accept the finance reports of October 31, 2018. Jill Sebest Welch seconded the motion, which carried unanimously.

For September 2018, Cathy Rychalsky said the Commonwealth renewed the Work Ready contract for three months for a total of \$69,512. This renewal will expire on Dec. 31, 2018. Larry Melf said Federal regulations may change in the next nine months. His thought is that the new focus will be on case management as well as branding changes.

Cathy Rychalsky noted there is movement on OJT. More employers are interested in this program.

Cathy Rychalsky said TANF money does not usually carry over, so the team is keeping an eye on spending these funds.

Cathy Rychalsky provided an update on the reconciliation issues and audit preparation.

Discussion Items

- Business Education Workforce Summit
 - The event will be held on January 29th, at the PA Health Science College.
 - The speaker is booked, and breakout sessions are finalized.
 - Jill Welch asked for the agenda and another sponsorship form.
- The Extraordinary Give (Nov. 16, 2018)
 - \$2,665 was collected, and this exceeded our goal.
 - LCWDB is in the running for a collaboration award.
 - The LCWDB may be getting an additional \$700 from a golden ticket.

Staff Reports

- PA CareerLink® Lancaster County Administrator (Judy Wechter)
 - Through February, PA CareerLink® Lancaster County will have a new resource, an unemployment compensation representative, Wendy Peters.
- Chief Operating Officer (Lila Singleton)
 - A DOC grant application is in process for reentry.
 - Most of the LCCF funds will end on Dec. 31.
 - We will be asking the Commonwealth to transfer some dislocated worker funds to adult funding for ITA. We have a wait list for adult funded training.
 - The strategic planning meeting process has started.
- Youth & Community Engagement Officer (Valerie Hatfield)
 - Contacted all youth providers.
 - Will focus on the grants for the remainder of the year.
 - \$150,000 RFP is in process for OSY with a focus on paid work experience.
 - TANF funds will be used for three career counselors. The jobs have been posted, and EDSI has one strong candidate as well as other candidates that need to be vetted.
 - BEP grant was submitted for the next cycle.
 - Applications for PA Smart grants and Teacher in the Workforce grants are in process.
- Executive Director (Cathy Rychalsky)
 - The facility team toured the Cargas facility today. Cargas would like to be out of the building by early 2020. Bob Redcay is the landlord, so the next step will be to get details on the financials.
 - The Burle space may be manageable if we partnered with another organization.
 - Parking for the library space will be a big issue.
 - The Almshouse needs too much work to bring it to ADA and such.
 - At this point, LCWDB has not engaged with a broker or a space designer.

The meeting adjourned at 3:53 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 4:04 p.m.