



**Thursday, October 21, 2021
7:30 a.m. - Zoom Meeting**

Minutes

Members Present: Keith Baker, Marlyn Barbosa, Kyonna Bowman, Peter Caddick, Barry David, Mike Ford, Jean Martin, John McGrann, Francis Miliano, James Morgan, Jodi Pace, Brian Paterniti, Susan Richeson, Angela Sanders, Raymond Tsudy, and Jill Sebest Welch

Members Not Present: Tom Baldrige, Brian Barnhart, John Biemiller, Kristi Casey, Shaun Murphy, G. David Sload, and Leslie Wireback

Staff and Contractors: Anibal Aponte, Mary Barnett, Valerie Hatfield, Amber Kreger, Angela Mayo, Larry Melf, Rae Miller, Laura O'Neill, Carissa Pinkard, Anna Ramos, Dana Robertson (Pennant Creatives, LLC), Cathy Rychalsky, Attorney Robert Saidis, Yanimer Serrano, An'Dionne Smith, Attorney Todd Truntz, Morgan Wentz, Judy Wechter and John Zander

At 7:30 a.m., Jodi Pace opened the meeting of the Lancaster County Workforce Development Board ("LCWDB") and made a request for public comment.

I. Welcome and Request for Public Comment

No public comment was presented.

II. Call to Order / Roll Call

Participants were asked to post their names in the Zoom chat box.

III. Staff updates

Cathy Rychalsky introduced the new LCWDB team members, Angela Mayo and John Zander, and detailed the awards that she and Valerie Hatfield received in September.

IV. Pennant Creatives, LLC presentation by Dana Robertson

Dana Robertson delivered a presentation on values-based branding and described the "who are we" aspect of values-based branding as applied to the core values of LCWDB. Ms. Robertson's presentation was included in the meeting package.

V. Consent Agenda (includes items previously approved by the LCWDB Executive Committee)

- A. LCWDB Meeting Minutes from August 19, 2021
- B. Finance reports (including balance sheet) for August 2021

Jodi Pace asked if there were any comments on the August 19, 2021, meeting minutes. There were none.

Cathy Rychalsky reviewed the finance reports.

After discussion and on motion duly made by Peter Caddick seconded by Fran Miliano, it is:

RESOLVED, that the LCWDB ratifies the items set forth in the consent agenda subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously.)

VI. Action Items

- A. Approval of carryover funding for On the Job Training ("OJT") and Individual Training Accounts ("ITA")

Cathy Rychalsky introduced this item and explained that staff has identified training goals and amounts of carryover funds to be paid to Educational Data Systems, Inc. ("EDSI") to conduct training. Jill Sebest Welch asked if this funding will be applied to the 30% training targets referenced on the finance reports. Ms. Rychalsky confirmed that it will be.

After discussion and on motion duly made by Raymond Tsudy and seconded by Jill Sebest Welch it is:

RESOLVED, that carryover funding in the following amounts to be paid to EDSI for the purposes of ITA and OJT' is approved for the following programs:

Adult:	\$263,500.00
Dislocated Worker:	300,000.00
Youth:	165,000.00

(Motion carried unanimously.)

- B. Approval of Heritage Communications, LLC as supplier for the new LCWDB phone system

Anna Ramos introduced a proposal from Heritage Communications for a new phone system for the LCWDB and PA CareerLink at the new building. Peter Caddick asked about the increase from the current rate paid by the LCWDB. Jill Sebest Welch noted that the taxes and fees were not noted.

James Morgan asked if there will be an automated phone answering option menu “tree”, and whether staff would have input in creating the menu. Judy Wechter explained there are many options available for internal control of phone routing. Mr. Morgan suggested that callers should be able to reach a live person within three option selections. Cathy Rychalsky assured Mr. Morgan that the option menu will enable personal contact in less than three selections.

Jill Sebest Welch asked if multiple languages could be offered, and Judy Wechter will pursue this.

After discussion and on motion duly made by Brian Paterniti seconded by James Morgan it is:

RESOLVED, that a three-year telecommunications system contract with Heritage Communications, LLC is approved in an amount not to exceed \$333.15 monthly, plus taxes and fees, contingent upon review and final approval of the contract documents by the solicitor.

(Motion carried unanimously.)

VII. Sunshine Law and Public Official and Employee Ethics Act presentation by Attorney Todd Truntz

Attorney Truntz reviewed the presentation that was included in the meeting package. Cathy Rychalsky asked that the date on page 3 of the presentation outline be amended to reflect the effective date of the Act amending the Sunshine Act regarding meeting agendas as September 1, 2021.

VIII. Discussion Items

A. Career Connection Program (“CCP”) networking event

- Mary Barnett asked members to volunteer to speak at a Career Connections networking session. These sessions are held on Monday, Wednesday, and Friday from 9:00 a.m. to 10 a.m. These sessions allow job seekers to connect with employers and ask advice or for suggestions to expand/share perspectives.
- Marlyn Barbosa noted that she participated a few months ago and found it very rewarding.

B. Career Ready Lancaster! (“CRL!”)

- A written update was provided to LCWDB stating that new website and social media pages have been launched, as well as a short video promoting career journeys. CRL! continues to build content, conduct presentations at different venues, and increase employer engagement.

C. PA CareerLink® Lancaster County update

- A written update was provided to LCWDB that included a report showing CareerLink metrics. The update included a summary of operational hours, in-person and hybrid activities and workshops. The Commonwealth of Pennsylvania's "ID.me" program has been implemented. Staff continues to assist customers with unemployment compensation claims. The CareerLink will be moving to its new location on November 8th through November 12th, 2021.

D. Youth Council update

- A written update was provided to LCWDB stating that Youth Council continues to develop and implement the 2021 monitoring plan and issue contracts for Plan Year 2021. Multiple grants have been submitted for WIOA funding for statewide activities, apprenticeships, and industry partnerships. Training of new staff is ongoing.

E. Construction update

- A written update was provided to LCWDB reporting that the new LCSDDB building is expected to be completed on schedule. There will be a few incomplete items that will be resolved later, but will not impede move in. A dedication for LCWDB members and invitees is scheduled for December 16, 2021 at 9:15 a.m., immediately following the LCWDB meeting. A public open house is scheduled on the same day from 1:00 p.m. to 6:00 p.m.

F. Meeting calendar

- A paper copy of the LCWDB meeting schedule for 2022 was provided.

G. Member feedback

- Peter Caddick asked when an in-person meeting will be held. Cathy Rychalsky responded that the next meeting, December 16, will be held in-person at the new building followed by a ribbon cutting ceremony.
- Peter Caddick requested more presentations on programs and training.
- Francis Miliano suggested programs related to trauma.
- Keith Baker invited members to tour South Allegheny's "CareerLink in Your Community" for information and suggestions to take PA CareerLink® services out to the community. Cathy Rychalsky

mentioned that the PA CareerLink® Lancaster County has locations in the Ephrata Library, Franklin Terrace Apartment complex on Almanac Avenue in Lancaster, and at the Brightside Opportunities Center. In addition, a grant application has been submitted for a mobile PA CareerLink® van. Keith Baker complimented PA CareerLink® Lancaster County's use of social media.

- John McGrann is on the Lancaster County Library Board, which is moving to Queen Street. Mr. McGrann stated that the library is very involved in the community and suggested contacting the library system to inquire about available space for CareerLink locations.
- Jill Sebest Welch asked about the Lancaster County Community Foundation "Extraordinary Give" program scheduled for November 19, 2021. Judy Wechter explained that the PA CareerLink® Lancaster County is registered and will be participating in any joint activities that are a part of the Extraordinary Give program.
- Francis Miliano volunteered to help with LCWDB's move to its new location.

IX. Adjournment

Francis Miliano made the motion to adjourn the meeting at 9:00 a.m. with Brian Paterniti seconding the motion.