



Executive Committee

Tuesday February 5, 2019

3:00 p.m.

Liberty Place, Room 112

Members Present: John Biemiller (phone), Jean Martin, Robert Rhoads and G. David Sload

Member Not Present: Thomas Baldrige, James Black, Sandy Nonnenmocher and Jill Sebest Welch

Staff and Contractors: Chris Fisher (attorney-phone), Valerie Hatfield, Rhonda Kurtz Rae Miller, Cathy Rychalsky, Lila Singleton and Judy Wechter

Welcome and Request for Public Comment

David Sload called the meeting to order at 3:00 p.m. and requested public comment before roll call.

Meeting minutes from December 4, 2018

Robert Rhoads moved to accept the minutes of December 4, 2018. Jean Martin seconded the motion, which carried unanimously.

Finance reports from December 31, 2018

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

The WDB Budget report shows that the LCWDB is underspent due to the elimination of the SAM contract and Valerie's position was brought in later than expected.

Cathy Rychalsky noted that the LCWDB has not received the official documentation for the remaining Work Ready dollars, so this information is not on the Summary of Grant Expenditures report.

Yesterday, LCWDB staff met with EDSI to assemble a plan to address youth funds and work experience. This is intended to address the numbers indicated on the Schedule of Obligations.

Dave Sload will share information on their apprenticeship software.

Action Item

- Approved modifications for TANF Youth funding
Jean Martin moved to accept the modifications for the TANF Youth Funding. Robert Rhoads seconded the motion, which carried unanimously.

Valerie Hatfield noted that the Youth Council held back \$164,000 in Youth funds should programs come up during the year. These funds must be spent before the end of the fiscal year. TANF allows serving youth (up to age 24 years of age).

- Approved modifications for WIOA Youth funding
Robert Rhoads moved to accept the modifications for the WIOA Youth funding. Jean Martin seconded the motion, which carried unanimously

Valerie Hatfield explained the plan, which will help the LCWDB meet paid work experience requirements. A resource, possibly Wes Geib, will go to employers and explain the benefits of the program. EDSI would be the contractor. Cathy Rychalsky said comments on the action item will be revised.

Discussion Items

- New grants
Rhonda Kurtz reviewed the Grant Application Overview report. Rhonda noted that the Apprenticeship Expansion grant allows development of business friendly marketing materials.

Cathy Rychalsky explained the potential SLIP grants.

- Audit status
Jose Trevino, MaherDuessel Senior Auditor, said the report will be sent next Friday or Monday.

Staff Reports

- PA CareerLink® Administrator (Judy Wechter)
Judy Wechter highlighted items on the January 2019 report. There has been an increase of older adults coming into PA CareerLink® Lancaster County.
- Strategic Innovations Officer (Rhonda Kurtz)
Rhonda Kurtz reported the sustainability work with coLab is completed. Rhonda shared the agenda for the Strategic Planning retreat on March 21, at ABC Keystone.

Rhonda Kurtz met with members of the Lancaster Chamber yesterday to leverage the services of the business services team. John Biemiller and Jean Martin offered to assist with the upcoming Columbia job fair. The objective of this job fair is to get parents and students to meet with employers to address

- Youth and Community Engagement Officer (Valerie Hatfield)

The next few months are critical for planning youth funding for next year. The Ready to Work program will be offered to school districts at no charge.

March 27, is the Health Career Expo. Student registrations are full, but there are openings for additional health vendors.

United Way grant will be completely expended, and they are pleased with our results.

TANF grants have heavy spending in the spring, so Valerie is closely monitoring the grants.

- Chief Operating Officer (Lila Singleton)

Board member certification for 2019 was submitted. We still need a small business partner, but we have a new member, Peter Caddick from CNH.

Lila reported that Rhonda is working to draft a new employee handbook, but before the handbook is presented, new HR policies will need to be drafted.

While the LCWDB monitors quarterly, in the third quarter, the focus will be fiscal monitoring.

- Executive Director (Cathy Rychalsky)

Cathy is working on fiscal training.

She provided an update on her legislative visits. With the Federal budget issues and things happening at the State, Cathy would like legislators to come for a visit.

John McCann, Penn Stone, is coming to the next LCWDB meeting as a guest.

Cathy asked if there are things we could be doing such as partnering with the Chamber on *lunch and learns* for businesses.

Next week, Cathy and Rhonda will be at the NextGen conference in Texas.

The meeting adjourned at 3:52 p.m.