

# *Lehigh Valley*

*Workforce Development Board, Inc.*

## **SPECIAL LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC. MINUTES TUESDAY, JUNE 28, 2016**

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

Members present: Paul Anthony, Stephen Bailey, Ann Bieber, Luke Cunningham, Pastor Phillip Davis, Mark Erickson, Dan Farrell, Vito Gallo, Kelly Gould, Laurie Hackett, Laura Haffner, Jim Harbaugh, Constance Hood, Ellen Kingsley, Janice Komisor, Kevin Lott, John MacDonald, Denise Maiatico, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, David Olson, Mary Ann Przekurat, Dr. Joseph Roy, Sharon Scheirer, Larry Wiersch and Carol Young. Staff present: Nancy Dischinat, William Bartle, Marie Beacher, Cindy Evans, Gina Kormanik, Lillian Rodriguez, RoseAnn Kisilewicz and PA CareerLink<sup>®</sup> staff.

Vice Chair, Luke Cunningham welcomed all to the June 28, 2016 Special LVWDB meeting on behalf of Chair Patricia Hartwell. These minutes reflect our appreciation to both County Executives for their input and assistance during the transition to the new law and the Governor's plan for Pennsylvania.

John Haupt introduced Sam Coyle, President of Netrepid, the procured Information Technology company who gave a brief overview of the services they will be providing to the LVWDB and PA CareerLink<sup>®</sup> Lehigh Valley.

Luke Cunningham reviewed the purpose of the meeting to review and approve policies to be in compliance with state regulations by July 1, 2016. Nancy Dischinat reiterated that all Workforce Boards were provided a transitional regional plan template to follow.

### **Action Required**

William Bartle stated that the following policies were provided to the Board in advance and the Board was given the opportunity to comment on Monday, June 26, 2016. The following policies were provided in the Board packets:

### **Fiscal Policies**

1. Audit Requirements and Resolution Policy and Procedures
2. Cash Management Policy and Procedures
3. Debt Collection of Disallowed Cost Policy and Procedures
4. Purchasing Policies and Procedures
5. Program Income Policy
6. Property Management Policies and Procedures
7. Record Retention and Public Access Policies and Procedures
8. Business Expense and Reimbursement Policies and Procedures

***ACTION: After discussion, Vito Gallo motioned, Ellen Kingsley seconded, and all approved the Fiscal Policies as presented.***

William Bartle presented the following Program Management Policies:

**Program Management Policies**

1. Equal Opportunity for Customers Policy
2. Supportive Services/Incentives/Needs Related Payments/Stipends Policy
3. File Management Policy
4. Eligibility Policy
5. Self-Sufficient Policy
6. Training Providers Grievance Policy
7. Work-Based Training Policy
8. Individual Training Account Policy
9. Layoff Assistance Policy
10. Monitoring Policy
11. Incident Report Policy

Discussion included recommended changes to the Work-Based Training Policy, on page two, fifth bullet changed to: Work-based training funds used for Transitional Jobs and Paid Work Experience may only be used for occupations that are considered High Priority Occupations (HPO) **or** occupations in a Targeted Industry Cluster as identified by the LVWDB.

Also, it was reported a change is needed to the Individual Training Account Policy on page one, bottom of page:

A training request may be approved for:

- Up to \$10,000 for training in high priority occupations; or
- Up to \$15,000 for training to address critical occupational skill gaps.

Changes made to page 2, item 2 under Procedures, which addresses WorkKeys® procedures.

The chart entitled Lehigh Valley High School Diploma Requirements for Training and Employment was reviewed, including information on training providers, and employment examples such as career pathways in CDL and CNA, which includes a high percentage of employers requiring diploma or higher. It was reiterated that LVWDB must adhere to performance standards.

Discussion included consideration of more outreach to Hispanic and other diverse communities which is being done by placing outreach centers throughout the Lehigh Valley. Nancy Dischinat stated that LVWDB focuses on a customer-centered design.

***ACTION: Larry Wiersch motioned, Jim Harbaugh seconded, and all approved the Program Management Policies as presented.***

It was reported that, as recommended by the Executive Committee, the By-Laws are changing to separate the Secretary/Treasurer positions. Laurie Hackett has agreed to serve as the Secretary to the Board.

***ACTION: Vito Gallo motioned, Kelly Gould seconded, and all approved the changes to the By-Laws.***

Vito Gallo presented the 2016-2018 Slate of Officers as follows: Luke Cunningham as Chair, Larry Wiersch as Vice Chair, John MacDonald as Treasurer and Laurie Hackett as Secretary.

***ACTION: Vito Gallo motioned, Dr. Joseph Roy seconded, and all approved the 2016-2018 Slate of Officers as presented.***

Nancy Dischinat presented the PA CareerLink<sup>®</sup> Lehigh Valley Partner Agreement and explained the players that are required as part of the infrastructure cost. These parties include Educational Data Systems, Inc., Bureau of Workforce Partnership and Operations, Office of Vocational Rehabilitation, Department of Human Services, Lehigh Carbon Community College, Northampton Community College, ABLE Coalition and LVWDB Second Change Offender Program.

***ACTION: Ellen Kingsley motioned, Kelly Gould seconded, and all approved the body of the PA CareerLink<sup>®</sup> Lehigh Valley Partner Agreement as presented.***

Nancy Dischinat presented the PA CareerLink<sup>®</sup> Lehigh Valley Locations and Certifications.

***ACTION: Kelly Gould motioned, Steve Bailey seconded, and all approved the Certification of the Bethlehem Employment and Training Center for one year with one year renewals.***

Nancy Dischinat presented the Title I Operator Agreement and Youth Agreement Monitoring Tools and Reports pertaining to oversight of all workforce programs and activities.

***ACTION: Laurie Hackett motioned, Ellen Kingsley seconded, and all approved the Title I Operator Agreement and Youth Agreement Monitoring Tools as presented.***

Meeting adjourned at 8:50 a.m.