



Thursday, August 15, 2019

7:30 a.m.

Liberty Place, Suite 273

Minutes

Members Present: Keith Baker (phone), Marlyn Barbosa, Brian Barnhart, John Biemiller, James Black, Peter Caddick, Thomas Cislo, Barry David, Carl Freeman, Pete Higgins, Jean Martin, James Morgan, Representative Mike Sturla (Gregory Paulson, proxy), Robert Rhoads (phone), G. David Sload, Kurt Stillwagon (phone) and Jill Sebest Welch

Members Not Present: Tom Baldrige, Tim Dunigan, Allison Miles, Sandra Nonnenmocher, Anthony Purcell and Susan Richeson

Staff and Contractors: Anibal Aponte, Valerie Hatfield, Rhonda Kurtz, Shayne Meadows (Advantage Lancaster), Larry Melf (phone), Rae Miller, Cathy Rychalsky, Attorney Robert Saidis, Lila Singleton, An'Dionne Smith and Judy Wechter

At 7:30 a.m., Jim Black opened the meeting with a request for public comment. There being no public comment, the meeting proceeded.

I. PA CareerLink® Lancaster County Welcome Orientation

Presented by Angela Harnish, PA CareerLink® Lancaster County Instructor.

II. Consent Agenda

A. Meeting minutes from June 20, 2019

After discussion and on motion duly made by Brian Barnhart and seconded by Jean Martin, it is:

RESOLVED, that the LCWDB meeting minutes for June 20, 2019, are hereby adopted.

(Motion carried unanimously.)

B. Finance Reports for May and June 2019

Cathy Rychalsky said the WIB was under budget due to elimination of the SAM contract and an unfilled position. On the Summary of Grant Expenditures, Cathy noted

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issues with two grants that will be de-obligated funds. WIOA training and work experience goals for the year were significantly exceeded.

Jean Martin had questions on rapid response funds, which can only be used for training.

Jill Sebest Welch asked that another column be added to the Summary of Grant Expenditures that indicates carryover and has footnotes with explanation.

The Commonwealth has announced they postponed the decision to reallocate the EARN funding outside the PA CareerLink®.

After discussion and on motion duly made by LCWDB Finance Committee and seconded by Pete Higgins, it is:

RESOLVED, that the LCWDB Finance reports for May and June 2019, are hereby adopted.

(Motion carried unanimously)

III. Action Items

A. Ratification of Program Year 2019 Contracts

The Board had previously approved letters of intent to execute contracts with various providers. The letters of intent were issued prior to the allocation of funds to the Workforce Development Board. After the allocation of funds had been received, contracts were renewed and executed with the following entities for the amount and program set forth below.

After discussion and on motion duly made by John Biemiller and seconded by Gregory Paulson, it is:

RESOLVED, that the following contracts are hereby, ratified, confirmed and approved which were awarded to the parties set forth, for the programs listed and the amounts noted:

Lancaster – Lebanon IU13-Remediation - \$140,000
ESDI – WIOA ADW/Re-Entry - \$438,064.14
ESDI – Out of School Youth - #384,768.82
ESDI – EARN - \$1,029,568.90
EDSI – Work Ready (9 Months) - \$153,604.78
EDSI – EARN Innovation - \$147,489.50
EDSI - TANF School Counselors - \$152,365.39
EDSI - TANF Youth Work Experience - \$213,818.05
LCCTC-In-School Youth - \$60,000

(Motion carried unanimously with Dr. Barnhart abstaining.)

B. Approve \$5,000 for the Board to partner with LNP Media Group, Inc. on *The Best Workplaces in Lancaster* for workforce stats

After discussion and on motion duly made by Gregory Paulson and seconded by James Morgan, it is:

RESOLVED, that \$5,000.00 is authorized to partner with LNP Media Group, Inc. on The Best Workplaces in Lancaster program.

(Motion carried unanimously.)

Cathy will ask Debbie Stremmel, LNP Media Group, Inc. to provide additional information for Board members. Valerie noted that the nomination process is currently visible on social media.

C. Adjustment to Program Year 2018 Budget

As required by the Commonwealth, the line items for program year 2018 budget must be approved.

After discussion and on motion duly made by Peter Caddick and seconded by Gregory Paulson, it is:

RESOLVED that the Board approves the Program Year 2018 Budget modification through June 30, 2019.

(Motion carried unanimously.)

D. Revisions to Fiscal Policy

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

After discussion and on motion duly made by Brian Barnhart and seconded by Carl Freeman, it is:

RESOLVED, that the revisions to Fiscal Policy 117 to include PA CareerLink® Lancaster County, are hereby adopted.

(Motion carried unanimously.)

E. Executive Session

The Board entered into Executive Sessions at 9:05 a.m. and reconvened at 9:25 a.m. The Executive Session was for the purpose of discussing real estate matters.

F. Architect

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

RESOLVED that the Board retain Beers & Hoffman Architectural for an amount not to exceed \$4,000.00 calculated on an hourly rate.

(motion carried unanimously.)

G. Specifications

After discussion on motion duly made by G. David Sload and seconded by Peter Caddick, it is:

RESOLVED that the Board authorizes the Executive Director to negotiate and execute a contract for the development of specifications for potential space as the Executive Director deems necessary. The Executive Director shall receive approval from the Board Chair prior to execution of the contract. The contract shall thereafter be ratified, confirmed and approved by the Board.

(Motion carried unanimously.)

III. Discussion Items

A. Employee handbook

Rhonda Kurtz reported that the employee handbook is in draft mode and has not been presented to the LCWDB Executive Committee.

Jill Sebest Welch said the initial changes focus on legal compliance and these will be presented to the Board at a later date. Subsequently, there will be a group review of the benefits package.

IV. Reopening Public Comment

Sean Meadows spoke to the Board about the absence of students placed through the ready work program. He was frustrated as an educator and also frustrated by the lack of openness from the youth council as to the allocation of funds. There was discussion about the TANF Youth Program and Work Experience. The Board also discussed Mr. Meadows' ability to attend and speak at youth council meetings.

V. Staff Reports

Next Tuesday, the original steering team is reviewing the final draft of the Strategic Plan. It will be brought to the Board for final approval