##### Tuesday, February 1, 2022 at 3:30 p.m.

##### Zoom (Virtual) Meeting

**Minutes**

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| Executive Committee Members Present: | Tom Baldrige, John Biemiller, Michael Ford, Jean Martin, Francis Miliano, Jodi Pace, G. David Sload and Jill Sebest Welch |
| Members Present: | Keith Baker, Marlyn Barbosa, Peter Caddick, John McGrann, Brian Paterniti, Susan Richeson, Angela Sanders, Leslie Wireback |
| Staff and Contractors: | Amber Columbo, David Genero, Valerie Hatfield, Angela Mayo, Larry Melf, Carissa Pinkard, Anna Ramos, Cathy Rychalsky, Attorney Robert Saidis, Liz Swirniuk, Attorney Todd Truntz, Judy Wechter, Tom Woronko, Ping Yang and John Zander |
| Public: | Derrick Donnell, Dale Hamby, Melissa Ramos Mattaini, Tricia Nabors, Freddy Ramos, Helena Ramos and Lisa Sheid |
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## At 3:30 p.m., G. David Sload, Chairperson, asked participants to sign into the Zoom chat function if they would like to make public comment. Jodi Pace, Vice Chairperson, monitored the chat. The Chairperson asked that all participants remain on mute until they are called to present public comment. The Chairperson called the meeting to order at 3:34 p.m. and opened the floor to public comment.

## Welcome and Request for Public Comment

Cathy Rychalsky presented comments regarding her concerns about Lancaster County Workforce Development Board operations, personnel, and Board members.

## Report of Prior Executive Sessions

The Chairperson reported the following Executive Sessions, all of which were for the purpose of discussing personnel matters:

* January 4, 2022 from 3:45 p.m. to 4:40 p.m. (immediately following the Executive Committee meeting)
* January 14, 2022 from 4:15 p.m. to 6:00 p.m.
* January 21, 2022 from 9:00 a.m. to 10:00 a.m.
* January 28, 2022 from 7:30 a.m. to 9:00 a.m.

## Consent Agenda

1. Executive Committee Minutes from January 4, 2022
2. Finance reports for December 2021

The Chairperson asked John Zander, Controller about the status of funds obligated to contractors before expiration. The Controller reported that it is expected that all the funds will be spent or reallocated before expiration.

1. Balance sheet

Board Member Jill Sebest Welch asked if the LCWDB is still pursuing using multiple banks to keep accounts within FDIC limits. The Controller responded that there have been challenges, but the plan is still underway.

1. Check register for December 29, 2021, to January 25, 2022 (for Chair review)

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

**RESOLVED,** the Consent Agenda items were reviewed and adopted as presented, subject to any corrections or modifications that may be made as a result of an audit.

(Motion carried unanimously; no abstentions.)

Jill Sebest Welch asked about the Educational Data Systems, Inc. (“EDSI”) quarterly fiscal presentation listed on the agenda. The Chairperson explained that the EDSI presentation would be postponed until March. Ms. Sebest Welch suggested making a motion to table the agenda item.

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

**RESOLVED,** the EDSI quarterly fiscal presentation be tabled until next regular LCWDB Executive Committee meeting in March.

(Motion carried unanimously; no abstentions.)

## Discussion Items

1. PA CareerLink® Lancaster County update

Judy Wechter presented a report on the PA CareerLink® Lancaster County noting an increase in visitors and activity since the move.

1. Youth Council Update

Francis Miliano provided the update. She noted the findings from a January 24, 2022 meeting to revisit the workforce development program provided by Edge Factor, Inc. Ms. Miliano said most of the provider feedback was good, but providers requested more guidance and support to utilize the Edge Factor program. Carissa Pinkard, Youth Program Coordinator, and Ms. Miliano will meet with the Edge Factor, Inc. representative to create guidance on how to navigate the Edge Factor web site. Next month, there will be Edge Factor feature skills workshops focusing on weekly topics to monitor outcomes, determine needs, and training opportunities. Ms. Miliano reported that the Youth Program Coordinator obtained data for Out of School Youth to make certain outreach is provided based off county ZIP codes. Jill Sebest Welch asked Youth Program Coordinator to share the data with the Executive Committee.

1. CRL! Update

Anna Ramos, Chief Operating Officer provided the update and reported receipt of a $150,000 Business Education Partnership (BEP) grant. CRL! is now focused on strategic goals and has created three committees:

* The Employer Engagement team is working on phase 2 of an ongoing employer study to showcase careers in healthcare and manufacturing to determine occupations and career ladders.
* The CRL! purpose is to make certain every student graduates with a viable career plan. The Career Readiness team is looking at the gaps and ascertain what CRL! can do to help support school districts.
* The Marketing team hears educators complementing the resources, their requests that educational resources be shared. An educator portal is under construction.

1. LCCTC Patio Furniture Project

The Chief Operating Officer reported that the Lancaster County Career and Technical Center (LCCTC) has offered to take on the project of designing and building furniture for the patio at the LCWDB 1046 Manheim Pike office location. This would be a partnership where the cost to LCWDB would be for materials and supplies. More information will be provided when it becomes available.

1. Mobile Unit Van Update

The Chief Operating Officer reported that there was a request for funds for a mobile van to be used for the provision of CareerLink services, and the funds were received. The Chief Operating Officer explained that there will need to be discussions with the Board to determine how to proceed now that funding has been received.

Board Member Tom Baldrige asked about insurance coverage for the proposed mobile van, and the Chief Operating Officer explained that proper insurance will be addressed with the assistance of the Commonwealth of Pennsylvania procurement process.

The Chairperson and the Vic-Chairperson congratulated the Chief Operating Officer and Board Member Marlyn Barbosa for their accomplishments with the Pennsylvania Workforce Development Association.

At 4:01 p.m., the Chairperson adjourned the meeting to Executive Session.

## Executive Session: Personnel Matters

At 4:45 p.m. the Chairperson stated that an executive session was held for the purpose to discuss personnel and litigation matters and reconvened the meeting for the final item on the agenda.

## Personnel Actions

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

**RE SOLVED,** thatthe paid administrative leave status of the Executive Director, Cathy Rychalsky, commencing on January 4, 2022 and ending on February 1, 2022 is ratified and approved, the resignation of the Executive Director, Cathy Rychalsky, dated January 21, 2022 and sent to Chairperson G. David Sload is rejected by the Executive Committee, and the employment of Executive Director, Cathy Rychalsky, shall be terminated as of February 1, 2022.

(Motion carried unanimously; no abstentions.)

With the agenda completed, the Chairperson adjourned the Executive Committee meeting at 4:47 p.m.