



Executive Committee

Tuesday, March 2, 2021 3:30 p.m.

Zoom Meeting

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

Members Not Present: Tom Cislo and Michael Ford

Staff and Contractors: Anibal Aponte, Jim Black, Valerie Hatfield, Rae Miller, Cathy Rychalsky, Attorney Robert Saidis and Judy Wechter

I. Welcome and Request for Public Comment

G. David Sload called the meeting to order at 3:34 p.m. and requested public comment.

II. Consent Agenda

A. Finance and Executive Committee Meeting minutes from February 2, 2021

G. David Sload asked if there were any comments or concerns regarding the minutes. There were none.

B. Finance reports for January 2021

Cathy Rychalsky reviewed the January finance reports, and the WIB is still trending under budget. As mentioned last month, there are grants to cover the Materials and Supplies overage.

When reviewing the Schedule of Obligations, Cathy reminded the members that the WIB is required to obligate 80% of the Adult, Dislocated Worker and Youth funds.

Cathy highlighted the training, work experience, and IWT on the Schedule of Obligations report.

C. Balance Sheet

- The LCWDB Chair reviewed the balance sheet and check register.
- There were no questions or comments.

D. Check register for January 28, 2021 to March 2, 2021

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

RESOLVED, the Consent Agenda items A - D are accepted.

(Motion carried unanimously.)

III. Action Items

A. Approve contract with LEMSA

Valerie Hatfield explained this contract is under the Path to One Good Job grant. The funding will pay for the certification training and indirect costs for ten candidates to complete EMT training. This high priority occupation is a great opportunity for high school seniors.

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

RESOLVED, that the LEMSA contract is approved.

(Motion carried unanimously.)

B. Approve Pennant for LCWDB web site redesign

Anna Ramos explained that the WIB will work with a local company, Pennant, to redesign the LCWDB web site.

Jill Sebest Welch requested a spelling correction.

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

RESOLVED, that the Pennant contract is approved not to exceed \$6,000.00.

(Motion carried unanimously.)

C. Approve Fiscal Policy-135 cell phone use policy

Jill Sebest Welch suggested that employees submit a contract or documentation in advance of the contract to make certain that the employee with a low-budget plan does not receive a windfall. She suggested adding that there is no expectation of privacy on a device funded by the company and used for business. The Executive Director has the right to request or review business communications on subsidized personal cell phones.

Francis Miliano suggested changing the policy text to: "not to exceed \$50.00 reimbursement." Francis agreed with the privacy expectation.

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

RESOLVED, that Fiscal Policy 135 cell phone use policy is approved with individual funding not to exceed \$50.00 per month and the understanding there is no expectation of privacy on the device. The Executive Director has the right to review business communications.

(Motion carried unanimously.)

IV. Discussion Items

A. LCWDB 2021 priorities/dashboard

Valerie Hatfield reviewed the dashboard and illustrated the link on the strategic goals. She highlighted the trends.

B. PA CareerLink Lancaster County update

Judy Wechter said the suspension of onsite in-person activities will continue through March 15. She highlighted the benefits of the mobile phone. BWPO staff is onsite weekly. On March 25-27, there will be a community event targeting UC exhaustees.

Cathy Rychalsky shared the story of an OVR customer who is struggling with his job search and feels he would do better with in-person support.

Judy reported that the operators have driven the suspension of onsite activities in alignment with the governor's restrictions, but the center is prepared with the CDC recommended guidelines.

C. CRL! Update

Anna Ramos provided an update on CRL! The first 90-day action plan has ended. The Steering Committee is meeting this Friday to outline next 90-day activities.

Jodi Pace said the committees/teams are at a juxtaposition and ready to measure, create a toolkit, and provide programs for teachers.

Anna reviewed some of the community touchpoints and explained the support needs for this initiative.

D. Youth Council update

Francis Miliano reviewed the current initiatives. She referenced the recent newsletter and Facebook page. *Women in Skilled Trades* is this month's focus. Also, the Youth Council is working on mentoring as a priority. There will be events coming soon. EdgeFactor wants families and students to create their own accounts.

Valerie Hatfield highlighted new DCED grants for next year's EdgeFactor license.

E. Construction update

Cathy Rychalsky reported the new building is on target, July 15. Veteran's Day is the targeted move day. Today was "sign a beam day."

At Dave Sload's request, Anna Ramos pulled the first draft of the NextGen video.

V. Executive Session

An Executive Session was held from 4:49 p.m. to 5:10 p.m. for the purpose of discussing personnel matters. When the Executive Committee meeting was reconvened at 5:10 p.m. No action was taken after the Executive Session.

VI. Adjournment

The meeting was adjourned at 5:11 p.m.