



Thursday, February 20, 2020

7:30 a.m.

Liberty Place, Suite 273

Minutes

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

Members Not Present: Tom Baldrige, Tim Dunigan, Carl Freeman, Sandra Nonnenmocher, Brian Paterniti, Anthony Purcell and Robert Rhoads

Staff and Contractors: Anibal Aponte, Joseph Deerin (Deerin Companies), Valerie Hatfield, Tara Lowe, Chris Mahrer, Angela Mayo, Larry Melf, Rae Miller, Laura O'Neill, Jen Putt, Anna Ramos, Lisa Ritter (MaherDuessel), Cathy Rychalsky, Attorney Robert Saidis, Lila Singleton, An'Dionne Smith, Judy Wechter and four representatives from Leadership Lancaster (Tim Monaghan, Jill Hackman, Brandon Brophy and Julie Slabinski)

At 7:33 a.m., Jim Black opened the meeting with a request for public comment.

Audit Report

Lisa Ritter of Maher Duessel made a presentation to the full Board concerning the 2019 audit of the Lancaster County Workforce Development Board. She indicated a clean audit opinion.

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

RESOLVED, that the LCWDB accept the 2019 audit and further authorizes the Executive Director to execute the form 990 for submission to the IRS.

(Motion carried unanimously.)

New Building Space – presented by Joseph Deerin, Deerin Companies with representatives from Speedwell Construction, Inc.

The group presented a 3-D video of the new site. Afterwards, there was a request to add diversity to the video presentation.

Consent Agenda

- Meeting minutes from December 19, 2019

Jill Sebest Welch requested a modification to text in section four.

After discussion and on motion duly made by Pete Higgins seconded by Peter Caddick, it is:

RESOLVED, that the LCWDB meeting minutes for December 19, 2019, are hereby adopted with the text change specified.

(Motion carried unanimously.)

- Finance reports for December 2019

Cathy Rychalsky reviewed the WIB financial reports.

After discussion and on motion duly made by Peter Caddick and seconded by John Biemiller, it is:

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

(Motion carried unanimously.)

Action Items

- Approve grant increase request to SACA

Marlyn Barbosa abstained from the discussion and the vote.

After discussion and on motion duly made by Peter Caddick and seconded by Pete Higgins, it is:

RESOLVED, that the \$7,605 grant increase for SACA, is hereby adopted.

(Motion carried unanimously.)

- Approve use of de-obligated TANF Youth funds for paid work experience

After discussion and on motion duly made by Youth Council and seconded by Peter Caddick, it is:

RESOLVED, that the \$18,669.56 grant increase for the TANF Paid Work Experience Contract, is hereby adopted.

(Motion carried unanimously.)

- Approve time-based agreement for Design Data

Peter Caddick recommended a cap of \$20,000 not be exceeded without the approval of the Executive Committee.

After discussion and on motion duly made by Youth Council and seconded by Peter Caddick, it is:

RESOLVED, that the Board enter into a contract with Design Data to provide consulting, support and services to the Board in connection with its new offices. The contract shall be billed at an hourly rate and shall not exceed \$20,000.00 without approval of the Executive Committee.

(Motion carried unanimously.)

- Approve the use of \$25,000 of Rapid Response funds for incumbent working training

After discussion and on motion duly made by Barry David and seconded by Pete Higgins it is:

RESOLVED, that \$25,000 of Rapid Response funds for incumbent working, is hereby adopted.

(Motion carried unanimously.)

- Approve revised budget modification for WIAO Adult, Dislocated Worker and Youth

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

RESOLVED, that the revised budgets for WIOA Adult, DW and Youth are hereby adopted.

(Motion carried unanimously.)

- Approve funds for Career Ready Lancaster study

Jodi Pace, Pete Higgins and John Biemiller are on the steering committee. The purpose of this request is to obtain data and analysis of future workforce needs and skills. Funding will come from BEP and the Capacity grant.

Additional funds will be raised from employers, LCCTC, and Thaddeus Stevens.

John Biemiller, Jill Sebest Welch and Gregory Paulson abstained from discussion and the vote

After discussion and on motion duly made by Barry David and seconded by Peter Caddick it is:

RESOLVED, that the \$7,000 expenditure for industry and occupational data from the CRS is hereby adopted.

(Motion carried unanimously.)

- Approve FP #127 - Procurement Policy

This came as a recommendation from the Executive Committee. This is a State mandated policy, and our State monitor provided the wording. John McGrann led the discussion on the conflict of interest caveat and \$5000 for micro-purchases.

After discussion and on motion duly made by Peter Caddick and seconded by Barry David it is:

RESOLVED, that Fiscal Policy 127-Procurement Policy is hereby adopted.

(Motion carried with one dissent.)

- Approve PP #209 – Personal Identifiable Information

Cathy said the WDB is awaiting response from the Commonwealth on training for PPI, and Judy Wechter is responsible for obtaining signatures from PA CareerLink® Lancaster County staff.

Jill Sebest Welch requested that Design Data read this policy.

Robert Saidis said this is a Federal law that the State wants pushed down the ranks.

Jodi Pace expressed concern about the future location because of the open floor plan. Larry Melf, EDSI, said that currently, files are not to be left unattended, and in the new space, screen locks are being requested for monitors.

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

RESOLVED, that Program Policy #209-PII is hereby adopted.

(Motion carried unanimously.)

- Approve PP #210 – Supportive Service and Needs Based Policy

Cathy Rychalsky reported this is another Commonwealth required policy using their language.

After discussion and on motion duly made by the Executive Committee and seconded by Peter Caddick it is:

RESOLVED, that Program Policy #210-Supportive Service and Needs Based Policy is hereby adopted.

(Motion carried unanimously.)

- Approve PP #211 – Incumbent Worker Training Policy

The Commonwealth requires a policy, and the content is directly taken from the Federal guideline.

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

RESOLVED, that Program Policy #211-Incumbent Working Training Policy is hereby adopted.

(Motion carried unanimously.)

Discussion Items

- Strategic Plan Update
- Board Interest/Skill Inventory

Cathy referenced both the Strategic Plan dashboard and LCWDB Interest/Skill Inventory in her final remarks in addition to providing updates on members who will be leaving the LCWDB this fiscal year.

Jill Sebest Welch made the motion to adjourn the meeting at 9:03 a.m.