



Thursday, June 18, 2020

7:30 a.m.

Zoom Meeting

Minutes

Members Present: Keith Baker, Tom Baldrige, Marlyn Barbosa, Brian Barnhart, John Biemiller, Peter Caddick, Kristi Casey, Tom Cislo, Barry David, Carl Freeman, Jean Martin, Allison Miles, James Morgan, Jodi Pace, Brian Paterniti, Representative Mike Sturla (Gregory Paulson, proxy), Susan Richeson, Renee Sills, G. David Sload, and Jill Sebest Welch

Members Not Present: Tim Dunigan, John McGrann, Sandra Nonnenmocher and Anthony Purcell

Staff and Contractors: James Black, Valerie Hatfield, Tara Loew, Larry Melf, Rae Miller, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, and Judy Wechter

At 7:31 a.m., G. David Sload opened the meeting with a request for public comment. While members registered via ZOOM chat, Dave confirmed the roll.

Consent Agenda

- Approve meeting minutes from April 16, 2020

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

RESOLVED, that the LCWDB accept the meeting minutes from April 16, 2020.

(Motion carried unanimously.)

- Finance reports from April 2020

After discussion and on motion duly made by Brian Barnhart seconded by Peter Caddick, it is:

RESOLVED, that the LCWDB accept the finance reports from April 2020.

(Motion carried unanimously.)

Cathy Rychalsky explained why the WIB budget will come in under budget this year. To assist the new member, Cathy took time explaining the background for the funding streams on Summary of Grant Expenditures. She highlighted the training requirements.

The Commonwealth asked for \$21 million and received \$7 million for the current situation; Cathy said the LCWDB had asked for \$8 million but will have to see what happens.

The PA Smart dollars will be shifted. LCWDB put in a rapid response request for COVID related costs including training, PPE supplies, career navigation and rent for additional space.

Jill Sebest Welch asked the LCWDB will be able to carry funds past the deadline given COVID. Cathy responded that the Commonwealth has requested a waiver for the TANF funds. If the Commonwealth obtains the waiver, they will pass it along. The PY 18 funds will not be able to carryover. All the remaining PY 18 funds are administrative dollars, and the Commonwealth has allowed it to be used to support program activities.

Jill Sebest Welch requested indicators showing if funds will be spent.

Action Items

- Approve 2020-2021 LCWDB budget

The Board was advised that the Finance Committee and Executive Committee are recommending the adoption of the Budget. The Executive Director further advised the Board that the Lancaster County Commissioners have already approved this Budget.

After discussion and on motion duly made by Jill Sebest Welch seconded by Brian Barnhart it is:

RESOLVED, that the Program Year 20/21 Budget, a copy of which is attached hereto and marked Exhibit "A," is hereby approved.

(Motion carried unanimously)

The salary increase was for the addition of a PT fiscal staff person, and the decrease in contracted services was due to the completion of the lease negotiations.

The majority of grants received come with a 10% administrative cap. The WIB starts the year building the budget based on known grants amounts. If new grants are received, the plan is to put money in program funds and budgets adjustments are made.

- The contract requested by the Lancaster Recreation Commission for a business education partnership contract was withdrawn.

- New Contracts

The following contracts are recommended to the Board by the Youth Standing Committee and the Executive Committee.

After discussion and on motion duly made by Greg Paulson seconded by Brian Barnhart it is:

RESOLVED, that the following contracts are hereby approved and awarded to the entities, programs and amounts set forth:

1. EDSI - Business Education Partnership - \$7,502.00
2. Lancaster County Career and Technology Center – Business Education Partnership – an amount not to exceed \$15,000.00
3. Arbor Place – Business Education Partnership - \$2,185.00

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

(Motion carried unanimously)

- Contract Renewals

On the recommendation of the Executive Committee and after discussion on motion duly made by Peter Caddick seconded by John Biemiller it is:

RESOLVED, that the following contract renewals are hereby approved and awarded to the entities, programs and amounts set forth:

1. Lancaster County Career and Technology Center – WIOA In-School Youth – an amount not to exceed \$40,000.00
2. EDSI – WIOA Out-of-School Youth – an amount not to exceed \$340,000.00
3. EDSI – TANF YDP – an amount not to exceed \$402,000.00
4. United Way – EDSI Career Navigation – an amount not to exceed \$88,000.00
5. United Way – IU13 IET Instruction – an amount not to exceed \$50,000.00
6. United Way – SACA-Tec Centro – an amount not to exceed \$72,500.00
7. EDSI – WIOA Adult and Dislocated Worker
 - Adult – an amount not to exceed \$413,067.00
 - Dislocated Worker – an amount not to exceed \$440,000.00
8. EDSI – EARN – \$194,476.07
9. LLIU13 – WIOA Adult, Youth and Dislocated Worker Remediation
 - an amount not to exceed \$45,000.00 for Adult,
 - \$30,000.00 for Youth
 - and \$30,000.00 for Dislocated Worker
10. EDSI – Work Ready – an amount not to exceed \$75,712.00

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

(Motion carried unanimously with Marlyn Barbosa and Brian Barnhart abstaining.)

This will be the last year the LCCTC for WIOA In-School Youth contract, the EDSI for WIOA Out-of-School Youth contract, and the EDSI for TANF Career Counseling contracts can be renewed; they will be sent out for bid next year.

- Approve renewal of the solicitor contract

After discussion and on motion duly made by Greg Paulson seconded by Brian Paterniti it is:

RESOLVED, that the renewal of the solicitor contract is approved.

(Motion carried unanimously)

Attorney Saidis was in the Zoom waiting room during this discussion.

- Approve revisions to Program Policies

On the recommendation of the Executive Committee and after discussion on motion duly made by John Biemiller seconded by Jean Martin it is:

RESOLVED, that the revisions to PP #204 - Work-Based Learning (increase OJT vendor reimbursement rate) and the PP #206 – Incentive Policy are hereby approved.

(Motion carried unanimously)

Discussion Item

- Performance Committee

Cathy Rychalsky asked two board members to volunteer, via email, for the LCWDB Performance Committee, which will monitor overall contractor performance on the various contracts.

Anna Ramos presented a performance snapshot on contracts as well as performance outcomes. She will distribute this information after the meeting.

Barry David made the motion to adjourn the meeting at 8:54 a.m. with John Biemiller seconding the motion.

Exhibit A

Lancaster Workforce Development Board, Inc.

July 1, 2020 - June 30, 2021 Budget vs. Budget expenses

WIB Operations:

| | 19 - 20 Budget | 20 - 21 Budget | Real Variance | % Variance |
|--|-------------------|-------------------|--------------------|-------------|
| Personnel Expenditures | | | | |
| Salaries | \$ 435,422 | \$ 464,972 | \$ 29,550 | 7% |
| Employee Benefits | \$ 143,600 | \$ 141,744 | \$ (1,855) | -1% |
| Sub-Total Personnel Expenditures | \$ 579,022 | \$ 606,716 | \$ 27,694 | 5% |
| | | | \$ - | |
| Operating Expenditures | | | | |
| Travel/Training | \$ 43,036 | \$ 45,000 | \$ 1,964 | 5% |
| Communications | \$ 8,869 | \$ 10,000 | \$ 1,111 | 12% |
| Materials and Supplies | \$ 18,531 | \$ 18,500 | \$ (31) | 0% |
| Contracted Services | \$ 85,000 | \$ 60,000 | \$ (25,000) | -29% |
| Building/Rent | \$ 45,160 | \$ 45,160 | \$ - | 0% |
| Sub-Total Operating Expenditures | \$ 200,616 | \$ 178,660 | \$ (21,956) | -11% |
| | | | \$ - | |
| TOTAL WIB Operations Expenditures | \$ 779,638 | \$ 785,376 | \$ 5,738 | 1% |

| Admin | Pro | Total |
|---------------|---------------|---------------|
| | 51% | 49% |
| | 100% | |
| \$ 239,232.09 | \$ 225,739.66 | \$ 464,971.75 |
| \$ 72,928.68 | \$ 68,815.58 | \$ 141,744.26 |
| \$ 312,160.77 | \$ 294,555.24 | \$ 606,716.01 |
| | | |
| \$ 23,152.90 | \$ 21,847.10 | \$ 45,000.00 |
| \$ 5,145.09 | \$ 4,854.91 | \$ 10,000.00 |
| \$ 9,518.41 | \$ 8,981.59 | \$ 18,500.00 |
| \$ 60,000.00 | \$ - | \$ 60,000.00 |
| \$ 23,235.22 | \$ 21,924.78 | \$ 45,160.00 |
| \$ 121,052 | \$ 57,608 | \$ 178,660 |
| | | |
| \$ 433,212 | \$ 352,164 | \$ 785,376 |