

Lehigh Valley

Workforce Development Board, Inc.

LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC. MINUTES TUESDAY, JUNE 2, 2016

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) Board met on Tuesday, June 2, 2016, 7:30 a.m. at LVWDB, 555 Union Boulevard, Allentown, PA.

Members present: Stephen Bailey, Ann Bieber, Luke Cunningham, David Davies, Dan Farrell, Vito Gallo, Fidel Gonzalez, Patricia Hartwell, Constance Hood, Ellen Kingsley, Janice Komisor, John MacDonald, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Owen O'Neil (via phone), Mary Ann Przekurat, Joseph Roy, Lorna Velazquez, and Rick Walters. Guests present: Tom Muller, Lehigh County Executive, Michelle Griffin-Young and Danielle Bodnar from Greater Lehigh Valley Chamber of Commerce, Connor Corpora representing U.S. Senator Robert Casey, Jr., Ellen Kern representing Senator Pat Browne, Carol Halper representing Congressman Charlie Dent, Marta Gabriel representing Senator Pat Toomey, Bill Royer representing State Representative Ryan Mackenzie, Stephen Strella representing State Representative Julie Harhart, and Michael Dee representing State Representative Daniel McNeill. 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 June 2, 2016 Board meeting, last meeting as the Chair. Another LVWDB meeting is scheduled for June 28th and Luke Cunningham, Vice Chair will be presiding over the meeting. Pat welcomed Lorna Velazquez, Executive Director from Hispanic Center Lehigh Valley as a new member of the Board.

Carol Obando-Derstine motioned, Joseph Roy seconded, and the minutes of March 8, 2016 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 April 30, 2016, Accrued Expenses vs. Spending Plan by Accounts for the period ended April 30, 2016 and projected Program Year 2015, Revenues and Spending Plan by Funding Source, July 1, 2015 to June 30, 2016 and Funding Source Summaries.

John MacDonald reviewed the Projected Spending Plan for Program Year 2016, including Spending Plan by Line Item for the period of July 1, 2016 to June 30, 2016, and Statement of Projected Revenue for the period of July 1, 2016 to June 30, 2017. Discussion included better economy, less people opting for training.

ACTION: Vito Gallo motioned, Stephen Bailey seconded, and all approved the Finance Reports and 2016-2017 Projected Funding as presented.

Corporate Authorization Resolution

John MacDonald presented the Corporate Authorization Resolution as follows:

The Lehigh Valley Workforce Development Board of Directors approves this Corporate Authorization Resolution at the June 2, 2016 Board of Directors meeting.

1. RESOLVED: The Lehigh Valley Workforce Development Board of Directors grant authority to John D. MacDonald, Secretary/Treasurer; Nancy Dischinat, Executive Director; and, Marie Beacher, Fiscal Director through provision of their signatures and forms of identification to: Open any deposit or share account(s) in the name of the Corporation.
2. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.
3. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

ACTION: Ellen Kingsley motioned, Carol Obando-Derstine seconded, and all approved the Corporate Authorization Resolution as presented.

2016 Regional/Local Transitional Plan

Nancy Dischinat reviewed the process for One-Year Transitional Plan and asked for assistance from the Board, economic development, educators, and community during the process of developing the multi-year plan. Comments included appreciation for adding Title II Adult Education and Literacy narrative.

ACTION: Dan Farrell motioned, Vito Gallo seconded, and Mary Ann Przekurat abstained due to potential conflict of interest. All approved the Final 2016 Regional/Local Transitional Plan.

Title I Adult and Dislocated Workers, Employment Advancement and Retention Network Contract Renewal

Nancy Dischinat reviewed the process for the renewal of Educational Data Systems, Inc. (EDSI) to provide services for the Title I Adult and Dislocated Worker Program, Employment Advancement and Retention Network (EARN) Program, Discretionary Grants serving adults/dislocated workers. Reported on EDSI monitoring summary, performance outcomes, Title I Adult and Dislocated Workers, EARN contract renewal and discretionary grants documents including data on foot traffic and number of participants.

ACTION: Steve Bailey motioned, Denise Maiatico seconded, discussion included contract terms which are part of the RFP. All approved the Title I Adult and Dislocated Workers, Employment Advancement and Retention Network Contract Renewal.

Policies

William Bartle presented the following policies:

Subsidized Youth Work Experience Policy

References: Workforce Innovation and Opportunity Act of 2014 (WIOA)
Training and Employment Guidance Letter (TEGL) WIOA No. 23-14

Purpose:

To provide guidance for subcontractors providing the youth activity of subsidized work experiences. This includes summer employment opportunities and employment opportunities throughout the school year.

Background:

Work Experiences are designed to enable youth to gain exposure to the working world and its requirements. Work Experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

Policy:

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) may provide Youth a subsidized work experience at a wage of \$8.50 an hour for up to 520 hours as outlined in their Individual Employment and Career Pathways Plans.

Procedures: (if any)

Subsidized work experience will not preclude participation in Individual Training Account (ITA) or On-the-Job Training (OJT) services.

ACTION: Ellen Kingsley motioned, Dan Farrell seconded, and all approved the Subsidized Youth Work Experience Policy as presented.

Individual Training Account Policy

References: Workforce Innovation and Opportunity Act of 2014 (WIOA)
 Training and Employment Guidance Letter (TEGL) WIOA No. 3-15
 Training and Employment Guidance Letter (TEGL) WIOA No. 26-13

Purpose:

The purpose of this policy is to establish criteria for eligible dislocated worker and adults to access training funds through an Individual Training Account (ITA).

Background:

WIOA establishes that training services may be made available to employed and unemployed adults and dislocated workers who are unable or unlikely to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment. Individuals must have the skills and qualifications to participate successfully in training services, select a program that is directly linked to employment opportunities and are unable to obtain grant assistance from other sources to pay the costs of training. If training services are provided through the adult funding stream, the local Priority of Service policy must be followed.

Policy:

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) workforce system will provide funds for occupational training on the Pennsylvania's Eligible Training Provider List (ETPL).

All training must prepare participants for full-time, training-related employment in a high priority occupation within the Lehigh Valley's Targeted Industry Clusters as determined by the LVWDB.

Participants must have a high school diploma or GED to request occupational skills training and complete an approved assessment before requesting training.

All training requests require prior approval by the LVWDB.

All other sources of financial aid or reimbursement must be used first and coordinated with WIOA funding.

One training request may be approved for up to \$10,000. Additional funding may be available for critical skills training and specific grant programs.

Training programs that require more than 24 months (from the start date of WIOA funding) to complete will not be considered.

A grade point average of a “C” (2.0) or better and a satisfactory attendance record must be maintained.

Procedures: (if any)

1. The participant completes a training application to ensure that training research is completed, local guidelines are met and the request aligns with their occupational choice.
2. The participant must obtain the minimum WorkKeys[®] scores that align with their occupational choice.
3. Participants must complete a Free Application for Federal Student Aid (FAFSA[®]) for grant-eligible training programs and provide a copy of their Student Aid Report. Grant awards will be applied to training costs prior to the use of Workforce Innovation and Opportunity Act funding.
4. The approved training amount includes the cost of tuition, fees, books, supplies, and any other course requirements. Funds will be used to cover the cost of tuition first and can only be applied to program specific coursework.
5. Participants must report all course changes or training interruptions to their Career Advisor to determine eligibility for continued funding.
6. Participants must submit Time and Attendance Reports and copies of grades/certificates/diplomas/degrees to their Career Advisor to ensure continued funding. Funds may not be used to retake a class or examination without a determination by a participant’s Career Advisor.
7. Participation in PA CareerLink[®] Lehigh Valley’s Directed Job Search activities and follow-up services is required to assist participants with finding and retaining employment.

ACTION: Luke Cunningham motioned, Dan Farrell seconded, discussion included GED/diploma and WorkKeys[®] requirements and the necessity to ensure positive outcomes. It was discussed that WIOA has a focus on hard-to-serve individuals including those with disabilities, English language learners, basic skills deficient and other barriers as noted in WIOA, performance outcomes are paramount and it was agreed to look at WorkKeys[®] data.

Nancy Dischinat agreed to look at pilot with Literacy Center. Motion was made to carry the tabling of the motion by Ann Bieber and seconded by Dan Farrell.

Pre-Apprenticeship and Registered Apprenticeship Policy

References: Workforce Innovation and Opportunity Act of 2014 (WIOA)
 Training and Employment Guidance Letter (TEGL) WIOA 3-15
 Training and Employment Guidance Letter (TEGL) WIOA 02-07
 Training Employment Notice (TEN) 13-12

Purpose:

This policy establishes criteria for pre-apprenticeship and registered apprenticeships for Adults, Dislocated Workers, and Youth.

Background:

WIOA calls for a continued focus on work-based training as a key method of delivering training services to adults, dislocated workers, and youth. WIOA provides for work-based training options that may be utilized as appropriate, to assist job seekers to re-enter or advance in the workforce. Work-based trainings include On-the-Job Training, Customized Training, Transitional Jobs, Incumbent Worker Training, Pre-Apprenticeship and Registered Apprenticeship, and Work Experience.

Policy:

Registered Apprenticeships will be available to participants of PA CareerLink[®] Lehigh Valley who are eligible under Youth, Adult or Dislocated Worker WIOA funding. Pre-apprenticeship will be available to prepare participants to enter Registered Apprenticeship programs.

Pre-apprenticeships and registered apprenticeships will be governed by the LVWDB Individual Training Account (ITA) and Work-based training policies, as applicable.

Procedures: (if any)

The Registered Apprenticeship agreement will include a training plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. The agreement must meet parameters established under the National Apprenticeship Act.

The Registered Apprenticeship program will incorporate related technical and theoretical instruction through an approved training provider as well as On-the-Job training. A Registered Apprenticeship vendor agrees to continuation of apprenticeship engagement, and upon the completion of the training program, an industry issued nationally recognized credential that validates proficiency will be issued.

Definitions:

Pre-apprenticeship – A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). A quality pre-apprenticeship program is one that incorporates the following elements: approved training and curriculum, strategies for long-term success, access to appropriate support services, sustainability, and hands on training that does not displace workers and facilitated entry and/or articulation.

Registered Apprenticeship - A Registered Apprenticeship program is sponsored by an individual business or an employer association and may be partnered with a labor organization through a collective bargaining agreement. Upon finishing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, an industry issued, nationally recognized credential that validates proficiency in an apprenticeable occupation.

ACTION: Ellen Kingsley motioned, Vito Gallo seconded, and all approved the Pre-Apprenticeship and Registered Apprenticeship Policy as presented.

Youth Incentive Policy

References: Workforce Innovation and Opportunity Act of 2014 (WIOA)

Purpose: This policy addresses the permitted uses of WIOA funds for incentive payments to youth.

Background: The Workforce Innovation and Opportunity Act (WIOA) authorizes funds to be used to provide incentive payments to youth participants.

Policy: Incentives may be provided to youth and can be up to \$250 a year. Incentives must be defined in Individual Service Strategy, linked to an achievement and must be tied to training and education, work readiness and/or occupational skills attainment.

Procedures: (if any)

Prior to issuing incentive payments, a program incentive plan must be approved by LVWDB.

ACTION: John MacDonald motioned, Ellen Kingsley seconded, and all approved the Youth Incentive Policy as presented.

Criminal Background Checks, Child Abuse Clearances and Federal Criminal History Records Policy

References: Pennsylvania Child Protective Services Law

Purpose:

The purpose of this policy is to establish criteria for Lehigh Valley Workforce Development Board, Inc. and employees, contractors and volunteers who work with children to be in compliance with the Pennsylvania Child Protective Services Law.

Background:

The Pennsylvania Child Protective Services Law requires employees, contractors and volunteers having direct contact with children to obtain clearances (child abuse history clearances, and state and federal criminal history checks) every 60 months.

Policy:

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) will comply with the Pennsylvania Child Protective Services Law. The LVWDB and all employees, contractors and volunteers who provide care, supervision, guidance or control of children or have routine interaction with youth must maintain a copy of the required Criminal Background Checks, Child

Abuse Clearances and Federal Criminal History Records. All employees, contractors and volunteers are required to obtain new clearances every 60 months. The LVWDB will provide funding for the required clearances.

Individuals may be provisionally hired for a single period, not to exceed 90 days if all of the following conditions are met:

- The applicant has applied for the three required certifications and they provide a copy of the completed forms to their employer.
- The employer has no knowledge of information pertaining to the applicant which would disqualify him/her from employment.
- The applicant swears or affirms in writing that he/she is not disqualified from employment pursuant to the grounds for denying employment in §6344 (c) or has not been convicted of an offense of a similar nature to those crimes under the laws or former laws of the United States, or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this commonwealth.
- The applicant is not permitted to work alone with children and must work in the immediate vicinity of a permanent employee.

Procedure:

Refer to www.KeepKidsSafe.pa.gov for guidance on obtaining the required checks and clearances.

The LVWDB will monitor to confirm that all employees, contractors and volunteers who provide care, supervision, guidance or control of children or have routine interaction with youth maintain a copy of the required Criminal Background Checks, Child Abuse Clearances and Federal Criminal History Records, and new clearances are obtained every 60 months.

Definitions:

Child-For the purposes of certifications, a child is an individual under 18 years of age.

Direct contact with children- Direct contact with children is defined as the care, supervision, guidance or control of children and routine interaction with children.

Routine interaction- Routine interaction is regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

ACTION: Vito Gallo motioned, Joseph Roy seconded, and all approved the Criminal Background Checks, Child Abuse Clearances and Federal Criminal History Records Policy as presented.

2016 In-School Summer Youth Contracts – Temporary Assistance for Needy Families (TANF)

Ellen Kingsley reviewed the chart showing 2016 In-School Summer Youth Contracts for Temporary Assistance for Needy Families (TANF) which includes: St. Luke's University Health Network, Lehigh Career & Technical Institute, Communities In School of the Lehigh Valley, Penn State Lehigh Valley and Eckerd Youth Alternatives, Inc. Each contract was approved separately as follows:

ACTION: Luke Cunningham motioned, Connie Hood seconded, and all approved the 2016 In-School Summer Youth Contract for St. Luke's University Health Network as presented.

ACTION: John MacDonald motioned, Steve Bailey seconded, and all approved the 2016 In-School Summer Youth Contract for Lehigh Career & Technical Institute as presented.

ACTION: John MacDonald motioned, Rick Walters seconded, Tim Mulligan abstained, and all approved the 2016 In-School Summer Youth Contract for Communities In Schools of the Lehigh Valley as presented.

ACTION: Luke Cunningham motioned, Steve Bailey seconded, and all approved the 2016 In-School Summer Youth Contract for Penn State Lehigh Valley as presented.

ACTION: Tim Mulligan motioned, Vito Gallo seconded, and all approved the 2016 In-School Summer Youth Contract for Eckerd Youth Alternative, Inc. as presented.

2016-2017 Year Round In-School Youth Contracts

Ellen Kingsley reviewed the chart showing 2016-2017 Year Round In-School Youth Contract Renewals with Penn State Lehigh Valley, Children's Home of Easton, and St. Luke's University Health Network. Each contract was approved separately as follows:

ACTION: Steve Bailey motioned, John MacDonald seconded, and all approved the 2016-2017 Year Round In-School Youth Contract Renewal for Penn State Lehigh Valley as presented.

ACTION: Rick Walters motioned, Denise Maiatico seconded, and all approved the 2016-2017 Year Round In-School Youth Contract Renewal for Children's Home of Easton as presented.

ACTION: Steve Bailey motioned, Denise Maiatico seconded, and all approved the 2016-2017 Year Round In-School Youth Contract Renewal for St. Luke's University Health Network as presented.

2016-2017 Title I Out-of-School Youth Contract

Ellen Kingsley reviewed the chart showing 2016-2017 Title I Out-of-School Youth Contract renewal with EDSI.

ACTION: Rick Walters motioned, Dan Farrell seconded, MaryAnn Przekurat opposed. All approved the 2016-2017 Title I Out-of-School Youth Contract Renewal to be negotiated with EDSI.

2016-2017 Title I Out-of-School Youth Request for Proposals

Ellen Kingsley reported that LVWDB is in the process of developing and releasing a Request for Proposal that aligns to the Workforce Innovation and Opportunity Act. LVWDB is looking to add additional vendors and programs to its youth program.

ACTION: Vito Gallo motioned, Steve Bailey seconded, and all approved moving forward with the 2016-2017 Title I Out-of-School Youth Request for Proposals.

Committee Reports/Executive Director's Report

The Board's Committee Reports and Executive Director's Report will be presented at the June 28th Board meeting.

Patricia Hartwell was thanked for her years of service as Lehigh Valley Workforce Development Board, Inc. Chair.

Meeting adjourned at 9:00 a.m.