



### **Executive Committee**

Tuesday May 5, 2020, 3:31 p.m.

Zoom Meeting

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

Staff and Contractors: 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 3:31 p.m. and requested public comment before roll call.

### **Meeting minutes from April 7, 2020**

Jean Martin moved to accept the minutes of April 7, 2020. Dave Sload seconded the motion, which carried unanimously.

Exhibit A and B are to be posted with the minutes on the web site.

### **Finance reports from March 2020**

Jill Sebest Welch moved to accept the finance reports of March 2020. John Biemiller seconded the motion, which carried unanimously.

Cathy Rychalsky posted the finance reports on the shared screen as she reviewed them. Cathy reported the WIB staff met yesterday to discuss the WIB Budget YTD and contractor expenses.

Cathy reviewed the Summary of Grant Expenditures report and highlighted the plans for incumbent and dislocated worker training. We anticipate making the TANF benchmarks. Before the meeting, Cathy spoke with Larry Melf, EDSI, about EARN expenditures which are expected to be under budget. Cathy asked that the ATO funding dates be reviewed.

The Schedule of Obligations report provides the training and work experience goals. Contracts Report shows that most funds are trending on target.

### **Action Items**

- Approve Best Workplace in Lancaster partnership with LNP Media Group, Inc.

After discussion and on motion duly made by John Biemiller and seconded by Sandy Nonnenmocher, it is:

**RESOLVED**, that the Best Workplace in Lancaster partnership with LNP Media Group, Inc. is adopted.

[www.lancastercountywib.com](http://www.lancastercountywib.com)

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(Motion carried unanimously.)

### **Discussion Items**

- Strategic plan performance
  - Jill Welch asked that the updates be sent two weeks prior to the meeting.
- COVID-related updates
  - Anna Ramos reported on the Safety and Security team's plan to craft a phased opening. The decision was to focus on one phase at a time. Anna shared a draft of the five reopening phases.
  - EDSI has been asked to put a plan together to address the staffing needs through the phases by staggering staffing in the building and limiting entry points.
  - Positions for security and full-time janitorial staff as well as additional EDSI customer service representatives are required and will be funded through a Federal grant, if the State obtains it. These will be one-year positions for dislocated workers, but the grant is for two years.
  - Cathy Rychalsky mentioned the option to rent alternate space to address UC issues.
  - Jill Sebest Welch suggested contacting the WIB's insurance provider to make certain the general liability plans cover upcoming staffing and customer changes for the various phases.
  - Valerie Hatfield mentioned the satellite locations are designed to meet customers where they are.
- Membership
  - Cathy Rychalsky reported on recent membership changes.

Jill Sebest Welch asked about the NAWB letter regarding the *Relaunching America's Workforce Act*. Tom Baldrige suggested sending it to Senator Toomey and Senator Casey.

John Biemiller moved to adjourn the meeting. The meeting adjourned at 4:31 p.m.