

**LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC. MINUTES
TUESDAY, SEPTEMBER 20, 2016**

The Lehigh Valley Workforce Development Board, Inc. (LVWDB) Board met on Tuesday, September 20, 2016, 7:30 a.m. at LVWDB, 555 Union Boulevard, Allentown, PA.

Members present: Stephen Bailey, Ann Bieber, Luke Cunningham, Mark Erickson, Dan Farrell, Vito Gallo, Fidel Gonzalez, Kelly Gould, Laurie Hackett, Patricia Hartwell, John MacDonald, Denise Maiatico, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Owen O'Neil (via phone), Mary Ann Przekurat, Susan Storm, and Larry Wiersch. 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 Stella 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.

Chair, Luke Cunningham welcomed all to the September 20, 2016 Board meeting. Nancy Dischinat thanked Patricia Hartwell for serving as Chair to the Board from 2009-2016.

Stephen Bailey motioned, Vito Gallo seconded, and the minutes of June 2, 2016 and the minutes of the Special Board meeting on June 28, 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 2016, Statement of Projected Revenue for the period of July 1, 2016 to June 30, 2017, Statement of Financial Position and Statement of Activities as of July 31, 2016, Accrued Expenses vs. Spending Plan by Accounts for the period ended July 31, 2016 and Projected Program Year 2016, Revenues and Spending Plan by Funding Source, July 1, 2016 to June 30, 2017 and Funding Source Summaries. John MacDonald also reviewed the LVWDB Cost Allocation Plan for the period of July 1, 2016 to June 30, 2017 summarizing in writing the methods and procedures the organization will use to allocate cost of various programs, grants, contracts and agreements. The uniform administrative requirements cost principles audit requirement for federal awards establishes the principles for determining cost grants, contracts and other agreements with the government. Direct cost of those that can be identified specifically with particularly final cost objective, indirect cost objective of those that have been occurred for common for joint objectives and cannot be readily identified for particular final cost objective, only cost allowable in accordance with the cost principles will be allocated to direct programs by the Workforce Development Board.

ACTION: Larry Wiersch motioned, Stephen Bailey seconded, and all approved the Finance Reports and Cost Allocation Plan, as presented.

John MacDonald asked the Board for approval to transfer \$207,495 funds from Dislocated Worker Allocation to the Adult Allocation to serve more adults.

ACTION: Kelly Gould motioned, Carol Obando-Derstine seconded, and all approved to Transfer Funds from Dislocated Worker Allocation to Adult Allocation as presented.

Priority of Service Policy

William Bartle reviewed the Revised Priority of Service Policy as follows:

Current **Lehigh Valley Workforce Development Board**
Priority of Service Policy

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.

LVWDB Approved March 8, 2016

New **Lehigh Valley Workforce Development Board, Inc.**
Priority of Service Policy

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 **first 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.

The Lehigh Valley Workforce Development Board, Inc. will follow the above Priority of Service Policy to allocate tiered training funds aligned to the four priority of service levels as follows:

- Maximum of \$10,000 for training for the **first level** of priority for services
- Maximum of \$8,000 for training for the **second level** of priority for services
- Maximum of \$8,000 for training for the **third level** of priority for services
- Maximum of \$6,000 for training for the **fourth level** of priority for services

ACTION: Luke Cunningham motioned, Carol Obando-Derstine seconded, and all approved the Priority of Service Policy as presented.

2016 Regional/Local Transition Plan

Nancy Dischinat reported that the 2016 Regional/Local Transitional Plan with changed edits have been approved by PA Department of Labor and Industry.

New LVWDB Members

Nancy Dischinat provided a new Board list for information and review and welcomed new LVWDB Board members Jane Brooks from Highmark Blue Shield, Tom Fiorini of Westgate Global and Kurt Landes of Iron Pigs Baseball. Nancy also reported on the By-Laws in accordance to Board members attendance requirements.

Monitoring Tool and Reports

Monitoring Tools and Reports were provided to the Board via email including: oversight activities and findings regarding EDSI Title I, Youth CareerFORCE contracts on Children's Home of Easton in-school youth program, St. Luke's University Health Network in-school youth program, Henkels and McCoy (now Eckerd Kids, Inc.) out-of-school youth program and EDSI out-of-school youth program.

Committee Reports

Public Policy

Vito Gallo reported on the recent Local Elected Officials and Local Workforce Boards and Fiscal and Sub-Recipient Monitoring/Training presented by Rochelle Daniels and held recently in Scranton which was attended by Vito Gallo and Stephen Bailey.

Workforce Services and Accountability

Nancy Dischinat, on behalf of Stephen Bailey, reported on Fast Facts including 31% of Lehigh Valley employers post their jobs on JobGateway[®], 12,301 jobs were posted, 227 job fairs, 81,160 job referrals, 3,454 job seekers were employed and served 3,434 with barriers.

Nancy Dischinat reported that we have met all of our Common Measures Performance Standards through June 30, 2016. She also reported and presented on screen the Workforce Systems Emergency Guide which was approved by the Executive Committee meeting on September 13, 2016.

William Bartle reported on the LEAP program with current outcomes of 85 inmates are enrolled, 28 have been released, 18 have a job or are enrolled in training and 4 have returned to jail. Discussion included the issue of slow sentencing. Carol Halper suggested that a letter be written to the Congressmen on this issue.

A New Opportunities Job Fair is being held on October 5, 2016 at PA CareerLink® Lehigh Valley for ex-offenders with a Job Fair prep day on September 28th. A tentative Summit is scheduled to be held on November 1, 2016 with PA Department of Corrections. Discussion included making sure that inmates get acknowledgement of suspension for their driver's license.

Business and Economic Development

Larry Wiersch reported on Industry Partnership funding at state level and that LVWDB has applied for \$200,000 each for Diversified Manufacturing and Transportation, Warehousing and Logistics, Apprenticeship, and critical occupations were discussed.

Youth CareerFORCE

Nancy Dischinat presented on behalf of Ellen Kingsley on the Youth CareerFORCE meeting held on August 19, 2016 including the 2015-2016 Youth Subcontractors Outcomes, Additional Temporary Assistance for Needy Families (TANF) allocation. A 2016-2017 Request for Proposals was released on Monday, August 15, 2016. LVWDB is very interested in deploying new and innovative ways to work with Out-Of-School youth and therefore, has redesigned its out-of-school youth program model to include a three options to provide services, a Navigator Option and a Vendor Option, in addition to a full service option.

Executive Director's Report

Nancy Dischinat reported on the Opening of the Bethlehem Employment and Training Center at the Hispanic Center Lehigh Valley, and she also reported on the WIOA Performance Standards and that the state has accepted the levels presented by LVWDB.

Meeting adjourned at 9:00 a.m.