



Executive Committee

Tuesday April 7, 2020, 3:52 p.m.

Zoom Meeting

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

Member Not Present: Pete Higgins

Staff and Contractors: Anibal Aponte, Valerie Hatfield, Rae Miller, Anna Ramos, Cathy Rychalsky, Robert Saidis and Judy Wechter

Welcome and Request for Public Comment

Jim Black called the meeting to order at 3:52 p.m. and requested public comment.

Meeting minutes from February 4, 2020

Dave Sload moved to accept the meeting minutes of February 4, 2020. Jim Black seconded the motion, which carried unanimously.

Finance reports from February 2020

The Executive Committee accepted the Finance Committee's approval of the February 2020 finance reports.

Cathy Rychalsky sought Attorney Saidis' approval of this action.

Action Items

Approve letter of intent for EDSI - Adult, DW, OSY, TANF, EARN contracts as well as LCCTC ISY

While the allocations have not been provided, providing a letter of intent will ensure a smooth transition process from one fiscal year to the next. Cathy Rychalsky stated that this would be the final year for these contracts. Next year, requests for proposals will be required.

Cathy noted that Lancaster-Lebanon IU13 is not part of this request. IU13 provides PA CareerLink® Lancaster County with onsite TABE and remediation services. Unfortunately, less than 10% of those receiving these services are enrolled in programs. Since IU 13 is trying to centralize their programs and will not have a presence in the new building, Cathy is waiting for Tim Shenk's new proposal.

Valerie Hatfield reported that the programs are in compliance from the monitoring prospective.

Discussion Items

Service Delivery

Cathy reported that the staff has been communicating with providers to work on new solutions to meet need within contract constraints.

Cathy assured the committee that the work that needs to be done is getting done. Some of the young adults participating in work experience are still on the job because their jobs were in nursing homes and such.

Unfortunately, 78% of the calls received now are unemployment related, and at this time callers must be referred to Unemployment.

John Biemiller thanked Cathy for the emails updating the LCWDB on the new and changing issues.

Space Update

A seven-month delay is now expected with the new build, and the lease has not be finalized. The new build date is November 30, 2021.

The current landlord has agreed to a one year extension of the lease with an increase based on the updated tax rate, so 2021 annual rent will be increased by about \$9500. Unfortunately, there is a discrepancy with the current square footage referenced by the landlord, and Cathy hopes to resolve that in a meeting tomorrow.

Given the unforeseen nature of the virus and recent building permit changes, LCWDB would like to ask the current landlord to consider a three to six month extension provided notice is given in Sept 2021.

Executive Session

The Executive Committee entered an Executive Session at 4:24 p.m. for the purposes of discussing personnel matters. The Executive Committee reconvened at 4:37 p.m.

Lancaster Workforce Development Board Staffing Structure

After discussion and on motion duly made by Tom Baldrige and seconded by Dave Sload, it is:

RESOLVED, that the Lancaster Workforce Development Board Staffing Structure which is attached hereto as Exhibit "A" is adopted.

(Motion carried unanimously.)

Personnel Actions

After discussion and on motion duly made by John Biemiller and seconded by Dave Sload, it is:

RESOLVED, that the Executive Committee adopts the personnel actions set forth on Exhibit "B" which is attached hereto.

(Motion carried unanimously.)