



Finance and Executive Committee

Tuesday August 4, 2020, 3:32 p.m.

Zoom Meeting

Members Present: John Biemiller, Tom Cislo, G. David Sload and Jill Sebest Welch

Members Not Present: Tom Baldrige and Jean Martin

Staff and Contractors: Anibal Aponte, Rebecca DeWitt, Rae Miller, Anna Ramos, Cathy Rychalsky, Attorney Todd Truntz and Judy Wechter

Welcome and Request for Public Comment

Dave Sload called the meeting to order at 3:32 p.m. and requested public comment before roll call.

Finance and Executive Committee Meeting minutes from June 2, 2020

John Biemiller moved to accept the Finance and Executive Committee meeting minutes of June 2, 2020. Tom Cislo seconded the motion, which carried unanimously.

Finance reports from June 2020

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

At the close of FY19, the LCWDB was under budget by \$107,079.92, but these funds will be carried over for FY20.

Program funds are used more rapidly than administrative dollars; this is the reason funds may be remaining in a grant before another grant is opened on the Summary of Grant Expenditures report.

TANF funds are 12-month funds, and a waiver has been presented to the Commonwealth to extend funds that could not be used due to COVID-19 restrictions.

EDSI has spent all their EARN cost reimbursement funds and some of the performance EARN funds. The EARN Innovation grant was to be used to engage customers differently.

The majority of the remaining \$2,093.772 should carry over pending approval of waivers submitted to the Commonwealth.

Check register (April 2, 2020 to July 31, 2020)

The members reviewed the check register.

Action Items

- **Approve Brightside lease**

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

RESOLVED, that approval of the Brightside lease is hereby recommended to the full Board. A copy of the lease is made a part hereof and attached hereto.

(Motion carried unanimously.)

To meet people where they are, the WIB looked at opportunities in high poverty areas of the county. As part of the COVID application to the Commonwealth, the WIB built-in costs to reach the community outside of our building. The funds to support the SOWE area of Lancaster city will come from Rapid Response. Furniture for this endeavor will be provided. EDSI will be required to hire a displaced worker who will be funded out of Rapid Response.

The action item will be revised to include \$65/ month for utilities and 23-month rent.

- **Approve Commonwealth budget form**

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

RESOLVED, that approval of the Commonwealth budget form will be recommended to the full Board.

(Motion carried unanimously.)

The attached budget reflects the Commonwealth allocations. The WIB is required to submit a budget indicating how the funds will be utilized.

Cathy Rychalsky said the WIB will probably request a transfer of dislocated worker funding to adult despite the anticipate a number of dislocated workers seeking services this year.

- **Approve change in the LCWDB health benefit probationary period to begin on the first of the month following one month of continuous employment for new LCWDB employees**

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

RESOLVED, that approval of the change in the health benefit probationary period for new LCWDB employees will be recommended to the full Board.

(Motion carried unanimously.)

Cathy Rychalsky reported that the proposed change to health and 401K eligibility will help the LCWDB align with other WIBs and other non-profits.

G. David Sload suggested modifying this policy to begin on the first day of the month following a month of continuous service.

Jill Sebest Welch reported that there was discussion to form a committee to review all benefits and present a package for review rather than piecemeal.

The members asked that the original presentation be modified to address only the health benefit eligibility and table the 401K eligibility to a later date.

Discussion Items

- PA CareerLink® Lancaster County reopening update
 - Approximately, ten people come to the PA CareerLink® Lancaster County door daily.
 - An opening date has not been discussed on calls with the Commonwealth, but meeting clients where they are, access points, has been discussed.
- Partner update
 - The City Housing Authority is interested in partnering on initiatives.
 - Their Franklin Terrace office could be used for remote access.
 - In addition, the City Housing Authority plans to have a staff member come to the PA CareerLink® Lancaster County on a weekly basis.
- Membership update
 - Cathy Rychalsky announced that some LCWDB vacancies that need to be filled, especially now that the Commonwealth will be looking at membership quarterly.
 - Cathy asked the if there were concerns with two members from the same organization being on the LCWDB.
 - Jill Sebest Welch asked if the decision-making authority language aligns with Tammy Martin's position at Millersville University.
 - Carl Freeman has left his position at M&M Mars, so Cathy Rychalsky plans to call Jodi Pace regarding the empty vice chair position.
 - Dave Sload asked if committees had possible LCWDB committee members. Cathy Rychalsky responded that business members are needed.

Executive Session

The Executive Committee adjourned into Executive Session. The Executive Session was for the purpose of discussing personnel matters.

Personnel Action

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

RESOLVED, that the personnel action set forth on Exhibit "A" is hereby approved.

(Motion carried unanimously).

The meeting reconvened at 5:09 p.m. On a motion duly made by John Biemiller at 5:12 p.m. and seconded by Jill Sebest Welch, the meeting adjourned at 5:12 p.m.