



LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC.

SEPTEMBER 8, 2015

MINUTES

The Lehigh Valley Workforce Development Board, Inc. met on Tuesday, September 8, 2015 at 7:30am at the LVWDB office located at 555 Union Boulevard, Allentown.

Board Members present: Lehigh County Executive Tom Muller, Paul Anthony, Stephen Bailey, Ann Bieber, Anthony Biondi, Luke Cunningham, David Davies, Pastor Phillip Davis, Frank Frey, Vito Gallo, Fidel Gonzalez, Kelly Gould, Laurie Hackett, Laura Haffner, Sara Hailstone, Jim Harbaugh, Patricia Hartwell, Connie Hood, Tony Iannelli, Janice Komisor, James Kostura, Alexander Lemheney, Kevin Lott, Denise Maiatico, Timothy Mulligan, Lisa Nesbitt, John Nespoli, Owen O'Neil, Mary Ann Przekurat, James Reilley, Dr. Joseph Roy, Sharon Scheirer, Melinda Stumpf, Rick Walters and Larry Wiersch. Guests present: Carol Halper representing Congressmen Charlie Dent, Carol Obando-Derstine representing Senator Robert Casey, Bill Royer representing Representative Ryan Mackenzie, Representative Michael Schlossberg, Stephen Strella representing Representative Julie Harhart and April Niver representing Congressman Matt Cartwright. Staff present: Nancy Dischinat, Gina Kormanik, Marie Beacher, William Bartle, Cindy Evans, Lillian Rodriguez and PA CareerLink[®] staff.

Chair Pat Hartwell welcomed all to the September 8, 2015 Lehigh Valley Workforce Development Board, Inc. (LVWDB) Board meeting. Nancy Dischinat provided an update on the new Workforce Innovation and Opportunity Act (WIOA) Law.

ACTION REQUIRED ITEMS

Minutes

Chair Pat Hartwell asked for a motion to approve the June 9, 2015 minutes. Larry Wiersch motioned, seconded by Alexander Lemheney, all approved the June 9, 2015 minutes as presented.

Finance Committee Report

Marie Beacher presented the Finance Committee reports including: LVWIB Projected Funding Source for the period of July 1, 2015 to June 30, 2016; 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 July 31, 2015, Accrued Expenses vs. Spending Plan by Account for the period ended July 31, 2015, and Projected Program Year 2014 Revenues and Spending Plan by Funding Source for the period of July 1, 2015 to June 30, 2016.

ACTION: Larry Wiersch motioned, Stephen Bailey seconded, all approved the Finance Committee Reports as presented.

Senior Community Service Employment Program Policy

William Bartle presented on the Senior Community Service Employment Program Policy as follows:

Purpose: *To develop a policy regarding participant rotation in the SCSEP program.*

Background: *The SCSEP is authorized under Title V of the Older Americans Act of 1965. It is designed for individuals age 55 and older. The program provides subsidized work experience and training at public or private non-profit agencies or organizations. Worksites are selected for this program based on their ability to provide meaningful community service work, proper supervision and skill development opportunities.*

The purpose of this program is to help participants help themselves by giving them the opportunity to be employed. The goal is for the participant to leave this work-training program because the participant has secured an unsubsidized full or part-time job with either their host agency, or with a private employer.

Policy: *Participants enrolled in the SCSEP may be required to transfer work-training assignments due to, but not limited to the following:*

- *Completion of new, existing, or modified Individual Employment Program (IEP) goals.*
- *Elimination or modification of work location(s).*
- *Changes in the non-profit status of the work training location.*
- *Participant performance*
- *Work location issues*
- *Re-evaluation of participant skills and aptitudes require a new work training/location.*
- *Immediate, short or long-term changes in program funding.*

Notification of changes will be provided to the work-site and the participant 10 days in advance whenever possible. Changes in program funding or the status/condition of a workforce site may require immediate reassignment.

ACTION: *Larry Wiersch motioned, Laura Haffner seconded, all approved the Senior Community Service Employment Program Policy as presented.*

Corporation Name Change

Nancy Dischinat presented the Board name change from Lehigh Valley Workforce Investment Board, Inc. to Lehigh Valley Workforce Development Board, Inc. in order to be in alignment with the new Workforce Innovation and Opportunities Act (WIOA), as recommended by the Executive Committee.

ACTION: *Melinda Stumpf motioned, Stephen Bailey seconded, all approved the Board name change to Lehigh Valley Workforce Development Board, Inc.*

Board Officers

Vito Gallo reported that under the Workforce Investment Act, Board Officers' terms had ended on December 31. Under the new WIOA law, it was discussed and recommended that Board member and Officers' service end dates align with the Department of Labor and Industry's fiscal year which starts July 1 and ends June 30. Therefore, a resolution was presented as follows:

Resolved, that the Lehigh Valley Workforce Development Board, Inc. does hereby ratify and affirm the current slate officers including the Chair, Vice-Chair and Secretary/Treasurer until June 30, 2016, at which time, the current officers' terms will end and a new slate of Officers will be presented to the Workforce Development Board for a vote. Ratified:

*Chair, Pat Hartwell, Director, Corporate Human Resources, B. Braun Medical, Inc.
Vice Chair: Luke Cunningham, President, West Side Hammer Electric
Secretary/Treasurer: John MacDonald, President, Allied Personnel Services*

ACTION: Kelly Gould made a motion to accept the Resolution, Anthony Biondi seconded, all approved the Resolution to Ratify the Slate of Board Officers as presented.

Board Committees

Nancy Dischinat reported on the Board Committees as follows: Executive Governance, Finance, Marketing, Public Policy, Youth CareerForce Committee, Workforce Services and Accountability, Lehigh Valley Business/Education Partnership, and Business and Economic Development. Descriptions of the Committees were in Board packets and a commitment recruitment session was held at the end of Board meeting.

CareerLinking Academies presented by Air Products was recognized for their support of the CareerLinking Academies. Rebecca Wetzel from Bethlehem Area School District gave a presentation on the CareerLinking Academy and Victoria Montero from St. Luke's University Health Network presented her program for 14 William Allen High school students.

EXECUTIVE DIRECTOR'S REPORT

Nancy Dischinat provided her Executive Director's report as follows:

- New Lehigh Valley Workforce Development Board, Inc. Directors List
- Organizational Chart
- PA CareerLink[®] Lehigh Valley Workforce Services Flow Chart
- Lehigh Valley Snapshot
- Common Measures Indicator Report
- Workforce Innovation and Opportunity Act (WIOA) Overview

Meeting adjourned at 9:05am