



Executive Committee

Tuesday, June 8, 2021 3:30 p.m.

Zoom Meeting

Members Present: Tom Baldrige, John Biemiller, Michael Ford Jean Martin, Jodi Pace and Jill Sebest Welch

Members Not Present: Tom Cislo and G. David Sload

Staff and Contractors: Anibal Aponte, Jim Black, Rebecca DeWitt, Valerie Hatfield, Francis Milano, Rae Miller, Cathy Rychalsky, Attorney Robert Saidis, Attorney Todd Truntz and Judy Wechter

I. Welcome and Request for Public Comment

Jodi Pace called the meeting to order at 3:30 p.m. and requested public comment. There was none.

II. Consent Agenda

A. Finance and Executive Committee Meeting minutes from May 4, 2021

Jodi Pace asked if there were comments or concerns regarding the minutes. There were none.

B. Finance reports for April 2021

Cathy Rychalsky reviewed the April 2021 finance reports. Cathy noted that the LCWDB is managing just over \$8 million. Work experience and training are trending under, and actions have been taken to address this concern. While these funds can be carried over the next program year, the WIB must be mindful to use these funds in a timely manner.

Francis Miliano asked where the carryover is indicated, and Cathy referenced the Schedule of Obligations.

C. Balance Sheet

The yearly comparison was added last month.

D. Check register for April 29, 2021 to June 2, 2021

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

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RESOLVED, the Consent Agenda items are approved as presented.

(Motion carried unanimously.)

III. Action Items

A. Approve PY 21 LCWDB budget with presentation

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

RESOLVED, the Executive Committee recommends the PY 21 LCWDB budget to the LCWDB.

(Motion carried unanimously.)

Cathy Rychalsky's presentation sought to illustrate that while the LCWDB organization has been enhancing the workforce demands through the strategic plan and new initiatives, the current staff capacity is "maxed-out." Additional staff is required to ensure excellence, support LCWDB members and initiate new initiatives.

The LCWDB would like to transition from a fiscal director to two full-time fiscal positions: comptroller and fiscal technician. On the program side, the LCWDB would like to revise job descriptions and increase the staffing compliment with two entry-level roles.

John Biemiller asked why funding has increased. Cathy Rychalsky said the WIOA increase is based on a formula, and Lancaster County received a substantial increase. John Biemiller asked if the \$5,000 budgeted for moving was sufficient, and Anibal Aponte responded.

Tom Baldrige asked, "Who is the point person(s) for the new building?" Cathy said this is a good point for future discussion and tasked Judy Wechter with initiating this discussion.

Jill Sebest Welch asked for details on the new positions, specifically the salary line on the budget and job descriptions. Cathy responded that Anna Ramos has worked on job descriptions with accountability, and PWDA was used to determine salary ranges.

Tom Baldrige asked if incremental growth was considered. Cathy replied that it was.

B. Approve PY 21 LCWDB Organizational Chart

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

RESOLVED, the PY 21 LCWDB Organization Chart was approved.

(Motion carried unanimously.)

Attorney Saidis indicated that this action item would not have to be referred to the June 17, LCWDB meeting.

C. Approve private professional development coaching sessions for staff

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

RESOLVED, the private professional development coaching sessions, by D.R. Styer & Associates, for staff were approved.

(Motion carried unanimously.)

D. Approve renewal for LCCTC WIOA In-School Youth contract

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

RESOLVED, the renewal for LCCTC WIOA In-School Youth contract was approved for recommendation to the LCWDB.

(Motion carried unanimously.)

Cathy Rychalsky said that this is an increase from the prior year and keeps the LCWDB within requirements.

E. Approve renewal of One Stop Operator contract

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

RESOLVED, the renewal of One Stop Operator contract was approved for recommendation to the LCWDB.

(Motion carried unanimously.)

This is flat-funded and has not changed from the prior year. This contract will be posted for bid next year.

F. Approve funding for the following renewed EDSI contracts:

- a. EARN contract
- b. Work Ready contract
- c. TANF contract
- d. WIOA Adult and Dislocated Worker contract
- e. WIOA Out-of-School Youth contract

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

RESOLVED, the funding on the five previously approved EDSI contracts was approved for recommendation to the LCWDB.

(Motion carried unanimously.)

While the contract renewals were previously approved, these contracts are represented with funding.

G. Approve renewal of CRL! Coordinator contract

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

RESOLVED, the renewal of CRL! Coordinator contract was approved.

(Motion carried unanimously.)

H. Approve purchase of Foundant RFP system

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

RESOLVED, the purchase of Foundant RFP system was approved for up to \$14,000 for the GLM.

(Motion carried unanimously.)

The Community Foundation is using Foundant Grant Lifecycle Manager, and the Community Foundation funding will cover the purchase of the license.

Cathy reported that the customer service and price made this proposal standout. Francis Miliano asked who would be using the license. Anna Ramos responded that Jim Black and herself would be the users, but the plan is to have three users which would add another \$1000. This would bring the cost to \$14,000.

IV. Discussion Items

A. PA CareerLink Lancaster County update

Judy Wechter presented a video assembled in collaboration with the United Way, and a follow-up video will be completed after the PA CareerLink® Lancaster County reopens.

Judy Wechter reviewed the PA CareerLink® Lancaster County report. She plans to focus on tracking *job searching*.

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Judy said the team is excited about addressing the work search requirements, which start the week of July 11. The biggest issue is the new UC system and helping people locate their Keystone ID. The big push will come when users must use the job search website to track their job searches.

V. Adjournment

After a motion duly made by Tom Baldrige and seconded by John Biemiller, the meeting was adjourned at 4:55 p.m.