



Finance and Executive Committee

Tuesday June 2, 2020, 3:30 p.m.

Zoom Meeting

Members Present: John Biemiller, Carl Freeman, Jean Martin, Sandy Nonnenmocher, G. David Sload and Jill Sebest Welch

Members Not Present: Tom Baldrige and Tom Cislo

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

Welcome and Request for Public Comment

Dave Sload called the meeting to order at 3:34 p.m. and requested public comment before roll call.

Finance Committee Meeting minutes from April 7, 2020

Carl Freeman moved to accept the Finance Committee meeting minutes of April 7, 2020. Jill Sebest Welch seconded the motion, which carried unanimously.

Executive Committee Meeting minutes from May 5, 2020

Jill Sebest Welch moved to accept the Executive Committee meeting minutes of May 5, 2020. Jean Martin seconded the motion, which carried unanimously.

Check register (April 2, 2020 to June 1, 2020)

The members reviewed the check register. Jill Sebest Welch requested a clarification to the account title.

Finance reports from April 2020

Sandy Nonnenmocher moved to accept the finance reports of April 2020. Jill Sebest Welch seconded the motion, which carried unanimously.

Cathy Rychalsky posted the finance reports on the shared screen. The WIB will end the year under budget. Cathy explained when increments for the funds are received and how this impacts the Summary of Grant Expenditures. She highlighted the receipt of rapid response funds. EARN is funded on a cost reimbursement basis. Work Ready runs on the Federal calendar year. Cathy explained how the Schedule of Obligations report provides a different view of the information on the Summary of Grant Expenditure report.

On the Summary of Grant Expenditures report, Cathy Rychalsky noted that the 2018 money ends this year and stated that we may or may not be able to spend all the admin money. This money is allocated, and 2018 cannot be carried forward.

Action Items

a. Approve 2020-2021 LCWDB budget

Cathy Rychalsky reported that the WIB operating budget contains a 7% funding increase for a new part-time financial support position as well as salary increases. There is also an increase for insurance and benefits. Cathy explained that if approved, the Executive Committee will recommend the budget to the LCWDB. Approval from the Lancaster County Commissioners is required before July 1, 2020.

Dave Sload requested a performa.

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

RESOLVED, that the Board's budget for fiscal year July 1, 2020 to June 20, 2021 is hereby recommended to the full Board and the Lancaster County Commissioners. A copy of the Budget is made a part hereof and attached hereto.

(Motion carried unanimously.)

b. Approve renewal of solicitor contract

Attorney Saidis disconnected from the online meeting in order to abstain from this discussion.

John Biemiller said it is good business practice to RFP these services every five years. Jill Sebest Welch asked if there was a financial "up to" clause in the contract; Cathy Rychalsky will check. There were requests to ascertain the total spent on attorney fees acknowledging increased costs for the move.

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

RESOLVED, that approval of the renewal of the solicitor contract will be recommended to the full Board.

(Motion carried unanimously.)

c. Approve new contract for Lancaster Recreation Commission

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

RESOLVED, that approval of the new contract for Lancaster Recreation Commission will be recommended to the full Board.

(Motion carried unanimously.)

d. Approve new contract for Boys and Girls Club of Lancaster

Anna Ramos disconnected from the online meeting in order to abstain from this discussion.

Because the COOs of the Boys and Girls Club of Lancaster and LCWDB are married, Attorney Saidis stated that approval of this contract presents the appearance of a conflict of interest.

All agreed that The Boys and Girls Club of Lancaster has a great program, David Sload suggested this proposal be revised with LCWDB removed as the contractor.

After discussion and on a motion duly made by Jill Sebest Welch and seconded by John Biemiller, it is:

RESOLVED, the proposed contract for Boys and Girls Club of Lancaster is hereby tabled.

(Motion carried unanimously.)

e. Approve contract renewals

EDSI and LCCTC each received a Letter of Intent for continued funding from the Board prior to the Commonwealth's determination of allocations. After discussion and on motion made by Carl Freeman and seconded by Jill Sebest Welch, it is:

RESOLVED, that the Executive Committee recommends to the full Board pursuant to Letters of Intent the following contract renewals for the entities, programs and amounts as set forth:

- a. Lancaster County Career and Technology Center – WIOA In-School Youth an amount not to exceed \$40,000.00.
- b. EDSI – WIOA Out-of-School Youth an amount not to exceed \$340,000.00
- c. EDSI – TANF YDP an amount not to exceed \$402,000.00
- d. EDSI – Adult an amount not to exceed \$413,067.00
- e. EDSI – Dislocated Worker an amount not to exceed \$440,000.00
- f. Lancaster Lebanon Intermediate Unit 13, IU13, – remediation services not to exceed \$45,000 for Adult, \$30,000 for Youth and \$30,000 for Dislocated Worker

(Motion carried unanimously)

It is further resolved that the contracts are subject to negotiation by the Executive Director and the availability of funds.

Cathy Rychalsky noted that the contracts above are based on a reduced allocation for 2019. Funds can be transferred between DW and Adult. The Commonwealth moved all Teacher in the Workplace funds to Dislocated Worker.

f. Approve new Lancaster County Career and Technology Center contract

After discussion and on motion made by Carl Freeman and seconded by Jill Sebest Welch, it is:

RESOLVED, that approval of the new contract for Lancaster County Career and Technology Center will be recommended to the full Board.

(Motion carried unanimously.)

It is further resolved that the contracts are subject to negotiation by the Executive Director and the availability of funds.

This contract for up to \$15,000.00 will be used to supplement the reduced WIOA ISY contract.

g. Approve United Way contract renewal for SACA

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

RESOLVED, the approval of the United Way contract renewal for SACA will be recommended to the LCWDB.

(Motion carried unanimously.)

It is further resolved that the contracts are subject to negotiation by the Executive Director and the availability of funds.

Cathy Rychalsky reported this contract has been reduced, but she hopes to be able to increase this contract later in the fiscal year.

h. Approve United Way contract for EDSI

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

RESOLVED, the approval of the United Way contract for EDSI will be recommended to the LCWDB.

(Motion carried unanimously.)

It is further resolved that the contracts are subject to negotiation by the Executive Director and the availability of funds.

Beginning July 1, the WDB will be giving EDSI the training dollars since they will be processing the ITAs.

i. Approve renewal for LLIU13 remediation services

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

RESOLVED, the approval of the renewal of remediation services by LLIU 13 will be recommended to the LCWDB.

(Motion carried unanimously.)

It is further resolved that the contracts are subject to negotiation by the Executive Director and the availability of funds.

This decision was based on the funding cuts, activities that occur around the county, and discussion with EDSI about what other Title I funders are doing. EDSI will pay LLIU13 for TABE testing when needed instead of the LCWDB paying for all the weekly TABE testing. Now, the LCWDB will pay for remediation services available at the PA CareerLink® Lancaster County.

j. Approve revision to PP #204 - Work-Based Learning (increase OJT vendor reimbursement rate)

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

RESOLVED, that the revision to PP #204 is adopted.

(Motion carried unanimously.)

Cathy Rychalsky reported that Jim Black will be staying on as an optional member of Youth Council. Sandy Nonnenmocher has had significant, positive career changes and will have to leave the LCWDB. John Biemiller will be stepping in to chair the LCWDB Finance Committee.

The meeting adjourned at 5:14 p.m. on a motion made by John Biemiller and seconded by Jill Sebest Welch. The motion carried unanimously.