



**Thursday, October 17, 2019**

**7:30 a.m.**

**Liberty Place, Suite 273**

**Minutes**

Members Present: Keith Baker, Marlyn Barbosa, John Biemiller, James Black, Thomas Cislo, Carl Freeman, Pete Higgins, Jean Martin, John McGrann, Allison Miles, James Morgan, Brian Paterniti, Anthony Purcell, Susan Richeson, Renee Sills, G. David Sload, Representative Mike Sturla (Gregory Paulson, proxy), and Jill Sebest Welch (phone)

Members Not Present: Tom Baldrige, Brian Barnhart, Peter Caddick, Barry David, Tim Dunigan, Sandra Nonnenmocher and Robert Rhoads

Staff and Contractors: Anibal Aponte, Valerie Hatfield, Tara Lowe, Angela Mayo, Rae Miller, Cathy Rychalsky, Attorney Sean Shultz, Attorney Robert Saidis, Lila Singleton, An'Dionne Smith and Judy Wechter

**At 7:30 a.m., G. David Sload opened the meeting with a request for public comment. There being no public comment, the meeting proceeded.**

**I. Consent Agenda**

**A. Meeting minutes from August 15, 2019**

After discussion and on motion duly made by Greg Paulson and seconded by Pete Higgins, it is:

**RESOLVED**, that the LCWDB meeting minutes for August 15, 2019, are hereby adopted.

(Motion carried unanimously.)

**B. Finance Reports for August 2019**

James Morgan asked if the LCWDB is on track to spend the funding. Cathy Rychalsky said, "Yes, but we want to carryover some WIOA funds."

While carryover money must be addressed first, the training and work experience percentage on the Schedule of Obligations is important to track for compliance.

After discussion and on motion duly made by John Biemiller and seconded by Carl Freeman, it is:

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**RESOLVED**, that the LCWDB Finance reports for August 2019, are hereby adopted.

(Motion carried unanimously)

## **II. Sunshine Law Presentation**

Attorney Sean Shultz presented an overview of the Sunshine Law. Highlights of the presentation included:

- Avoid discussing LCWDB business in a non-public setting when a quorum of members, even a quorum of a committee, is present.
- Attorney Shultz focused on the Ethics Act and provided a detailed definition of conflict of interest.
- Best practices require members to recuse themselves if there is a conflict of interest when voting on an action item. Attorney Shultz suggested a form be completed in addition to noting the recusal in the meeting minutes.
- Anti lobbying and the criminal penalties were reviewed.
- When in doubt, get an opinion from the solicitor.

Jill Sebest Welch suggested an online repository of information for members.

## **III. Strategic Plan Presentation**

Cathy Rychalsky discussed the Strategic Plan, which was a year in the making. Cathy thanked members for their contribution to the plan. She reviewed the core values and vision and mission. Cathy discussed the strategic initiatives and goals emphasizing the intention to be forward thinking, taking advantage of data, and communicate with the community about our resources and increase awareness.

Brian Paterniti asked if there was a matrix to measure success, and Cathy said there will be a dashboard to measure success. At this time, coLab is working to finalize the program.

Jill Sebest Welch said asset mapping will be a great resource for this community.

## **IV. Action Items**

### **A. Approve Strategic Plan**

After discussion and on motion duly made by John Biemiller and seconded by Jean Martin, it is:

**RESOLVED**, that the LCWDB Strategic Plan, is hereby adopted.

(Motion carried unanimously)

### **B. Approve SLIP contract increase**

After discussion and on motion duly made by Pete Higgins and seconded by John Biemiller, it is:

**RESOLVED**, that the SLIP contract increase, is hereby approved.

(Motion carried unanimously)

C. Approve renewal of New York Wired contract for SkillUp Lancaster

After discussion and on motion duly made by Keith Baker and seconded by Marlyn Barbosa, it is:

**RESOLVED**, that the renewal of the New York Wired contract, is hereby approved.

(Motion carried unanimously)

D. Approve renewal of D. R. Styer & Associates

After discussion and on motion duly made by Greg Paulson and seconded by John McGrann, it is:

**RESOLVED**, that the renewal of the D.R. Styer & Associates contract, is hereby approved.

(Motion carried unanimously)

E. Approve signing authority for Youth and Community Engagement Officer

After discussion and on motion duly made by Jean Martin and seconded by Carl Freeman, it is:

**RESOLVED**, that signing authority for the Youth and Community Engagement Officer, is hereby approved.

(Motion carried unanimously)

F. Approve North Museum contract for STEM activities under BEP funding

After discussion and on motion duly made by Anthony Purcell and seconded by Jill Sebest Welch, it is:

**RESOLVED**, that North Museum contract for STEM activities, is hereby approved.

(Motion carried unanimously)

G. Approve PWE contract modification

Paid work experience year round program started last year. IT's a countywide program for 16-24 yr CTE, career technical education.

After discussion and on motion duly made by James Morgan and seconded by Brian Paternit, it is:

**RESOLVED**, that PWE contract modification, is hereby approved.

(Motion carried unanimously)

H. Approve EDSI allocation modification

After discussion and on motion duly made by Jill Sebest Welch and seconded by Pete Higgins, it is:

**RESOLVED**, that the EDSI allocation modification, is hereby approved.

(Motion carried unanimously)

**III. Discussion Items**

A. Host 2020 meetings

- A form was circulated for members to volunteer their sites to host 2020 LCWDB meetings.

B. Extraordinary Give, November 22

- Pete Higgins suggested adding strategic plan information to the website.

C. Local Workforce Development Plan

- Cathy said the local plan will be circulated.

D. Fall Fest, at ABC Keystone on November 2, 1 - 5pm

E. Business/Education Summit-*Paving Career Pathways for Lancaster County*

- Tuesday, January 28, 2020, 7:30 – 10:30 a.m.
- PA College of Health Sciences, 850 Greenfield Road, Lancaster, PA 17601

The meeting adjourned on a motion by Jill Sebest Welch and seconded by Carl Freeman, the motion to adjourn was carried unanimously.