

**LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD MINUTES
TUESDAY, DECEMBER 13, 2016**

The Lehigh Valley Workforce Development Board (LVWDB) Board met on Tuesday, December 13, 2016, 7:30 a.m. at LVWDB, 555 Union Boulevard, Allentown, PA.

Members present: Paul Anthony, Stephen Bailey, Ann Bieber, Jane Brooks, Don Cunningham, Luke Cunningham, Mark Erickson, Tom Fiorini, Vito Gallo, Fidel Gonzalez, Patricia Hartwell, Constance Hood, Janice Komisor, Kevin Lott, John MacDonald, Denise Maiatico, Tim Mulligan, Lisa Nesbitt, Jim Nichols, Carol Obando-Derstine, Owen O'Neil (via phone), James Reilley, Joseph Roy, Sharon Scheirer, 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, Carol Halper representing Congressman Charlie Dent, April Niver representing Congressman Matthew Cartwright, Zach Mako, State Representative, Stephen Strella representing State Representative Zach Mako, Nancy Wilt representing Representative Peter Schweyer, 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.

Luke Cunningham welcomed all to the December 13, 2016 Board meeting. Stephen Bailey motioned, Gregg Potter seconded, and the minutes of September 20, 2016 were approved.

Action Required

Representatives from Buckno Lisicky & Company reviewed the Financial and Single Audit Reports as of June 30, 2016 resulting in a clean audit with no findings. The Audit Reporting package was also reviewed.

ACTION: Gregg Potter motioned, Stephen Bailey seconded, and all approved the Audit Reports as presented.

Finance Reports

Finance Committee Chair, John MacDonald reviewed the Lehigh Valley Workforce Development Board. 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 October 31, 2016, Accrued Expenses vs. Spending Plan by Accounts for the period ended October 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.

ACTION: Stephen Bailey motioned, Kevin Lott seconded, and all approved the Finance Reports and as presented.

Vito Gallo welcomed new Board members including Jane Brooks, Senior Community Affairs Analyst for Highmark Blue Shield, Tom Fiorini, President of Westgate Global Logistics, and Kurt Landes, General Manager for Iron Pigs Baseball.

Policies

Nancy Dischinat presented the following policies:

Room Fee Policy

Small Office	4 person maximum	\$75 full day over 4 hours \$50 half day up to 4 hours
Small Meeting Room	12 person maximum	\$100 full day over 4 hours \$ 75 half day up to 4 hours
Medium Meeting Room/Area	25 person maximum	\$150 full day over 4 hours \$100 half day up to 4 hours
Large Meeting Room	80 person maximum	\$250 full day over 4 hours \$150 half day up to 4 hours
Computer Lab	12-14 workstations Proctor is required	\$ 45/hour \$ 35/hour

Room Rentals outside of the normal workday will be considered on a case by case basis

Room Fee Policy Includes:

- Phone
- Receptionist
- Podium
- LCD projector
- Screen
- Notebook Computer
- Parking
- TV/DVD
- Flip Chart
- Smart Board
- Internet Connection
- Assistive Listening Devices

Executive Director has the authority to reduce or waive Room Policy fees

ACTION: Kelly Gould motioned, Laura Haffner seconded, and all approved the Room Fee Policy as presented.

**Policy for Funding Workforce Initiatives Aligned with the
Strategic Plan and Budget**

The Executive Director of the Lehigh Valley Workforce Investment Board has authority to approve projects/initiatives up to \$25,000 if the scope of the project/initiative is aligned with the Strategic Plan and consistent with the budget.

If the project/initiative is projected to be more than \$25,000, it will be brought before the Executive Committee for discussion and approval to assure that it is aligned with the Strategic Plan and consistent with the budget.

Note: For standard purchases our internal procurement policy requires that any procurement \$25,000 and over must be formally advertised. This policy is for all goods and services that do not require a sub-contractor relationship.

ACTION: Vito Gallo motioned, Sharon Scheirer seconded, and all approved the Policy for Funding Workforce Initiatives Aligned with the Strategic Plan and Budget as presented.

It was recommended that Percent of employers using the system and Employers repeated use of system be used as Employer Effective Performance Measures.

- ✓ 1. **Percent of employers using the system** – a measure of establishments that received a service during the report period, relative to all establishments in the state during the final month or quarter of the report period. States are to use “establishment” as defined by the Bureau of Labor Statistics Quarterly Census of Wages and Earnings.
- ✓ 2. **Employer repeated use of system** – a measure of the number of business establishments that have received or continue to receive a system service and utilized a service anytime within the previous 3 years relative to all establishments that received a service in the last three years. State are to use “establishment” as defined by the Bureau of Labor Statistics Quarterly Census of Wages and Earnings.
3. **Employment retention** – the measure would look at whether an individual employed in the 2nd Quarter was still employed with the same employer in the 4th quarter after exit.

ACTION: Gregg Potter motioned, Sharon Scheirer seconded, and all approved numbers 1. and 2. of the Employer Effectiveness Performance Measures as presented.

Board Chair Discussion

Luke Cunningham reviewed the Board By-Laws including Board attendance.

Nancy Dischinat honored the following staff retiring at the end of the year: RoseAnn Kisilewicz, Quality Assurance Coordinator, John Haupt, CareerLink Administrator, Victor Hernandez, Bilingual Career Advisor and Angel Leon, CareerLink Specialist. Jim Nichols was congratulated for being promoted to Regional Director for the Bureau of Workforce Partnership and Operations. Nanse Wolfington is the new replacement for RoseAnn Kisilewicz, and David (Mike) Dopkin is the acting CareerLinking Administrator.

Committee Reports

Public Policy

Vito Gallo gave an update on the Public Policy Committee which met on October 28, 2016 including: PA Legislative activities HB 2130 Employment First Act, HB 725 CareerBound, HB 53 PA Workforce Investment Strategy, and HB 581 Job training for the PA National Guard and reserve component of the Armed Forces. This legislation is pending and need to be reintroduced. Also reported was Senator Browne’s visit to the Lehigh Career & Technical Institute to videotape the Browne Report. Discussion included providing legislators a fact sheet on PA CareerLink® Lehigh Valley services and taping a television show for state Representatives/Senators; a Board Orientation is scheduled for November 15, 2016 for new LVWDB Directors including Jane Brooks of Highmark Blue Shield, Tom Fiorini of Westgate Global Logistics, and Kurt Landes of the Iron Pigs.

Business and Economic Development

Larry Wiersch provided an update on the Business and Economic Development Committee which on November 4, 2016 included: LVWDB received new funding from the PA Department of Labor and Industry under the Industry Partnership program including \$200,000 for Diversified Manufacturing and \$200,000 Transportation, Warehousing and Logistics Industry Partnerships. LVWDB held an Industry Partnership Employer Focus Group in November with the Chamber to engage employers and allows them to tell us how Industry Partnership resources should be directed. A follow-up news article on the Employer Roundtable and how businesses can get involved in Industry Partnerships will be in the Chamber's January newsletter. A new Electro-Mechanical Technician Registered Apprenticeship was unanimously approved for Ocean Spray Cranberries by the PA Apprenticeship and Training Council on December 8, 2016.

Workforce Services and Accountability

Stephen Bailey gave a updated on Workforce Services and Accountability Committee which met on November 9, 2016 included: Netrepid Disaster Recovery Plan and PA CareerLink[®] Lehigh Valley Fast Facts, and Job Fair data for the period of July 1, 2016 to September 30, 2016

Bill Bartle reported on the Linking Employment Activities Pre-Release (LEAP) Grant. The LEAP program was monitored with no findings and the partnership with the Society for Human Resource Management was highlighted by the federal monitor. Mathematica has interviewed LEAP staff for study purposes. Northampton County recently approved continuing the LEAP Program. Discussion included educating and informing federal legislators regarding the importance of the LEAP program.

Executive Director's Report

Nancy Dischinat provided an Executive Director's report that included:

- LEAP Monitoring Tool/Report and TANF Summer Youth Agreement Monitoring Tool/Report included in packets.
- Strategic Innovations Grant
- Out-of-School Youth Request for Proposal Suspended
- Next Generation Sector Strategy Summit
- Veterans Employment and Education Fair
- Unemployment Compensation Call Center Closing
- Advent Calendar
- Education and Talent Supply Council
- B. Braun
- Air Products Foundation
- PA Department of Labor and Workforce Development Visit
- Hot Dog Wagon

Meeting adjourned at 9:00 a.m.