



### **Executive Committee**

Tuesday August 6, 2019, 3:40 p.m.

Liberty Place, Room 8

Members Present: Thomas Baldrige, John Biemiller, Pete Higgins, Jean Martin, Sandy Nonnenmocher, Robert Rhoads, Jr. (phone), G. David Sload and Jill Sebest Welch

Member Not Present: James Black

Staff and Contractors: Valerie Hatfield, Rhonda Kurtz, Rae Miller, Bob Saidis (attorney-phone), Lila Singleton and Judy Wechter

### **Welcome and Request for Public Comment**

Dave Sload called the meeting to order at 3:41 p.m. and requested public comment before roll call.

### **Meeting minutes from June 4, 2019**

There was a decision to hold the acceptance of the minutes of June 4, 2019, until the Exhibit A attachment is included.

### **Finance reports from May and June, 2019**

Jill Sebest Welch moved to accept the finance reports of May and June 2019 as amended in Finance. Sandy Nonnenmocher seconded the motion, which carried unanimously.

Jill asked for an update on the SLIP program. Summer Local Internship Program runs through August 30, and all funding must be expended by September 30. The majority of the funding will be spent on the salaries for the Millersville University and F&M student interns.

### **Action Items**

- Approve revisions to Fiscal Policy 117 – Information/Documentation Disaster Recovery

John Biemiller moved to approve the revisions to Fiscal Policy 117. Sandy Nonnenmocher seconded the motion, which carried unanimously.

- Approve purchase of Beers & Hoffman architectural design services for two sites  
Sandy Nonnenmocher moved to approve the purchase of Beers & Hoffman architectural design services for up to \$4,000 for two potential sites. John Biemiller seconded the motion, which carried unanimously.

Bob Rhoads asked for more information on how the vendor will execute the designs. He had questions on safety, egress, and security.

## Discussion

- Board membership
  - Lila provided an update on possible members in the pipeline.
  - John wanted to know what members are needed.
  - John asked why the Executive Committee doesn't vet new members. Bob Saidis explained that the law outlines that Chambers sends the nomination to the County Commissioners for approval.
- Employee handbook
  - Rhonda met with Jill on updates including PTO policy.
  - Jean Martin and Tom Baldrige thought the June 2011 Executive meeting where benefits were updated involved LETA and the County split.
  - Rhonda will be reviewing the Chamber's survey information for comp and benefit information.
- Space update
  - Four sites are under evaluation. There is a planning meeting on Friday, at 9 a.m.
  - Jill asked if the plan is to present a recommendation at the next Executive meeting or is the plan is to present recommendations at the August LCWDB meeting.

## Staff Reports

- PA CareerLink® Administrator (Judy Wechter)
  - Judy is compiling ZIP and other information from clients, and she will be creating a report to be delivered to Lila.
  - Routine IT meetings will be scheduled.
  - The Veterans program had a successful audit.
  - Judy reviewed the new staff members and noted highlights on the reports.
- Chief Operating Officer (Lila Singleton)
  - The HUBS will kick off in Columbia with Tammy Garza as a navigator at the Columbia Life Network.
  - The Local Plan needs to be revised and at the State by October 31.
  - We are still working on the State monitoring because it is being done in sections for the first time.
  - The Department of Human Services will be monitoring TANF Youth.
    - Jill Sebest Welsh asked if the Executive Committee will see the corrective action reports.
  - Performance reviews will be completed on each staff member's anniversary.
- Strategic Innovations Officer (Rhonda Kurtz)
  - The Strategic Plan dashboard is being populated. We are getting close to having documents for review.
- Youth and Community Engagement Officer (Valerie Hatfield)

- The Career Pathways Coalition steering committee meeting is scheduled for September. The asset mapping should be out tomorrow.
- August 21, TANF Youth will be monitored for the first time ever. We won't get a report but technical assistance.

The meeting adjourned at 4:26 p.m.