



**Thursday, October 8, 2020**

**7:30 a.m.**

**Zoom Meeting**

**Minutes**

Members Present: Keith Baker, Brian Barnhart, John Biemiller, Tom Cislo, Barry David, Michael Ford, Jean Martin, John McGrann, Jodi Pace, Brian Paterniti, Susan Richeson, Renee Sills, G. David Sload, Representative Mike Sturla (Francis Miliano, proxy) and Jill Sebest Welch

Members Not Present: Tom Baldrige, Marlyn Barbosa, Peter Caddick, Kristi Casey, Carl Freeman, Robert Lopez, Alison Miles and James Morgan

Staff and Contractors: Jim Black, Valerie Hatfield, Amber Kreger, Tara Loew, Lauren O'Neill, Larry Melf, Rae Miller, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Tim Shenk, Attorney Sean Shultz, An'Dionne Smith and Judy Wechter

At 7:30 a.m., G. David Sload opened the meeting with a request for public comment.

**I. Sunshine Law Presentation by Attorney Sean Shultz**

- A. Related the exceptions to the Sunshine Law through Executive sessions; he provided details on Executive session discussion items:
  - 1. Personnel matters
  - 2. Collective bargaining or arbitration
  - 3. Leases or real estate
  - 4. Litigation or attorney consultation
  - 5. Disclosure of confidential information
- B. Executive sessions are to be used for discussions of confidential information, but no actions can be taken outside of the public meeting.
- C. The Ethics Act applies to appointed or elected officials, and Attorney Shultz reviewed the details.
- D. When in doubt, ask Cathy Rychalsky to ask Attorney Saidis.

**II. Consent Agenda**

**A. Approve meeting minutes from August 20, 2020**

In light of the Sunshine Law review, Jill Sebest Welch asked that the minutes be revised to note Benefits Review Taskforce instead of Benefits Review Committee.

After discussion and on motion duly made by John Biemiller seconded by Brian Barnhart, it is:

**RESOLVED**, that the LCWDB accept the meeting minutes from August 20, 2020 with the revision to the Benefits Review Committee reference.

(Motion carried unanimously.)

**B. Finance reports from August 2020**

Cathy Rychalsky and Anna Ramos reviewed the finance reports.

1. Under expenditure in travel (due to COVID-19) and salaries is the primary reason the WIB budget is currently under budget.
2. The Brightside lease will come out of the Rapid Response fund.
3. EARN is now cost reimbursement and addresses participants on public assistance.
4. This year the Work Ready grant runs through July 1, through June 30.
5. The SLIP grant is a summer internship grant.
6. The Summary of Grant Expenditures report and the Schedule of Obligations report display the same information with different filters.
7. Currently, PY 19 funds are being used for training and invoices have not been received, so training is \$0 at this point.

After discussion and on motion duly made by Jodi Pace seconded by Brian Paterniti, it is:

**RESOLVED**, that the LCWDB accept the finance reports from August 2020.

(Motion carried unanimously.)

**III. Action Items**

**A. Renewal of New York Wired for Education contract**

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

**RESOLVED**, that the New York Wired for Education contract is hereby approved.

(Motion carried unanimously.)

**B. Ratify the Workforce Recovery Project CARES Act Funding Agreement**

The LCWDB is the fiscal agent with different agencies providing the services.

After discussion and on motion duly made by John Biemiller and seconded Brian Paterniti, it is:

**RESOLVED**, that the Workforce Recovery Project CARES Act Funding Agreement is hereby ratified.

(Motion carried unanimously with Brian Barnhart abstaining from the discussion and vote.)

**C. Changes to PP #211 – Incumbent Worker Training**

Internally, LCWDB will set a limit of 10% of funds for incumbent worker training to eliminate the need to return for additional approvals.

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

**RESOLVED**, that the changes to PP #211 – Incumbent Worker Training are hereby approved.

(Motion carried unanimously.)

**D. Extension of contract date and carryover funds for TranZed**

After discussion and on motion duly made by Brian Barnhart and seconded John Biemiller, it is:

**RESOLVED**, that the extension of the contract date and carryover funds for TranZed is hereby approved.

(Motion carried unanimously.)

**E. Increase to EDSI TANF Youth contract**

After discussion and on motion duly made by John McGrann and seconded Francis Miliano, it is:

**RESOLVED**, that the modifications to the EDSI TANF Youth contract to create a mobile career counselor, additional funding for paid work experience, and carry over funds in the amount of \$79,074.50 is hereby approved.

(Motion carried unanimously.)

**F.     Extension of Genz contract date**

After discussion and on motion duly made by Brian Paterniti and seconded John McGrann, it is:

**RESOLVED**, that the Gentz contract date is hereby approved.

(Motion carried unanimously.)

**IV.    Discussion Items**

- A.     PA CareerLink® Lancaster County update provided by Judy Wechter
  - 1.     In July, the center moved to a supporting role for walk-up customers. Initially, customers were focused on UC issues. Now walk-up customers are asking about training and other employment related issues.
  - 2.     While all workshops are virtual, training in the classroom has begun.
- B.     RFP and Funding Information Session details were provided by Anna Ramos.
- C.     G. David Sload suggested expanding the distribution list for the Workforce Connections newsletter. Valerie Hatfield asked members if they would share their mailing lists.
- D.     Anna Ramos reviewed the purpose and opportunities for members to participate in LCWDB committees. She expressed the need for a chair for the Youth Standing Committee and members for the existing committees and Career Ready Lancaster!

**V.     Adjournment**

A motion to end the meeting at 8:58 a.m. was made by Keith Baker and seconded by Brian Paterniti.

(Motion carried unanimously.)