



**LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC. MINUTES  
TUESDAY, MARCH 8, 2016**

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) Board met on Tuesday, March 8, 2016, 7:30 a.m. at LVWDB, 555 Union Boulevard, Allentown, PA.

Members present: Stephen Bailey, Ann Bieber, Anthony Biondi, Luke Cunningham, Pastor Phillip Davis, Mark Erickson, Vito Gallo, Fidel Gonzalez, Kelly Gould, Laurie Hackett, Jim Harbaugh, Patricia Hartwell, Constance Hood, Ellen Kingsley, Janice Komisor, Alexander Lemheney, John MacDonald, Timothy Mulligan, Lisa Nesbitt, Carol Obando-Derstine, Thea Phalon, Gregg Potter, Mary Ann Przekurat, Sharon Scheirer, Rick Walters, Larry Wiersch, and Carol Young. Guests present: Tom Muller, Lehigh County Executive, Luis Campos representing Northampton County Executive John Brown, Michelle Griffin-Young and Danielle Bodnar from Greater Lehigh Valley Chamber of Commerce, Kristine Bush representing Senator Mario Scavello, Carol Halper representing Congressman Charlie Dent, April Niver representing Congressman Matt Cartwright, Bill Royer representing State Representative Ryan Mackenzie, and Nancy Wilt representing State Representative Peter Schweyer. Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, Lillian Rodriguez, RoseAnn Kisilewicz and PA CareerLink® staff.

Patricia Hartwell welcomed all to the March 8, 2016 Board meeting. Carol Obando-Derstine was welcomed as a new Board Member. Luke Cunningham motioned, Stephen Bailey seconded, and the minutes of December 1, 2015 were approved.

**Action Required**

**Finance Reports**

Finance Committee Chair, John MacDonald reviewed the Lehigh Valley Workforce Development Board, Inc. Financial Reports including Projected Funding Sources for Program Year 2015, Statement of Projected Revenue for the period of July 1, 2015 to June 30, 2016, Statement of Financial Position and Statement of Activities as of January 31, 2016, Accrued Expenses vs. Spending Plan by Accounts for the period ended January 31, 2016 and projected Program Year 2015, Revenues and Spending Plan by Funding Source, July 1, 2015 to June 30, 2016 and Funding Source Summaries.

***ACTION: Thea Phalon motioned, Alexander Lemheney seconded, and all approved the Finance Reports as presented.***

As a special presentation, Carol Obando-Derstine of PPL Electric Utilities presented a \$5,000 contribution to the Lehigh Valley Business-Education Partnership and Lehigh Valley Workforce Development Board, Inc.

**Priority of Service Policy**

William Bartle presented the **Priority of Service Policy** as follows:

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) will give priority of career services and training services as follows:

Veterans and eligible spouses who meet the statutory priority (public assistance recipient, other low-income individuals including the underemployed, or basic skills deficient) and Adult program eligibility will receive the **highest level** of priority for services;

Other individuals (not veterans or eligible spouses) who meet the statutory priority and Adult program eligibility then receive the **second level** of priority for services;

All other veterans and eligible spouses who meet Adult program eligibility receive the **third level** of priority for services;

Other individuals (not veterans or eligible spouses) who do not meet the statutory priority but do meet Adult program eligibility receive the **fourth level** of priority for services.

***ACTION: Ellen Kingsley motioned, Kelly Gould seconded, and all approved the Priority of Service Policy as presented.***

Code of Conduct Policy

Nancy Dischinat presented the **Code of Conduct Policy** as follows:

1. No Director of the Lehigh Valley Workforce Development Board shall:
  - A. Cast a vote or participate in any decision-making capacity on any matter under consideration
    - i. regarding the provision of services by such Director (or by an entity that such Director represents); or
    - ii. that would provide direct financial benefit to such member or the immediate family of such Director.
  - B. Engage directly or indirectly in any business transactions or private arrangement for profit which accrues from or is based upon his or her official position or authority on the LVWDB.
  - C. Participate in the negotiation of or decision to award contracts or grants, the settlement of any claims or charges in any contracts or grants, the certification of any eligible providers or the establishment or designation of any One-Stop delivery system, with or for any entity in which he or she has a financial or personal interest.
2. No Director shall represent or act as an agent for any private interest, whether for compensation or not, in any transaction in which the LVWDB has a direct and substantial interest, and which could be reasonably expected to result in a conflict between a private interest of the Director and his or her official LVWDB responsibility.
3. No Director shall, for his or her own personal gain or for the gain of others, use any information obtained as a result of his or her LVWDB membership and not available to the public at large or divulge such information in advance of the time prescribed for its authorized release.

4. No Director shall use any LVWDB equipment, supplies or properties for his or her own private gain or for other than officially designated purposes.
5. In a matter presenting a real or potential conflict of interest, the Director shall:
  - A. reveal to the LVWDB the material facts as to the relationship or interest;
  - B. ask the LVWDB for guidance if there is a question as to whether a conflict exists;
  - C. recuse himself or herself from his or her official LVWDB duties with respect to consideration of any issue on which a conflict may exist; and
  - D. not vote on any material matter.
6. If after proper investigation and findings of fact, the LVWDB believes that the Code of Conduct has been violated, the Executive Director of the LVWDB shall inform the Chief Elected Official (CEO) who shall make a determination regarding the appropriate action to be taken.
7. If the LVWDB shall enter into a contract or transaction between the Corporation and one or more of its Directors, or between the Corporation and any other partnership, association, or other organization in which one or more of its Directors are directors or officers, or have a financial interest, or if the LVWDB shall recommend such a contract or transaction to the CEOs, such a contract or transactions shall not be void or voidable solely for such reason, or solely because the Director is present at or participates in the meeting of the LVWDB which authorizes the contract or transaction if:
  - A. the interested Director or Directors reveal to the LVWDB the material facts as to the relationship or interest;
  - B. recuses himself or herself from consideration;
  - C. does not vote; and
  - D. the contract or consideration is fair to the Corporation as of the time it is authorized, approved and ratified by the LVWDB.

***ACTION: Ellen Kingsley motioned, Luke Cunningham seconded, and all approved the Code of Conduct Policy as presented.***

**Henkels & McCoy Assignment of Contract**

Ellen Kingsley presented the Henkels & McCoy Assignment of Contract. LVWDB received notice on March 31, 2016 that Henkels & McCoy will assign its Training Services Group to Eckerd Youth Alternatives. Their plan includes honoring the remainder of the PY 2015-2016 contract, retaining current staff and providing services to the contracted enrolled youth.

The Henkels & McCoy contract, through June 30, 2016, is to serve 100 Out-of-School Youth. Currently they have enrolled and are serving 93 youth. Contracted enrollment extends through March 31, 2016.

LVWDB staff researched Eckerd Youth, a not for profit organization, primarily serving in school youth through, FL, GA and SC and sought guidance from our attorney regarding assignment of our contract with Henkels & McCoy.

An updated budget and narrative was requested and with Board approval, LVWDB staff will negotiate a new budget for the remaining three months of contract. Therefore, we are requesting approval for Assignment of the Henkels & McCoy youth contract to Eckerd Kids through June 30, 2016 at which time, LVWDB will release a Request for Proposal (RFP) for Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth services. Eckerd Kids will have the option to respond to the RFP.

***ACTION: Vito Gallo motioned, Thea Phalon seconded, and all approved the Henkels & McCoy Assignment of Contract as presented.***

### **Committee Reports**

#### **Business and Economic Development Committee**

Larry Wiersch reported on Business and Economic Development Committee meeting of January 29, 2016 including: Labor market update and environmental scan; Cetronia Ambulance worked with the Lehigh Valley Workforce Development Board, PA CareerLink® Lehigh Valley, and the State and Federal Apprenticeship offices to establish the first Pennsylvania Paramedic Apprenticeship Program, a four-year program that takes trainees from Paratransit to Emergency Medical Technicians to Medic and beyond; Lehigh Valley has been awarded \$100,000 for the Diversified Manufacturing Industry Partnership; the Committee agreed to host two sessions on Roundtable on Succession Planning, and Job and Labor Market Forum to determine what data is needed and how to use the data to make business and workforce decisions.

#### **Public Policy**

Vito Gallo reported on the Interactive Strategic Planning Session and Workforce System Legislative Orientation held February 5, 2016 hosted by the LVWDB Public Policy Committee in partnership with the Greater Lehigh Valley Chamber of Commerce. Nancy Dischinat reviewed Workforce Innovation and Opportunity Act (WIOA) highlights including emphasis on customer, infrastructure costs, making the workforce system more effective, and alignment of workforce development, economic development, education and the community. Legislative office constituent needs were discussed including: employment and resume help, workforce system contacts sheet at legislative offices, golden tickets, workforce coordinators in high schools, implementing Bethlehem Hispanic Center and the Allentown Employment and Training Center, older workers, CareerLink staff at legislative events, and need to re-establish the Civil Service Center at PA CareerLink® Lehigh Valley. Budget activities, hearings and budget impasse are being monitored.

#### **Youth CareerFORCE**

Ellen Kingsley reported on Youth CareerFORCE Committee issues such as:

- Summer Work Experience RFP for Temporary Assistance for Needy Families (TANF) eligible Youth. A Request for Proposal (RFP) was released Friday, March 4. This RFP is

seeking proposals to coordinate and implement a 6-week Summer Work Experience Program for 100 youth ages 16-18 who meet the TANF eligibility guidelines. The objective of the Summer Work Experience Program is to help economically disadvantaged youth gain work experience while earning a paycheck. Programming will include a thirty-five (35) hour employability skills workshop, field trips to PA Careerlink and post-secondary institution and a work experience. Responses are due back to LVWDB Friday, April 1. Due to the quick turnaround, LVWDB staff will assist in recruitment of youth and work experience sites.

- Barriers - As a system, we are reviewing participant barriers. For youth not having a driver's license or a GED, can significantly limit opportunities for employment. We are researching options including bringing a driver training vendor and GED vendor onsite.
- Out-of-School Youth Subcontractors - (1) Educational Data Systems, Inc. is contracted to serve 150 out of school youth. To date they have exceeded their enrollment performance measure and are serving 162 youth. We are in the process of updating the budget and narrative to include additional youth. (2) We talked briefly about Henkels & McCoy during the action items.
- In-School Youth Subcontractors - (1) Penn State Lehigh Valley is contracted to serve 20 in school youth in the Bethlehem Area School District, we are in the process of modifying the contract to add an additional 15 in school youth in the Allentown School District. (2) St. Luke's Hospital is contracted to serve 20 in school youth. Currently 18 are participating in work experiences in the hospital. (3) Children's Home of Easton is contracted to serve 20 in school youth they have reached their recruitment goals and all youth are on target to graduate on time.
- CareerFORCE Initiatives - Guidance Counselor Professional Development, Career Pathways, and the Hispanic Center.

Timothy Mulligan of Communities In Schools reported on the Allentown ReEngagement Center (REC) including: The ReEngagement Center opened in August of 2015 as a joint initiative led by the Allentown School District, Communities In Schools of the Lehigh Valley, and Lehigh Valley Workforce Development Board. The Allentown REC is designed to bring students who have left school back into an educational setting so they can earn their High School diploma or GED. To date REC team has brought 92 students back into an academic setting and currently, 52 students are working towards their diplomas and 31 students are working towards their GED, 2 students have already completed the program and are currently seeking post-graduation educational opportunities.

Nancy Dischinat reported on Workforce Services and Accountability Committee which met February 10, 2016 including: PA CareerLink® statistics and performance, workforce system planning, and workforce initiatives.

Nancy Dischinat reported on the development of our Local Plan and Designation Letter which was submitted with all signatures except Office of Vocational Rehabilitation and Bureau of Workforce Partnership and Operations. Nancy Dischinat reviewed the Subcontractors, Individual Training Accounts (ITAs) and On-the Job Training (OJTs), Fast Facts, and Allentown Employment and Training Center (AETC) Activity Report.

Continuing with her Executive Director's Report, Nancy Dischinat presented the Lehigh Valley Snapshot which is being compiled with Lehigh Valley Economic Development Corporation (LVEDC), Community Based Organizations Open House Breaking Barriers to Employment Forum on December 15, 2015, Skilled Manufacturing Job Fair held January 28, 2016, Training Providers Roundtable on February 9, 2016, Linking Employment Activity Pre-Release (LEAP) Project in Northampton County Jail, Senator Casey Visit to LVWDB on January 6, 2016.

Also reported was IMPAQ International which is contracted by the U.S. Department of Labor to come to LVWDB to understand customer experiences, Request for Proposals for Information Technology, Transforming Career Counseling: Bridging School to Career in the Workforce of the Future, Youth Snapshot, SkillsUSA Championship held February 3, 2016, What's So Cool About Manufacturing video contest on February 23, 2016, Lehigh Valley Business-Education Partnership and Educational Improvement Tax Credit (EITC) and Building 21, PBS Workforce Forecast, Live Advent Calendar and Golden Tickets, Greater Lehigh Valley Chamber of Commerce Economic Development Outlook with Congressman Charlie Dent receiving the first ever Superhero Award, Pennsylvania Association of Career and Technical Administrators (PACTA) Symposium on February 9, 2016, and Nancy Dischinat joined the U.S. Conference of Mayors Workforce Development Council. Discussion included outcomes of the LEAP program.

Meeting adjourned at 8:35 a.m.