



Executive Committee

Tuesday December 1, 2020, 3:30 p.m.

Zoom Meeting

Members Present: Tom Baldrige, John Biemiller, Tom Cislo, Jean Martin, Jodi Pace, G. David Sload and Jill Sebest Welch

Staff and Contractors: Anibal Aponte, Jim Black, Rob Dancer (EDSI), Rebecca DeWitt, Valerie Hatfield, Larry Melf (EDSI), Rae Miller, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Tim Shenk (IU13), Judy Wechter and Ping Yang (EDSI)

I. Welcome and Request for Public Comment

Dave Sload called the meeting to order at 3:30 p.m. and requested public comment before roll call.

II. EDSI Quarterly Presentation by Larry Melf

III. Consent Agenda

A. Finance and Executive Committee Meeting minutes from October 6, 2020

After discussion upon motion duly made by Jean Martin and seconded by Jodi Pace, it is:

RESOLVED, that the LCWDB Finance and Executive Committee meeting minutes from the October 6, 2020 meeting are accepted.

(Motion carried unanimously.)

B. Finance reports for October 2020

After discussion upon motion duly made by Tom Baldrige and seconded by John Biemiller, it is:

RESOLVED, that the LCWDB October 2020 meeting finance reports are accepted.

(Motion carried unanimously.)

C. Balance sheet

- i. LCWDB Chair will be working with the LCWDB Executive Director to revise finance reports to include comparisons with prior year month.
- ii. The LCWDB Chair reviewed the balance sheet.

D. Check register for September 29, 2020 to December 1, 2020

- i. In the future, the LCWDB chair will be signing off on the check register.

- ii. Jill Sebest Welch asked about check 2480. A refund receipt was issued utilizing check 2480, but staff was unaware that the actual check issued did not display on the QuickBooks report. Follow-up documentation was provided after the meeting.

After discussion upon motion duly made by John Biemiller and seconded by Jodi Pace, it is:

RESOLVED, that the check register from September 29, to December 1, 2020 was accepted.

(Motion carried unanimously.)

IV. Action Items

A. United Way contract modification for LLIU13

After discussion upon motion duly made by Tom Baldrige and seconded by Jean Martin, it is:

RESOLVED, that the contract with the LLIU13 is hereby modified, and the contract is increased by \$15,000.00 to add career navigation in the scope of work and increased by \$30,000.00 for individual training accounts.

(Motion carried unanimously.)

B. Contract renewals for EDSI and LCCTC

After discussion upon motion duly made by John Biemiller and seconded by Tom Cislo, it is:

RESOLVED, that the contracts for Title I EDSI Adult, Dislocated Worker, Out-of-School Youth, and TANF as well as the Lancaster County Career and Technology Center In-School Youth are awarded for a term commencing July 1, 2021 and ending June 30, 2022. The LCWDB Executive Director is authorized to negotiate the contracts, subject to the allocations provided by the Commonwealth.

(Motion carried unanimously.)

C. One-year license of EdgeFactor

- i. There were questions on the event selection, qualifications and target audience. This program does not include the work-based learning experience like Inspire.
- ii. Cathy Rychalsky offered to set up a demonstration for members.

After discussion upon motion duly made by Tom Cislo and seconded by Jill Sebest Welch, it is:

RESOLVED, that the contract for a one-year Community Hub license of EdgeFactor in the amount of \$5,600.00 is hereby approved.

(Motion carried unanimously.)

D. Design Data agreement for data migration

After discussion upon motion duly made by Tom Baldrige and seconded by Tom Cislo, it is:

RESOLVED, that the contract with Design Data in the amount not to exceed \$2,622.50 for the email migration to Microsoft Office 365 Cloud is hereby approved.

(Motion carried unanimously.)

At this point, there was discussion on how to improve efficiency in processing action items, and the attorney was involved in the discussion.

E. DocuSign contract

- i. In this time Collect data securely and store it securely internally and not on contractor data bases.
- ii. **RESOLVED**, all members approved the purchase of a one-year DocuSign, Inc. subscription, there were no oppositions.

F. Renew cleaning service contract

- i. Not to exceed \$2,375/month plus the cost of supplies provided the rooms cleaned align with expectations.
- ii. **RESOLVED**, all members approved the renewal of the Guaranteed Cleaning Services contract, there were no oppositions.

G. Health Insurance Coverage

- i. Jill asked what the employees pay now. Cathy said at this point, the employees do not pay for their health insurance and half the cost for the family members added.
- ii. **RESOLVED**, all members approved the continuation of Highmark for the health benefit plan, there were no oppositions.

V. Discussion Items

A. PA CareerLink® Lancaster County update

- i. The facility is closed until January 15, 2021, and a phone line will be added to address walk-ups.
- ii. Three employees were diagnosed with COVID-19. Fogging has been scheduled.

B. Construction update

C. RFP info sessions

The meeting concluded at 5:03 p.m.