



**Thursday, December 17, 2020**  
**7:30 a.m. - Zoom Meeting**

**Minutes**

Members Present: Keith Baker, Marlyn Barbosa, Brian Barnhart, John Biemiller, Peter Caddick, Kristi Casey, Barry David, Michael Ford, John McGrann, James Morgan, Jodi Pace, Brian Paterniti, Susan Richeson, Renee Sills, G. David Sload, Representative Mike Sturla (Francis Miliano and Greg Paulson, proxies), Raymond Tsudy and Jill Sebest Welch

Members Not Present: Tom Baldrige, Tom Cislo and Jean Martin

Staff and Contractors: Jim Black, Rebecca DeWitt, Derrick Donnell (Commonwealth of PA), Valerie Hatfield, Amber Kreger, Lauren O'Neill, Larry Melf, Rae Miller, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Tim Shenk, An'Dionne Smith and Judy Wechter

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

**I. Consent Agenda**

**A. Approve meeting minutes from October 8, 2020**

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

**RESOLVED**, that the LCWDB accept the meeting minutes from October 8, 2020.

(Motion carried unanimously.)

**B. Finance reports from October 2020**

Cathy Rychalsky reviewed the finance reports and addressed questions on the Cares Act and WIOA training.

Jill Sebest Welch suggested prior year training and work experience percentages be added to the Schedule of Obligation report.

G. David Sload recommended a carry a column at the bottom of the Schedule of Obligations to indicate prior year carry over.

To answer the Chair's question, Derrick will check with Dan Kuba to ascertain what will happen with unspent work experience and training funding.

After discussion and on motion duly made by Barry David seconded by Jim Biemiller, it is:

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

(Motion carried unanimously.)

## **II. Action Items**

### **A. Re-certify PA CareerLink® Lancaster County**

This certification is required every three years. Cathy Rychalsky reported that the PA CareerLink® Lancaster County is now represented in Columbia, Brightside, Elizabethtown, Ephrata, and other locations throughout the county. Activities such as job fairs are conducted virtually. Staff is in place until 8pm to engage those currently in the workforce. In 2021, emphasis will be on creating a more cohesive system with partners working toward the same goal.

After discussion and on motion duly made by Barry David and seconded Jodi Pace, it is:

**RESOLVED**, that the PA CareerLink® Lancaster County recertification is hereby approved.

(Motion carried unanimously.)

### **B. United Way contract modification for LLIU13**

Valerie Hatfield reviewed this action.

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

**RESOLVED**, that United Way contract modification for LLIU13 is hereby approved.

(Motion carried unanimously. Brian Barnhart abstained.)

### **C. Contract renewals for EDSI and LCCTC**

Robert Saidis explained that because of the pandemic, the LCWDB would like to either sole source or postpone RFPs for a year.

Derrick Donnell will take the request to the BWDA leadership to either extend Title I vendor contracts for one year or sole source.

The federal government provided a COVID-19 waiver for March through September 2020. While the government will consider, the federal government has not extended the waiver.

If the LCWDB does not get the waiver, then there will be a move to deal with the June 2021 contract expiration, and deal with new vendors. The preference is to extend bids for one year.

**D. One-year license of EdgeFactor** <https://edgefactor.com/>

Valerie Hatfield reviewed the EdgeFactor video and explained how parents will be targeted. GSM will be adding their video and profile to the video.

John McGrann asked how small businesses can get involved.

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

**RESOLVED**, that the one-year license of EdgeFactor is hereby approved.

(Motion carried unanimously. Brian Paterniti abstained.)

**E. Design Data agreement for data migration**

Anna Ramos noted this request is sole source document with an existing vendor. Design Data has experience with systems and confidentiality requirements to move emails and data over to Microsoft 360.

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

**RESOLVED**, that the Design Data agreement for data migration is hereby approved.

(Motion carried unanimously.)

**F. DocuSign contract**

Anna Ramos reported this will be a shared expense across all funding sources to protect PII, and the data will be encrypted. The WIB will be the administrator.

Jill Sebest Welch asked if multi-factor authentication will be in place. Anna will check.

James Morgan asked if the government has a system standard for securing data.

Keith Baker said there are IT specifications around data security which he and Derrick will supply to Cathy.

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

**RESOLVED**, that the DocuSign contract is hereby approved.

(Motion carried unanimously.)

**G. Renew cleaning service contract**

Cathy Rychalsky explained that the RFP allows for an extension on services the vendor has been providing

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

**RESOLVED**, that the renewal of the Guaranteed Cleaning service contract is hereby approved.

(Motion carried unanimously.)

**H. Videography services from Make/Films**

Anna Ramos explained the NextGen partnership needs to promote construction industry awareness. This video be a deeper dive on the five companies involved in the steering committee of the partnership.

After discussion and on motion duly made by Greg Paulson and seconded Jodi Pace, it is:

**RESOLVED**, that the request for videography services from Make/Files for the NextGen partnership hereby approved.

(Motion carried unanimously. G. David Sload abstained from the discussion and vote.)

**I. Center for Regional Analysis contract for Career Ready Lancaster!**

Anna Ramos provided details on this request for projections on healthcare and manufacturing industry. The LCWDB will provides some funds and will act as the fiscal agent.

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

**RESOLVED**, that the Center for Regional Analysis contract for Career Ready Lancaster! is hereby approved.

(Motion carried unanimously. Jodi Pace and John Biemiller abstained from discussion and vote.)

### **III. Discussion Items**

- A. Valerie Hatfield reviewed the strategic goal dashboard and asked for member feedback.
- B. Cathy Rychalsky suggested that action items, which have been approved by the Executive Committee, be added to the consent agenda, so the meeting focus can be on discussion and engagement.
- C. Based on experience with the COVID-19 taskforce to understand what is going on in the current business world, John Biemiller and Cathy Rychalsky detailed employers' concerns in finding employees due to the COVID-19 impact and extreme COVID-19 fatigue. Jodi Pace reinforced their statements, detailed her company's experience, and noted that their COVID-19 cases are coming from home. Second or third quarter of 2021 may be bad for construction, G. David Sload reported that architects and engineers are reporting that they have less jobs. Peter Caddick added that his global company has not been traveling; yet his teams are across twelve time zones. Their travel budget will be around a quarter of what it was in the past, and regional responsibilities will change. Because of workforce shortages, local companies are passing on opportunities. Keith Baker asked if business owners would be interested in gig workers (example - accountants just for the annual report). Jill Sebest Welch said she has seen that in the non-profit sector. Jodi Pace said they already use contracted services if the job will not entail full-time, long term work. Jill Sebest Welch asked if there is a tactical plan to deal with the workforce situation and work-search requirement once out COVID-19. Keith Baker said the work-search requirement has been suspended through the Governor Wolf's proclamation. There is a statewide search to reach out to individuals whose UC claims and extended benefits have ceased. Judy Wecher reported that emails were sent to 60,000 UC claimants as well as 20,000 individuals who have Jobs4Lancaster. Response was not robust.

### **IV. Adjournment**

The meeting adjourned at 9:32 a.m.