



Executive Committee

Tuesday March 5, 2019, 3:04 p.m.

Liberty Place, Room 112

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

Member Not Present: Sandy Nonnenmocher

Staff and Contractors: Chris Fisher (attorney-phone), Valerie Hatfield, Rae Miller, Cathy Rychalsky, Lila Singleton, An'Dionne Smith and Judy Wechter

Welcome and Request for Public Comment

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

Meeting minutes from February 5, 2019

John Biemiller moved to accept the minutes of February 5, 2019. G. David Sload seconded the motion, which carried unanimously.

Finance reports from January 31, 2019

On February 27, the Finance Committee moved to accept the finance reports of January 31, 2019. G. David Sload seconded the motion, which carried unanimously.

The majority of the LCWDB computers have MS Office 7, so current funding will be used to update equipment.

Cathy Rychalsky said that on two-year grants, obligations count in addition to expenditures.

The three TANF-funded career counselors have been hired. A number of events are happening at the end of the fiscal year, so funding will look different in the next couple of months.

While on track to meet training requirements, but work experience is presenting a challenge.

While PY17 money is used first, the \$140,640.47 shown on the report is 80% of PY 18 funds. We think the funds will obligated. There will be an LNP article to promote work experience opportunities with young adults.

HACC expects to expend their Apprenticeship funds, and Lila and Rhonda have been reaching out to other contractors.

Jill Sebest Welch asked that the Schedule of Obligations report be printed larger.

Action Item

- Approve allocation of additional PY18 WIOA Adult funds to Lancaster-Lebanon Intermediate Unit 13 (IU13)

On February 27, the Finance Committee approved allocation of an additional \$30,000 in PY18 WIOA Adult funds to Lancaster-Lebanon Intermediate Unit 13 (IU13). Jean Martin seconded the motion, which carried unanimously.

- Approve allocation of additional TANF Youth funds to Columbia School District

On February 27, the Finance Committee approved allocation of an additional \$14,700 in TANF Youth funds to Columbia School District to support students in grades 3-5 with existing career programs. Jill Sebest Welch seconded the motion, which carried unanimously.

- Approve allocation of additional PY18 WIOA Youth funds to existing ISY Lancaster County Career & Technology Center (LCCTC)

On February 27, the Finance Committee approved allocation of an additional \$25,000 in WIOA Youth funds to support existing ISY LCCTC students and work experience. Tom Baldrige seconded the motion, which carried unanimously.

Discussion Items

- New members

Having a quorum at every LCWDB Finance committee meeting is becoming a challenge. Cathy asked about changing meeting dates/times. Chris Fisher reported that the LCWDB has to have Finance and Executive committees; they cannot be combined.

James Black suggested moving Finance committee to 3:00 p.m. before the April Executive committee meeting which will be held from 3:30 to 4:30. Tom Baldrige said later meeting times would be better for him, and Bob Rhoads asked that the meetings be held to one hour in order to avoid Rt. 222 traffic.

- Audit /Grants

Cathy distributed audit comments and reported that the auditors will be presenting at the next LCWDB meeting on March 14.

Jill Sebest Welch reiterated the comments made at the last Finance committee meeting about considering a company to do a risk assessment. G. David Sload has a board member who completes monthly spot-checks/reviews of their internal finances. Dave will provide Cathy with information on their process.

- Strategic Planning Retreat

The LCWDB Strategic Planning retreat will be held on March 21, at ABC Keystone.

Staff Reports

- PA CareerLink® Administrator (Judy Wechter)

Judy reviewed the *PA CareerLink® Operations Update* for February 2019. UPMC service workers who were not absorbed and SEARS employees have expressed appreciation for the services offered.

Cathy said there needs to be effort put into getting the word out about PA CareerLink® Lancaster County being open on Wednesday evenings to support individuals who cannot come in during business hours, especially those who are under-employed.

- Strategic Innovations Officer (Rhonda Kurtz)

Cathy reviewed Rhonda's key highlights.

- Youth and Community Engagement Officer (Valerie Hatfield)

Now that the Business-Education Summit is over, a follow-up meeting with NC3T regarding regional career pathways has been scheduled.

Valerie will be hosting a *Lunch and Learn* next Friday, to introduce employers and interested parties to youth opportunities.

Currently, PA CareerLink® Lancaster County is recruiting for the ABC Keystone pre-apprenticeship program; five Ephrata students are interested.

At the upcoming Health Careers Expo, all students will have the opportunity to go through three modules.

At the Spring Job Fair, there will be three student workshops: Personal Branding, How to Search for Work in Today's Market, and The Reality of Making a Living.

- Chief Operating Officer (Lila Singleton)

Lila reviewed key highlights.

- Executive Director (Cathy Rychalsky)

Cathy reported having a number of meetings with state legislators and has requested a meeting with the Governor to talk about workforce.

Tom Baldrige moved to adjourn the meeting at 4:21 p.m.