



### **Executive Committee**

Tuesday April 2, 2019, 3:30 p.m.

Liberty Place, Room 112

Members Present: Thomas Baldrige, John Biemiller, James Black, Jean Martin, Sandy Nonnenmocher, G. David Sload and Jill Sebest Welch

Member Not Present: Robert Rhoads

Staff and Contractors: Chris Fisher (attorney-phone), Valerie Hatfield, Rhonda Kurtz, 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 3:31 p.m. and requested public comment before roll call.

### **Meeting minutes from March 5, 2019**

Jean Martin moved to accept the minutes of March 5, 2019. John Biemiller seconded the motion, which carried unanimously.

### **Finance reports from February 28, 2019**

G. David Sload moved to accept the finance reports of February 28, 2019. Sandy Nonnenmocher seconded the motion, which carried unanimously.

Cathy Rychalsky reviewed the finance reports. Jill Welch asked if the excess contracted services funds could be used to do a fiscal risk assessment and possibly include monitoring fiscal controls. Cathy said the LCWDB will draft a request for PWDA to distribute.

Cathy reviewed the Summary of Grant Expenditures report. The State said Rapid Response funds can be used for incumbent worker training. The LCWDB is going to work with the Berks County CareerLink® to create a proposal for incumbent worker training. The PY19 TANF allocation was just received.

On the Schedule of Obligations report, Cathy noted the 97% of the WIOA training goal. The issues around the PY 18 funding for work experience have been resolved, so the work experience goal should be met.

## **Action Items**

- Approve revisions to FP 126 – Check Log Processing

Tom Baldrige moved to accept FP 126 – Check Log Processing. Jill Sebest Welch seconded the motion, which carried unanimously.

- Approve renewals of the following contracts:
  - Lancaster – Lebanon IU13- Remediation
  - EDSI – Title I Adult/Dislocated Worker/ BST and ReEntry
  - EDSI – Out of School Youth
  - EDSI – EARN and Work Ready
  - EDSI- TANF School Counselors
  - EDSI – Summer/ Year round TANF Youth Program
  - LCCTC- In-School Youth

Tom Baldrige moved to approve the renewals for the specified contracts. John Biemiller seconded the motion, which carried unanimously.

Lila Singleton reported the contracts are in place through June 30, 2019. With this approval, LCWDB can send letters of intent contingent upon funding and without a dollar amount specified to continue services from July 1, 2019 until June 30, 2020.

Currently, the Lancaster – Lebanon IU13 does the TABE testing (GED included in TABE testing) and remediation. Since the new TABE test is six hours long, Cathy noted that the IU13 renewal is for remediation only.

## **Staff Reports**

- PA CareerLink® Administrator (Judy Wechter)

Judy reviewed the February 2019 Update and reported that career navigation service introduction will be offered on Wednesday evenings. Mobile career navigation at the school districts is going very well.

Tom Baldrige suggested that the Workforce Contract and Operations Update be circulated to the Mayor and Commissioners.

- Strategic Innovations Officer (Rhonda Kurtz)

The next steps in Strategic Planning are scheduled for April 15.

Rhonda mentioned the newly updated handbook and related policies are about 95% complete. These will be presented at an upcoming Executive Committee meeting.

- Youth and Community Engagement Officer (Valerie Hatfield)

The Health Careers Expo was a success and served 258 students from 14 schools.

The Career Pathways Leadership Forum is May 6.

The PY19 planning for youth funds will be initiated next Friday.

The LCWDB has applied for a grant that to be called *Women in Wheels* that will put ten women thru an automotive tech program at LCCTC.

- Chief Operating Officer (Lila Singleton)

Lila reported that the LCWDB has several new apprentice grants as well as a BEP and SLIP grants that are coming.

- Executive Director (Cathy Rychalsky)

Cathy is working on an Arconic grant with a focus on Project Spark, two-six week courses (one in construction and machining) at the LCCTC.

Last Wednesday, the State was in the office to look at SkillUp Lancaster which they are considering taking statewide. Also, the State wanted to talk about the Operator role.

Cathy announced the State's finding on the LCWDB composition regarding labor.

For PY 20, the Commonwealth will be requesting proposals for EARN and WorkReady funds and has encouraged LCWDB to bid. CAP and other non-profits could potentially bid on this RFP.

Cathy is concerned about the length of the walk into the Burle building. She is waiting for a new proposal from the current landlord. Both Burle and Liberty Place would rather use our solicitor rather than a realtor.

G. David Sload moved to adjourn the meeting. Tom Baldrige seconded, and the meeting adjourned at 4:45 p.m.