



**Monday July 19, 2018**

**7:30 a.m.**

**Penn Medicine Lancaster General Health  
1030 New Holland Ave, Lancaster, PA**

### **Minutes**

**Members Present:** Keith Baker, Marlyn Barbosa, Jim Black, Thomas Cislo, Carl Freeman, Jill Gilbert (phone), Pete Higgins, Jean Martin, James Morgan, Sandra Nonnenmocher, Angel Ocasio, Anthony Purcell, Robert Rhoads, Kurt Stillwagon, Mike Sturla (Gregory Paulson, proxy) and Jill Sebest Welch

**Members Not Present:** Thomas Baldrige, Brian Barnhart, John Biemiller, Barry David, Tim Dunigan, Susan Richeson, G. David Sload and Robert Thomas

**Staff and Contractors:** Alicia Brownell, Jenn Diaz (Goodwill Keystone Area), Valerie Hatfield, Terri Kaufman, Rhonda Kurtz, Tara Loew, Cathy Rychalsky, Attorney Robert Saidis, Lila Singleton and Steve Tredinnick (SAM)

**At 7:36 a.m., James Black opened the meeting with a request for public comment.**

### **Consent Agenda**

- Meeting minutes from June 11, 2018  
After review, on a motion by Thomas Cislo and seconded by Robert Rhoads, the motion to approve the June 11, 2018, minutes was carried unanimously.
- Finance reports from May 31, 2018  
After a review of the reports by Cathy Rychalsky, on a motion by Jill Sebest Welch and seconded by Carl Freeman, the motion to approve the finance reports from May 31, 2018, was carried unanimously.

Carl Freeman asked the reason why dollars were not expended.

- Crispus Attucks did not expend funds for paid work experience due to the age of the student participants, 14-15 years.
- Apprenticeship grants need closer watching.

### **Action Items**

- Approve Maher Duessel to provide audit and tax services  
After review, on a motion by LCWDB Finance Committee and seconded by Robert Rhoads, the motion to approve Maher Duessel to provide audit and tax services was carried unanimously.

- Approve FP #113 Travel

After review, on a motion by the LCWDB Finance Committee and seconded by Pete Higgins, the motion to approve FP #113 Travel was carried unanimously.

Jill Gilbert asked where policies originate. Cathy Rychalsky responded to the question and added that the State requires the list for monitoring.

- Approve FP #125 Purchasing Policy

After review, on a motion by LCWDB Finance Committee and seconded by Marlyn Barbosa, the motion to approve FP #125 Purchasing Policy, was carried unanimously.

Cathy Rychalsky explained the reason for the changes that include increasing the dollar limit required to obtain three quotes, allowing COO to issues purchase orders, and attempting to reduce paperwork.

### **Discussion Items**

- Staff Update

On site interviews are scheduled for the open Youth and Community Engagement position.

- Fiscal Update

Service Access Management, SAM, will be providing a training session at their Wilkes Barre location for Anibal Aponte, LCWDB Fiscal Manager, Cathy Rychalsky and Rae Miller. In addition, meetings are scheduled with the WIBs at Berks and Lehigh Valley.

Jill Sebest Welch asked about TANF funding and ways to expend the monies.

- Budget approval

Cathy Rychalsky reported that the Lancaster County Commissioners approved the budget on June 30, 2018. The Commissioners complemented the work of the Board and PA CareerLink® Lancaster County.

### **Staff Reports**

- PA CareerLink® Administrator (Valerie Hatfield)

Provided the *By the Numbers* report.

- COO (Lila Singleton)

Discussed the upcoming breakfast briefing regarding a regional job fair.

- Executive Director (Cathy Rychalsky)

Provided an update on the STEM Alliance Externship and announced openings on committees.

The meeting adjourned at 8:31 a.m. on a motion by Robert Rhoads and seconded by Keith Baker, the motion to adjourn was carried unanimously.